



REBUILD AID FORENING

PROCUREMENT POLICY

VERSION 3.01

This Procurement Policy sets the standards and procedures that ensure all goods, services, and works acquired by Rebuild Aid Forening are procured transparently, competitively, and ethically. It reflects our commitment to accountability, Value for Money, and compliance with donor requirements in Denmark and abroad.



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PROCUREMENT POLICY – REBUILD AID FORENING

Rebuild Aid Forening is committed to ensuring that all goods, services, and works are procured in a transparent, competitive, ethical, and accountable manner that upholds the highest standards of integrity and Value for Money. As a Danish diaspora, volunteer-based humanitarian organisation, Rebuild Aid manages public funds, donor resources, and community contributions, requiring procurement practices that meet national legal requirements and international donor expectations, including CISU, DERF, DRC, EU ECHO, UN agencies, USAID, and other global funding institutions.

This Procurement Policy sets out the mandatory rules, procedures, and controls governing every procurement activity carried out by Rebuild Aid or its implementing partners. The policy ensures that:

- all procurement decisions are fair, unbiased, and free from conflicts of interest
- resources are used responsibly and efficiently
- suppliers are selected on merit, quality, and competitive pricing
- all procurement is fully documented, auditable, and compliant with donor rules
- risks of fraud, corruption, collusion, and misuse of funds are minimised
- partners follow procurement rules equivalent to Rebuild Aid's standards

This policy applies to all staff, volunteers, board members, consultants, and partners involved in procurement activities.

1. Purpose of the Procurement Policy

The purpose of this Procurement Policy is to establish clear, transparent, and accountable procedures for acquiring goods, services, and works on behalf of Rebuild Aid Forening. The policy ensures that all procurement activities — whether conducted in Denmark or through partners abroad — are carried out ethically, competitively, and in full compliance with donor requirements, Danish legal standards, and international best practices.

This policy exists to:

- guarantee Value for Money by promoting efficiency, competition, and cost-effectiveness;

- prevent corruption, fraud, favoritism, and conflicts of interest throughout the procurement cycle;
- ensure that all procurement decisions are based on objective criteria and documented justification;
- safeguard donor funds and organisational resources from misuse, waste, or irregularities;
- protect Rebuild Aid's reputation by establishing the highest ethical and professional standards;
- provide staff, volunteers, and partners with a consistent, reliable framework for procurement;
- ensure that procurement supports programme objectives and delivers timely, quality results for communities served.

The policy forms a core component of Rebuild Aid's financial accountability system and is mandatory for all individuals and partners involved in purchasing, contracting, or managing organisational resources.

2. Scope and Applicability

This Procurement Policy applies to **all procurement activities** undertaken by Rebuild Aid Forening, regardless of funding source, procurement value, geographic location, or method of acquisition.

The policy is mandatory for all individuals and entities involved in planning, requesting, authorising, conducting, documenting, or reviewing procurement on behalf of Rebuild Aid.

This policy applies to:

- Board of Directors
- Staff (paid or unpaid)
- Volunteers involved in financial or programme activities
- Consultants and service providers acting on behalf of Rebuild Aid
- Procurement Officers and evaluation committee members
- Finance and administrative personnel
- Project managers and team leaders
- Implementing partners receiving Rebuild Aid funds

- Temporary or project-based personnel handling procurement tasks

Procurement covered under this policy includes:

- Goods (supplies, materials, equipment, assets)
- Services (consultancy, training, auditing, design services, translation, legal/IT)
- Works (construction, rehabilitation, repair)
- Framework agreements
- Leasing or rental of equipment or property
- Digital services and subscriptions
- Cash-based procurement or fund operations
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Design

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Funding

This policy

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If you are a Rebuild Aid partner or grantor, you can access the full policy by contacting us.

- Foundations, private donors, CSR contributions
- Membership fees
- Public fundraising and unrestricted funds

Non-negotiable compliance:

- Order procurement rules over the internal rules if applied
- Partners must comply with this policy or adopt equivalent standards approved by Rebuild Aid
- No procurement may be conducted outside this policy