



ONLINE

FRAGILE STATES

# EMERGENCY PROCUREMENT

HOW TO PROCURE GOODS, WORKS AND SERVICES IN FRAGILE,  
CONFLICT-AFFECTED AND EMERGENCY SITUATIONS

6 SEPTEMBER – 15 OCTOBER 2021

 6 WEEKS

*Information Note*

# INTRODUCTION TO THE COURSE

In the aftermath of the COVID-19 pandemic, several governments and organizations are still struggling to cope with the failure of procurement systems to respond to the crisis. Emergency situations require proactive approaches and fit-for-purpose relief, rehabilitation and recovery actions. However, several governments and international organizations do not have in place specific rules, strategies and procedures for procuring goods, work and services under emergency. This lack of preparation might cause the failure of procurement operations, which might further aggravate the situation of populations affected by the emergency.

Against this background, this highly-interactive online course will provide participants with a holistic approach to the management of procurement in emergency situations starting with proactive planning. Participants will be exposed to concrete examples based on real scenarios and learn new tools, techniques and strategies to procure goods, works, and services in fragile contexts.

## WHO IS THIS PROGRAMME ADDRESSED TO?

The Emergency Procurement Programme is addressed not only to procurement specialists, but also to relief officers, project managers, and operations officials working in emergencies.

The Programme does not follow the rules or procedures adopted by a specific entity, but it will rather provide participants with tools, techniques and strategies that they will be able to apply horizontally throughout your career. However, the Programme highlights the practices recommended by major international organizations when it comes to emergency procurement.

## WHAT DOES THE PROGRAMME COVER?

The Programme includes the following main topics:

- Introduction to fragility, conflict and emergency and public procurement
- Procurement of goods and supplies
- Procurement of works and rehabilitation
- Procurement of physical services
- Procurement of consulting services
- Preventing abuses and corruption in emergency procurement
- Proactive planning for optimal procurement response

## HOW IS THE COURSE STRUCTURED?

The Emergency Procurement Programme is a six-week course that will be delivered entirely online on the ITC-ILO e-Campus. Each week participants will attend a webinar facilitated by emergency procurement experts and they will get access to a new Learning Block on the e-Campus, that will include a mix of self-paced eLearning modules, quizzes and practical exercises. Participants will also have the chance to work on practical assignments, drafting procurement documents based on real emergency scenarios.

## WHY SHOULD I ATTEND THE PROGRAMME?

At the end of the Programme, participants will be better positioned to manage procurement activities in fragile, conflict-affected and emergency situations. They will be able to formulate a proactive emergency procurement plan, launch the respective procurement actions, effectively negotiate contracts and monitor delivery under an emergency.

Participants will be able to apply a multitude of tools and techniques that will make relief procurement interventions more impactful and far-reaching, such as:

- requirements engineering and cost estimation;
- market sounding, supply positioning, and market engagement;
- risk management planning;
- performance management planning;
- bid design optimization;
- value-for-money maximization;
- contract management planning;
- stakeholder management;
- inspection and quality verification;
- techniques to manage disputes and claims.

## HOW TO APPLY

Applicants are kindly asked to send us:

1. A completed online registration form: <https://oarf2.itcilo.org/MIF/A9713877/en>
2. If you are financed by your organization (or a donor) an official sponsorship letter is required to finalize your registration. The letter can be uploaded to the application form or sent by email to [fragility-procurement@itcilo.org](mailto:fragility-procurement@itcilo.org)
3. If you pay directly the course fees, please note that the payment is due before enrolment in the course. More details about payment methods can be found [here](#).

## PRICE

Tuition: €1,000

## PRACTICAL INFORMATION

**Language:** The course will be held in English.

**Diploma:** An ITCILO Certificate will be awarded at the completion of the course.

**Contact:** [fragility-procurement@itcilo.org](mailto:fragility-procurement@itcilo.org)

## 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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