



MEDECINS SANS FRONTIERES
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MSF-OCG Technical Validation rules for procurement and activities

MSF Section	MSF-OCG, all missions		
Policy title	Technical Validation rules for procurement and activities		
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Status	In effect		
Validation Logistics	DirLog	Date	September 2011
Validation Medical	Dp DirMed o/b DirMed	Date	October 2011
Validation Dir Ops	Dp DirOP o/b DirOP	Date	December 2011
Revised by		Date	
Revised by		Date	
Revised by		Date	

Technical Validation rules for procurement and activities

In addition to the operational and budget validation, certain purchases (local & international) and setting up of activities are submitted to a technical validation by the HQ technical person in charge. The list of products and activities concerned is specified in part II, as well as the procedure to follow here under.

As usual the RLO - log representative of the Cell - remains the central person in charge in these matters. Any request for an exception to the present rules shall be addressed to the RLO.

PART I. GENERAL PRINCIPLES

What do we technically validate? > **Products, Processes & Services**

Definitions

In general:

- **Technical validation** : OCG procedure for validating products and/or a processes & services by HQ technical person in charge (or its representative, i.e. a flying mandated to this) in view of ordering products & services and/or designing, dimensioning and setting up an activity.
- **Processes & services** : stands for *process, service, activity, strategy, action ...*
- **National standard** : nothing material but a theoretical notion referring to the most significant products and processes & services that have been technically approved for a given context and stated parameters.

For product validation:

- **Requirements** : both **specifications**¹ and **justification** required for validation as defined in the MSF-ITC catalogue or OCG additional requirements (listed §Part II).

In the case of a conflict between the requirements from the ITC catalog and those from the OCG, the latter always prevails.

The elements (figures, plan, technical details, etc) the COTL should transmit to the technical Referent (via the RLO) to proceed with a technical validation are similar to the *specifications*² indicated in the descriptive sheet of relevant articles / modules / kits in the MSF-ITC Catalogue.

- **Closed articles** : refer to specific product = one product of one brand & model regardless of their supply channel. Certain articles / kits are closed in the sense that they can only be purchased through the HQ (4x4 vehicles, certain drugs...).
- **Articles to be justified** : require the approval by the Cell / technical Log before ordering it.
- **Open articles** : generic products, so the ordering is whatever the brand & model may be as long as it fits the technical specification of the MSF-ITC catalogue.
- **Green List**³ [annex to the CSP] : list of articles - per country (or project) - technically validated by the OCG, either via a global validation of a complete list or by addition of articles validated individually in time. In principle the Green list allows the COTL to order freely within the validated list without further technical validation once the items are already financially validated.
 - > the COTL should keep the list updated and re-submit it for validation if necessary (when parameters leading to a decision have changed).

Considerations for the sourcing of the articles may be incorporated in the list.

^{2&3} Specifications = parameters described in the § *Specifications* in each sheet of the MSF-ITC catalogue, or any other useful data or analysis for the technical referent to treat the validation request.

³ Attention: this Green list tool will gradually be implemented on the field as from 2012.

> the COTL should communicate the details of that relationship to the supply person in charge.

Attention: the green list specifies only articles (or article-supplier couple) but not the process leading to its selection, such as its dimensioning, for which a *process & service validation* is also, needed (i.e. Sizing of a generator that exist in the GList according to the electrical demand).

What is the validation method ?

Selection and procurement of **products**

- Selection and procurement of product, spares and consumables shall be in full compliance with the *requirements*.
 - > the COTL shall identify if the need is referring to open article, green list, article that need to be justified, etc.
- In case local supply channels or select alternative⁴ product - marked as “to be justified” or listed in §Part II - are opted for, the COTL shall
 - > conduct a local market & technical analysis
 - > systematically submit it to the HQ with backing-up arguments for analysis support and approval.
- Based on the above, the technical referent will send a validation email (standard form) to the COTL at the completion of a technical validation routine (Field-HQ communication mainly via emails).
- Therefore the validation will only be considered as granted upon receipt of the formal email of validation that shall be printed and archived by the COTL.
 - > the COTL is entitle to proceed with the selection / procurement of the service / product.

Validation of **processes & services**

(I.e. dimensioning a generator; designing a complex ventilation system; defining a strategy for the use of insecticide or water treatment in urban setting; contracting boat – truck rental ...)

- Processes & services listed in §Part II. shall be submitted for HQ validation
 - > the COTL shall conduct a technical analysis and transit it to the RLO.
- Based on the above, the technical referent will send a validation email (standard form) to the COTL at the completion of a technical validation routine (Field-HQ communication mainly via emails).
- Obviously the process validation is only valid for a given context and stated parameters. Therefore the validity of the process validation is limited in time and in context.

What is the timing⁵ for validation ?

- Validation process can be triggered at any time by the COTL or RLO, typically
 - to validate batch of articles in a green list proposal.
 - to validate isolated demand (product an/or process).
 - in preparation of a budget revision exercise.
- COTL are thus strongly encouraged to plan their demand long in advance and to anticipate as much as possible subjects for the budget revision. Obviously the technicians will not be able to absorb all demands converging one week before the budget revision.

⁴ Alternative equipment = equipment whose specifications diverge from the one described in the product sheet of the MSF-ITC catalogue.

⁵ Example of situation: During the budget planning or revisions periods,

- the Cotl are able to clearly define their needs and justify their technical specifications. If the validation process was accomplished during the budget exercise, he/she would then be able to place the order when he/she needs it during the course of the year without further validation.
- the COTL do not yet know the specific needs of the mission he/she would then only have a financial validation in principle – under the form of financial envelope – and he/she would be obliged to go through the technical validation process prior to the formal order.

PART II. PRINCIPLES PER TECH FAMILY - **WHS**

Product concerned > require *product validation*.

- Insecticides (if not supplied through HQ's supply centre)
- Chlorine generating products (because the use of these products is directly link with health of users)
- UV light generator for water treatment
- Water filtration treatments (microfiltration/ ultrafiltration/ nano filtration/ reverse-osmoses)
- House-Hold Water Treatment (HHWT: filtration/chemical/pasteurization...)
- UVc light for air disinfection
- Mechanical ventilation system
- Surface pump / booster
- Submersible pump / solar pumping system
- Lift pump
- Incinerators and burner if different from models describe in *Public health engineering in precarious situation* guideline.

Processes & Services concerned > require *process & service validation*.

Dimensioning the following activities:

- Water supply : well, borehole, pumping system (except for the normal use of KWATPUMP... kits), distribution/system.
- Waste water system for health structure (> 100 beds) or when there is infiltration limit due to geology of the site or high risk of environmental pollution (it concern: grease trap, septic tank, infiltration trench, evaporation trench, lagooning...)
- Safe excreta disposal if simple techniques describe in the guideline *Public health engineering in precarious situation* are not applicable or not appropriate.
- Medical waste management for Health structure (>100 beds), VHF outbreak or for specific context where recommendations from the guideline are not fully appropriate like in urban setting.
- Vector control in open settings for insect vector water related diseases (prevention or outbreak)
- Infection control (for designing, sizing, measuring mechanical and/or natural ventilation with HQ construction referent. *Patient flow*)

Choose specific treatment process for

- Water treatment when treatment needed to rendered water drinkable and acceptable for user is more than assisted sedimentation and/or chlorination.
- Waste water treatment when the situation require more careful than basic's from "WHS essentials requirement for health structure or camps". For example, when level of water table doesn't allow a direct infiltration of waste water after grease trap and/or septic tank...
- Airborne infection control for meteorological specific condition like cold climate or humidity up to 70%..., close setting like prison...
- Vector control when there is an existing resistance to insecticide recommended in ITC catalogue.

Elaborate WHS intervention strategy for water related and/or repetitive outbreaks:

- Cholera outbreak
- VHF in all contexts.
- Malaria outbreak

PART II. PRINCIPLES PER TECH FAMILY - **ENERGY**

Product concerned > require *product validation*.

- Electrical safety equipment (MCB's, RCB's, lightning protection equipment)

- Generators intended for middle and long-term use
- Inverters, inverter-chargers and UPS
- Battery Chargers
- Stationary batteries
- Voltage regulators, stabilisers and limiters
- Photovoltaic equipment (solar panels and regulators)

Processes & Services concerned > require *process & service validation*.

- Dimensioning of generators intended for middle and long-term use
- Dimensioning of inverter-charger systems and UPS systems
- Dimensioning of over- and under-voltage equipment protection (voltage regulators, stabilisers, limiters and UPS systems)
- Dimensioning of photovoltaic systems

PART II. PRINCIPLES PER TECH FAMILY - **TRANSPORT**

Equipment concerned > require *equipment validation*.

- 4x4 vehicles, for which model, brand and supply channel are locked
- City vehicles, for which a validation procedure should be undertaken in view of defining a national standard complying with MSF intersection specifications for city vehicles.
- Boats – trucks – motorbikes owned (or rented at COTL initiative)
- Tools (large set, complex, expensive)
- Mechanical infrastructure (workshop) already existing
- Expensive parts or marked as *To be justified*

Processes & Services concerned > require *process & service validation*.

- Define or modify vehicle maintenance scheme
- Design - dimensioning - setting up of mechanical infrastructure (principally central workshops), even more if it is shared between sections or other actors.
- Dimensioning and definition of management strategy of large / complex fleet of vehicles.
- Insertion and operation of boats – trucks – motorbikes (owned or rented) in a mission's fleet
- Insertion and operation of exotic/special vehicles (armoured - mine proof, amphibious, and any other complex vehicles) in a mission's fleet

PART II. PRINCIPLES PER TECH FAMILY - **BIOMED**

Equipment concerned > require *equipment validation*.

- Biomedical equipment, spares and consumables shall normally be procured through MSF-OCG international supply channels and selected from the MSF-ITC catalogue or any other OCG's dedicated biomed list.
- Any non-catalogue biomedical equipment requires both technical and medical validation. Full details of the validation process are described in the document "MSF-OCG Procedure for Selection & Procurement of Biomedical Equipment for missions"

Processes & Services concerned > require *process & service validation*.

- Suppliers of biomedical equipment, spares and consumables other than MSF supply centres
- Contractors for servicing and repair of biomedical equipment

PART II. PRINCIPLES PER TECH FAMILY – **COLD CHAIN**

Equipment concerned > require *equipment validation*.

- All active (fridges, freezers) and passive (cool boxes, ice-packs) and monitoring devices for cold chain use which are not listed in the MSF-ITC catalogue.
- Closed article – supply through GVA HQ only

Processes & Services concerned > require *process & service validation*.
to be completed - pending

PART II. PRINCIPLES PER TECH FAMILY – **CONSTRUCTION & REHABILITATION**

Equipment concerned > require *equipment validation*.

See *Construction cycle process* and its internal validation scheme in the Policy

Processes & Services concerned > require *process & service validation*.

See *Construction cycle process* and its internal validation scheme in the Policy