


## Administrative Instruction

Date: 16 January 2012  
To: All UNOPS personnel  
From: Vitaly Vanshelboim  
Deputy Executive Director   
AI Reference: AI/EO/2011/01 (rev. 1)  
Subject: **Master Table of Authority in Procurement**

### 1. Introduction

- 1.1. The Executive Director established the “Framework for Delegations of Authority” in Organizational Directive 34 (OD 34).
- 1.2. In accordance with the UNOPS Financial Regulations and Rules, the corporate oversight of procurement activities is delegated by the Executive Director to the Executive Chief Procurement Officer (ECPO). The ECPO is responsible for the establishment of UNOPS policies on procurement and may further delegate authority to UNOPS personnel.
- 1.3. Further, pursuant to OD 34, the Deputy Executive Director is responsible for setting, by means of master tables, the levels of delegated authority of each management practice.

### 2. Purpose

- 2.1. The purpose of this AI is to hereby specify the authorities that may be delegated in procurement and the conditions applicable to the exercise of such authorities.
- 2.2. The purpose of the present revision is to update the thresholds for the review and award of individual contractor agreements and amendments to be in accordance with the revised Organizational Directive Nr. 21(OD 21 (rev. 3)).

### 3. Master Table of Authority in Procurement

#### 3.1. Master table

- (a) The following master table for delegations of authority in procurement is established in accordance with Organizational Directive 34, Framework for Delegations of Authority in UNOPS. This master table can only be revised/amended by the Deputy Executive Director and ECPO:

**TABLE A: Delegation of Authority for the review and award of contracts and amendments (excluding review and awards of individual contractor agreements)**

<b>ACTIVITY</b>		<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
<b>#</b>	<b>Following Procurement Rules:</b>	<b>USD</b>	<b>USD</b>	<b>USD</b>	<b>USD</b>
1	Approve short lists, requests for EOI, pre-qualification and solicitation documents (including amendments thereof)	250,000*	500,000*	Unlimited*	Unlimited*
2	- Award contracts on the basis of the use of formal methods of solicitation - Award contracts further to pre-selection by the funding source (please consult the Administrative Instruction on <a href="#">Engagement Acceptance</a> for particular situations such as pre-selection being carried out using the procurement rules of a non-United Nations organization and pre-selection taking place after endorsement of the project document).	50,000	250,000*	500,000	1,000,000
3	- Approval of call-off orders. - Approval of call-off order amendments.	50,000	250,000	500,000	1,000,000
4	- Award contracts through exception to the use of formal methods of solicitation. - Award contracts amendments except call off order amendments.	50,000	50,000	250,000	250,000
5	Sign awarded contracts, awarded LTAs, approved call-off orders, and awarded amendments.	Unlimited	Unlimited	Unlimited	Unlimited
6	Sign contracts pursuant to no objection from International Financial Institutions (e.g. World Bank) when no separate UNOPS Contracts Committee review has taken place (see 7.2 Review and recommendation to PA).	None	None	Unlimited	Unlimited
	<b>Exceptions to Procurement Rules:</b>	<b>USD</b>	<b>USD</b>	<b>USD</b>	<b>USD</b>
7	Approve retroactive/post-facto cases	None	None / 50,000**	250,000	250,000
8	Approve instruction(s) of variation of Contract for Works	50,000	500,000	Unlimited	Unlimited

\* Activities to be pre-cleared by procurement advisor

\*\* Regional Directors or Deputy Regional Directors in charge of regions with no Local Contracts and Property Committee are the ONLY persons authorized to approve retroactive/post-facto cases for amounts of up to USD 50,000.

**TABLE B: Delegation of Authority for the review and award of individual contractor agreements and amendments**

The amount stated in Table B below is the **annualized**<sup>1</sup> contract value.

<b>ACTIVITY</b>		<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>
<b>#</b>	<b>Following Procurement Rules:</b>	<b>USD</b>	<b>USD</b>	<b>USD</b>	<b>USD</b>
9	Approve vacancy announcements	Unlimited	Unlimited	Unlimited	Unlimited
10	- Award ICA contracts on the basis of the use of formal methods of solicitation - Award ICA contracts further to pre-selection by the funding source	50,000	100,000	250,000	250,000
11	- Award ICA contracts through exception to the use of formal methods of solicitation	None	50,000	100,000	100,000
12	- Sign awarded contracts - Sign amendments (and extension)	Unlimited	Unlimited	Unlimited	Unlimited
<b>#</b>	<b>Exceptions to Procurement Rules :</b>	<b>USD</b>	<b>USD</b>	<b>USD</b>	<b>USD</b>
13	Approve retroactive/post-facto cases	None	None/ 50,000*	100,000	100,000

\*: Regional Directors or Deputy Regional Directors in charge of regions with no Local Contracts and Property Committee are the ONLY persons authorized to approve retroactive/post-facto cases for amounts of up to USD 50,000.

#### **4. Final provision**

4.1. This revised AI is effective as of **1 February 2012**.

<sup>1</sup> Further details can be found in Organizational Directive No. 21 “Individual Contractor Agreement”