



# Technical Secretariat African Public Procurement Network



APPN Focus Groups  
on Electronic Government Procurement (e-GP)

**March 8, 2022**



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DRAFT CONCEPT NOTE



# **APPN E-GP FOCUS GROUPS**

# I – Introduction

The African Public Procurement Network is a platform of learning and networking for its member countries, represented by the heads of their public procurement regulatory bodies. In order to effectively play this role, the Technical Secretariat (TS) of the Network has already added a knowledge and experience sharing program and successfully held several virtual sessions for its

Sub-regional Networks. The TS is gradually expanding the Network activities to provide opportunities to member countries to learn new, innovative and good procurement practices. It has launched procurement webinars for interested participants from member countries. Furthermore, it now intends to introduce three e-GP Focus Groups.

## II-The Network



### 1

The APPN was established in Lome in 2018 by 43 African countries who signed the Network's Articles of Agreement. It is divided into five Sub-regional Networks representing the African countries in the East,

West, North, South and Center. The members of the Executive Committee are also the lead coordinators of the Sub-regional Networks.

### 2

The APPN's main objective is to promote the development and integration of public procurement

through active cooperation among its members. In order, to achieve this objective, the Network is consistently

expanding its activities to fulfill the following responsibilities assigned to it by its member countries:

- Promote and maintain a space for reflection and mutual understanding among its members;
- Promote inter alia horizontal technical cooperation, exchanges of training and experience among its members;
- Work to build capacities of institutions in charge of public procurement in its member states;
- Establish partnership between various actors in public procurement;

### 3

The Network's governing bodies, including the General Assembly (GA), Executive Committee (EC), Chairperson and the Technical Secretariat (TS) work together to help the Network achieve its objectives. The GA which meets annually is the Network's forum where heads of public procurement from all member countries exchange knowledge and experiences, network, and consider Network's achievements and future activities. The EC, comprising five elected members and a coordinator, is the Network's oversight body which approves the

- Help mobilize the members to promote information sharing and exchange of experience in order to strengthen the harmonization of processes and convergence of policies; and
- Launch innovative programs to promote the strengthening and improvement of public procurement systems and promote prevention of corruption and other threats to development;
- Encourage the use of country systems by donors.

Network's business. The Chairperson is elected by the GA and entrusted with the task of leading the Network during the period of time starting from the date of election till the end of the next General Assembly. The Technical Secretariat, currently based in Lome and operated by the Public Procurement Regulatory Authority of Togo (ARMP), is the executing body of the Network, responsible for its daily operational administration. It is headed by the Secretary General, the current Director General of the ARMP.

# III-Sub-regional Networks

## 1

Given the large size of the APPN, each of the five Sub-regional Networks serves as a platform of learning and networking and knowledge creation and sharing activities take place at the Sub-regional Networks' level. Therefore, the five Sub-regional

Networks' coordinators, in addition to their role as the EC members, collaborate with the Chairperson and the Technical Secretary to achieve the Network's overarching objective of serving as a platform of learning and networking.

## 2

The EC Coordinator supports the Sub-regional Network coordinators in implementing, among others,

the activities included in the APPN Regional Action Plan, at Sub-regional Network levels.

## IV- Platform of Learning and Networking

In keeping with its mission of serving as a platform of learning and networking for its member countries, the APPN through its TS has successfully launched knowledge exchange sessions and procurement webinars. Given that most APPN member countries are taking measures to improve the performance of their public procurement systems, they find

these activities to be useful. Any knowledge they acquire through these activities about new and innovative global and regional procurement improvement approaches are beneficial to them. The APPN, therefore, intends to continue facilitating knowledge sharing among its member countries by introducing more knowledge exchange products.

## V- Rationale for e-GP Focus Groups

The APPN member countries are at different stages of introduction of e-GP and are facing many challenges in this area. The APPN strongly believes that these member countries can better face the e-GP challenges by learning how the other countries in Africa are dealing with these challenges.

This knowledge and experience exchange will facilitate the MCs efforts to introduce e-GP. It will also help harmonize e-GP systems across the MCs. Therefore, the APPN has decided to create three e-GP focus groups and put in place mechanisms of e-GP knowledge sharing among its member countries.

## VI-Objective of Focus Groups

The key objective of the e-GP focus groups would be to share knowledge on the introduction and use of e-GP, options leveraging technologies and innovations,

discuss the challenges being faced by the APPN member countries, and to deliberate upon possible actions to face these challenges.



# VII–Organization of Focus Groups

## 1

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The APPN Technical Secretariat in collaboration with the Network Chair, the Executive Committee,

and the member countries will establish and support the e-GP Focus Groups.

## 2

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In order to ensure effective e-GP knowledge and experience sharing and to facilitate communication across all APPN member countries will be regrouped into three Focus Groups as follows:

### **e-GP Focus Group I (Eastern and Southern Africa Subregional Networks) - English**

East Africa Sub-regional Public Procurement Network: Egypt, Libya, Eritrea, Ethiopia, Kenya, Liberia, Nigeria, Rwanda, Sierra Leone, Somalia, Sudan, South Sudan, Tanzania, and Uganda

Southern Africa Sub-regional Public Procurement Network: Botswana, eSwatini, Ghana, the Gambia, Lesotho, Malawi, Mauritius, Namibia, Seychelles, South Africa,

Zambia and Zimbabwe

### **e-GP Focus Group II (West, North and Central African Subregional Networks) – French**

West and North Africa Sub-regional Networks: Algeria, Benin, Burkina Faso, Chad, Comoros, Côte d'Ivoire, Djibouti, Guinea, Mali, Mauritania, Morocco, Comoros Niger, Senegal, Togo, and Tunisia

Central Africa Sub-regional Public Procurement Network 1: Burundi, Cameroon, Central African Republic, Congo, Democratic Republic of Congo, Equatorial Guinea, Gabon, and Madagascar

### **e-GP Focus Group III - Portuguese**

Central Africa Sub-regional Public Procurement Network 2: Angola, Cape Verde, Guinea-Bissau,



Mozambique, and São Tomé & Príncipe.

While e-GP activities will take place at e-GP Focus Group level, each Focus Group would also be open for interested countries outside the APPN Network.

## VIII-Nomination of Focus Group Members

The formal representatives of each member country would nominate one staff member responsible for leading the country's e-GP

agenda. These names would be communicated to the TS at their earliest convenience but before April 30, 2022.

## IX-Focus Group Leader

The TS, in collaboration with the Network Chair, will appoint every year before December 31 a Focus Group Leader (FGL) from among

the e-GP experts nominated by the MC's coordinator for each group for a period of one year.

# X-Role of Focus Group Leader and Members

## 1

The FGL will have the following responsibilities:

- a. represent the Focus Group at official events to which he/she is invited;
- b. coordinate the meetings on e-GP knowledge and experience sharing activities;
- c. constantly ensure cohesion, the spirit of solidarity, fraternity and mutual understanding among the Group members;
- d. chair the opening and closing ceremonies of the Group;
- e. request technical and administrative assistance from the Technical Secretariat, if necessary, for the proper functioning of the Group;
- f. organize meetings of countries via VC facilities as and when needed;
- g. In collaboration with the TS collect and disseminate information on innovations/development on e-GP for the benefit of all Network member countries;
- h. Participate in the next meeting that any of the other Focus Groups would hold and brief them about the e-GP developments in the countries of his/her own Group;
- i. Pass on the leadership and coordination role to the next eligible Group member after the period of one year is complete.

## 2

The Group members will participate in Group meetings as and when these are held and

will freely and frankly share their knowledge, experiences, and challenges about their respective

countries' e-GP system with the other Group members.

## XI-Group Meetings

### 1

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Each e-GP Focus Group will meet once in every three months or extraordinarily when requested by one of the Group members. The TS, in collaboration with the FGL, will be responsible for all the logistical

arrangements for the meetings, including maintaining an ultimate list of Focus Groups, determining the dates of the meeting, inviting Group members to the meeting. The meetings will be held virtually.

### 2

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On annual basis, or as otherwise agreed, the three FGLs will meet in person, if resources permitted, to update one another their e-GP knowledge, experiences, including challenges they acquired through their respective FG meetings. In addition, in every annual General Assembly session, a slot will be

reserved where the FGLs will inform the session participants about the e-GP experiences acquired and challenges faced by the member countries of their respective groups. In addition, a communication tool will be made available to all Group members to enable them to connect with one another on a regular basis,

## XII-Format and Agenda of Group Meetings

The Focus Group meetings will follow the following format:

- The Secretary General of the TS will open the meeting
- The FGL will chair the meeting
- Selected group members will make brief presentations

about e-GP developments in their respective countries

- Q&A session

An agenda will be prepared and circulated to the Group members.

## XIII-Technical Secretariat's Role

The TS's role is pivotal for the success of the e-GP Focus Groups. The TS will be responsible for the following:

- In consultation with the Network Chair and the outgoing FGL, appoint annually an FGL for each group for a duration of one year.
- In collaboration with the FGLs, prepare a program of FG meetings, inform MCs' of the program, and, in close collaboration with the concerned FGL, prepare meeting agendas.
- Issue invitations and make arrangements for virtual meetings.

- Record the proceedings of each meeting and immediately after the meeting post it on the Network website and inform MCs about it.

- Within 15 calendar days of a meeting, prepare a synthesis report in English and French and send it by email to MCs.

- Create and update knowledge repository of e-GP by archiving and publishing the reports, presentations and memos in APPN web portal/or publicly accessible web-based repository like Dropbox, Box, Google Drive, One Drive or other.

# XIV-MDBs' Technical Support

The MDBs technical support, including use of their audio/video

facilities, will be appreciated.