



Methodology for Assessing Procurement Systems

MAPS Assessments: Planning and logistics

Workshop
4-5 December 2017
Bogotá, Colombia





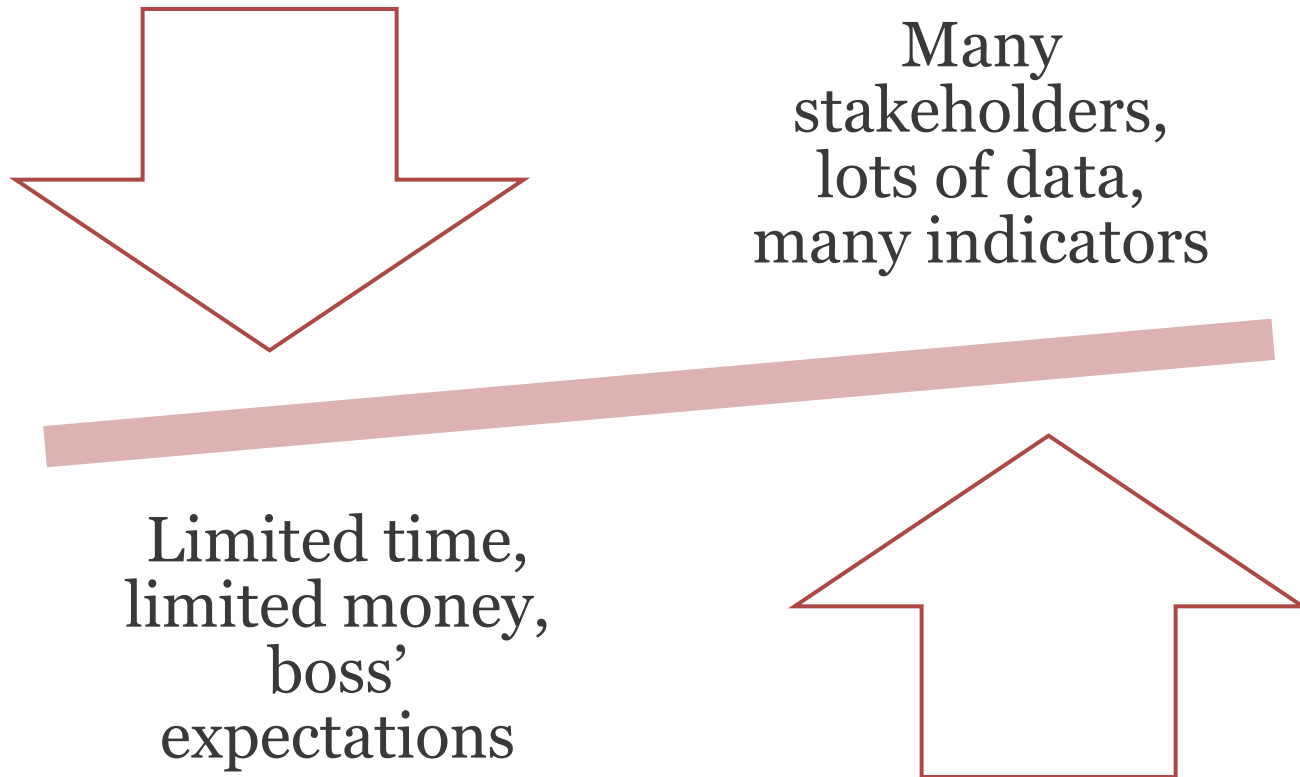
Outline

- Why planning is important
- Managing the assessment process
- Concept note, TOR, country context
- Learn from Contrataguay and Comprador
- Where to seek help



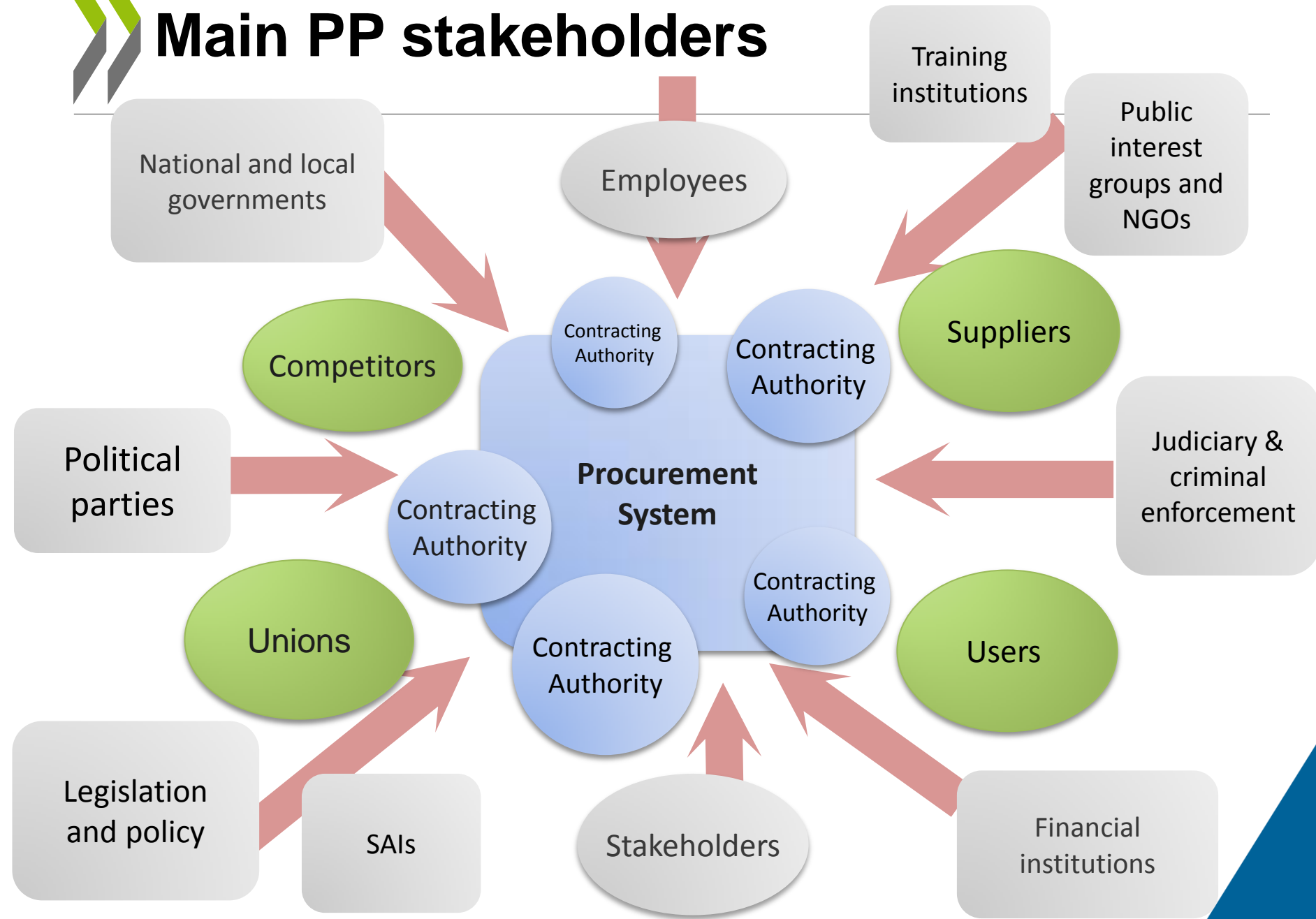
Planning is important for a successful MAPS assessment

- MAPS assessments are as complex as our public procurement systems





Main PP stakeholders





The assessment team is part of a community

- Stakeholders provide you with:
 - Information for your assessment
 - Legitimacy and fact checking
- Involve them early and often





A concept note gives a direction for the MAPS assessment

User's guide: develop a **concept note** to clarify:

1. Responsibilities
2. Timelines
3. Goals
4. Expectations

➤ Center piece of the planning that should be done around a MAPS assessment



Timing & planning

- ✓ Start the planning early
- ✓ Include all partners of the assessment in defining the deadlines
- ✓ Don't underestimate time for consultations and fact finding
- ✓ Use Gantt-charts for planning
- ✓ Plan for the unexpected
- ✓ Attribute responsibilities (who does what, when)

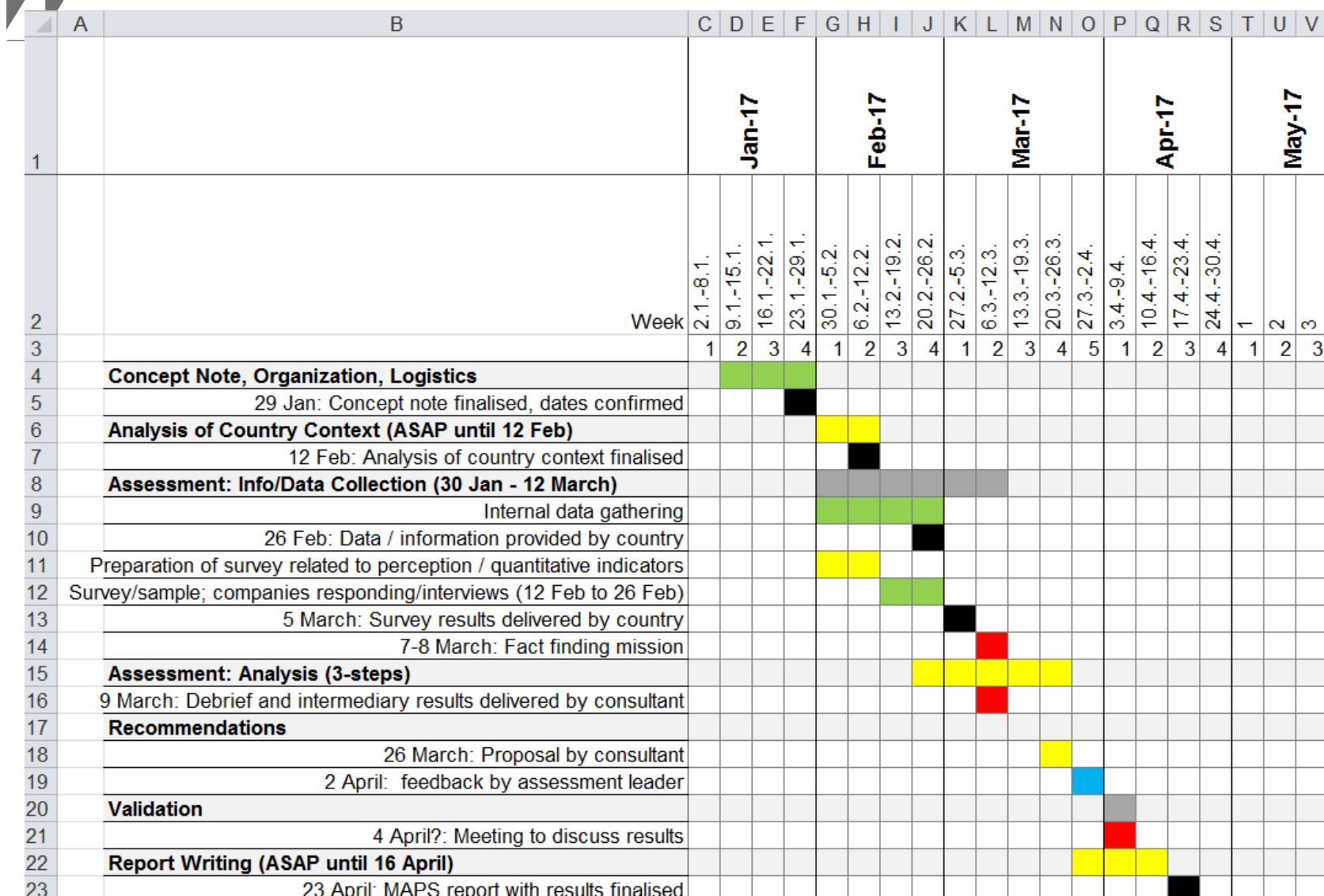


What timeframes are realistic?

<i>Preparation meeting</i>	<i>1-3 days</i>
Conceptualisation (note, TOR)	2-4 weeks
Internal information gathering	4-6 weeks
<i>Fact finding meetings</i>	<i>At least 1 week</i>
Analysis, additional research	At least 6 weeks
Drafting the report	At least 4 weeks
Fact checking: comments	4 weeks
Incorporating comments	4 weeks
<i>Validation workshop</i>	<i>1-2 days</i>
Additional changes	2-4 weeks
Potentially: editing, formatting, publishing	4-8 weeks
TOTAL	At least 6 months
<i>Plus approval process with MAPS Secretariat</i>	



Example Gantt chart





The country context analysis provides a solid basis for your assessment

- Snapshot of the basic characteristics of a country
 - Economic indicators, governance system, population, conflicts...
- Can inform the conceptualisation of the MAPS assessment, any focus topics, problems



Terms of Reference describe the tasks of the different elements

- Terms of Reference = TOR
 - Outline for tasks, process – but not concept
- What requirements for the consultant?
 - Experience, language, focus?
- Relationship between country and external partners?
 - Timelines, costs, logistics – who does what?



Managing information

- Think about accountability for your results when you start the information gathering
 - Use an assessment matrix
 - Ideally, assessment should be done by an independent person without stakes
 - Use a questionnaire to gather information prior to meetings
 - Describe your analysis thoroughly and provide sources for all of your findings

Pillar I. Legal, Regulatory, and Policy Framework

			3 steps to assess each sub-indicator					Add checkmark if: - substantial gap / potential red-flag found	Initial input for recommendations
			--> --						



Good practices for planning a MAPS assessment

- ✓ Get the buy-in from high level officials (in and out)
- ✓ Get together early
- ✓ Inform stakeholders about the need of information
- ✓ Get their commitment and get early and broad authorizations
- ✓ Be realistic about resource needs (staff, funds, time, software)
- ✓ **First:** digital information collection, **second:** in-person meetings to clarify
- ✓ Create a welcoming environment for the fact finding interviews
- ✓ Allow plenty of time for fact-checking
- ✓ Choose a good moment taking into account political cycles and government breaks



Learn from us: examples from Comprador & Contrataguay

→ *How would you have done it?*

Comprador: Complex legal framework based on (familiar) international rules. Fact finding with limited time – but needed to use the time to exchange simple, written information. Time consuming back and forth when the draft was ready.

Contrataguay: Private sector and civil society involved – but responses could have been more substantive.



Build on solid sources of information

- MAPS User's Guide
- Available templates (TOR, concept note, indicator matrix)
- Experiences of consultants, colleagues in other countries, external partners
- MAPS Secretariat

COMING SOON

Comments and questions

