Tool: Online public procurement reporting

Purpose

- To increase transparency and accountability of post-award contract performance to the public.

Public Procurement Principle: **Transparency, Access**

Procurement Stage: **Post-award**

Audience: **Procuring Entity, Private Sector, Civil Society**

Description

Online public procurement reporting provides a centralised website for the public to access information on public procurement. Information may relate to both the financial and non-financial performance status of procurement packages — both quantitative and qualitative in nature. Such reporting is often accompanied by information on the public procurement system including:

- procurement policies, regulations and guidelines within which procurement practitioners operate;
- the responsibilities of different public organisations in the procurement process; and
- public redress mechanisms such as whistle-blower or corruption hotlines.

Online reporting is generally run by the finance ministry or equivalent responsible for the government procurement system. In specific situations it may also be hosted by the public organisation in charge of overseeing stimulus/recovery spending or post-disaster rehabilitation and reconstruction.

It is important to note that online reporting is not meant to duplicate existing reporting processes for contracting authorities. Rather, it provides a user friendly interface to access information on contracting authorities. Information is extracted from the government's procurement systems. In cases of disaster, reconstruction may also include donor reporting—though the latter is made difficult because of different reporting formats.

The functionality of online public procurement reporting varies significantly between countries. Information may be searchable by location, department, type of activity, contract size.

Box: Generic content of online public procurement reporting website

Information on contracts

- General project information: project name, project description, total project cost, etc.;
- Project management information: organisational division, project manager and contact details;
- Contractor information: company name and contact details;
- Implementation schedule: project schedule (payment, deliverables), deviation between aggregated planned and actual project milestones;
- Evaluation framework, comments from procurement staff, date/time of last data update, expected future reporting update. Can be applied to overall project, cost dimensions, schedule dimensions, qualitative assessments of contractor performance etc.;
- Payment schedule: expected spending by year, payment, variance from cost information
- Information may be coded to give an overall rating of projects, together with information on calculation methodology; and
- Project documentation: contract documents, meeting minutes, audit reports, etc.

Information on public procurement systems

- Procurement laws and regulations;
- Responsibilities of procuring and contract authorities; and
- Responsibilities of audit authorities.