



Humanity First UK Procurement Policy

Jan 2025

Approved By:	Executive Committee
Approval Date:	22 nd January 2025
Next Review Date:	22 nd January 2027

Disclaimer: The policy is for use by the Humanity First UK Board of Trustees, Executive Committee members, staff, volunteers and any consultants engaged. Any further circulation of the policy outside the organisation will be with the prior written approval/ authorization of the Chairman, Humanity First UK or his/her nominated individual to allow its use.

Humanity First UK
Unit 27, Red Lion Business Park, Surbiton, KT6 7QD
Registered Charity No. 1188494 · Company Registration No. 11512888



Contents

Introduction	3
Vision.....	3
Mission	3
Values	4
Objectives.....	4
1. Objectives and Principles.....	5
2. Procurement Procedures.....	5
3. Compliance with Regulations	5
4. Risk Management	6
5. Documentation and Reporting.....	6
6. Ethical Considerations	6
DECLARATION BY BOARD / STAFF / VOLUNTEERS	7



Introduction

Humanity First UK (“HFUK”) is an International Development and Disaster Relief charity, part of the Humanity First network of charities founded in 1995. The charity is run by volunteers with diverse skill sets across the world and has access to thousands of extra volunteers worldwide.

Vision

Humanity First’s vision is to help achieve a world in which every person’s practical; emotional and physical nourishment needs are met. Where humans, right to learning and safety needs are addressed, and human suffering, whether it as a result of conflict, natural disaster or illness is eradicated.

Mission

To provide appropriate humanitarian activities, interventions and solutions, with the aim of reducing/eradicating human suffering.

To help create lasting solutions to communities through forming local partnerships and that promotes and safeguards the preservation of life, dignity and peace.

To support local communities to become resilient, through the development of, skills and resources to enable self-maintenance, self-development and the preserve of physical and emotional well-being.



Values

- **To improve the Human experience** our approach is to serve humanity by improving the quality of human life
- **Open, transparent and accountable.** To promote ourselves honestly and ensure that we are transparent in what we are trying to achieve. To be accountable to our donors and beneficiaries with regards to resourcing and funding of projects
- **Inclusiveness.** We approach work with others in a non-judgemental way. We welcome and embrace diversity
- **Independent.** Our actions and involvement is not aligned to any political or military action in the settings where we work.
- **Collaborative.** We work with local people to achieve the best outcomes.
- **Empowerment.** We aim to empower people to recover and to achieve their full potential as individuals, groups and communities.

Objectives

The charity's objectives are specifically restricted to promoting the following charitable purposes for the benefit of the public:

- The prevention and/or relief of poverty
- The advancement of education in such ways as the Trustees think fit
- Advancement of human health through the relief or prevention of mental illness, sickness, disease, disability or other health conditions caused
- The relief of those in need because of youth, age, ill-health, disability, financial hardship or any other disadvantage
- The objects may be advanced in any part of the world and shall include the relief of those suffering as a result of a natural disaster or human conflict



1. Objectives and Principles

- Professionalism and Objectivity: Ensure all procurement activities are conducted professionally, maintaining objectivity and fairness in supplier selection to foster competition on equal terms
- Transparency and Accountability: Promote transparency in all procurement processes to prevent corruption and ensure accountability in the use of funds
- Humanitarian Principles: Adhere to humanitarian principles such as neutrality, impartiality, and independence throughout the procurement process

2. Procurement Procedures

2.1. Planning and Budgeting

- Needs Assessment: Conduct thorough needs assessments to determine the exact requirements for goods and services.
- Budget Verification: Ensure that all procurements are within the allocated budget and align with donor specifications

2.2. Supplier Selection

- Competitive Bidding: Implement competitive bidding processes to ensure value for money, except where urgent humanitarian needs dictate otherwise
- Supplier Evaluation: Evaluate suppliers based on criteria such as price, quality, delivery capabilities, and past performance.

2.3. Contract Management

- Contractual Agreements: Draft clear contracts outlining terms of delivery, payment schedules, and compliance with ethical standards.
- Monitoring and Evaluation: Regularly monitor supplier performance against contract terms to ensure compliance and address any issues promptly.

3. Compliance with Regulations

- UK Regulations: Comply with UK public procurement regulations, ensuring free and open competition while meeting specific legal requirements for transparency
- Local Regulations: Align procurement activities with local laws in Gaza where applicable, taking into account any restrictions or requirements imposed by local authorities or the Palestinian Authority



4. Risk Management

- Conflict Sensitivity: Recognize the risks associated with operating in a conflict zone, including supply chain disruptions and security threats to personnel and goods.
- Contingency Planning: Develop contingency plans to address potential disruptions in supply chains due to conflict-related issues such as border closures or infrastructure damage

5. Documentation and Reporting

- Record Keeping: Maintain comprehensive records of all procurement activities, including tender documents, contracts, invoices, and delivery notes
- Regular Audits: Conduct regular audits to ensure compliance with internal policies and donor requirements, providing transparency to stakeholders

6. Ethical Considerations

- Anti-Corruption Measures: Implement strict anti-corruption measures to prevent fraud and misuse of funds.
- Social Responsibility: Consider the social impact of procurement decisions on local communities, aiming to support local suppliers where feasible without compromising on quality or cost-effectiveness.

This policy framework provides a structured approach for managing procurement activities effectively while navigating the complexities of operating in a conflict zone like Gaza. It emphasizes transparency, accountability, and adherence to both international humanitarian standards and local regulations.



DECLARATION BY BOARD / STAFF / VOLUNTEERS

I, the undersigned would like to confirm and state that I have read and understood the above policy. I will make every effort to apply the policy, where applicable within the organisation and/ or where relevant outside the UK. (The signed declaration will be kept by HR team for official records)

Name: Dr Aziz Hafiz

Designation: HFUK Chairman

Dated: 22nd January 2025 **Place:** United Kingdom

Humanity First UK, is a UK registered charity (Reg No 1188494), having its main office at Unit 27, Red Lion Business Park, Surbiton, KT6 7QD.

We would like to assure all our supporters, donors, clients, volunteers, professional networks/ individuals and staff that HFUK is committed to keeping your personal data safe in accordance with applicable laws in relation to Data Protection Act.