



### 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 of information systems in World Bank-funded projects



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Turin, Italy  
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World Bank



International Training Centre

# Procurement of information systems in World Bank-funded projects



## Introduction

This course was developed jointly by the World Bank and the International Training Centre of the International Labour Organisation (ITCILO) 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 informatics<sup>1</sup> 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.



## 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 regulations and relevant standard and/or sample Procurement 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 “The World Bank Procurement Regulations for IPF 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, 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:

- Introduction to modular training set for:
  - “The World Bank Procurement Regulations for IPF Borrowers”
  - Project Procurement Strategy for Development
- “Standard Procurement Documents - Initial Selection Document, Information Systems Design, Supply and Installation” (For use with a Request for Proposals process)
- “Standard Procurement Document - Request for Bids, Information Systems, Design, Supply and Installation” (One-Envelope Bidding Process),(With or Without Prequalification)
- “Standard Procurement Document - Request for Proposals, Information Systems, Design, Supply and Installation” (Two-Stage Request for Proposals, after Initial Selection)



## Cost of participation

The cost of participation in this one-week programme is € 2,250 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, 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.

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

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

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.