



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, and a computerized documentation centre linked to various data banks.

The campus has 185 single fully serviced study/bedrooms, 66 double bedrooms and 12 suites, each with private bathroom, telephone, wi-fi and flat screen television (satellite-TV available in the majority of the rooms).

Among those bedrooms, 22 rooms are accessible for people with disabilities.

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;
- 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:

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Procurement management in the public sector (goods, works and services)

Turin, Italy

23 September - 11 October 2019



World Bank



OECD - SIGMA
Support for Improvement in Governance and
Management in Central and Eastern Europe



International Training Centre

Procurement management in the public sector (goods, works and services)



Introduction

Public procurement refers to the process of acquisition by government and public entities of goods, works and services that are necessary to fulfil their mandate in the provision of services and facilities to the general public.

Public procurement has, for long, been overshadowed with inefficiency, corruption and disregard of fundamental “value for money” considerations. This has adversely impacted the rate and quality of progress in realising the objectives of national development, especially in developing and transition countries.

During the second half of the 20th century, public procurement was transformed through the pressures of globalization and the proliferation of regional economic integration schemes e.g. European Union, NAFTA, MERCOSUR and COMESA. The global trade liberalisation agreements negotiated under the World Trade Organisation (WTO) also incorporated a plurilateral Government Procurement Agreement (GPA) which calls for the convergence of national procurement legislation to reflect internationally agreed norms like “unrestricted access” to procurement opportunities and “non-discrimination and due process” in the execution of public procurement operations. Within this context, and at the request of several countries, the United Nations Commission on International Trade Law (UNCITRAL) introduced a model public procurement law in order to guide countries in the process of reforming the legal framework of their public procurement systems.

The International Training Centre of the ILO (ITCILO) in collaboration with the World Bank and the Organisation for Economic Co-operation and Development (OECD) has, since the early 1990's, been offering courses for modernisation and reform of national procurement systems. These courses aim at upgrading national capacity in the management of the public procurement functions at the legislative, institutional and operational levels. This course titled “Procurement Management in the Public Sector” is designed to explain the significance of public procurement to national development, its founding principles (with reference to UNCITRAL Model Law, European Union procurement directives, World Bank procurement regulations and WTO/GPA) and typical models for the design of its institutional and managerial frameworks. The course introduces the OECD Assessment Tool for national public procurement systems in order to enable the participants to scrutinise the current status of their own national systems and measure the extent to which it conforms with internationally-recognised standards. In addition the course provides essential practical business skills indispensable for successful implementation of the public procurement process for goods, construction works and services.



Objectives

The overall objective of this course is to provide the participants with the practical skills necessary to enhance economy, efficiency and transparency in the management of public procurement operations.

On completion of this course the participants will be able to conduct the procurement process for goods, works and services in accordance with internationally accepted standards through:

- better understanding of the role of competition, non-discrimination and transparency in achieving “value for money” in public procurement operations;
- effective planning, risk assessment, execution and monitoring of public procurement operations;
- appropriate selection of prescribed procurement methods;
- preparation of well-balanced procurement documents based on standard models of proven validity and the ability to customise these to suit their national context and regulatory frameworks;
- increased awareness of the importance of “bid challenge” procedures and related remedies for the proper functioning of a public procurement system;
- upgraded ability to conduct bid evaluation, contract award and contract administration procedures;
- proficient use of international commercial trade terms - INCOTERMS;
- development of an action plan for improvement of national procedures for execution of public procurement in conformity with the existing national legislation;
- enhanced capacity to put in place systems for upholding integrity in public procurement operations: safeguards for prevention and detection of fraud and corruption with reference to a specifically-developed OECD checklist.



Course participants

The participants of this course are:

- public procurement practitioners at the central (ministry) and sub-central (local government) levels;
- officials of ministries of finance in charge of monitoring/controlling public procurement transactions;
- members of national public procurement offices, tender boards and tender/proposal evaluation committees
- procurement trainers from national educational institutes or government services;
- procurement and financial auditors as well as “probity advisors” and staff from civil society organisations.

The course is delivered in English and the participants need to demonstrate adequate level of proficiency in the English language.



Course methodology

Course delivery methodology is a combination of presentations by subject-matter specialists, panel discussions on key issues, individual and group exercises, role play and analysis of case studies dealing with typical problems in public procurement.

Participants will be provided with prescribed course training modules and reference materials. Participants are encouraged to bring along copies of selected national procurement documents e.g. national public procurement law or regulations and standard bidding documents that are in use in their countries.

Participants are requested to obtain, in their home countries, a Schengen visa to enable them to take part in the scheduled study visit that is an integral part of the learning process.



Course content

The course is based on the set of training material developed by ITCILO presenting recent World Bank and OECD tools for assessment of national public procurement systems and guidelines for enhancing integrity in the public procurement process. The training content is displayed as follows:

“PUBLIC PROCUREMENT: INTRODUCTION, PRINCIPLES AND INSTITUTIONAL FRAMEWORK”

- Public procurement principles (with reference to UNCITRAL Model Law, European Union directives, World Bank Guidelines and WTO Agreement on Government Procurement)
- WB/OECD baseline and performance indicators for benchmarking public procurement system
- Procurement methods for Goods, Works, Non-Consulting services
- System of remedies (bidders' complaints procedures)
- The World Bank Procurement Regulations for IPF Borrowers
- The World Bank Project Procurement Strategy for Development

“PROCUREMENT PLANNING”

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

“BIDDING DOCUMENTS FOR GOODS”

- Setting pre-qualification criteria
- Preparation of bidding documents
- Bid opening and bid evaluation, post qualification, award and publication

“NON-CONSULTING SERVICES”

- Types and nature of services, Employer's requirements
- ToR and evaluation criteria
- Key performance indicators

“CONSULTING SERVICES”

- QCBS and other methods of Consultants selection
- Request for proposals for consulting services
- Evaluation of proposals/negotiation/proposal evaluation report

“WORKS PROCUREMENT MANAGEMENT”

- Types of Works Contracts
- Pre and Post Qualification for Works
- Contract Conditions
- Evaluation Process for Works (One and Two – Envelope)

“CONTRACT MANAGEMENT FOR GOODS, NON-CONSULTING SERVICES, CONSULTING SERVICES AND WORKS”

- Selected case studies dealing with common problems in public procurement
- Dispute Settlement
- Code of Ethics in Public Procurement



Cost of participation

Participants may attend the entire course of three-weeks duration, or just one of the two Modules:

Module 1: Public procurement principles, legal, economic, policy context, procuring goods, non-Consulting and Consulting services and a study visit to an International Organization (from 23 September to 04 October 2019): Euro 4,090.

Module 2: Works procurement management (from 07 to 11 October 2019): Euro 2,250.

The cost of participation in the entire programme (3-week course) is Euro 5,530.

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;
- **subsistence fee**, which covers:
 - accommodation and full-board at the Centre
 - study visit

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

Fellowships for training programmes conducted by ITCILO 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 sponsorship of their participation.

For information regarding payment, cancellation and refunds, please consult:

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