



NJC «Kazakh National Agrarian Research University»



Approved

Board Member,

First Deputy Chairman of the Board - Rector

Doctor of Veterinary Sciences, Professor

NJC "Kazakh National Agrarian Research University".

P.Sh. Ibragimov



26 August 2024

Policy in the field of procurement

NJC "Kazakh National Agrarian Research University"

Within the framework of Sustainable Development Goals (SDGs) and

The guidelines of UN Principles of Responsible Management of Education (UN PRME)

Almaty, 2024

Procurement Policy

General Provisions

The Corporate Procurement Policy, referred to as the "Policy" is intended to ensure sustainability, transparency, timeliness, efficiency, and effectiveness in the corporate procurement of all goods, works, and services, including consultant services, necessary for the University's operations. The Policy adheres to the UN Principles of Responsible Management of Education (UN PRME). This policy ensures that all procurement activities conducted by the University follow ethical, legal, and regulatory requirements while promoting the principles of Sustainable Development Goals. The Policy also aims to ensure that procurement activities are conducted in a fair and competitive environment, providing the best value for money, and maximizing the benefits to the University.

1.2 Specific authority is granted to certain user departments of the university, with each such user department retaining responsibility and not being obligated to apply

1.3 In the event that it is unclear whether certain services (e.g., certain consultant, specialist, or advisor services) are covered by the University's Procurement Policies and Regulations or this Policy and Procedures, the heads of the Department of Technical Cooperation and the CP shall meet to make an informed decision as to which policies and regulations should govern and which department or unit should be responsible for procuring such services.

Role of Kazakh National Agrarian Research University: The university can contribute to the process of planning, developing, and implementing effective corporate procurement policy in English in the context of implementing the Sustainable Development Goals (SDGs) and in accordance with the UN Principles of Responsible Management of Education (UN PRME).

The Kazakh National Agrarian Research University possesses the capability to harness its research and student potential to facilitate the development and mastery of various programs on corporate procurement in English. This initiative by KazNARU is in line with the implementation of Sustainable Development Goals (SDGs). With its extensive expertise and facilities, KazNARU is well-poised to undertake this task successfully.

Principles

In accordance with the UN Principles of Responsible Management of Education (UN PRME) and the principles and legal regulations of the Republic of Kazakhstan, the guidelines described in this manual apply to the following:

- The term “Procurement” refers to the process of acquiring goods and services for an organization. This can include purchasing fixed assets such as property, equipment, and vehicles, as well as consumables like office supplies, raw materials, and specialty items required for specific projects. Effective procurement practices are essential for maintaining the smooth operations of a business or organization.”.
- Outsourcing services such as printing, equipment maintenance, vehicle rental, ground services, cleaning services, freight forwarding and customs clearance (in situations where the HEI has accommodation, rental of open conference rooms, external catering, insurance, actuarial and investment services, and other professional services, etc.).
- In situations where a particular donor may require certain procurement procedures. In situations where a particular donor may require certain procurement procedures rather than those described in this guide, the donor's preferences and restrictions take precedence.
- This guidance may be universal only to a certain extent.

Goals and objectives

The aim is to define the fundamental norms, principles, rules and approaches to be followed by KazNARU in building a management system in the field of sustainable development through an effective procurement policy, according to the UN Principles of Responsible Management of Education (UN PRME).

The objectives of the Procurement Policy Manual are as follows:

- To familiarize university staff with the basic policies and procedures to be followed in the procurement of goods and services.
- To ensure economy and efficiency to achieve quality, cost-effectiveness, and timely delivery in procurement.
- Ensure equal, fair and open competition by providing all eligible/qualified bidders the opportunity to bid.

- Ensure accountability and cost-effective utilization of funds.
- Ensure transparency in the procurement process.
- Provide fundamental guidance on best practices to be followed in procurement activities.

Environmental and social sustainability considerations

In line with its environmental and social policy, the university is committed to incorporating sustainability considerations into corporate procurement. In order to translate this goal into successful practical outcomes, the university has adopted corporate principles for environmentally and socially sustainable procurement, and to this end the university will

- (a) seek to procure goods, works and services that reduce the environmental burden of their production, use and final disposal wherever possible and economically feasible, technically feasible and cost-effective;
- (b) support the sustainable strategies, i.e., rethinking requirements to reduce environmental impact, reduce material consumption, recycle materials/waste, and reduce energy consumption;
- (c) promote sustainable use of resources;
- (d) give preference to Goods, works and services certified in accordance with internationally recognized principles of environmentally and/or socially sustainable management, if any; and
- (e) promote good labor standards and working conditions among its Suppliers of Goods, works and services.

In order to implement these principles in its day-to-day corporate procurement activities, the University will, as appropriate:

- (a) include environmental and social considerations, standards and requirements in procurement planning, specifications, technical specifications and scopes of work;
- (b) include terms and conditions for compliance with labor standards and working conditions in corporate procurement contracts and standard clauses; and
- (c) Analyze the environmental and social sustainability of suppliers of goods, works and services when evaluating bids and proposals.

The KazNARU Development Program envisages its transformation into a self-sufficient, competitive and efficient unit contributing to the development of the country's economy and its investment potential.

The vision, principles, and approaches laid down in KazNARU's Sustainable Investment Policy aim to grow economic activity and income through the implementation of an effective procurement policy, including through the creation of new jobs in the framework of investment projects. In this direction, a balanced Procurement Policy plays an important role, ultimately contributing to the achievement of the objectives set out in the UN Principles of Responsible Management of Education (UN PRME).

The draft document "Procurement Policy" (hereinafter - Policy) is developed in accordance with the legislation of the Republic of Kazakhstan, the Charter of "Kazakh National Agrarian Research University" (hereinafter - KazNARU) to regulate the procurement issues to ensure sustainable development of KazNARU and prepared by the International Office of KazNARU under the guidance of Rafis Fanisovich Abazov, Vice-Rector for International Relations and Strategic Development of "Kazakh National Agrarian Research University" (hereinafter - KazNARU)

A handwritten signature in blue ink, appearing to read "R.F. Abazov".