



ONLINE

PROCUREMENT

# ONLINE CERTIFICATION PROGRAMME ON PROCUREMENT MANAGEMENT FOR GOODS AND PHYSICAL SERVICES

10 SEPTEMBER – 4 NOVEMBER 2020

🕒 8 WEEKS, 7.5 HRS/WEEK

*Information Note*



International  
Labour  
Organization



International Training Centre

## OVERVIEW

This online certification programme provides a 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, 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.

Are you ready to become a certified procurement professional in the management of goods and physical services?

## 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.

## WHO TAKES THIS COURSE?

- National and international public procurement practitioners
- Procurement staff of national Agencies
- Project directors and procurement staff from 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.

## 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

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| ▶ Main principles   | ▶ Planning and Strategic contracting                      |
| ▶ Goods vs Services | ▶ Selection Methods and Arrangements<br>Market Approaches |
| ▶ Procurement Cycle | ▶ Types of contract                                       |

### EPM II – Standard Bidding Documents for Goods and bidding process

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| ▶ Standard bidding documents for procurement of goods | <b>Preparation of bidding documents:</b> |
| ▶ Technical specification                             | ▶ Key Bidding Parameters                 |
| ▶ Pre-Qualification                                   | ▶ Key Contract Conditions                |

### EPM III – Goods: Evaluation

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

### EPM IV – Goods: Contract Management

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| ▶ Managing Variations                 | ▶ Time management   |
| ▶ Inspection, Acceptance and Warranty | ▶ Managing disputes |

### PSPM V – Process of selection for procurement of physical services

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

### PSPM VI – Effective management of Physical services

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

### E/PSPM VII – Final examination

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## WHAT APPROACH AND METHODOLOGY IS USED TO DELIVER THE ONLINE 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:  
1 introductory, 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.

## HOW TO APPLY?

Go to our website <https://oarf2.itcilo.org/MIF/A9713499/en>

### HOW MUCH DOES IT COST?

The cost of participation in this On-line Certification of Achievement Programme is Euro 995 payable in advance.



## WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course: No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course: Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course: Penalty of 100% of course price

## INFO

### FOR FURTHER INFORMATION PLEASE CONTACT

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

Ms. Blerina Pogace  
Activity Manager  
T +39 011 693 6690  
sdp@itcilo.org  
www.itcilo.org

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