



ONLINE

PROCUREMENT

CERTIFICATION PROGRAMME ON CONTRACTING AND MANAGING CONSULTANTS

10 MAY – 2 JULY 2021

 8 WEEKS, 70 HRS

Information Note



International
Labour
Organization



International Training Centre

OVERVIEW

This online certification programme explores the procurement principles underpinning the various approaches, methods and arrangements used for selection of consultants. It presents an overview of the different types of consultants' organizations and a detailed explanation of the procedures for recruitment of consultants. Particular emphasis is placed on building the competence of the participants in transforming the consultants' selection process from a subjective exercise into a disciplined and a defensible procedure built on measurable criteria.

Are you ready to become a certified procurement professional in contracting and managing consultants?

WHY A CERTIFICATION PROGRAMME ON CONTRACTING AND MANAGING CONSULTANTS?

Consultancy services are invariably required at various stages of programme and project development. Although the cost of consultancy services is typically less than 10% of a project's budget estimates yet it has a significantly larger impact on the quality and final cost of the development project/investment. Therefore, it is vital to the project that professional judgement and detailed procedures are followed for safeguarding the interests of the Client in contracting and managing consultants who is deemed to be the best qualified to provide the services.

WHAT WILL I BE ABLE TO DO?

Competently plan and carry out procurement management functions for contracting and managing consultants in accordance with the standards of best 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 including contract management.
- 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 for contracting and managing consultants.

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
- set evaluation criteria
- conduct proposals 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

- Main principles
- Procurement Cycle
- Planning and Strategic contracting
- Selection Methods and Arrangements Market Approaches
- Types of contract
- Estimating cost and budget of consultancy assignments

M2 STANDARD PROCUREMENT DOCUMENTS AND SELECTION PROCESS

- Development of terms of reference
- Advertising and shortlist
- Setting evaluation criteria
- Preparation of request for proposals

M3 EVALUATION

- Submission of proposals and opening of technical proposals
- Evaluation of technical proposals by tender/proposal committees
- Opening of financial proposals and combined evaluation
- Negotiation and award of contract
- Procurement-related complaints

M4 CONTRACT MANAGEMENT

- Supervision of consultants' performance
- Monitoring quality
- Time management
- Systems for detection and prevention of fraud and corruption
- Managing disputes- Claims and setting Disputes

M5 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 previous experience in public procurement practice as well as a sound knowledge of the English language.

HOW TO APPLY?

Go to <https://oarf2.itcilo.org/MIF/A9713822/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

COURSE CODE: A9713822

Made of paper awarded the European Union Eco-label, reg.nr FR/011/002, supplied by International Paper. 