

Relevant extracts on Contract Review Committee (CRC)
<https://emanual.who.int/p06/s05/Pages/default.aspx>

VI.5.2 Headquarters CRC (para 10, 80 & 90)

10. The CRC shall be composed of the following four members:

- the Comptroller;
- the Legal Counsel;
- Director Planning, Resource Coordination and Performance Monitoring (PRP);
- one member from a panel of technical directors as designated from time to time by the Director-General.

80 The CRC shall review the following contractual arrangements:

- any proposed procurement of project supplies, reimbursable purchases, non-project supplies and various contractual services, as well as for printing, publishing and library contracts, when the contractual amount exceeds US\$ 200,000, as well as any proposed procurement below such amount which the responsible procurement officer decides to submit to the CRC;
- all proposed contractual arrangements in the field of insurance and for concessions to engage in commercial transactions on WHO premises;
- any proposed procurement of products or services for which a waiver of the normal competitive bidding requirements and/or any other requirement set forth in this Part VI of the eManual is requested.

90 The CRC shall also review all contractual arrangements in the following circumstances:

- Amendment, modification or renewal of a contractual arrangement previously recommended by the CRC in accordance with para 130 below, when the amendment increases the approved amount either by more than 20%, or by an amount equal to the applicable CRC threshold at HQ or in the Regions (regardless of the percentage of the increase).
- Where it can be reasonably expected that the work to be contracted is part of a larger piece of work to be performed, which will require a total contractual expenditure that may exceed US\$ 200,000.
- Amendment, modification or renewal of a contractual arrangement not previously submitted to the CRC, when the amount now exceeds US\$ 200,000.

VI.5.3 Regional CRC (para 10, 40 & 60)

10. Each regional office shall have its own CRC. It shall be composed as follows:

- the Director of Administration and Finance, as the Chair;
- the Budget and Finance Officer;
- a representative of the Regional Director.

40 Regional CRCs shall review the following contractual arrangements:

- all procurement of project supplies, reimbursable purchases, non-project supplies and various contractual services, including printing, publishing and library contracts, when the

contractual amount exceeds US\$ 200,000 or such lower amount as might be determined by the regional director, as well as any proposed procurement below US\$ 200,000 which the responsible procurement officer decides to submit to the CRC.

- all contracts in the field of insurance and for concessions to engage in commercial transactions on regional premises, after prior consultation with ADG/GMG at headquarters. The regional CRC should thereafter inform the headquarters CRC of the contract that has been concluded.

60 All contractual arrangements in the field of insurance, and in the case of procurement of supplies exceeding US\$ 200,000 (including reimbursable purchases and non-project supplies) which are referred to and procured by headquarters (e.g. when they cannot be obtained locally, or for which it is more advantageous to purchase centrally), shall be submitted to the headquarters CRC, and thereafter to ADG/GMG for approval.

DFC – examples of attachments and RD approval for exceptions

(<https://emanual.who.int/p17/s06/Pages/XVII.6.6-Direct-Financial-Cooperation-Processing.aspx> - para 30 - 40)

30. The DFC process starts with a duly signed proposal from the implementing partner (MOH) that includes:

- a detailed program description;
- expected outcomes; and
- a detailed budget by expenditure category to justify the requested amount. For emergency DFC activities, implementing partners may submit high-level budgets in lieu of detailed budgets if they obtain prior approval from the WHO Representative (WR)/ Head of Country Office (HCO).

40. DFCs should not be granted to implementing partners with overdue reports. However, exceptions may be granted in emergency situations provided sufficient justification for the delay in reporting is received, and the request is approved by the Regional Director.

Selection of available transaction for non-PO based processing as per SOP

- Reimbursement of medical expenses related to entry, periodic or exit medical examinations (Form 737)
- Reimbursement of security expenses
- Credit memos, SSA payments, etc.
- Recurring invoices such as indemnity payments
- Payroll 3rd Party payments (Staff Association, MEC) – as a part of monthly payroll run
- Shipment of private cars reimbursement (Form 480)
- UNFCU third party payments (Payroll, suppliers and travel per diem related)

Emergency delegation of authority (<https://emanual.who.int/p17/s02/Pages/XVII23delegationofauthority.aspx>)

#	Delegation of Authority Description:	Acute	Protracted
Item 1:	To represent WHO in all Government relations and to lead the WHO participation in the UN Country Team (UNCT) and the Humanitarian Country Team (HCT).	WR	WR
Item 2:	To establish sub-offices as per related SOPs, ensuring appropriate cash handling and record keeping procedures are established.	WR approves establishment of sub-offices; IM manages sub-offices on day-to-day basis	WR
Item 3:	To ensure appropriate arrangements for all security matters (including MOSS, RSM and mission security clearances) related to staff and other personnel.	WR	WR
Item 4:	In GSM, to create separate OCR activity and HR work plans, budgets and positions, and ensure the work plans are closed at the end of the emergency.	WR activates and deactivates OCR workplans; IM manages workplans on a day-to-day basis	WR
Item 5:	To develop the strategic and operational plan for the response,	IM	WR

	including the HR plan, and to request allocation of human resources from available sourcing mechanisms (roster or non-roster).	HR plans to be approved by: <ul style="list-style-type: none"> • WR (Grade 1, 2 or 3) • RED (Grade 2 or 3) • RD (Grade 2 or 3) • EXD (Grade 3) 	HR plans to be approved by: <ul style="list-style-type: none"> • WR (Grade 1, 2 or 3) • RED (Grade 2 or 3) • RD (Grade 2 or 3) • EXD (Grade 3)
Item 6:	To approve the selection and appointment of candidates proposed for international temporary staff appointments as per the approved HR plan up to 6 months (total of the initial appointment period and any extensions).	IM up to 3 months WR up to 6 months Above 6 months: RD (Grade 1 and 2) or EXD (Grade 3)	WR Above 6 months: RD (Grade 1 and 2) or EXD (Grade 3)
Item 7:	To approve the selection and appointment of candidates proposed for: <ul style="list-style-type: none"> • National temporary staff appointments and general service staff appointments as per the approved HR plan • Consultants contracts up to 6 months 	IM Above 6 months for consultants: RD (Grade 1 and 2), or EXD (Grade 3)	WR Above 6 months for consultants: RD (Grade 1 and 2), or EXD (Grade 3)
Item 8:	To approve the deployment of candidates as per the approved HR plan from:	IM Above 6 months for consultants:	WR Above 6 months for consultants:

	<ul style="list-style-type: none"> • Internal rosters (WHO staff on duty travel) • External rosters (non-WHO staff on consultant contracts up to 6 months) • Partnership rosters (GOARN, Standby Partners) 	RD (Grade 1 and 2), or EXD (Grade 3)	RD (Grade 1 and 2), or EXD (Grade 3)
Item 9:	<p>To authorize and approve expenditure and/or Purchase Request of goods and services^{[1][2]}, including local procurement, without competitive bidding, without approval from the relevant Contract Review Committee, and without additional clearance processes. This may also include off-line approval.</p> <p>This delegation of authority recognises that procurement could take place based on the offline approval, pending full processing in GSM. The GSM transaction must be initiated as soon as possible following off-line approval.</p> <p>Adjudication reports must be included to document decisions taken.</p> <p>Every quarter a report must be submitted to Contract Review Committee at Headquarters or Regions</p>	<p>IM up to \$500,000 for catalogue items^[4]</p> <p>IM up to \$200,000 for all other items</p> <p>Above these limits, following clearance by WR:</p> <p>RD (CO/RO PTAE0)</p> <p>or EXD (HQ PTAE0)</p>	<p>WR up to \$500,000 for catalogue items</p> <p>WR up to \$200,000 for all other items</p> <p>Above these limits:</p> <p>RD (CO/RO PTAE0)</p> <p>or EXD (HQ PTAE0)</p>

	as appropriate including relevant details ^[3] of all the Purchase Requests authorized.		
Item 10:	<p>To approve changes to the emergency work plans and budgets, manage awards distributed to such work plans, clear/approve any expenditure incurred, establish imprest POs, and authorize cash advances for staff in the field and local payments.</p> <p>This may also include off-line approval of changes to budgets and off-line authorization of activities, expenditure and payments.</p> <p>This delegation of authority recognises that an activity could commence based on the offline approval, pending full processing in GSM. The GSM transaction must be initiated as soon as possible following off-line approval.</p>	<p>IM up to \$200,000</p> <p>Above this limit, following clearance by WR: RD (CO/RO PTAE0) or EXD (HQ PTAE0)</p>	<p>WR up to \$200,000</p> <p>Above this limit: RD (CO/RO PTAE0) or EXD (HQ PTAE0)</p>
Item 11:	To be responsible for monitoring and reporting on all programme activities and financial implementation and expenditure under the emergency work plans.	IM	WR
Item 12:	To request allocations from the WHO Contingency Fund for Emergencies	IM	WR

	(CFE) and other regional emergency funds in line with the related SOPs.		
Item 13:	To approve duty travel and leave plans for staff and non-staff under the emergency response. Security matters must be referred to the WR for decision.	IM	WR
Item 14:	To ensure performance evaluations of staff and non-staff under the emergency response are conducted.	IM 1 st level supervisor WR 2 nd level supervisor	WR 1 st level supervisor RED 2 nd level supervisor

[1] Excluding pharmaceutical products, vaccines and biological products which require application of standard procurement rules.

[2] Procurement authorized and approved for emergencies must be in WHE or OCR workplans, and in compliance with the terms and conditions of the related donor agreement.

[3] A reporting template will be developed jointly by WHE and CRC. At a minimum it will include PO number, name of the supplier, amount paid, currency, duration of contract, corresponding emergency and grading.

[4] Emergency supplies lists per hazard are under development; once developed the financial delegations will be updated. It is proposed that procurement from the emergencies supplies lists included as catalogue items have no financial limit.

Write-offs and Administrative Waivers (WHO eManual > XII - General Finance > XII.5 Expenses > XII.5.5 Write-offs, administrative waivers and ex-gratia payments)

30. Approval to take write-off or administrative waiver action must be sought as follows and based upon full documentation indicating the efforts made to recover the amount owing or not to pursue recovery:

- At regional office level, the Director of Administration and Finance, with concurrence of Regional Director, may where justified authorize the write-off of uncollectable debts or administrative waivers up to the equivalent of US\$ 10,000 with a copy to the Comptroller. Amounts in excess must be referred to the Comptroller.
- At headquarters, and cases in regional offices in excess of US\$ 10,000, the Comptroller may, where justified, authorize write-off action in respect of uncollectable debts or administrative waivers up to the equivalent of US\$ 25,000.
- In cases where the amount involved exceeds US\$ 25,000, the Comptroller refers these requests to the ADG, GMG/HQ.

40 In each case, all relevant documents together with a copy of the authorization must be attached to the accounting document and uploaded in ECM.