

## STRATEGIC PROCUREMENT OUTLOOK

### Ministry of Foreign Affairs and Trade

<b>Period Covered:</b>	1 July 2010 – 1 July 2011
<b>Last Updated:</b>	28 May 2010

#### Mission

The purpose of the Ministry of Foreign Affairs and Trade (“the Ministry” or “MFAT”) is to provide objective advice on international relations, advance and protect New Zealand’s security and trade interests abroad, manage New Zealand’s overseas official development assistance programme (the New Zealand Aid Programme), and provide consular support for New Zealanders overseas. It is also the channel for the Government’s official communications to and from other governments and international organisations.

This is expressed in the Ministry’s overarching mission:

New Zealand’s security and prosperity interests are advanced and protected, our voice is heard abroad.

#### Policies & Programmes

The Ministry works for Ministers in three portfolio areas: Foreign Affairs, Trade, and Disarmament and Arms Control. As part of the Foreign Affairs portfolio, the Ministry is responsible for the delivery of the New Zealand Aid Programme.

The key activities the Ministry undertakes in order to fulfil its role are:

##### **Representation and advocacy**

Presenting New Zealand’s case to other governments and advocating for New Zealand’s interests. In a crowded and complex international environment, this means engaging not just with governments, but also with non-governmental organisations (NGOs), businesses, and the wider public.

### **Negotiation with other governments**

The Ministry leads the majority of the government's negotiations with other governments, in both bilateral (country-to-country) and multilateral (many countries at once) contexts.

### **Design and implementation of events and activities**

The Ministry undertakes a number of activities specially designed to further New Zealand's foreign policy objectives. These include participation in election monitoring and peace support missions, hosting international meetings, and supporting high-level visits.

### **Management of the New Zealand Aid Programme**

The Ministry is responsible for the management of New Zealand's \$484,967,000 official development assistance budget, including policy advice on, design, and management of development assistance programmes and activities.

### **Consular services**

The Ministry is responsible for providing assistance to New Zealanders in distress overseas, including support for New Zealanders in the aftermath of major emergencies.

### **Analysis and advice**

The Ministry is the Government's lead policy adviser on foreign and trade policy, international law, and development assistance.

The Ministry is also responsible for coordinating the activities of New Zealand agencies offshore as part of "NZ Inc".

The Ministry seeks to achieve its outcomes as part of the international community. This means working with other governments, international organisations, and non-governmental organisations to achieve our goals. The Ministry's critical resource is its diplomatic staff, operating through its global network of 53 overseas posts.

## **Overarching Purchasing Objectives**

The Ministry of Foreign Affairs and Trade main purchasing activities in New Zealand (including for delivery offshore) relate to:

- Procuring services of specialists such as business consultants, programme managers, project managers, HR consultants and other professional advisors
- Purchase of systems and equipment including in emergency situations

## General Information

<b>Total number of employees:</b>	910
<b>Head office:</b>	HSBC Tower 195 Lambton Quay Wellington Phone 04 4398500
<b>Other offices</b>	Level 11 ANZ Centre 23 – 29 Albert Street Auckland Phone 09 3035443
<b>Website:</b>	<a href="http://www.mfat.govt.nz">www.mfat.govt.nz</a>
<b>Procurement contact:</b>	Rama Durie 04 439 8294 <a href="mailto:Rama.durie@mfat.govt.nz">Rama.durie@mfat.govt.nz</a>

### **Annual Procurement Plan 1 July 2010 – 1 July 2011**

The procurements listed in the following Annual Procurement Plan are indicative only and are subject to revision or cancellation. Notification on this procurement plan does not necessarily constitute a commitment to procure the goods or services listed until the Ministry of Foreign Affairs and Trade decides to enter into a tender process. The listed procurements are based on the best information provided at the time of preparation of the Annual Procurement Plan to ensure that advance notice is provided to prospective suppliers.