

International Procurement Management



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(delivered in Russian language only)

Turin, Italy

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Introduction

Procurement of equipment/supplies, works and related services for development projects involves substantial investments which are often funded through Loans or Credits provided by International Financial Institutions (IFI).

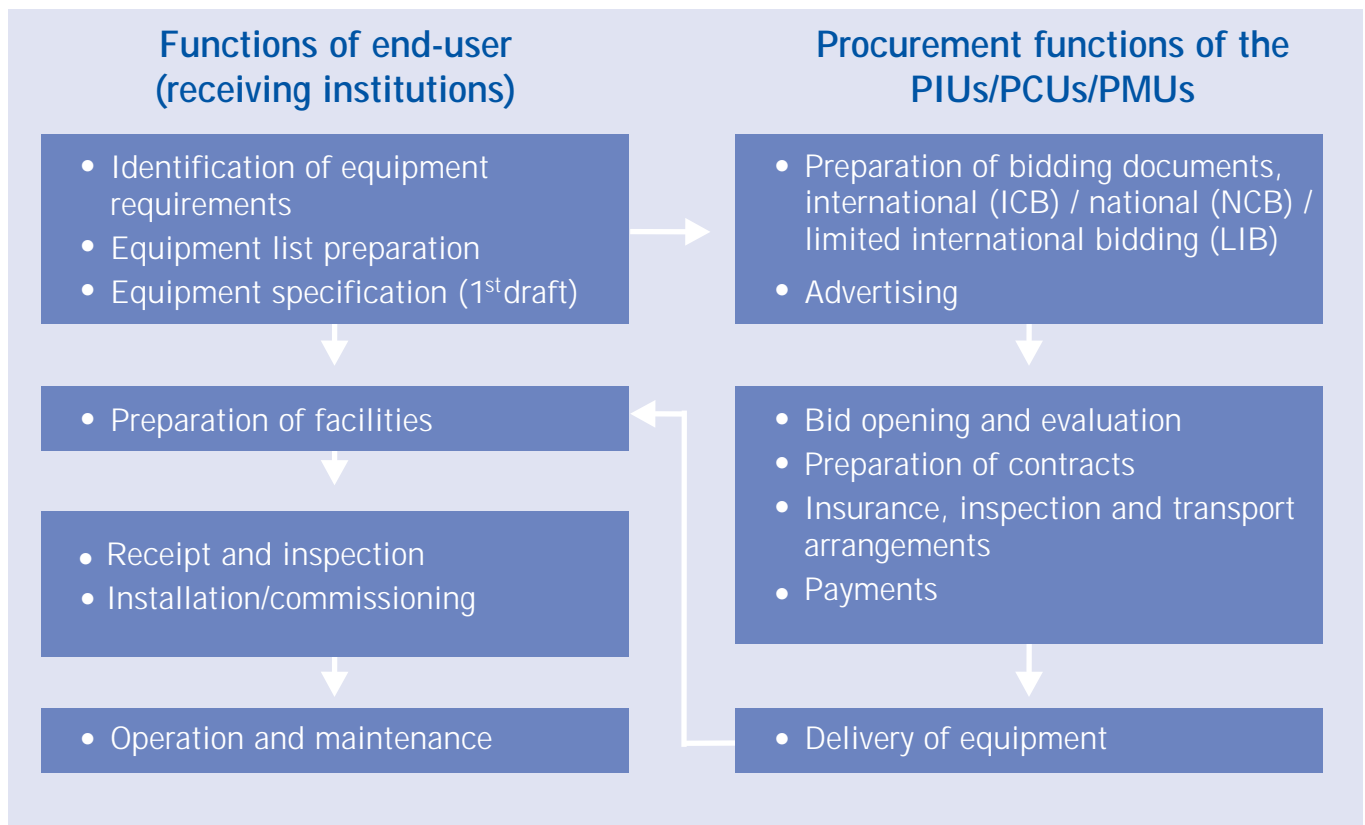
In many cases, increased costs and delays in project implementation can be attributed to lack of familiarity with the procurement procedures of the funding agencies combined with inadequate command of the essential day-by-day "business skills" needed to manage international procurement operations.

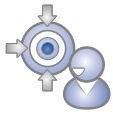
This course titled "International Procurement Management" is jointly delivered by the International Training Centre of the ILO (ITC-ILO) and the World Bank's Procurement Policy and Services' Group in order to assist borrowers' staff in planning and executing procurement of goods and related consultancy services in IFI-funded projects. The course provides for comprehensive

coverage of the overall spectrum of competencies needed for successful implementation of the procurement process (needs' identification, market research, bidding, evaluation and contract management).

The course is structured around modular learner/trainer curricula (in Russian and English) that explore in detail the range of competencies needed at each stage of the procurement process. The course materials also provide for measurement of learning achievement through self-assessment exercises, group work and practical case studies.

The chart below illustrates, as an example, the overall process for procurement of equipment. It outlines the tasks of the procurement staff of a central Project Implementation Unit (PIU) and those of the staff from receiving institutions - end-users, who normally have the responsibility for identifying equipment requirements per destination, including relevant quantities as well as incidental services like installation, operation and maintenance services.





Objectives

Course participants will be able to competently plan and execute procurement operations for acquisition of equipment and recruitment of consultants in accordance with the guidelines and procedures of international development banks in general and of the World Bank in particular.



Participants

This course is intended for project directors and procurement staff of projects funded by IFIs (World Bank, Asian Development Bank, European Bank for Reconstruction and Development, etc.) as well as national public procurement officers and trainers of procurement personnel.

Candidates are expected to have basic knowledge of procurement practice in the public or private sector.



Course methodology

The course is delivered by senior procurement advisors and consultants from the World Bank and ITC-ILO. The course is conducted using a highly-participative training delivery methodology through a combination of interactive presentations by subject-matter specialists followed by plenary discussions and/or experiential learning through solution and analysis of case studies exploring common problems in procurement.

Self-assessment assignments and individual and group exercises are emphasised as indispensable tools for measuring learning achievement by the learners and the resource persons and thereby facilitating remedial actions.

Specific guidance is provided, upon request, for participants confronted with specific procurement problems in their own projects.

Each participant is encouraged to bring along a copy of the Loan Agreement, the Project Appraisal Document and a bidding document related to his/her project for reference throughout the course.



Course content

- **Procurement environment in World Bank-financed projects**
 - Public Procurement and World Bank fiduciary responsibility
 - Project cycle and related documents
 - World Bank procurement policy and guidelines
 - Procurement process and planning
 - Bidders' qualifications
- **The standard bidding documents in World Bank-financed projects**
 - Standard bidding documents
 - Preparation of bidding documents
 - Commercial practices
 - Case study
 - Schedule of requirements and technical specifications
- **Bid evaluation and contract management**
 - Bid opening
 - Bid evaluation and comparison
 - Contract award and management
- **Guidelines for the use of consultants by World Bank borrowers**
 - Types of consultancy assignments
 - Preparation of Request for Proposals / Terms of Reference / Conditions of Contract
 - Evaluation of proposals
 - Management of consultancy contracts
- **Introduction to the use of the internet in procurement**
 - E-commerce
 - Electronic tendering
- **Introduction to WTO Government Procurement Agreement**
- **Overview of EC Public Procurement Directives**



Cost of participation

The cost of participation in this two-week programme is EURO 3,150ⁱ payable in advance by the participant's sponsoring organisation. This covers:

- tuition fee, which includes the use of the Centre's training facilities and associated support services, books and training materials;
- participant fee, which covers:
 - accommodation and full-board at the Centre, plus a standard daily allowance of EURO 12ⁱ to cover incidental expensesⁱⁱ;
 - routine medical care and insurance.

i Amount subject to annual changes

ii Arrangements can be made to pay an additional allowance for incidental expenses at government or funding-agency cost to accommodate participant entitlements or other government requirements.

Main travel between the participant's home country and Turin is not included.

Fellowships for training programmes conducted by ITC-ILO generally become available through the training allocations of development projects financed by International Financial Institutions or by United Nations' agencies, bilateral technical co-operation agencies, governments and/or private enterprises. Candidates are encouraged to contact these organisations and agencies in their countries to enquire about the availability of funds for fellowship training programmes.

For further information, please contact:

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