WHAT IS A RETAILER SHORTLIST

A retailer shortlist is a pool of service providers which have been identified and are, according to initial assessment, able to deliver a quality service in a specific field.

WHY SETTING UP A RETAILER SHORTLIST

The aim of the shortlist is to ensure:

- A fair and well documented / transparent process, giving equal chances to all retailers.
- Selection is based on clear criteria on why retailers have been / have not been selected.
- Minimum risks of omitting a worthy service provider.
- As many sources as possible are used when researching the local retailer market

HOW TO SETUP AND MAINTAIN A RETAILER SHORTLIST

See next page for detailed process description.
Expression of interest by retailers

Identify retailers using various sources

Define selection criteria / minimum requirements for retailers

Evaluate retailers using qualitative, quantitative and legal criteria

Qualitative Aspects – Retailer visits
Quantitative Aspects – Questionnaires
Legal Aspects – Legal docs / registration

Does retailer meet min. requirements set by WFP / partner?

Evaluate retailers using qualitative, quantitative and legal criteria

Does retailer meet min. requirements set by WFP / partner?

Define total required capacity to supply all beneficiaries

Are there enough retailers in the shortlist / sufficient capacity?

Map location of all retailers

Are retailers close enough to beneficiaries?

Get shortlist verified / approved by appropriate third party to ensure segregation of duties

Review shortlist every 6 months or as appropriate

Contract the best retailers out of the shortlist ensuring sufficient capacity. Justify selection with facts for transparency reasons

Contracts with retailers

Evaluate performance of contracted retailers on a monthly basis

Is retailer performance appropriate?

Black list from shortlist

NO

YES

YES

YES

NO

NO

NO