



# CBNRM Governance Manuals

## Procurement Procedures



# Zambia Community-Based Natural Resources Management (CBNRM) Governance Manuals

## *Standardized Guidelines on CRB Procurement Procedures*

2023

Cover photo: David Nangwenya (top); North Luangwa CRB elections, ILRG (bottom), verbal consent gained.

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# ACRONYMS

CBNRM	Community-Based Natural Resources Management
CBO	Community-Based Organization
COMACO	Community Market for Conservation
CRB	Community Resources Board
CS	Community Scouts
DNPW	Department of National Parks and Wildlife
GMA	Game Management Area
GRN	Goods Received Note
HR	Human Resources
HRM	Human Resources Management
JD	Job Description
JE	Job Evaluation
LPO	Local Purchase Order
USAID	United States Agency for International Development
VAG	Village Action Group

# **I.0 INTRODUCTION**

Community Resources Boards (CRBs) with technical guidance from the Department of National Parks and Wildlife (DNPW) are mandated to procure goods and services on behalf of the respective chiefdom in conformity with the provisions of the Public Procurement Act No. 8 of 2020, Public Finance Management Act No. 1 of 2018, Public Financial Regulations of 2020 and Zambia Wildlife Act No.14 of 2015. It is however important for all CRBs to comply with the provisions of the legal frameworks pertaining to the procurement of goods and services. In this regard, these guidelines provide a standardised procurement procedure for CRBs countrywide and eliminate discrepancies and irregularities in the procurement system for community structures.

## **I.1 GENERAL OBJECTIVE**

To provide standardized and comprehensive procurement procedures for CRBs and Village Action Groups (VAGs) in conformity with Government regulations for the betterment of socioeconomic status and wildlife conservation in Game Management Areas (GMAs) and Open Areas.

## 2.0 CRB/VAG PROCUREMENT PROCESS

Procurement of goods and services must be initiated by a memo/minutes from the user section/member, which must be approved by the responsible CRB member as follows:

1. Before the memo is approved, it should be checked by the responsible Technical Committee Chairperson to ensure that the undertaking is beneficial to the communities. The responsible Chairperson should confirm the availability of funds with the Financial Management Sub-Committee.
2. Once the memo is checked, the responsible Sub-Committee Chairperson presents the memo and budget to the full Board for approval. Minutes of the full Board Meeting will be generated and duly signed.
3. The Bookkeeper must raise the Purchase Requisition Order which must be duly approved by the responsible member.
4. The approved Purchase Requisition Order gives authority to the Bookkeeper to proceed with the collection of the Quotations. As a general rule, at least three competitive quotations should be collected. Single sourcing would ONLY be accepted with a genuine justification and realistic context/situation of application.
5. After quotations are collected, the Bookkeeper submits quotations to the Board for analysis, selection, and approval on basis of quality, quantity, price, and reliability of the supplier (analysis of the quotations helps in the justification provided in choosing the supplier).
6. Once a supplier is selected, the Local Purchase Order (LPO) must be raised by the Bookkeeper and ensure that it is

approved by the Board Chairperson (the LPO gives authority to the supplier to supply the goods or services as indicated).

7. The LPO should be filled in triplicate (three copies) and distributed as follows;
  - a. Original to the supplier
  - b. Duplicate to the voucher
  - c. Triplicate to be retained in the LPO booklet
8. Once issued with the LPO, the supplier should supply the goods or services indicated on the LPO.
9. Goods supplied should always be accompanied by the Delivery Note.
10. Upon receipt of the goods, the responsible Sub-Committee Chairperson (Community Development Committee and Resource Management Committee) should check the goods against the delivery note, confirm that the authority to purchase those goods exists and raise the Goods Received Note (GRN) and update his/her stores ledger.
11. Once goods are supplied, the supplier will raise an invoice to demand for payment.
12. A person receiving the invoice must satisfy himself/herself that the demand for payment is appropriate and that goods were actually delivered in good condition.
13. On receipt of the invoice, all documents relating to that procurement (signed minutes, memo, purchase requisition, quotations, LPO, Delivery Note, GRN, and Invoice) should be submitted to the Bookkeeper to commence payment process by the sub-technical committee chairperson responsible.



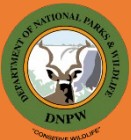
14. On receipt of procurement documents, the Bookkeeper should raise a memo requesting for authority to pay the supplier.
15. Once the authority has been granted (through approval of the memo) the Bookkeeper should raise the payment voucher and ensure that it is checked and duly approved by the Board Chairperson.
16. After the memo and payment voucher are approved, the Bookkeeper should proceed with the preparation of the cheque transfer letters or authority.
17. Once the cheque is issued to the supplier, a cash sale (receipt) must be demanded from the supplier.
18. The person who receives the receipt should submit it to the Bookkeeper who should attach it to the procurement documents (signed minutes, memo, purchase requisition, quotations, LPO, Delivery Note, GRN, Invoice and Payment Voucher) for funds accountability and retirement purposes
19. All accountable documents should be filed in order of dates and kept under lock and key.

## **3.0 PENALTIES**

In case of defaulting the mentioned procedures, the penalty provisions of the prevailing Public Procurement Act No. 8 of 2020, Public Finance Management Act No. 1 of 2018, Financial Regulations of 2020, and Zambia Wildlife Act No.14 of 2015 will apply accordingly. The CRB should make the copies of the Acts available to the Board.

## **4.0 CONCLUSION**

The guidelines are formulated to provide standardised and comprehensive procurement system for CRBs and VAGs in conformity with Government laid down regulations for socio-economic development of local people and effective community-based wildlife conservation in GMAs.



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