

Procurement Policy Builder

Nonprofit, NGO & Social Sector

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a procurement policy — principles (transparency, value for money, no conflict), thresholds (quotes and tenders by value), the process (requisition, quotes, approval, PO, receipt) and records — aligned to donor procurement rules. Use this for transparent, funder-compliant procurement. Align to funder rules and approve at board level.

Purpose of this tool & output

Transparent, funder-compliant procurement

How the output is used

Adopt a transparent, funder-compliant procurement policy with thresholds and quotation rules.

Who receives it

Approved by the board; applies to all staff who purchase or engage vendors.

Important cautions

AI-generated policy; align to funder rules and approve at board level.

Companion documents

- Project Implementation Plan
- Field Operations SOP
- Partnership MOU Builder
- Data Management & Privacy
- Safeguarding Policy Builder
- Risk Management Framework

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.