

## 1.4 Planning resources for procurement

When working on a project, make sure the workload that procurement represents is clearly identified so it can be absorbed by your team. The standard roles involved in procurement are as below (see the [IFRC logistics competency framework](#) for reference):



Standard [job descriptions](#) for procurement-focused positions can be found in annex to this chapter, or requested from the International Logistics team.

The logistics team's structure should be defined in the early stages of the implementation phase, as per the IQM process. Based on the project plan and other planning tools, such as the procurement plan and budget, a resource plan should be defined and implemented to support the programme's activities.

At that stage, the programme team should define:

- The need for UK-based logistics support – some procurement processes will require support from the UKO-based logistics team
- The needs for in-country logistics support

Note: the cost of items and services to be procured will often be budgeted while other costs related to procurement may be overlooked, such as delivery, administrative or handling costs. The identified procurement lead should make sure that these costs are budgeted for, and that adequate resources will be available to conduct all procurement-related activities.