**Annex No. 8: Emergency Rapid Response Waiver Request (ERRWR) Template**



###### Justification: Please briefly describe 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 | Budget Manager (BM) approves RFGS with unique signature up to | No Limit[[1]](#footnote-2) | USD |
| 2 | Secondary approver (parallel) and CR Approver approve RFGS with unique signature up to | No Limit[1](#BM1)  | USD |
| Source | 3 | Sole sourcing without using SAF allowed up to |  | USD |
| 4 | Quotes collected by phone call up to[[2]](#footnote-3)  |  | USD |
| 5 | Sealed quotes requirement waived up to |  | USD |
| 6 | Verbal request for RFQ made by phone up to[[3]](#footnote-4)  |  | USD |
| 7 | Financial Service Provider (FSP) Single-use contract Tendering Process increase service fee threshold ceiling to[[4]](#footnote-5) |  | USD |
| 8 | FSP Framework/Multi-Purpose Agreement Tendering Process can conduct a Limited/Restricted Tender procedure[[5]](#footnote-6) | [ ]  Yes | [ ]  No |
| 9 | International and national open tendering waived | [ ]  Yes | [ ]  No |
| Approve/Purchase | 10 | Waive purchase orders (POs) requirement for purchase below[[6]](#footnote-7)[[7]](#footnote-8)  |  | USD |
| 11 | Level 1 authority staff sign purchase orders (PO) up to[[8]](#footnote-9) |  | USD |
| 12 | Level 2 authority staff sign PO up to[8](#BM2) |  | USD |
| 13 | Commitment to vendor with verbal consent from Level 2 authority staff up to |  | USD |
| 14 | Bid committee to be set up for purchases over |  | USD |
| Payment | 15 | Short Term Operating Advance (STOA / TA - 110061) amounts increased to |  | USD |
| 16 | Employee allowed to receive multiple advance (STOA / TA) with cumulative advance not to exceed [[9]](#footnote-10) |  | USD |
| 17 | BM approval for AP Invoice or Payment Request with unique signature up to | No Limit[[10]](#footnote-11) | USD |
| 18 | BM (HoP or similar Role) authority staff 2nd signature for approval for payment request signature up to | Not applicable10 | USD |

Note**:** The CP should annex a copy of the current CP authorization matrix for comparison purposes, and the **CP must make sure to remain compliant with specific donor regulation requirements and flexibility options**. Please contact the GSCM Global Procurement team and HRD Operations team for support in filling out this section of the form.

1. **Mitigating actions[[11]](#footnote-12): (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 |  |  |  |

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 Director) Name Signature Date

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, GSCM Sr. Director

1. According to [ Procurement Approvals Policy EN.docx](https://crsorg.sharepoint.com/%3Aw%3A/r/sites/Policies-and-Procedures/_layouts/15/Doc.aspx?sourcedoc=%7BA67A76BF-0133-40C1-B338-B0284989FD00%7D&file=Procurement%20Approvals%20Policy%20EN.docx&action=default&mobileredirect=true) , there are no longer any approval limits for BMs for RFGS. However, for those CPs which still use RFGS approval limits, we recommend moving to no approval limits during the emergency response and for this reason we have pre-populated these fields accordingly. [↑](#footnote-ref-2)
2. Price quotations can be collected by phone call to expedite the sourcing process and these are considered as offers. [↑](#footnote-ref-3)
3. Through phone call, procurement agent request supplier to submit a quote / offer waiving the need to send formal request for quote prior. [↑](#footnote-ref-4)
4. FSP Single Use Contract (used for cash transfer programming) emergency threshold is $12,500 in service fee (5% of transfer value avg). If donor regs permit, then the service fee threshold should be adjusted up in accordance with the total amount of CVA planned for the period in question (90days). [↑](#footnote-ref-5)
5. FSP Framework/Multi-purpose agreement tendering process can be done as limited /restricted – if donor regs permit - in situations where advertising is not possible or not appropriate and the FSP must be used for over multiple use cases including projects and internal payment (salary, vendors). [↑](#footnote-ref-6)
6. CRS policies does not require PO for purchase below USD 500 if allowed by local laws. [↑](#footnote-ref-7)
7. This waiver cannot exceed the sole source threshold set in Line 3. [↑](#footnote-ref-8)
8. PO signature can be delegated to Level 1 staff and or Level 2 staff using [ 1. Sub-Delegation Protocol.pdf](https://nam11.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Fcrsorg.sharepoint.com%2F%3Ab%3A%2Fr%2Fsites%2FOGC%2FSubDelegation%2520of%2520Signing%2520Authority%2F1.%2520Sub-Delegation%2520Protocol.pdf%3Fcsf%3D1%26web%3D1%26e%3D9VSMQI&data=04%7C01%7Clionel.lajous%40crs.org%7Cc84d75c6ffde47f09d3608d972e6188c%7Cb80c308cd08d4b07915c11a92d9cc6bd%7C0%7C0%7C637667154847304491%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XBESg43G3AD4KZyfhmbrEHbu0mC9Y8vtoO%2BWkJzRXN0%3D&reserved=0). [↑](#footnote-ref-9)
9. The advance threshold is the total amount and not the number of advances that can be provided. Multiple smaller advances help allow for more agile support to ongoing field operations while reducing the need for staff to take out a single large amount at one time, which poses greater risk to the staff person. In addition, by allowing multiple advances to key operational staff it is possible to avoid costly disruptions to key emergency response activities, just to be able to liquidate an existing advance and take out another one. [↑](#footnote-ref-10)
10. According to [ Internal Controls policy.docx](https://crsorg.sharepoint.com/%3Aw%3A/r/sites/Global-Finance/_layouts/15/Doc.aspx?sourcedoc=%7B2D14CEFF-50D6-4044-8F3E-A516FC7A699A%7D&file=Internal%20Controls%20policy.docx&wdLOR=c8FCF5F93-8529-4AB3-A214-EC70BE7CC65B&action=default&mobileredirect=true) , there are no limits and only one signature by BM is now required for AP Invoices and Payment requests. Thus, for those CPs which are still BM approval limits and second tier approval signatures, we recommend moving to no limits and only BM signature during the emergency response and for this reason we have pre-populated these fields accordingly. [↑](#footnote-ref-11)
11. Add row as appropriate [↑](#footnote-ref-12)