**Emergency Rapid Response Waiver Request (ERRWR) Template**



###### Justification: Please describe briefly the acute emergency event, and the specific operational constraints it has caused that justify the need for any requested waiver or adjustment:

###### Targeted waivers and adjustments for specific standard operating procedures (SOPs) and/or thresholds: In order to increase \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_‘s (CP) capacity regarding procurements processes and procedures in support of the response to the above acute emergency the CP is requesting approval to make the following emergency procurement adjustments--please input the new threshold amount for only those SOPs or thresholds that need to be addressed to prevent real and/or anticipated bottlenecks/constraints.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Request | 1 | Any level 1 or level 2 approving staff can request goods & services without additional review and approval needed up to | $ |  | USD |
| Source | 2 | Procurement staff can sole source without using SAF form up to | $ |  | USD |
| 3 | Procurement staff can collect quotes by phone call up to | $ |  | USD |
| 4 | Sealed quotes threshold requirement waived | [ ]  Yes | [ ]  No |
| 5 | International and national open tendering threshold requirements waived | [ ]  Yes | [ ]  No |
| 6 | Local Purchase Authorization (LPA) threshold requirement from Global Procurement (> $5k) waived | [ ]  Yes | [ ]  No |
| Approve/Purchase | 7 | Level 1 approving staff can sign purchase orders (POs) up to | $ |  | USD |
| 8 | Level 2 approving staff can sign POs up to | $ |  | USD |
| 9 | Procurement staff can make commitments to vendors with verbal consent from Level 2 approving staff up to | $ |  | USD |
| 10 | Bid committee threshold requirement for purchases over | $ |  | USD |
| 11 | Level 1 approving staff can approve sole sourcing up to  | $ |  | USD |
| 12 | Level 2 approving staff can approve sole sourcing up to  | $ |  | USD |
| 13 | Level 2 approving staff can sign contracts (employment contracts excluded) up to | $ |  | USD |
| Payment | 14 | Maximum amount for staff Short Term Operating Advance (STOA A/C: 1213) increased to | $ |  | USD |
| 15 | Level 1 approving staff can approve payment requests up to | $ |  | USD |
| 16 | Level 2 approving staff can approve payment requests up to | $ |  | USD |

Notes: All signatory thresholds requirements stated above are for single signature and do not require another approving signature. The CR designates Level 1 and 2 approving staff in the country program: Level 1 approvers normally include:Program Managers, Program Coordinators, Project Officers, Deputy Supply Chain Manager, Supply Chain Officers, Logistics Officers, Head of Administration, Administration Officers, Deputy State Reps., and Technical Advisors; and Level 2 approvers normally include: Deputy Country Representatives, Heads of Programming, and Heads of Operations, Emergency Team Leaders, Deputy Emergency Team Leaders, Supply Chain Managers, and Heads of Sub Office, Senior Program Managers, Senior Technical Advisors, State Reps., and Chiefs of Party. The CP should annex a copy of the current CP authorization chart before the above changes have been made for comparison purposes, and the **CP must make sure to remain compliant with specific donor regulation requirements and flexibility options** (see Section 10 for more details). The CP should make sure to revise their authorization chart once the ERRWR Template is approved to show these approved changes in Level 1 and 2 approving staff threshold capabilities that will be enabled during the ERR.

1. **Mitigating actions: (mandatory)** In order to mitigate potential risk associated with the above procurement SOP adjustments and waivers the following mitigating actions will be implemented by the Country Program and Region:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Mitigating action** | **Description** | **Person (s) Responsible** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

1. **Duration--**These procurement SOP adjustments, waivers and mitigating actions will be applicable for the following time period only: -- Note: maximum of a 90 day possible per ERRWR with extensions possible via new ERRWR with sufficient justification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date: | Click here to enter a date. |  | End Date: | Click here to enter a date. |

1. **Authorizations:**

Requesting Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Country Representative) Name Signature Date

Approving Official 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Regional Director) Name Signature Date

Comments:

Approving Official 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Global Procurement Name Signature Date

Director)

Comments:

Approving Official 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chief Financial Officer) Name Signature Date

Comments:

Cc: Executive VP OverOps, VP OverOps, VP Overseas Finance, Internal Audit Director, VP HRD, OPEX Director, and RMSS Director.