

Questions & Answers

- 1- Would you please illustrate the differences between the central warehouses and decentralized warehouses as from the accountability, the monitoring and the management?

The central warehouses are the MAIN warehouse of the partner while other warehouses are considered as decentralized warehouses.

The accountability, monitoring and management of the warehouses depend on the setup of each IP.

- 2- According to the available information do the SDPs have inventory management systems? are all the related documents available and applied?

The purpose of the spot check includes precisely to find this out and report back to UNFPA.

- 3- Did UNFPA reviewed the IPS policies and procedures regarding the inventory operations?

This is part of the Micro-assessment of the IP.

- 4- The TOR requires to inspect the inventory records, perform and reconcile stock-counts, assess the conditions of the goods and,....
Are the above is required to all items are could be done on samples basis, or as all the TOR Requirements might be on sample basis as mentioned later in the “verification procedures” section?

This will be based on a sample of 6 to 10 selected items. The categories of items are provided in the TOR and the exact list of items selected for each IP will be communicated the awarded service provider.

- 5- The TOR requires to trace samples of distributions by the Ips to ensure the products reached the intended facilities in the right quantities and conditions
do we have to trace the distributions to the last beneficiary all only to the last SDP or facility , and as for the sample size is there any guidance should be provided by UNFPA or it would be based on the Third party judgment?

This verification should be performed based on the distribution records of the IP. The service provider should check these records during the verification. Regarding sample size, the service provider should apply international standards for such a verification.

- 6- It's understood that the UNFPA is handling the following :
- Providing the Products Provide by the UNFPA to the IPS
 - Coordination of logistical arrangements and access to the IP facilities where the stock count will be observed or performed.
 - Facilitating access to IP personnel, inventory records and supporting documents (e.g. shipping documents, receiving reports, logbooks, downloads from warehouse management system, bin / stock cards, etc.) required for the analysis and reconciliation of the stock-count results. **Specially for ministries**

UNFPA will support and facilitate the process by informing the partners in advance and putting the service provider with the focal point in IP office. As it is the case for all spot checks, the contracted service provider will deal with the IP focal to organize their verifications and obtain needed documents. UNFPA will be available support as much as possible.

- 7- What does Commodities mention in the table page 2 is for?

This is an indication of the types of commodities that could be part of the samples selected for verification.

- 8- As for the Inventory Controls do all IPS aware about these Controls?

All IPs are informed about the scope of this spot check.

- 9- Do all The verification procedures should be done in one visit? if yes do the IPS are taking the required arrangement as for the time, data, and staff?

The number of visits is left to the contracted service provider to agree with the IP, provided all the verifications are completed within the expected time frame and or reports submitted on time.