**Procurement Policy for Emergency Response in Syria**

**Introduction** This procurement policy governs all purchasing activities related to goods, services, vendors, and contracts within Initiative Name, with a specific focus on emergency response operations inside Syria. The policy ensures that procurement supports the initiative’s mission while upholding the highest standards of integrity, transparency, and accountability in crisis settings.

Initiative Name engages only with suppliers who demonstrate ethical standards and ensures that all procurement activities comply with relevant legal, financial, and operational guidelines. This policy applies to all employees, contractors, and vendors involved in the procurement process.

Procurement Objectives In emergency response settings, Initiative’s Name procurement system is designed to:

* Ensure rapid procurement of essential goods and services.
* Maintain cost-effectiveness and transparency while responding to urgent needs.
* Streamline procurement procedures for life-saving assistance.
* Ensure compliance with donor regulations and humanitarian standards.

**Emergency Procurement Procedures** Given the challenges of operating in Syria, procurement procedures will adapt to ensure **flexibility, efficiency, and compliance** with humanitarian principles:

1. **Supplier Selection Flexibility:**
	* Priority is given to local suppliers to expedite deliveries and reduce logistical constraints.
	* In cases where competitive bidding is not feasible due to urgency, single-source procurement may be used but must be justified and documented.
	* Pre-approved supplier lists will be maintained for faster procurement.
2. **Purchase Amount Guidelines:**
	* Under $500: A phone survey of at least one supplier is acceptable.
	* Between $500 and $5,000: At least two written quotations are required.
	* Above $5,000: A minimum of three competitive bids must be obtained unless operational constraints justify sole sourcing.
3. **Expedited Approval Process:**
	* Under $5,000: Approval by the Procurement Officer.
	* $5,000 - $15,000: Approval by the Executive Director.
	* Above $15,000: Approval by the Board of Directors.
4. **Emergency Exception:**
	* In life-threatening situations, the Procurement Officer, in consultation with the Executive Director, may authorize immediate procurement, with proper documentation to follow within **72 hours**.

**Supplier and Vendor Policies**

* Vendors must comply with humanitarian procurement standards and anti-corruption policies.
* Suppliers must ensure security, confidentiality, and reliability in volatile regions.
* Contracts should specify delivery schedules, risk-sharing, and contingency plans.
* The organization reserves the right to audit suppliers to ensure compliance with humanitarian and financial accountability requirements.

**Risk Mitigation and Compliance**

* Procurement operations inside Syria will adhere to humanitarian principles (neutrality, impartiality, independence, and humanity).
* Initiative Name will coordinate with local authorities, UN agencies, and INGOs to avoid duplication and ensure efficient resource allocation.
* All procurement activities will undergo regular audits and compliance checks to mitigate risks of fraud, security breaches, and supply chain disruptions.

**Conclusion** This emergency procurement policy ensures that Initiative Name can respond swiftly to humanitarian crises inside Syria while maintaining **accountability, efficiency, and ethical standards**. The framework balances **urgency with due diligence**, enabling the initiative to operate effectively in complex emergency environments.

For further details, please contact Initiative Name at **EMAIL ADRESS** or visit **Website or social media pages**.