

Promoting Poverty Aware Procurement on Campus

Condensed Project Plan



1 Introduction

This document sets out condensed proposals for putting into practice the DfID-funded Development Awareness Project - *Promoting Poverty Aware Procurement on Campus*.

2 Purpose of project and intended outcomes

The purpose of the project is to join together those involved with procurement in further and higher education (FHE) and those with a poverty reduction objective to increase awareness of the impact of FHE's procurement activities on poverty in developing regions. It is intended that this awareness will lead to changes in FHE's procurement processes and have an impact on the understanding and processes of the whole sector. The project will run until 31 March 2010 and work particularly with 16 Universities and Colleges in northern England, Scotland and Northern Ireland.

Intended outcomes of the project are:

- Much greater understanding by the project's partners (especially procurement professionals and others in FHE and in associated procurement organisations) of the links between poverty and procurement;
- Proposals for new or altered procurement processes that will enable poverty implications to be taken into account when procurement decisions are being made;
- A review of the best means of enabling institutions to introduce the changes to procurement processes that will be needed;
- Increased awareness amongst FHE as a whole and in collaborative procurement organisations of the links between poverty and procurement, of the new procurement processes needed and of the means of introducing these changes.

3 Main stages of project

To achieve this we will:

- Identify commodities with links to poverty that will be the subject of more detailed study.
- Write a Fact Sheet for each commodity which will be in two parts: part one describing links between the commodity and poverty, and part two setting out the procurement processes needed to optimise poverty impacts.
- Undertake a baseline survey of the procurement processes in place in partners to procure these commodities.
- Propose processes to be adopted by FHE institutions and consortia to ensure that poverty is taken into account when making procurement decisions.
- Get feedback from partners on these processes.
- Draw together information on the best ways to introduce the revised processes
- Disseminate findings on impacts and processes to other relevant organisations using video/DVD, conferences, and materials on the EAUC web site.
- Evaluate the achievements at the end of the programme.

4 Vehicles for delivering the project

4.1 Partner meetings

Partner meetings will form a key role in the implementation of the project. There will be five of these and each will have a different focus according to progress on the project (See Table 1).

Table 1 Schedule of proposed partner meetings

Ref	Date	Proposed Focus of meeting
1	Sept 08	Introduce the project; Choose categories; Discuss the Fact sheet; Brief partners on the poverty agenda; Discuss arrangements for evaluation base line
2	Jan 09	Outcomes from Part 1 of Fact Sheets, and outcomes from baseline evaluation; consider nature of guidance needed by sector to inform writing of Part 2 of Fact Sheets
3	May 09	Review of further Part 1 dissemination material:- website, video. Consider draft of Part 2 (new procurement processes)
4	Oct 09	Discuss comments on new processes
5	Mar 10	Wrap up meeting to summarise outcomes, experiences and discuss way forward

4.2 Developing the fact sheet

“Fact sheets” will be written for each of the 16 product categories. These will be one of the principal outcomes of the project. The purpose of each fact sheet will be to provide information for stakeholders and the sector as a whole that will:

- Increase awareness on the impacts on poverty of specific commodities (Part 1); and
- Propose procurement processes that will enable these impacts to be mitigated (Part 2).

Material in Part 1 of the Fact Sheet will be obtained largely by desk research early in the project and material in Part 2 by discussion with a range of stakeholders later on.

4.3 Events and Dissemination

Several methods will be used to help partners and others learn about the progress of the project and its outcomes. The principal ones will be:

The Fact Sheet: which is discussed in Section 4.2;

Partner meetings: which are discussed in 4.1;

Regular e-mail bulletins: which will be sent to all partners to keep them informed and to elicit feedback from them.

Web site: Web material will be provided on a dedicated part of the EAUC’s existing web site. Material will include:

- Initial information describing the project;
- Fact sheets, providing further information on commodity impacts and descriptions of processes.
- Access to video material

Video: Video will be used to disseminate findings. The video will be put on a DVD or made accessible via the web. The video will be produced commercially, with short clips showing links between poverty and procurement, and examples of new procurement processes that have been introduced to mitigate impacts.

End of project events: Towards the end of the project, a series of events will be held to help disseminate outcomes to a wide range of stakeholders.

5 Project stakeholders and their role

Table 2 sets out the principal categories of stakeholders:

Table 2 Principal stakeholders and their roles

Stakeholder	Meetings	Other regular communication	Roles
Professionals involved in partner FHE institutions (procurement staff and also those involved with e.g. environment, corporate responsibility)	Attend 5 partner meetings	Dedicated mail list/ – plus general project circulars	Views on categories, info on procurement systems and ways of changing them; Possibly host researcher creating fact sheet(s)
Professionals in sector procurement organisations	Attend 5 partner meetings	Dedicated distribution list – plus general project circulars	Views on categories, info on procurement systems and ways of changing them;
Student-related organisations (NUSSL/ People and Planet etc)	Attend 5 partner meetings	Dedicated distribution list- Plus general list	Giving student perspective and provide links to student bodies, Giving input to category work,
Organisations concerned with poverty agenda Oxfam, Scottish Fair Trade Forum, IDEAS etc	Attend 5 partner meetings		Input on categories, and content of poverty awareness processes and materials
Businesses (importers, manufacturers, wholesalers)	A few invited to partner meetings		Views on categories, and systems
Professionals in remainder of FHE	Invited to end of project events	use other e-mail lists & EAUC marketing	

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