

e-Procurement Toolkit - World Bank



Objective and features

1. Objective

The e-procurement toolkit aims to provide insights into the implementation of e-Government Procurement (e-GP) systems and to assist governments embarking on the development of an e-Government Procurement (e-GP) implementation strategy.

2. Institutional coverage

National and subnational governments.

3. Technical coverage

The toolkit primarily covers the ICT environment in the area of public procurement. Five dimensions are covered: (1) governance, (2) institutional capacity, (3) functionality and infrastructure, (4) interoperability, and (5) adoption. The cross-sectional aspects of policy guidance through a set of procurement indicators have been listed to monitor the e-GP adoption and public procurement performance. The institutional arrangements for the effective and efficient implementation of the e-GP strategy are also charted out. One of the toolkit documents provides an overview of links between procurement indicators and policy goals.

4. Application method

Self-assessment.

Methodology



5. Methodology

The toolkit comprises four documents:

1. E-Procurement Preparation explains the concept of e-GP and evaluates why and how to pursue the establishment of an e-GP framework. The document describes the benefits that e-GP implementation projects can offer and the actions that need to be planned.
2. Open Contracting Standard Implementation Methodology explains the concept of Open Contracting Data Standard (OCDS) and how to obtain a high-level approach for its implementation in an e-procurement system. The document also presents an overview of the OCDS and how it can be incorporated into a new or existing e-procurement system.
3. Public Procurement Indicators explains the concept of public procurement indicators for the assessment of the operation of e-GP against relevant policy goals. The document presents different categories of public procurement indicators. For each indicator, computational method and targets are defined.
4. Guidelines for Conducting Market Analysis for e-Procurement Systems defines the core principles of a methodology for conducting a market analysis with a view to obtaining/implementing e-procurement systems. The document explains why and how market analysis can be performed, for users to better understand the ICT market regarding the available vendors and existing e-procurement software products.

The four documents in the toolkit provide insights on the implementation of e-GP by detailing the step-by-step approach to the implementation of each element in an e-procurement system. Template Requirements functionality on the website guides users to quickly formalize technical requirements for implementing or procuring an e-procurement system.

6. Benchmarking system

Benchmarking is provided through a description of the best practices in the design of e-procurement solutions. In comparing the current e-governance status in procurement systems with respect to a good e-GP, an ordinal classification into four status levels (Status 0, Status 1, Status 2, and Status 3) is provided for the five dimensions (see technical coverage section above). The classification into the four status levels is based on international practices and the cumulative experience of the WB.

7. Linkage to PEFA framework

The toolkit covers aspects related to the PEFA performance indicator on procurement (PI-24).

8. Complementarity with PEFA framework

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Development and use



9. Development and coordination

The toolkit was developed in 2016 by the World Bank Group with funding from the Strengthening Accountability and Fiduciary Environment (SAFE) Trust Fund sourced by the Swiss State Secretariat for Economic Affairs (SECO) and the European Commission (EC).

The Multilateral Development Banks (MDB) Assessment Kit, developed in 2004 for assessing national e-procurement systems, was used as a reference point for the development of the tool. However, the assessment took 12 to 18 months, costing around US\$100,000. The WB identified the need to have a toolkit through which countries can quickly come up with the requirements of an e-GP system at a much lesser cost - leading to the development of the e-procurement toolkit.

10. Assessment management

The assessment must be managed entirely by government officials of public procurement agencies for the implementation of the e-procurement system by following the documentation in the toolkit. Support may be provided by the WB staff in using the toolkit as needed. External consultants may be hired if the government officials have insufficient capacity. No quality assurance is provided by the WB.

11. Uses by the government and members of the PFM community

The e-procurement toolkit can be used by governments to generate comprehensive business, functional, and technical requirements, or terms of reference for the selection of an e-procurement system. The toolkit can also be used for market guidance on the various e-procurement products available, and on their costing and functionality. The e-procurement toolkit can be used for the design and selection of an e-GP system.

12. Sequencing with other tools

There is no sequencing with other tools in practice.

13. PFM capacity building

Ex-post capacity-building initiatives resulting from the assessment: [e-Procurement Learning](#) (online learning course with five modules), [Global Public Procurement Database](#), and additional learning resources are available for country representatives to enhance their learning and stay updated on the topic of procurement and implementation of e-procurement systems.

14. Tracking of changes and frequency of assessments

The toolkit is intended for one-time usage at the time of implementation of an e-GP strategy.

15. Resource requirements

The toolkit can be used free of charge. If the assessment is done by the government staff alone, the cost of the assessment would be the time cost. In case the WB provides technical assistance for conducting the assessment, then there are travel costs associated with staff travel.

The toolkit can be applied in a very short span of less than a week by public procurement and contracting authorities of governments.

Transparency



16. Access to methodology

Methodology is [available](#). The toolkit comprises of the four documents mentioned in 'Methodology', a template for generating functional requirements and a few learning resources in the area of procurement. There are no separate user guides available.

17. Access to assessment results

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