

Ecosystem Based Adaptation and Mitigation in Botswana's Communal Rangelands

**ANNEX 19: Procedures for controlling procurement by third parties or executing
entities undertaking Projects financed by the entity**

CI procedures for controlling procurement by third parties or Executing Entities

Procurement Policies

The Executing Entity (EE) for this project is CI-Botswana. Therefore, financial management and procurement for this project will follow relevant CI policies and procedures, as well as relevant provisions in the Accreditation Master Agreement (AMA) signed between CI and the GCF. All procurement for this project must follow the Procurement Process Standards as defined in the CI Procurement Policy, which requires that all procurements of goods or services ensure the best value and comply with all donor funding terms and conditions, and that all goods be used only for their intended purposes and consistent with CI's Code of Ethics and suite of anti-fraud policies. CI's procurement standards are in line with GCF fiduciary standards. CI's procurement standards are in line with the GCF fiduciary standards. The CI Procurement Policy can be found at <https://www.conservation.org/gcf/procurement>.

CI will assess the procurement policies of any subgrantee organization conducting procurement for this project. Project sub-grantees that meet CI's Procurement Process Standards as defined in CI's Procurement Policy will use with their own procurement policy and procedures for the project; otherwise, they will be required to use CI's Procurement Policy for the project. Detailed procurement requirements consistent with CI and GCF standards will be included in the grant agreement signed between CI and the grantee.

Procurement controls

The EE's procurement will be conducted based upon a Procurement Plan that is pre-approved and monitored by the CI-GCF Agency (AE); the plan will be periodically updated and approved during implementation. Sub-grantees must submit a procurement plan to the EE prior to grant award.

All procurement done by CI will follow CI's internal procurement controls and risk-mitigation measures, including procurement planning, multi-level purchasing approvals, quarterly reporting on procurement & equipment, periodic inventories, and post-award reviews. Contract agreements for procurements of USD 20,000 or more are approved by CI's Grant and Contracts Unit and those of USD 50,000 or more are approved by the AE.

CI will apply mitigation measures and monitor all procurement for this project to ensure that any procured goods are used only for their intended purposes. The AE will provide training on procurement and procurement practices. The AE will also provide oversight of procurement of the project via quarterly reporting (which includes equipment registers), periodic on-site oversight missions, and post-award reviews, which include testing of procurement processes and awards. The project and the BUAN sub-grant will be subject to annual financial audits conducted by an independent auditing company, which will include a review of procurement. In addition, any suspected procurement violation can be reported to CI's Ethics Hotline, which is described in the Funding Proposal.

In addition, CI's subsidiary agreements with sub-grantees require that procurement records be made available to CI or the GCF upon request.

The EE and sub-grantees are also required to conduct a security screening of vendors selected for all procurements to ensure they are not on any international sanctions lists.