



ONLINE

PROCUREMENT

# CERTIFICATION PROGRAMME ON PROCUREMENT MANAGEMENT FOR WORKS

12 APRIL – 4 JUNE 2021

 8 WEEKS, 70 HRS

*Information Note*



International  
Labour  
Organization



International Training Centre

## OVERVIEW

This online certification programme aims at exploring the technical and procedural competencies needed for successful implementation of the procurement process for provision of public infrastructure e.g. public buildings, highways and bridges, water and sewerage networks, irrigation canals etc.

It is a detailed explanation of how the International recognised procurement principles are reflected in the stipulations of the standard pre-qualification and procurement documents for all categories and investment budgets of construction contracts e.g. large works, smaller and simple works. Emphasis is placed on the analysis of risks influencing the choice of the optimal procurement and contracting strategy and explanations are given for the implication of the choice of the type of contract with respect to cost of the procurement and the required supervision skills for ensuring effective contract performance by the awarded contractors.

**Are you ready to become a certified Procurement Professional in the Management of Works?**

## WHY A CERTIFICATION PROGRAMME ON PROCUREMENT FOR WORKS?

National development projects typically include substantial investments for the construction, renovation and maintenance of public infrastructure facilities and public buildings which are often financed by development partners like the World Bank and regional development banks. Government agencies responsible for the execution of such works contracts are often constrained by a shortage of procurement practitioners who are competent in discharging the full range of bidding and contract administration tasks in accordance with the regulations and procedures of the funding agencies and the standards of professional practice. Such personnel deficiencies result in significant wastage of scarce development resources with typical symptoms like delays in project completion (and hence delayed benefits to the general public), non-compliance with the standards of quality prescribed in the technical specifications as well as cost overruns which are an additional burden on current and future tax-payers.

## WHAT WILL I BE ABLE TO DO?

Competently carry out procurement management functions for works contracts in accordance with the standards of professional practice and in particular the provisions of the Regulations and Standard Procurement Documents of the World Bank and other international and regional development partners.

## 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.
- 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, while still providing interaction with international experts and professionals.

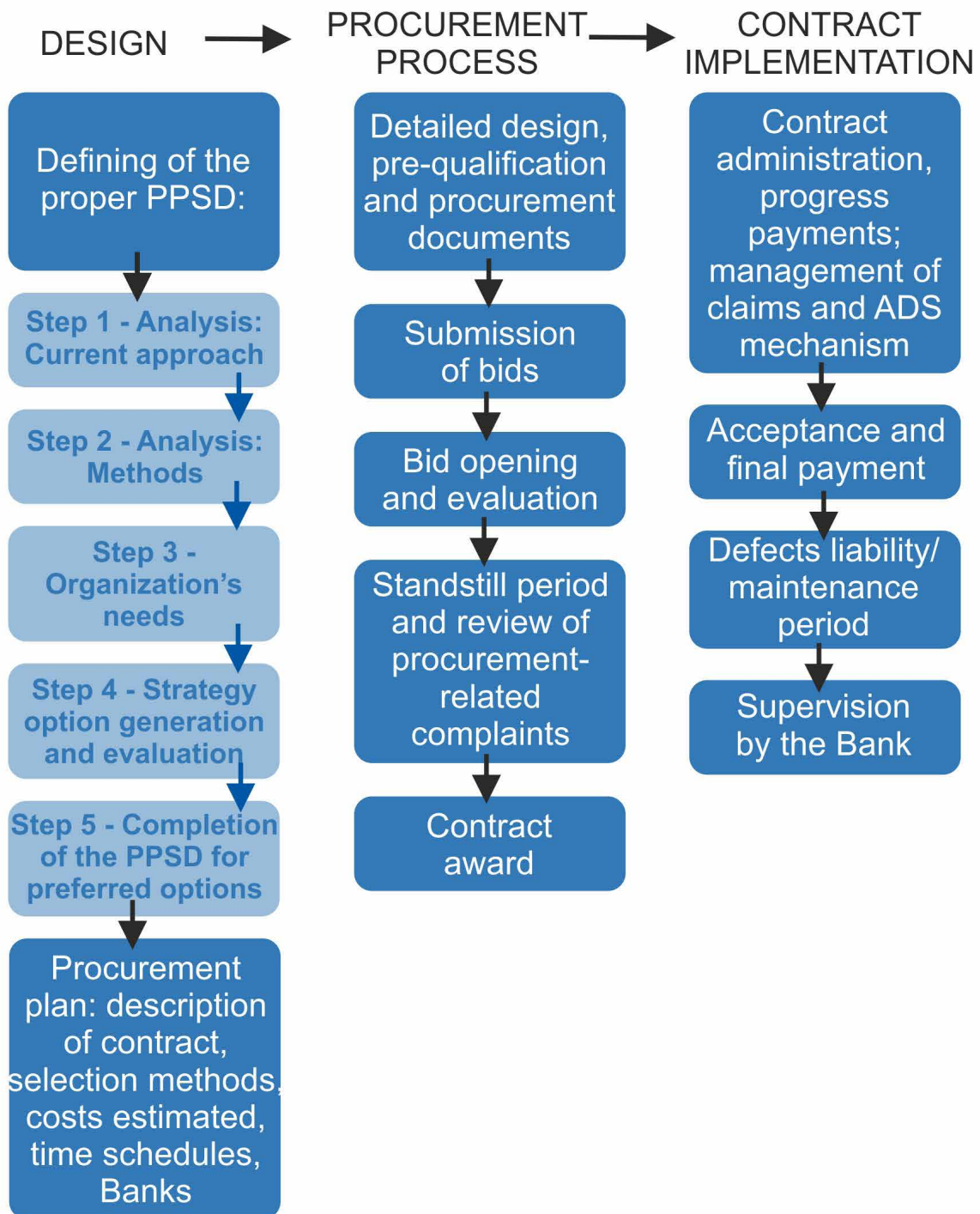
## WHO TAKES THIS COURSE?

- National and international public procurement practitioners
- Procurement staff of national Agencies
- Project directors and procurement staff from projects funded by International Financial Institutions (IFIs, World Bank, Asian, African, Islamic and European Development Banks, etc.)
- United Nations, European Union and NGOs personnel
- Other officers involved in the financing, control and monitoring of national procurement operations involving works.

## WHAT ARE THE PROGRAMME OBJECTIVES?

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

- Efficiently design your contracting strategy and set up a well informed and balanced procurement plan
- Competently prepare well-balanced procurement documents
- Conduct bid evaluation, contract award and contract administration procedures
- 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?

## **M1 PUBLIC PROCUREMENT: INTRODUCTION AND PLANNING FOR WORKS**

- Main principles
- Introduction to Works procurement management
- The role of Consultants and Contractors
- Procurement Cycle
- Methods, Arrangements and Market Approaches
- Types of contracts
- Contracting strategy and planning

## **M2 STANDARD BIDDING DOCUMENTS FOR WORKS AND BIDDING PROCESS**

- Qualification procedures for Works
- Standard bidding documents for Works
- Contract conditions and forms
- Standard bidding documents for Smaller Works
- Further steps in the procurement process

## **M3 EVALUATION**

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

## **M4 CONTRACT MANAGEMENT**

- Price adjustment formula and typical indices
- Managing Variations
- Managing unforeseen conditions
- Monitoring quality
- Time management
- Inspection, Acceptance
- Managing disputes- Claims and setting Disputes

## **M5 ENHANCING SUSTAINABILITY, ENVIRONMENTAL, SOCIAL, HEALTH AND SAFETY (ESHS) AND GENDER ASPECTS THROUGH PROCUREMENT OF WORKS**

- Final examination



## 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, and other 4 webinars 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/A9713821/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

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