



# E.A.R. DIOCESE KIGEME

## BP 67 nyamagabe

<b>Title:</b>	<b>Logistics Policy</b> Includes Procurement Policy, Asset Policy and Fleet management and Stock Management Policy if appropriate.
<b>Policy statement:</b>	<p><b>Procurement:</b> All procurement of goods, services and works should provide value for money and should be conducted following key principles, including being ethical, competitive, fair, transparent, appropriate, properly approved and in compliance with donor rules and applicable laws.</p> <p>Procurement thresholds are in place to ensure that procurement processes are:</p> <ul style="list-style-type: none"><li>- Proportional to the value.</li><li>- Due diligence is completed before engaging a supplier.</li><li>- There is a process for procurements that cannot follow the standard process.</li></ul> <p><b>Asset Management:</b> An asset is a piece of durable equipment belonging to EAR KIGEME DIOCESE but used by EAR KIGEME DIOCESE staff to deliver their work. It must be tracked throughout its life cycle, including regular physical verification, until it is disposed of transparently and accountable. Records should be retained of any assignment, transfer, loss, damage or disposal throughout an asset's life</p> <p><b>Fleet Management:</b> Vehicles are dangerous – road accidents are the most common cause of fatalities among aid workers. No one may drive an EAR KIGEME DIOCESE vehicle unless they are appropriately authorised, tested and trained and hold a valid driving licence. No one may drive an EAR KIGEME DIOCESE vehicle if they have consumed alcohol or non-prescription drugs.</p> <p>Anyone travelling in an EAR KIGEME DIOCESE vehicle must always wear seat belts.</p> <p>Vehicles owned by EAR KIGEME DIOCESE or a third party must be well managed and maintained, including driver testing and training, fuel management and planning based on the journey, maintenance and accident logs. All vehicles must have working seat belts, insurance and safety equipment for all journeys.</p> <p><b>Stock Management:</b> All supplies should be kept in secure, suitable and organised premises. Any storage of goods must be managed responsibly with complete planning, tracking, recording and authorisations of all movement of goods and regular stock checks.</p> <p>A system should be in place to</p> <ul style="list-style-type: none"><li>- Plan stock and storage needs in the context of all project needs.</li><li>- Monitor stock levels and reorder when required to meet the project needs.</li><li>- Where stocks are held for different donors, keep records separately for each.</li><li>- Rotate stock as goods are received/despached to minimise wastage.</li><li>- Reconcile stock records with actual physical counts regularly (frequency may be determined by donor requirements for a specific project or by the volume of stock movements).</li></ul>

	<ul style="list-style-type: none"> <li>- Stock Discrepancies are reported and investigated, and corrective action is taken to reduce the risk of further loss.</li> <li>- A complete paper trail is created and retained for goods delivered directly to field sites or “transiting” the warehouse without being taken into stock.</li> </ul>
<b>Procedures:</b>	<p>It is forbidden for provide a tender to someone who has any interest relationship of a staff of EAR, Kigeme diocese ( Administrative procedures, procurement procedures).</p>
<b>Definitions:</b>	<p><b>Procurement:</b> the process of acquiring goods or services. All goods and services bought by a donor must be purchased in line with this policy.</p> <p><b>Supplier:</b> any individual or organisation from whom Tearfund purchases goods or services</p> <p><b>Goods:</b> any products, usually tangible, including materials, equipment and software</p> <p><b>Service:</b> any activity that is carried out, including professional services and advice</p> <p><b>Value for money:</b> the overall value that will be realised by specific goods or services, taking into account cost, quality, reputation and reliability of supplier, lead times, environmental and ethical considerations</p> <p><b>Asset Management:</b> An asset is a piece of durable equipment which belongs to EAR KIGEME DIOCESE but is used by EAR KIGEME DIOCESE staff to deliver their work. It must be tracked throughout its life cycle, including regular physical verification, until it is disposed of transparently and accountable. Records of any assignment, transfer, loss, damage or disposal should be retained throughout an asset's life.</p> <p>An asset is defined as an item over £150 or an 'attractive' item with a lower monetary value but at high risk. This may also include items with running costs over £150/year.</p> <p>If a project no longer needs an asset, it should be donated, sold or disposed of transparently, following donor requirements. This will include explicit authorisation and valuation. The disposal method decision should be clear and in order of preference:</p> <ol style="list-style-type: none"> <li>1. Transfer to another programme</li> <li>2. Sell to Partners</li> <li>3. Sell to staff</li> <li>4. Sell to the public</li> <li>5. Donate to partners</li> <li>6. Donate to staff</li> <li>7. Destroy</li> </ol> <p><b>Fleet Management:</b> Fleet Management includes both owned and rented vehicles, responsibility for safety, and should be backed up with sufficient paperwork.</p> <p><b>Stock management:</b> Stock means any supplies being stored for use in the course of EAR KIGEME DIOCESE work. This includes both goods that are purchased by EAR KIGEME DIOCESE and those received as gifts in kind. It may not be appropriate for all supplies to be managed as stock. EAR KIGEME DIOCESE may wish to decide what items are treated as stock and how the systems are set up to ensure efficient and proportional stock management.</p>
<b>Related Policies &amp;</b>	<ul style="list-style-type: none"> <li>- Personal Conduct Policy</li> </ul>

<b>Procedures:</b>	<ul style="list-style-type: none"> <li>- Whistleblowing Policy</li> <li>- Fraud, loss and bribery policy</li> <li>- Information Security Policy</li> </ul>
<b>Why is the policy needed:</b>	<p><b>Procurement:</b> Any procurement carried out by EAR KIGEME DIOCESE should provide value for money and ensure that resources reach beneficiaries as much as possible.</p> <p>Many of EAR KIGEME DIOCESE's institutional donors have rules about procurement so without this policy much of our funding would be at risk.</p> <p><b>Asset Management:</b> Assets are either valuable, attractive or both. In order to ensure these do not go missing, we need to track their details and movements.</p> <p>Many donors also require tracking of assets they have paid for.</p> <p><b>Fleet Management:</b> EAR KIGEME DIOCESE work calls for staff to travel frequently in a wide variety of environments, some hazardous, and we owe a duty of care to them as they carry out their duties.</p> <p><b>Stock Management:</b> Supplies are vital for our work and can be a large part of the expenditure. It is important that they are properly planned, tracked throughout the supply chain and monitored to ensure they are not lost or damaged.</p>
<b>Who must follow this policy:</b>	All staff, board, consultants and volunteers must follow this policy.
<b>Person responsible:</b>	Bishop MUSABYIMANA Assiel
<b>Version:</b>	Final version
<b>Approved by:</b>	The Bishop and Legal Representative of EAR Kigeme Diocese
<b>Approval date:</b>	22 <sup>nd</sup> October, 2024
<b>Next formal review:</b>	21 <sup>st</sup> October, 2027