



INTERNAL AUDIT DIVISION

REPORT 2024/049

**Audit of local procurement activities
and contract management in the
United Nations Assistance Mission for
Iraq (UNAMI)**

**UNAMI needed to address weaknesses in key
aspects of its procurement and contract
management activities**

**11 October 2024
Assignment No. AP2023-812-01**

Audit of local procurement activities and contract management in the United Nations Assistance Mission for Iraq

EXECUTIVE SUMMARY

The Office of Internal Oversight Services (OIOS) conducted an audit of local procurement activities and contract management in the United Nations Assistance Mission for Iraq (UNAMI). The objective of the audit was to assess the efficiency and effectiveness of local procurement and contract management activities in UNAMI. The audit covered the period from January 2021 to May 2023 and included: (a) procurement regulatory framework; (b) solicitation process; and (c) contract management.

UNAMI sub-delegated its procurement authority according to established guidelines, with roles accurately reflected in Umoja to ensure proper segregation of duties. The Local Committee on Contracts carried out its review functions per its terms of reference. Procurement staff complied with financial disclosure and declaration of interest requirements. Additionally, vendor payments were processed timely with adequate documentation, and progress was evident in staff training and certification.

However, UNAMI needed to address some procurement and contract management weaknesses. Discrepancies between cost estimates and contract awards highlighted the need for better historical price analysis and budgeting. Furthermore, vendor quarterly performance evaluations were inconsistent, and the lack of a tracking system for security instruments increased the risk of financial losses.

OIOS made three recommendations. To address issues identified in the audit, UNAMI needed to:

- Implement additional measures to ensure realistic estimates for proposed goods and services.
- Provide adequate oversight for completing the quarterly vendor performance evaluations.
- Review and update the list of security instruments maintained by the Finance Section and establish a mechanism to track their status to ensure timely submission or renewal.

These recommendations are still relevant despite the new mandate as per Security Council Resolution 2732 (2024) adopted on 31 May 2024. The resolution extended the Mission's mandate until 31 December 2025, after which it will cease all work and operations except for any remaining liquidation activities. The resolution also mandated the Mission to complete a transition and liquidation plan by 31 December 2024, initiate the transfer of its tasks, and begin the orderly and safe drawdown and withdrawal of its personnel and assets, including identifying an end date for liquidation activities in Iraq.

UNAMI accepted all recommendations and has initiated action to implement them. Actions required to close the recommendations are indicated in Annex I.

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Audit of local procurement activities and contract management in the United Nations Assistance Mission for Iraq

I. BACKGROUND

1. The Office of Internal Oversight Services (OIOS) conducted an audit of local procurement activities and contract management in the United Nations Assistance Mission for Iraq (UNAMI).
2. Security Council Resolution 2732 (2024), adopted on 31 May 2024, extended the Mission's mandate until 31 December 2025, after which it will cease all work and operations, except for any remaining liquidation activities. The resolution also mandated the Mission to complete a transition and liquidation plan by 31 December 2024, initiate the transfer of its tasks, and begin the orderly and safe drawdown and withdrawal of its personnel and assets, including identifying an end date for liquidation activities in Iraq.
3. The timely delivery of high-quality goods and services is critical for the Mission to fulfil its mandated tasks. This requires an effective and efficient procurement and contract management function to meet operational needs and ensure due consideration is given to the principles of best value for money, fairness, integrity and transparency, effective international competition, and the interest of the Organization.
4. Under the current delegation of authority (DoA) framework (ST/SGB/2019/2), the Secretary-General delegated to the UNAMI Special Representative of the Secretary-General (SRSG) the authority to manage human, financial, and physical resources under the Staff Regulations and Rules and Financial Regulations and Rules, for effective mandate delivery. This includes the authority to make decisions regarding procurement actions and activities up to prescribed financial limits, and the SRSG can subdelegate said authority to authorized officials within the Mission based on their respective functions.
5. The procurement activities include: (a) drafting and approving specifications, statement of works and terms of reference; (b) identifying and registering vendors; (c) developing and sending solicitations to potential vendors; (d) receiving and evaluating bids or proposals; (e) reviewing and approving awards of contracts; and (f) handling vendor protests or disputes. Procurement contracts shall be awarded based on effective competition that include: (i) acquisition planning for an overall procurement strategy and procurement methodologies; (ii) market research for identifying potential suppliers; (iii) formal methods of solicitation, namely invitations to bid (ITB) or requests for proposals (RFPs); and/or (iv) informal methods of solicitation, namely requests for quotations (RFQs) and low-value acquisitions (LVAs).
6. The UNAMI Procurement Section is responsible for conducting solicitations, procuring goods and services, and developing contractual documents. It is headed by a Chief Procurement Officer (CPO) at the P-4 level, reporting to the Chief, Operations and Resource Management and assisted by 2 international and 13 national staff. The Contracts Management Unit (CMU) is responsible for ensuring that contracts are fair, equitable, and enforceable and for facilitating and managing contracting partners for the Mission professionally, proactively, cost-effectively, and efficiently. The Unit is headed by a P-3 staff member and assisted by one national staff member.
7. UNAMI's procurement and contract management data governance relies on three key systems: Umoja, Contract Performance Reporting Tool (CPRT), and Instant Feedback system (IFS). Umoja administers the entire procurement process from initial requisitions to contract execution, ensuring proper authority delegation, role clarity, and segregation of duties. It tracks procurement actions, such as approvals, vendor registrations, purchase orders, and processes vendor payments, while staff training and certification are linked to specific roles in Umoja to ensure compliance. The CPRT is used for quarterly vendor performance evaluations on technical performance, cost management, and timeliness. The IFS, interfacing

with Umoja and the CPRT, gathers immediate feedback on vendor performance upon goods delivery. Collectively, these systems form a data governance framework for managing procurement and contract data within UNAMI.

8. The total value of the contracts for goods, services and works established by UNAMI through 51 solicitations during the audit period was \$34.5 million.

9. Comments provided by UNAMI are incorporated in italics.

II. AUDIT OBJECTIVE, SCOPE AND METHODOLOGY

10. The objective of the audit was to assess the efficiency and effectiveness of local procurement and contract management activities in UNAMI.

11. This audit was included in the OIOS 2023 risk-based work plan due to financial, operational, and reputational risks relating to the Mission's procurement of goods and services and its contract management activities.

12. OIOS conducted this audit from June 2023 to January 2024. The audit covered the period from January 2021 to May 2023 and considered any subsequent developments. Based on an activity-level risk assessment, the audit covered higher and medium risks areas in the procurement process, which included: (a) procurement regulatory framework; (b) solicitation process; and (c) contract management. The audit focused on the procurement of communication and information technology, medical items, and other supplies and equipment by the Field Technology Section (FTS), Life Support Unit (LSU) and Medical Services Section (MSS). During the audit period, the total value of the contracts for goods, services and works established for these three technical units through 22 solicitations amounted to \$19.2 million. However, LVAs from these units, totaling \$185,639 across 63 purchase orders, were excluded from the audit due to their immateriality.

13. The audit methodology included: (a) interviews with key Mission personnel; (b) reviews of relevant documentation, including all 13 Local Committee on Contracts (LCC) minutes of meetings, 25 out of 172 contractor performance evaluation reports from the CPRT and IFS, and training records of 15 procurement staff; (c) review of all 22 solicitations totaling \$19.2 million¹ conducted during the audit period; (d) review of 87 purchase orders with a total value of \$1.2 million out of 530 purchase orders valued at \$19.2 million for proper delegation approval; (e) analytical review of Umoja procurement data, including 93 invoices amounting to \$520,000 out of 586 invoices with a total value of \$4.8 million for timely payment.

14. The audit was conducted in accordance with the International Standards for the Professional Practice of Internal Auditing.

III. AUDIT RESULTS

A. Procurement regulatory framework

Procurement authority was properly subdelegated, and roles were accurately indicated in Umoja

15. In accordance with the DoA framework, the SRSG delegated procurement authority along reporting lines and on a functional basis to the Chief of Mission Support (CMS), CPO, and two procurement team

¹ 11 RFQs amounting to \$346,238, 4 ITBs amounting to \$4.3 million, and 7 RFPs amounting to \$14.7 million.

leaders. All sub-delegations were issued to and accepted by staff in the DoA portal and included a brief description of the related functions. Sub-delegations were renewed upon expiry or revoked following changes in staff functions or their departure.

16. A review of user provisioning in Umoja and a comparison of workflow mapping to staff functions showed that each role was accurately indicated based on assigned responsibilities to provide the necessary transparency, segregation of duties, accountability, and prevention of conflicting roles. The review also showed that staff with subdelegated procurement authority had completed all mandatory training prior to being configured to relevant roles in Umoja. Two of the 13 procurement staff had approving authority, which was accurately indicated in Umoja in accordance with the document processing and approval matrix².

17. For all source selection plans (SSPs)³, statements of awards,⁴ and 87 sampled purchase orders, OIOS note that the Mission exercised its decision-making authority based on prescribed financial thresholds.

The Local Committee on Contracts was operating per its terms of reference, and the members completed the mandatory basic training course

18. UNAMI established an LCC⁵ to review proposed procurement actions and provide written advice to the CMS on procurement actions. The terms of reference and composition of the Committee, including subsequent changes in its membership, were broadcast to all Mission staff.

19. During the audit period, LCC held 13 meetings and reviewed 23 proposed contract awards with a not-to-exceed (NTE) value of \$5.4 million for procuring goods and services under LSU, FTS, and MSS. OIOS review of all LCC meeting minutes confirmed the presence of the required quorum and found that no supervisors or subordinates served on the same meeting, as prescribed by the Procurement Manual.

20. All LCC members and secretaries had completed the mandatory basic LCC training, and except for two members, all others had completed an advanced LCC training course. The advanced training covered key areas intended to enhance the effectiveness of the Committee's review and deliberations on proposed actions. These areas included analytical thinking, policy framework, LCC independence, deliberations, review criteria and committee recommendations, cost avoidance, technical evaluations, and best value for money.

Designated staff complied with the financial disclosure and declaration of interest programme

21. The Secretary-General's bulletin (ST/SGB/2006/6) on financial disclosure and declaration of interest statements prescribes that all staff members who are procurement officers, or whose principal duties involve the procurement of goods and services should declare financial assets and conflict of interests. The United Nations Ethics Office confirmed that all UNAMI designated staff members involved in the

² The matrix is contained in Annex B of ST/SGB/2019/2 on delegation of authority. It outlines authority and responsibility for the procurement process, including approval matrix approval thresholds by process and grade.

³ SSP is a collaborative internal document led by the Procurement Official that outlines crucial aspects of the procurement process. It provides an objective methodology for selecting the best source to meet the established need, emphasizing the importance of each staff member's contribution.

⁴ This is a written record of the basis on which an award was made.

⁵ ST/AI/2011/8 and Financial Rule 105.13 (b) on committees on contracts.

procurement process⁶ complied with the financial disclosure requirement and declaration of interest programme.

Need to document risk-mitigating measures in source selection and contract monitoring plans

22. UNAMI developed a mission-wide risk register, which included an assessment of procurement fraud risks with corresponding risk responses. These risks included unjustified "tailoring" of specifications or service/project requirements to specific contractors, short service delivery deadlines, illegal acts committed by staff, vendors, or third parties, and conflict of interest.

23. In collaboration with the technical units and the CMU, the Procurement Section reviewed and assessed the risks of complex and high-value goods and services and documented them in the source selection and contract monitoring plans⁷. However, the plans did not consistently document mitigation measures in response to the identified risks. The Mission believed that controls embedded in the requisitioning, solicitation, and contract management processes could mitigate identified risks. These controls included evaluation of the bids/proposals against established criteria, performance securities to minimize the risk of vendor non-performance, committees on contracts' reviews, and periodic performance meetings with contractors. However, the Mission could document mitigating measures for the identified risks in the source selection plans and contract monitoring plans to ensure effective management of risks.

Procurement staff training was ongoing

24. Procurement officials are required to complete seven mandatory training courses and be professionally certified by an internationally recognized procurement certification authority, such as the Chartered Institute of Procurement and Supply (CIPS) or equivalent, by December 2022. Other staff members involved in acquisition and contract management processes are also encouraged to complete the mandatory training.

25. While all staff of the Procurement Section had completed the seven mandatory training courses, only 2 of the 13 staff had completed the CIPS certification, and training was ongoing for nine others. The remaining two staff, set to retire in 2024, were exempted. The Procurement Section provided periodic status updates to the Director of the Procurement Division on staff progress and obtained relevant extensions to allow staff additional time to complete the certification. Although completion of the mandatory procurement courses was optional for other staff involved in the procurement process, the Mission provided resources and encouraged them to complete these courses. CMU staff had completed five courses, while three of the seven staff members in the Acquisition Planning and Requisition Unit (APRU) had completed all the training courses. OIOS concluded that progress was being made toward ensuring all relevant staff completed the required training and obtained certification.

B. Solicitation process

The Tender Opening Committee functioned as required

26. The Tender Opening Committee (TOC) held 18 meetings to open bids related to the 11 formal solicitation exercises. The bids were submitted through a dedicated email address communicated to vendors

⁶ Staff participating in the procurement process are from various sections/units/functions, such as the following: (a) drafting, reviewing, or approving specifications or statements of work; (b) preparing or developing solicitations; (c) identifying potential contractors or vendors; (e) evaluating bids or proposals or selecting a source; (f) negotiating price or terms and conditions.

⁷ The contract monitoring plan is developed with the Contract Management Unit to document risk and mitigation measures during contract mobilization, implementation and closure.

and accessible only by the TOC chair/alternate chair. A review of the bid log and abstract sheets showed that the bids and proposals were opened per the Procurement Manual guidelines. A quorum was present at all meetings, and all members signed the inter-office memos communicating the bid opening results. OIOS concluded that the TOC functioned as required.

Need to ensure realistic estimates of goods and services values

27. OIOS review of the 22 sampled solicitation documents indicated that the technical units and CMU collaboratively developed the scope of requirements and evaluation criteria documented in the SSPs approved by the CPO. The technical evaluation reports outlined the criteria for evaluating bids and proposals, including a narrative supporting the point allocation to each technical proposal, reasons for disqualifications, final rankings of offers, and justifications for the rejected and selected offers. Upon receiving the technical evaluation reports, the Procurement Section conducted commercial evaluations and prepared combined bid abstracts of the proposals. The timelines, including the opening and closing dates and the number of vendors invited, also complied with the Procurement Manual's requirements. RFQs were issued for the informal solicitations, and a minimum of three quotations were obtained from vendors, as required. OIOS concluded that the commercial and technical evaluation and vendor sourcing were adequately conducted in general.

28. However, there was a significant variance of \$3.7 million (24 per cent) between the estimated amounts (\$19.5 million) in shopping carts raised by the technical units and the value of awarded amounts (\$15.8 million) upon concluding the 11 formal solicitation exercises. For example, an RFP's cost of requirements for catering services was estimated at \$12.9 million, but the contract award totaled \$9.3 million. Conversely, for the provision of bottled water in Erbil and Kirkuk, the estimated amount was \$288,000, while the contract was awarded for \$437,754. These variations indicated the need to conduct proper historical price analysis and market surveys to obtain prevailing market prices for benchmarking the reasonableness of commercial proposals received and cost estimation of goods and services. Such significant variances could also lead to budgetary constraints and impact the Mission's financial planning and resource allocation.

(1) UNAMI should implement additional measures to ensure realistic estimates for proposed goods and services.

UNAMI accepted recommendation 1 and stated that the technical sections, in collaboration with the Acquisition Planning and Requisition Unit (APRU), were responsible for preparing budget estimates. An annual acquisition planning exercise would be conducted using the Supply Chain Planning Tool, and the Chief Procurement Officer would issue a memo to all technical sections and the APRU, advising them to exercise due diligence when preparing estimates. The APRU would then review and verify the data provided by the technical sections on the request to acquire form to ensure no significant deviations.

UNAMI could improve the effectiveness of vendor seminars

29. In 2023, UNAMI held two informational seminars to identify new local vendors. The first seminar took place in Iraq in May 2023, hosting 27 vendors, followed by a second seminar in August 2023, accommodating 34 vendors. These seminars covered the vendor invitation process and aimed to enlighten vendors on doing business with the United Nations, understanding the procurement process, and navigating the United Nations Global Marketplace website registration. However, UNAMI did not gather participant feedback or record the number of new vendor registrations resulting from the seminars. UNAMI could improve the effectiveness of vendor seminars by implementing a post-seminar evaluation process, including

gathering feedback from potential vendors and following up on vendor registration on the United Nations Global Marketplace platform.

C. Contract management

Need to provide oversight of the vendor performance evaluation

30. The contract management function is a shared responsibility between the technical units, the Procurement Section and CMU. The contractor performance evaluation process includes the IFS upon delivery of goods/services and the CPRT for quarterly performance evaluations. The IFS interfaced with Umoja and CPRT and automatically notified the staff who generated the purchase order or service entry sheet in Umoja to evaluate timeliness, completeness, and compliance with quality and technical specifications. The CPRT provides a more detailed evaluation of a vendor's technical performance, cost, management, and payments to vendors or cost recoveries. These platforms were also accessible to vendors so they could respond to comments made by the technical units.

31. A review of 25 of 172 performance evaluation reports generated from the CPRT for 35 current contracts with an NTE amount of \$11.2 million revealed that the evaluation part of the IFS was completed as required for the purchase orders and service entry sheets raised in Umoja. However, the quarterly performance evaluations were not conducted as stipulated. The following issues were noted:

- In 20 reports, the evaluation of vendor payment timeliness and cost recoveries were inconsistent, and contract managers did not have access to necessary information to address such inconsistencies.
- In 18 reports, the evaluations lacked the names and date stamps of the technical unit staff names, contract manager, and approver for accountability.
- There was no evidence that the Mission held performance meetings with vendors, including those rated unresponsive.
- In 6 cases, procurement case managers did not escalate issues for vendors rated poorly for timeliness or documentation.

32. The above weaknesses in the quarterly vendor performance evaluation process occurred due to inadequate oversight by the CMU. Incomplete contract performance evaluation and incorrect and unjustified ratings could lead to resource waste and undermine vendor accountability and performance oversight.

(2) UNAMI should provide adequate oversight for completing the quarterly vendor performance evaluations.

UNAMI accepted recommendation 2 and stated the Contract Management Unit (CMU) would direct the technical sections to produce coherent quarterly performance reports and include the CMU in performance review meetings for critical or high-value contracts. CMU would utilize the contract performance reporting tool to monitor vendor compliance, assess performance, and ensure accountability.

Need to improve management of security instruments for timely submission and renewal

33. The Procurement Manual defines security instruments as financial instruments intended to provide the United Nations with security against expenses and losses resulting from a vendor's failure to meet contractual obligations. The need for a security instrument is based on key factors identified during the preparation of the SSP, including the nature of goods and services, value, impact on cost, and risks. Where required, the solicitation documents and contracts should include clauses for the provision of bid bonds, performance bonds, liquidated damages, or a combination of these.

34. A review of 21 current contracts requiring performance bonds and a list of security instruments maintained by the Finance Section showed that only 7 bonds were valid. Two bonds with a total value of \$3,318 had expired without replacement, and for 12 contracts, the Procurement Section could not provide the bonds valued at \$58,272.

35. The Procurement Section did not have an effective mechanism to track the status of the security instruments or inform the Finance Section to return instruments upon completion of the solicitation process or contract expiration. While the Finance Section maintained a list of "valid" security instruments, including bid bonds, banker's cheques, and performance guarantees, this list was outdated and included records dating back to 2010.

36. The lack of a system to track performance bond submissions and validity exposed the Mission to financial losses in the event of vendors' non-performance.

(3) UNAMI should review and update the list of security instruments maintained by the Finance Section and establish a mechanism to track their status to ensure timely submission or renewal.

UNAMI accepted recommendation 3 and stated that the Procurement Section, in coordination with the Finance and Resource Planning Section, would develop a SharePoint-based log sheet for tracking all security instruments. This log sheet would be accessible to relevant staff for recording, updating, and monitoring. Procurement Case Officers would use the log to ensure timely requests and returns of security instruments, monitor expiration dates and initiate renewal processes with contractors and vendors.

Vendor payments were processed timely

37. KJSO processed 586 invoices totaling \$4.8 million. OIOS analyzed the invoice and payment processes related to 93 sampled payments totaling \$520,000 and found that all the invoices were timely processed with relevant supporting documentation and paid within 30 days as per contractual provisions.

IV. ACKNOWLEDGEMENT

38. OIOS wishes to express its appreciation to the management and staff of UNAMI for the assistance and cooperation extended to the auditors during this assignment.

Internal Audit Division
Office of Internal Oversight Services

STATUS OF AUDIT RECOMMENDATIONS

Audit of local procurement activities and contract management in the United Nations Assistance Mission for Iraq

Rec. no.	Recommendation	Critical ⁸ / Important ⁹	C/ O ¹⁰	Actions needed to close recommendation	Implementation date ¹¹
1	UNAMI should implement additional measures to ensure realistic estimates for proposed goods and services.	Important	O	Receipt of evidence that the Mission has implemented additional measures to ensure realistic estimates for proposed goods and services.	31 December 2024
2	UNAMI should provide adequate oversight for completing the quarterly vendor performance evaluations.	Important	O	Receipt of evidence that the Mission has established and enforced adequate oversight over quarterly vendor performance evaluations.	31 December 2024
3	UNAMI should review and update the list of security instruments maintained by the Finance Section and establish a mechanism to track their status to ensure timely submission or renewal.	Important	O	Receipt of evidence that the Mission has reviewed and updated security instrument list maintained by the Finance Section, along with the establishment of a tracking mechanism to ensure timely submission or renewal.	31 March 2025

⁸ Critical recommendations address those risk issues that require immediate management attention. Failure to take action could have a critical or significant adverse impact on the Organization.

⁹ Important recommendations address those risk issues that require timely management attention. Failure to take action could have a high or moderate adverse impact on the Organization.

¹⁰ Please note the value C denotes closed recommendations, whereas O refers to open recommendations.

¹¹ Date provided by UNAMI in response to recommendations.

APPENDIX I

Management Response



United Nations Assistance Mission for Iraq (UNAMI)

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INTER OFFICE MEMORANDUM

Date: 07 Oct 2024

Ref.No: CMS-024/034

To: Mr. Byung-Kun Min
Internal Audit Division (OIOS)

From: Mamraj Sharma
Chief Mission Support
UNAMI

Subject: **Response to draft report on an audit of local procurement activities and contract management in UNAMI (Assignment No. AP2023-812-01)**

With reference to your letter OIOS-2024-01705 dated 17 September 2024 on the draft audit report of an audit of local procurement activities and contract management in UNAMI (Assignment No. AP2023-812-01), please find attached UNAMI response:

- Appendix I - Management Response

CC: Mr. Mamraj Sharma, Chief Mission Support UNAMI
Mr. Asim Chughtai, OIC Operations and Resource Management, UNAMI
Mr. Nicholas John Rees, Chief Procurement Section, UNAMI
Mr. Mahmoud Ghareb, Associate Contracts Management Officer, UNAMI
Mr. Ferdinand Schafner, Audit Focal Point, UNAMI
Mr. Saidu Adam-Samura, Chief Resident Auditor, RAOK, IAD, OIOS
Ms. Xin Zhou, OIOS
Mr. Kemal Karaseki, Acting Chief, Peacekeeping Audit Service, IAD, OIOS

Management Response

Audit of local procurement activities and contract management in the United Nations Assistance Mission for Iraq

Rec. no.	Recommendation	Critical ¹ / Important ²	Accepted? (Yes/No)	Title of responsible individual	Implementation date	Client comments
1	UNAMI should implement additional measures to ensure realistic estimates for proposed goods and services.	Important	YES	Chief Procurement Officer (CPO)	31 Dec 2024	The Technical Sections in cooperation with the Acquisition Planning and Requisitioning Unit (APRU) are responsible for the preparation of budget estimation. An annual acquisition planning exercise using the Supply Chain Planning Tool (SCPT) is in place. To comply with the Audit recommendation the Chief Procurement Officer (CPO) will send a memo to all Technical Sections and the APRU advising them to ensure due diligence when preparing their estimates using the SCPT. APRU will be reviewing and verifying the data provided by Technical Section on Request to Acquire (RTA) form to ensure that there is no major deviation.
2	UNAMI should provide adequate oversight for completing the quarterly vendor performance evaluations.	Important	YES	Associate Contract Management Officer	31 Dec 2024	UNAMI Contract Management Unit (CMU) will instruct the Technical Sections to produce coherent quarterly performance reports and include the CMU in their performance review meetings for critical/high value contracts. CMU will use Contracts Performance

¹ Critical recommendations address those risk issues that require immediate management attention. Failure to take action could have a critical or significant adverse impact on the Organization.

² Important recommendations address those risk issues that require timely management attention. Failure to take action could have a high or moderate adverse impact on the Organization.

Management Response

Audit of local procurement activities and contract management in the United Nations Assistance Mission for Iraq

Rec. no.	Recommendation	Critical ¹ / Important ²	Accepted? (Yes/No)	Title of responsible individual	Implementation date	Client comments
						Reporting Tool which will help monitor vendor compliance, assess performance, and ensure accountability.
3	UNAMI should review and update the list of security instruments maintained by the Finance Section and establish a mechanism to track their status to ensure timely submission or renewal.	Important	YES	Chief Procurement Officer (CPO)	31 March 2025	UNAMI Procurement Section (PS) in coordination with the UNAMI Finance and Resource Planning Section (FRPS) will create a monitoring log sheet for all security instruments received (and issued to the FRPS for safeguarding). A log sheet will be established by PS within the PS SharePoint and access will be granted to relevant staff for recording/updating and monitoring. The Procurement Case Officers will ensure that the required security instruments for respective cases are requested and received in a timely manner. They will use the available information (log sheet) to monitor the expiration date of the security instruments and initiate the process of return or renewal with the respective contractor/vendor.