



PROCUREMENT

PROCUREMENT MANAGEMENT FOR GOODS AND PHYSICAL SERVICES

Information Note



International
Labour
Organization



International Training Centre

This professional certification programme is part of the [Diploma in public procurement management](#).

INTRODUCTION TO THE COURSE

This online certification programme provides comprehensive coverage of the whole spectrum of technical, procedural and business competencies needed for successful implementation of each step of the procurement process (needs identification, market research, procurement planning, competition/bidding procedures, bid evaluation, contract award and contract management) for goods and physical services. It brings together experts in procurement management, as well as creative thinkers, in a collaborative and instructive online space.

WHO ATTENDS THIS COURSE?

National and international public procurement practitioners; procurement staff of national agencies; project directors and procurement staff of projects funded by international financial institutions (World Bank, Asian, African, Islamic and European development banks, etc.); United Nations and NGO personnel; other officers involved in the financing, control and monitoring of national procurement operations.

WHY A CERTIFICATION PROGRAMME ON PROCUREMENT OF GOODS AND PHYSICAL SERVICES?

National development projects typically incorporate substantial investments for the acquisition of equipment and physical services which are often financed by development partners like the Multilateral Development Banks and UN Agencies. 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 guidelines 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. This certification programme contributes to enhance efficiency and effectiveness of:

- National procurement practitioners
- Procurement staff from International Financial Institutions (IFI)-funded projects as well as UN staff who are involved in planning, executing and monitoring both national and international competitive bidding operations.

WHAT WILL I BE ABLE TO DO?

- Competently plan and execute the entire procurement process functions for acquisition of equipment and physical services
- Competently choose the contractual strategy and supervision of contracts performance in accordance with the standards of professional practice.

WHAT CERTIFICATION WILL I GET AS A SUCCESSFUL CANDIDATE?

- You will obtain a certificate of achievement once you have completed successfully the programme requirements.
- This certificate will demonstrate that you possess the right knowledge, skills and attitudes to plan and execute the entire procurement process.
- This certificate could be a first brick to build your future ITCILO Diploma in Procurement Management!

WHY SHOULD I JOIN?

This course is delivered through distance learning and deployed on the ITCILO e-campus. It frees you from the classroom and gives you the flexibility to complete the learning modules at your own pace.

WHAT ARE THE PROGRAMME OBJECTIVES?

At the end of the Programme, you will be able to:

- Efficiently design your contracting strategy and set up and a well informed and balanced procurement plan
- Competently prepare well-balanced procurement documents
- Conduct bid evaluation, contract award and contract administration procedures
- Use proficiently the international commercial trade terms INCOTERMS
- Understand how to improve sustainability, safety and gender aspects for execution of public procurement in conformity with the existing national legislation and international standards.

WHAT DOES THE PROGRAMME CONTAIN?

*(EPM = Equipment Procurement Management modules)

*(PSPM = Physical Services Procurement Management modules)

E/PSPM I – Public Procurement: Introduction and Planning

- Main principles
- Goods vs Services
- Procurement Cycle
- Planning and Strategic contracting
- Selection Methods and Arrangements Market Approaches
- Types of contract

EPM II – Standard Bidding Documents for Goods and bidding process

- Standard bidding documents for procurement of goods
- Technical specification
- Pre-Qualification
- Preparation of bidding documents:
- Key Bidding Parameters
- Key Contract Conditions

EPM III – Goods: Evaluation

- Bid opening
- Bid evaluation and bid evaluation report
- Acceptable and Unacceptable deviations
- Life Cycle Cost Evaluation
- Domestic Preference
- Award

EPM IV – Goods: Contract Management

- Managing Variations
- Inspection, Acceptance and Warranty
- Time management
- Managing disputes

PSPM V – Process of selection for procurement of physical services

- The difference between procurement of physical services and consultancy services
- The need for prequalification in physical services
- Bid evaluation criteria and contract award
- Negotiations

PSPM VI – Effective management of Physical services

- Contract management for physical services and quality assurance systems
- Examples of contract provisions typically used for physical services
- Social, labour and environmental clauses typically used in - Award procedures - Contract clauses

E/PSPM VII – Final examination

WHAT APPROACH AND METHODOLOGY IS USED TO DELIVER THE COURSE?

This Certification Programme is delivered by senior procurement staff, advisors and consultants from ITCILO. The programme is conducted using interactive self-guided learning modules, knowledge checks, live webinars and final examination.

- For each module, you first acquire knowledge through an interactive self-guided learning module that contains readings, questions, quizzes, case studies, videos, lectures and tools.
- You will be required to take knowledge tests after each module and throughout the course to ensure that you have grasped the core elements of the learning modules.
- Live webinars with the experts will be conducted as follows: 4 webinars (2 for Goods and 2 for Physical services) to respond to your questions and provide feedback or additional content.

CONDITIONS TO PARTICIPATE

WHAT ARE THE TECHNICAL REQUIREMENTS NEEDED?

For a smooth learning experience, participants need to have basic computer skills and a computer with a reliable internet connection and speakers. 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.

LANGUAGES

English, French

CONTACT

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INFO

**FOR FURTHER INFORMATION
PLEASE CONTACT**

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