

# Procurement Audit



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Turin, Italy

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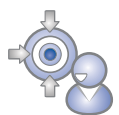


## Introduction

Public procurement constitutes a significant proportion of gross national product and overall public expenditure in all countries. It is central to the efficient delivery of public services as well as public infrastructure and is a "sine qua non" for good governance.

Progressive privatisation, rapid technological developments, outsourcing of public service delivery and the increased focus on results-based-management in the public sector have all contributed to the increased eminence and sophistication of the public procurement function. In the case of developing countries the introduction of new development delivery modalities like Sector Wide Approaches (SWAp) and related budget support funding are conditioned by the ability of the recipient governments to put in place efficient and integrated procurement and financial management systems that fulfil national accountability requirements as well as those of International Financial Institutions (IFI) and the donor community.

In response to the aforementioned developments, the International Training Centre of the International Labour Organisation (ITC-ILO) developed this course in order to enhance the capacity of national and IFI procurement audit and supervision staff in assessing procurement operations for regularity e.g. compliance with the law/regulations and in verifying achievement of "value for money" which is defined as "the optimum combination of whole life cycle cost and quality (fitness for the purpose) in meeting the user's requirements".



## Objectives

The course aims at contributing to the improvement of the effectiveness of the

"Procurement Audit" and supervision functions in national and IFI procurement operations through enhancing the capacity of the participants in conducting the full spectrum of procurement audit functions ranging from:

- verifying compliance with the legal requirements of competition;
- analysis of organizational context; systems and procedures for:
  - segregation of functions, internal procurement planning and approval processes with corresponding integration into the financial management systems;
  - assessment of risk at each step of the procurement process including those related to the choice of contract type and supervision of contract performance;
- planning and execution of audit;
- assessment of achievement of "value for money" in public procurement operations.



## Course methodology

The course is delivered by senior procurement specialists and consultants of 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 group discussions and exercises. Case studies are used to diagnose areas of risk in public procurement operations.

Participants will be provided with prescribed course training modules and reference materials. Participants are encouraged to bring along copies of the terms of reference of their procurement audit departments and relevant national procurement documents e.g. national public procurement law or regulations.



## Course contents

The training materials explore the full spectrum of procurement audit functions namely:

- introduction to procurement audit and types of procurement audit;
- analysis of the context of the contracting authority that is subject to audit:
  - analysis of the legal/regulatory requirements of the procurement function;
  - analysis of risks (and potential fraud and corruption) in the various steps of procurement cycle (definition and quantification of requirements, approval of requisition, supplier sourcing, selection of procurement method, selection of contract type, bid opening and evaluation proceedings, formation of evaluation committees, approval of award, contract management, records management, use of financial securities, management of warranty/maintenance obligations, disposal of assets);
  - analysis of the procurement strategy of the organisation and its annual procurement planning processes (including use of e-procurement methods, aggregation of demand, etc.);
  - responsibility matrix for the procurement function in the organisation, delegation of procurement authority and internal control functions;
- development of the audit objectives and audit plan:
  - setting audit objectives and scope;
  - development of the procurement audit plan (size and method of selection of the sample of procurement operations to be audited), audit criteria and evidence requirements;
- execution of the procurement audit process:
  - methods for collection and analysis of evidence and "due care" in reporting cases of potential fraud and illegal acts, compilation of "Procurement Audit" report;

- discussion of the audit report with the management of the procurement organisation subject to the audit as well as with concerned officials in the audit organisation;
- follow-up action on the audit report and its recommendations.



## Participants' profile

The participants are staff of Supreme Audit Institutions, officials of ministries of finance as well as internal controllers of public procurement operations at central, regional and local contracting authorities. The course is also useful for the staff of IFIs and donor organisations who are responsible for the supervision of procurement operations undertaken by the recipients of their loans and grants.

Participants are expected to read and write easily in the English language.



## Cost of participation

The cost of participation in this one-week programme is Euro 2,000 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;
  - 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.

## 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:

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