



GLOBAL SCHOOL PARTNERS

Procurement and Resource Management Policy



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www.globalschoolpartners.org.au

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Global School Partners facilitates partnerships between schools in Australia and schools in developing nations to enable students from across the globe to connect, share and learn with one another. In addition, we encourage Australians to support our work through sponsorship of students and funding of school projects and programs.

Our aim is to work collaboratively with community groups (schools) and individuals, to achieve mutually agreed goals that build capacity to both alleviate poverty through education and better health and raise awareness of how education can overcome poverty.

We inform students and school communities in Australia about the culture and circumstances experienced by students in their partner school in the developing country. We empower Australian students to make a positive, direct and tangible difference in the lives of students at their partner school.

Global School Partners understands the importance of local communities, their viability and economic needs. Therefore, Global School Partners will not itself undertake any work that can be carried out by a member of the local population or introduce resources that are readily available in the local community. All work and resources will be paid for at the local market rate. For example, to facilitate the purchase and installation of a water tank in a school, the tank and other required materials will be purchased locally and the work itself undertaken by a local tradesman, who will be paid appropriately for their time and expertise.

Sound procurement is based on the following principles:

- Ethical behaviour and fair dealing
- Open and effective competition
- Value for money
- Environmental protection
- Management of risk

Procurement Guidelines

Procurement below the value of \$10,000 AUD requires at least one written quote. The CEO has the delegation to approve procurement up to the value of \$10,000 AUD.

Procurement above the value of \$10,000 AUD requires at least three written quotes. The Board is required to select and approve procurement above the value of \$10,000 AUD.

After receiving quotes and conducting due diligence, Global School Partners issues a work order document titled 'Authority to Proceed' to initiate the project. (Appendix A)

Ethics and Procurement

Ethics and fair dealing are important to:

- Management
 - To support the concepts of honesty, integrity, fairness and accountability.
- Procurement Staff
 - Outline how employees should conduct their procurement activities and ensure that they are carried out in a fair and responsible manner.
- Operations Staff
 - There are direct benefits in purchasing according the principles of fairness and integrity.
- Suppliers
 - High ethical standards in agencies will assure suppliers that they are treated fairly and that confidentiality in commercial dealings will be respected.



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The strategy of value for money in purchasing must not compromise standards of conduct. High ethical standards in behaviour will assist in obtaining value for money.

Ethical behaviour will help avoid the following problems:

- Fraud – the false representation of facts with an intention to deceive or enable someone to gain an unfair advantage.
- Theft – stealing or dishonest behaviour.
- Corruption – acceptance of a gift as an inducement or reward.

Therefore, to ensure ethical procurement of goods and services, Global School Partners will:

- undertake reasonable checks of individuals and organisations receiving funds against the Criminal Code list of terrorist organisations and the DFAT consolidated list of individuals and entities subject to targeted financial sanctions.
- refer to the World Bank Listing of ineligible firms and individuals, the Asian Development Bank Sanctions List; the Attorney General's Department List of Terrorist organisations and DFAT's consolidated list of individuals and entities subject to targeted financial sanctions, including relating to terrorism.

Disclosure of Interest

If there is any form of current or possible interest, it must be disclosed. The early and open disclosure of any interest will allow management to prevent a conflict of interest from arising.

Gifts and Hospitality

Offers of gifts may be made in good faith and may not be an attempt to undermine impartiality and independence of action. Gifts of over \$25.00 in value should be reported to management.

It is important that procurement personnel should not be influenced in their duties by gifts or hospitality and that they should avoid any appearance of influence, or close relationship. Gifts or money should not be solicited or accepted.

Confidentiality of Information

Commercial in confidence information must be kept secure.

Commercial information concerning individual contracts or their provisions must not be disclosed without the authority of the CEO.

It is also important to safeguard commercial in confidence information physically so that it is not released by others, even inadvertently.

Fair Dealing

Be honest, fair and even handed with suppliers. Help them to understand Global School Partners' requirements. Listen to concerns. Give suppliers the opportunity to present their bids and explain your decisions. Do not mislead or engage in unfair practices.

Accountability

Written records are essential in allowing agencies to demonstrate that ethical standards have been observed.



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The records will serve as an audit trail as well as providing reasons for a particular decision. Records should cover:

- Explanation of the procurement method.
- Suppliers selected.
- Reasons for the decisions.
- Steps taken and approvals obtained.
- Notification to unsuccessful tenderers.

Separation of Duties

Global School Partners use financial delegations to maintain and four-way authenticated proof of completion of work to ensure funds expended are utilised as per the project plan and budget.

In addition, Global School Partners' accounts are independently managed by a qualified professional accountant and the organisation is independently audited.

Effective Use of Resources

Global School Partners uses its resources and minimise financial wastage in the planning and implementation of procurement activities.

Due Diligence

This Procurement and Resource Management policy will be applied to all partners.

Global School Partners undertakes reasonable due diligence assessments of partners who may manage funds on behalf of Global School Partners which:

- Assesses the partner's capacity to apply funds or resources in accordance with the promise to the donor, the Member's strategy, and the specific instructions of the Member.
- Includes reference to prohibited entities listings.
- Assesses the partner's capacity to manage and control funds.

Control mechanisms

Financial wrong-doing, especially fraud, corruption, counter-terrorism and money-laundering will not be tolerated by Global School Partners.

All directors, staff, and nominated representatives of partner schools must complete the following documentation annually:

1. Sign the 'Global School Partners Financial Responsibility Statement'. (Appendix B)

Payment of volunteers

All Directors and volunteers who contribute to Global School Partners are unpaid.

Travel expenses

All travel of Directors and volunteers is self-funded.

Review of financial performance

Global School Partners have an independent accountant to manages the accounts and the Board reviews financial statements quarterly.



APPENDIX A – Authority to Proceed



Authority to Proceed

Date:	
School:	
Project:	
Sponsor:	
Details:	
Contractor:	
Maximum Funding by sponsor:	

Yours sincerely,

Simon Carroll
CEO



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APPENDIX B

GLOBAL SCHOOL PARTNERS FINANCIAL RESPONSIBILITY STATEMENT

I, _____ (full name)

am partnered with, engaged by or volunteering with Global School Partners Ltd agree that:

I will with due diligence utilise the funds or resources provided solely for the agreed purpose and conforming to the guidelines and definitions in the Global School Partners Procurement and Resource Management Policy. I will provide timely and transparent reporting to Global School Partners relating to all expenditure of Global School Partners provided funds.

I will faithfully adhere to the procurement guidelines and expectations as outlined in the Global School Partners Procurement and Resource Management Policy.

Name and Position

Organisation

Signed

Date



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