



Procurement of information systems



Procurement of information systems in World Bank-financed projects

Turin, Italy



World Bank



International Training Centre

Procurement of information systems in World Bank-financed projects



Introduction

This course was developed jointly by the World Bank and the International Training Centre of the International Labour Organisation (ITC-ILO) in order to respond to the growing need for automation in public administration and to assist government agencies in training their procurement and Informatics Technology (IT) staff in the disciplines of planning and tendering for new acquisitions in the informatics¹ field.

The course is designed to impart to the participants planning, procedural and technical skills that are required for the successful procurement of information systems. On the planning part, it highlights the importance of analysing the current and future business processes of the end-user of the IT application prior to commencement of the bidding procedures. The aim being to secure the acquisition of the optimal IT system that maximises "value for money" through matching the user's real business-process requirements with the IT system's performance potential taking into consideration the latest "state of the art" technology, future adaptability, available investment budgets and local constraints in the user's country as to system management, maintenance and after-sales services.

The course highlights the merits of various contracting strategies for the procurement of information systems which may range from turnkey solutions to packaging the procurement into its constituent components, e.g. separate contracts for hardware, software, system development and management services, maintenance, etc. The programme also incorporates "presentations" and "question and answer" sessions with the representatives of leading IT manufacturers and system integrators in order to familiarise the participants with current state-of-the-art IT solutions and the likely technological developments expected in the near future.



Course objectives

The objective of this course is to upgrade the participants' competencies in planning, tendering, evaluation, award and supervision of procurement contracts for information systems in accordance with the World Bank's procurement guidelines and relevant standard and/or sample bidding documents.



Specific objectives

By the end of the course the participants will be able to implement the under-mentioned tasks in accordance with the provisions of the "Guidelines for Procurement under IBRD Loans and IDA Credits" and the "Guidelines for Selection and Employment of Consultants by World Bank borrowers":

- select the contractual strategy most suited for the intended IT procurement (e.g. off-the-shelf hardware and software, simple information systems or complex information systems);
- determine the estimated acquisition costs of the proposed information system;
- develop the procurement plan and prepare the bidding documents for acquisition of IT systems in liaison with the end-user;
- evaluate tenders for IT systems based on technical performance and economic/commercial merit criteria;
- plan and carry out contract management and supervision functions;
- arrange for maintenance and technical support services.



Participants' profile

The participants are procurement and informatics staff actively engaged in procurement planning,

¹ Informatics is the use of information technology - including hardware, software, multimedia and related professional and consulting services - to build and utilise information systems for the collection, storage, processing, analysis, transmission and display of information.

preparation of bidding documents and evaluation of proposals/offers for acquisition of information systems and related services for government agencies.

The participants are expected to demonstrate good command of the English language.



Course methodology

The course is conducted using a participatory delivery methodology through a combination of interactive presentations, plenary discussions, self-assessment exercises and group and individual assignments. Case studies dealing with issues of concern in the procurement of IT solutions are also analysed by the participants in collaboration with the resource persons and representatives of the IT industry.



Course contents

The course's curriculum includes:

- the modular training set for "Equipment Procurement Management" (a World Bank - ITC-ILO publication);
- "Guidelines for Selection and Employment of Consultants by World Bank borrowers";
- "Standard Bidding Documents for Supply and Installation of Information Systems - single-stage bidding";
- "Standard Bidding Document for Procurement of Information Systems - two-stage bidding";
- selected IT procurement guidance papers;
- briefings by leading providers of IT solutions and hardware manufacturers.



Duration and venue

The course duration is two weeks, of which the first three days are dedicated for presentation of the World Bank's procurement guidelines for goods and selection of consultants while the remaining seven days are focused on the competencies needed for successful planning and execution of the procurement operation for acquisition and maintenance of IT information systems.

The course is held at the Campus of ITC-ILO.



Cost of participation

The cost of participation in this two weeks' programme is Euro 3,250 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 lump sumⁱ to cover incidental expenses;
 - routine medical care and insurance.

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.

i 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.



The ILO Turin Centre's facilities

Located in an attractive park on the banks of the River Po, the Centre's campus provides a congenial environment in which to live and study.

It contains 21 pavilions with fully equipped modern classrooms, conference halls and meeting rooms fitted out for multilingual simultaneous interpretation, a computer laboratory, and a computerized documentation centre linked to various data banks.

The campus has 287 study/bedrooms, all with private bathrooms, telephones and cable television. It also has:

- a reception desk open 24 hours a day;
- a restaurant, a self-service canteen and a coffee lounge, all catering for international dietary needs;

- a bank;
- a travel agency;
- a laundry service;
- a post office;
- an internet point;
- a recreation room;
- facilities for outdoor and indoor sports;
- an infirmary.

Social events are regularly held both on and off campus, so that participants from different cultural backgrounds can make the most of the stimulating international climate.

For further information, please contact:

International Training Centre of the ILO
Sustainable Development and Governance
Viale Maestri del Lavoro 10
10127 Turin (Italy)

Phone: +39 011-693 6512

Fax: +39 011-693 6351

E-mail: proc-promo@itcilo.org