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

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- a bank;
- a travel agency;
- a laundry service;
- a post office;
- an internet point;
- a recreation room;
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- medical service.

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

### For further information, please contact:

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

E-mail: [sdp@itcilo.org](mailto:sdp@itcilo.org)



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## Equipment and Works Procurement Management



## Procurement Management for Equipment and Works in World Bank-funded projects

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World Bank



International Training Centre

[www.itcilo.org](http://www.itcilo.org)

# Procurement Management for Equipment and Works in World Bank-funded projects



## Introduction

National development projects typically incorporate substantial investments for the acquisition of equipment and/or construction and renovation of public infrastructure facilities which are often financed by development partners like the World Bank and Regional Development Banks. Government agencies responsible for the execution of such projects are often constrained by the scarcity of procurement practitioners who are competent in discharging the full range of bidding and contract administration functions in accordance with the regulations and procedures of the funding agencies and the standards of professional business practice. Such deficiencies in staff capacity can compromise the achievement of the projects' outcomes as well as undermine the integrity and "value for money" considerations in the procurement process. No wonder that a number of development projects face delivery problems originating from poor procurement or lax contract supervision like cost overruns, delays in project completion (and hence delayed benefits to the general public), as well as non-compliance with the prescribed standards of quality which may jeopardize the desired performance parameters of the needed equipment and/or built facilities.

This course titled "Procurement Management for Equipment and Works in World Bank-funded projects" is designed and delivered by the International Training Centre of the ILO (ITCILO) in order to upgrade the capacity of project staff in planning and executing international competitive bidding operations for procurement of equipment and works in International Financial Institutions (IFI)-funded projects.

The course provides for comprehensive coverage of the overall spectrum of technical, procedural and business competencies needed for successful implementation of each step of the procurement process (needs' identification, market research, procurement planning, risk assessment for the selection of the best contracting strategy, competition/bidding procedures, bid evaluation, contract award and contract management) for goods and works. Detailed explanation is provided as to how the principles of the World Bank Procurement Regulations are reflected in the stipulations of the World Bank's standard pre-qualification and Standard Procurement documents. Emphasis is placed on the "analysis of risks" that would influence the choice of the optimal contracting strategy through correct implementation of Project Procurement Strategy for Development.

Acquisition of works explanations are given as to the impact of the choice of "type of contract" on the cost of the procurement as well as on the scope/extent of required contract supervision skills in order to ensure effective contract performance by the awarded contractors.

Thorough explanation is also given about the World Bank's role in reviewing Borrowers' procurement operations through the "no-objection" process which is designed to ensure that project funds are used for the "purposes intended" and with "due diligence" to achieve value for money in delivering sustainable development.

The course is structured around modular learner/trainer curricula (in English) that explore in detail the required competencies with reference to the Procurement Regulations for IPF Borrowers of the World Bank as well as to "professional business practices" indispensable for economic and effective procurement. The course materials also provide for measurement of learning achievement through self-assessment exercises, group work and practical case studies.



## Objectives

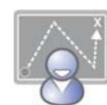
Course participants will be able to competently plan and execute the entire procurement process functions for acquisition of equipment and contracting and supervision of works' contracts in accordance with the standards of professional practice and the provisions of the Procurement Regulations for IPF Borrowers and Standard Procurement documents of IFIs in general and of the World Bank in particular.



## Participants

The target audience are project directors and procurement staff from projects funded by International Financial Institutions (World Bank, Asian and African Development Banks, European Union, United Nations, etc.) as well as the trainers of public procurement personnel and other national public procurement practitioners.

Candidates are expected to have basic knowledge of procurement practice in the public or private sector as well as a sound knowledge of the English language.



## Course methodology

The course is delivered by senior procurement advisors and consultants from the World Bank and ITCILO. 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. Individual and group assignments are used extensively in order to demonstrate in practice the proper application of IFIs' guidelines and to enable measurement of participants' learning achievement. Solution and analysis of case studies are emphasised as principal techniques for acquisition of new knowledge and attainment of prescribed exit competencies.

Individual guidance is provided, upon request, to help participants to troubleshoot procurement-related problems on their own projects.

Each participant is encouraged to bring along a copy of the Loan Agreement, of the Project Procurement Strategy for Development Document and a Standard Procurement Document related to his/her project for reference throughout the course.



## Course Contents

(EPM = Equipment Procurement Management modules)  
(WPM = Works Procurement Management modules)

### EPM - WPM PROCUREMENT ENVIRONMENT IN WORLD BANK-FINANCED PROJECTS

- Public procurement and World Bank fiduciary responsibility
- Project cycle and related documents at the end of each phase
- World Bank procurement policy and regulations for IPF Borrowers
- System of remedies (bidders' complaints procedures)
- The World Bank

### EPM - WPM PROCUREMENT PLANNING

- Procurement Process
- Strategic and operational Planning
- Preparation of technical specifications and market research

### EPM THE STANDARD PROCUREMENT DOCUMENTS FOR EQUIPMENT IN WORLD BANK-FINANCED PROJECTS

- World Bank standard procurement documents for procurement of equipment
- Preparation of procurement documents
- Schedule of Requirements and Technical Specifications
- Business competencies (Incoterms, insurance, forwarding and transport arrangements, etc.)
- Bid opening and bid evaluation, post qualification, award and publication

### WPM THE STANDARD PROCUREMENT DOCUMENTS FOR WORKS IN WORLD BANK-FINANCED PROJECTS

- Purpose and content of different works procurement documents
- Standard Procurement document (Smaller Works)
- Common types of works contract (unit rate, lump sum etc...)
- Preparation of procurement documents (one and two-envelopes process)
- Standard qualification process for works
- Evaluation Process for Works (One and Two – Envelope)
- Comparison with FIDIC contract documents
- Main differences

### EPM - WPM CONTRACT MANAGEMENT

- Selected case studies dealing with common problems in contract management for goods and works
- Dispute Settlement (adjudication and arbitration)
- Code of Ethics in Public Procurement

Assignments and case studies are used in each module in order to enable the participants to apply the knowledge and competences presented in the course.



## Cost of participation

Participants willing to attend one-week Module only on EPM or WPM can ask to do so. The cost of participation in this **two-week programme** is **Euro 3,735**. The cost of participation in **one of the Modules** is **Euro 2,250**. All costs are payable in advance by the participant's sponsoring organization and cover:

- **tuition fee**, which includes the use of the Centre's training facilities and associated support services, books and training materials, routine medical care and insurance;
- **participant fee**, which covers:
  - accommodation and full-board at the Centre.

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

Fellowships for training programmes conducted by ITCILO generally become available through development projects financed by International Financial Institutions or by United Nations' agencies, bilateral technical co-operation agencies, governments 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 information regarding payment, cancellation and refunds, please consult:

<http://www.itcilo.org/en/training-offer/how-to-apply>