



ONLINE

PROCUREMENT

# PROCUREMENT MANAGEMENT FOR WORKS

*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

Are you aware of the material risks triggered by any emergency (such as the recent pandemics, inflation, conflicts) which have a huge impact on construction projects? Have you already adapted your approach to the procurement of works, making it agile and flexible at all stages? Now more than ever, we need to design our specifications carefully, adopting materials and working methods that are less subject to current challenges, to ensure that health and safety risks are not also exacerbated. Now more than ever, we need to choose evaluation methods and types of contract very carefully. Contract management also needs to be agile. Do you have any idea how to deal with claims in these uncertain times? This online certification programme provides you with the knowledge, skills and attitudes 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 for works contract management, with the focus on adaptability also to the current fast-changing world of construction industry. The programme is designed to show you how to procure and manage works in an efficient and agile manner, and how procurement can be further enhanced and made sustainable. Are you ready to become a certified professional in managing the procurement of works?

## 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, European Union and NGOs personnel; officers involved in the financing, control and monitoring of national procurement operations involving works.

## WHAT WILL I BE ABLE TO DO?

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

- Efficiently design your contracting strategy
- Assess the risks
- Set qualification and evaluation criteria
- Competently prepare well-balanced procurement documents
- Conduct bid evaluation, contract award and contract administration procedures
- Handle procurement-related complaints
- Calculate price adjustment

- Prepare a contract management plan
- Deal with variations and claims
- Incorporate sustainability, ESHS and gender aspects into procurement

## WHAT CERTIFICATION WILL I GET AS A SUCCESSFUL CANDIDATE?

- You will obtain an **ITCILO 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 in the adaptive and agile manner.
- This certificate could be a first brick to build your **future ITCILO Diploma** in Procurement Management! <https://www.itcilo.org/resources/diploma-public-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**, while still providing **interaction** with international experts and professionals.

## WHAT DOES THE PROGRAMME CONTAIN?

### Module 1: Introduction

---

- Main principles
- Procurement Cycle
- Introduction to Works procurement management
- The Roles and Responsibilities in Works operations
- Global view on Works

### Module 2: Contracting strategy and Planning

---

- Contracting Strategy and Planning
- Methods, Arrangements and Market Approaches
- Types of contracts
- Qualification procedures for Works

### **Module 3: Standard Bidding Documents for Works and Bidding Process**

---

- Standard bidding documents for Works
- Contract conditions and forms
- Focus on Standard bidding documents for Smaller Works
- Differences between Small and Major works and Plant

### **Module 4: Process and Evaluation**

---

- Further steps in the procurement process
- Evaluation of Bids/Proposals for Works contracts
- Handling of procurement-related complaints
- Contract Award
- BAFO. Negotiations

### **Module 5: Contract Management**

---

- Contract Management for Civil Works - Critical aspects
- Contract management plan. Best practices and strategies and Price Adjustment
- Contract management procedures and tools: Observation and Inspection Forms; Contractual letters; Meetings; Project Close-Out
- Contract management Civil Works and Resolution of disputes
- Managing Variations, Time extension

### **Module 6: Enhancing sustainability, Environmental, Social, Health and Safety (ESHS) and gender aspects through procurement of Works**

---

- Introduction to Sustainable Development and Sustainable Public Procurement (SPP)
- Occupational safety and health (OSH) in the Construction Sector
- Gender considerations in Procurement
- Examples of SPP in construction sector

# WHAT APPROACH AND METHODOLOGY IS USED TO DELIVER THE ONLINE COURSE?

This tutor-based 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 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.
- Your acquired skills will be assessed through the assignments graded by your tutor.
- Live webinars with the experts will be conducted as follows: 4 webinars to respond to your questions and provide feedback or additional content.

The tutor is available for consultation via the e-campus forum or “Talk to your Tutor” mailbox and throughout the webinars.

## 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

# INFO

**FOR FURTHER INFORMATION  
PLEASE CONTACT**

**International Training Centre of the ILO**  
Development Investment Programme (DEVINVEST)  
Viale Maestri del Lavoro, 10  
10127 Turin – Italy

[ITCILO\\_procurement@itcilo.org](mailto:ITCILO_procurement@itcilo.org)  
[www.itcilo.org](http://www.itcilo.org)