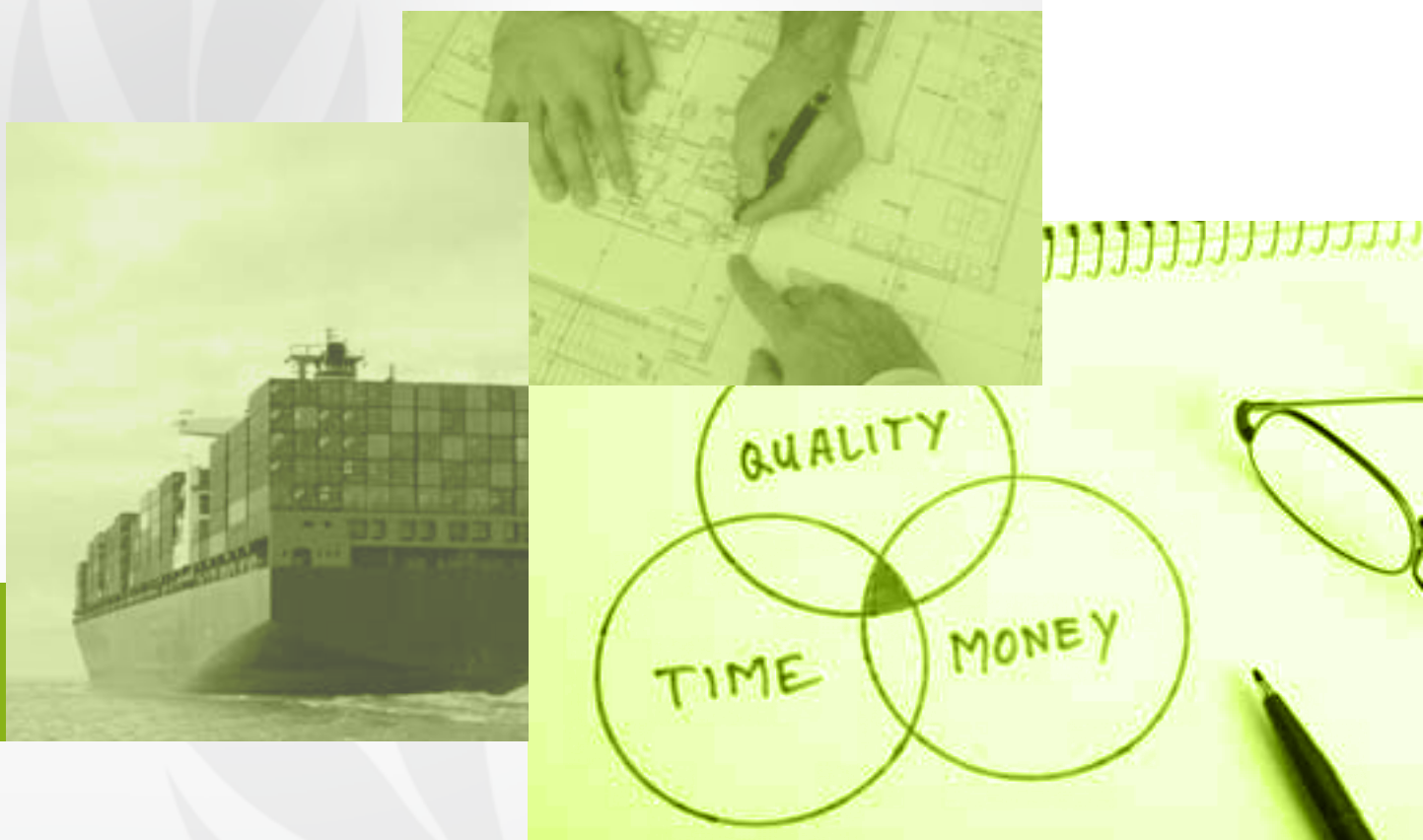




Procurement Training & Certification Catalogue 2010



United Nations Development Programme
Procurement Support Office
Quality Assurance & Professionalisation

United Nations House
Midtermolen 3
2100 Copenhagen
Denmark
Telephone: +45 3546 7000

Email: procurement.training@undp.org

For information and registration:
www.undp.org/procurement/training.shtml

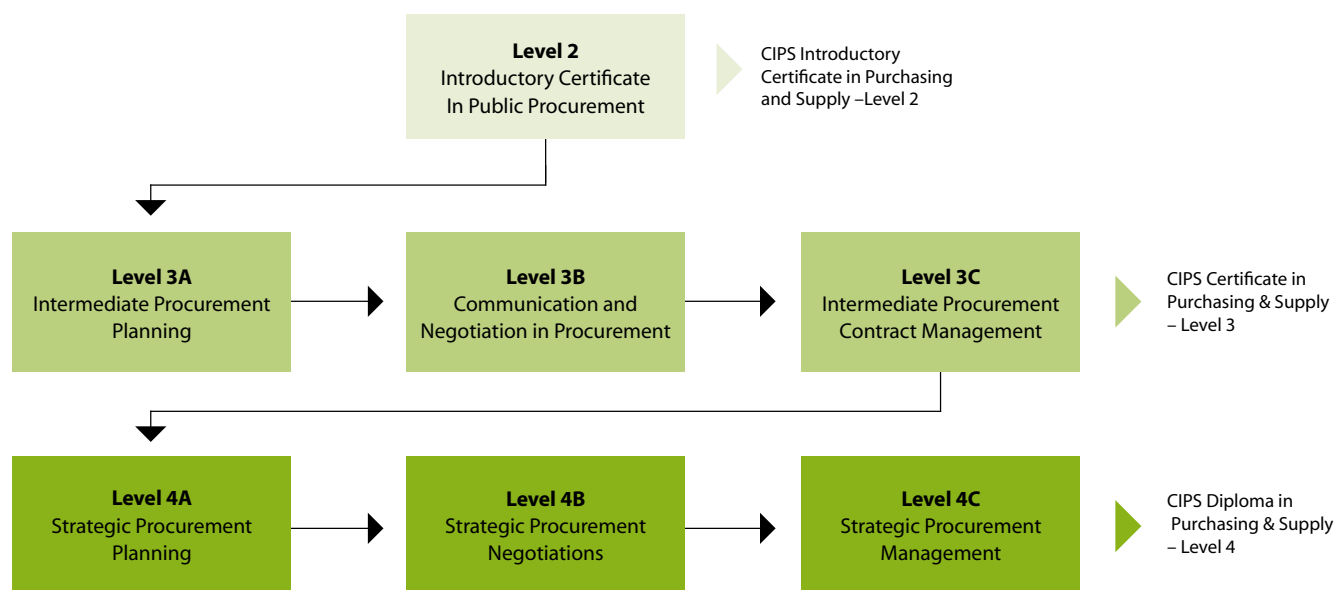


About UNDP Procurement Training and Certification

The United Nations Development Programme offers specialised procurement training and certification to staff from the UN system, non-governmental organisations, international development financing institutions and their borrowers, and governments. The objective is to offer procurement practitioners the opportunity to improve their knowledge and skills in the various aspects of public procurement as well as network with fellow-practitioners.

Introduction of CIPS Accredited Courses

From 2010, UNDP will be offering training courses that have been accredited by the Chartered Institute of Purchasing and Supply (CIPS) assuring high international standard as well as offering participants access to a world-wide community of procurement professionals. A total of 7 accredited courses will be introduced in the course of 2010 and 2011 with the first one “Introductory Certificate in Public Procurement” being introduced in February 2010 in both English and Spanish. Participants, who complete and pass all 7 courses, may apply for accelerated entry to “Level 5 Diploma in Purchasing and Supply” with CIPS. For more information about the certification programme please contact us at procurement.training@undp.org.



All of the above courses will be followed by two assessments. Assessments are optional for participants but yet a requirement to achieve full CIPS accreditation. The assessments are:

- One in-class assessment consisting of 100 multiple choice questions of which 80% have to be answered correctly. The assessment will test the students’ knowledge and understanding of the syllabus.
- A work-based assignment where students are given 8 weeks to demonstrate their knowledge and understanding of the syllabus and how this can be applied in a work-related context.

In parallel with the roll-out of the new procurement certification programme, UNDP will continue to offer its standard and tailor-made courses. All courses employ modern participatory learning methods. Each training module commences with an overview of the rules, procedures and/or theory of the subject in question, and is then followed by case studies, group discussions or exercises. This creates a forum for participants to apply theory and methods to real cases and to foster productive discussions.

Course tutors are drawn from both UNDP's own staff as well as its roster of external experts.

Standard Training Courses

In 2010, UNDP will be offering the following standard courses in the periods February-June and September-December:

- *Introductory Certificate in Public Procurement - CIPS Level 2*
- *Certificado en Adquisiciones Públicas - CIPS Nivel 2*
- *Procurement Strategy Development*
- *Contract and Supplier Relations Management*
- *Logistics and Incoterms*
- *Risk Management in Contracting for Construction Services*
- *Effective Negotiations in Projects and Procurement*

The courses are offered on a recurring basis at the following locations:

- *Bangkok Thailand*
- *Vienna, Austria*
- *Dubai, United Arab Emirates*
- *New York, USA*
- *Rome, Italy*
- *Nairobi, Kenya*
- *Copenhagen, Denmark*

Tailor-made Courses

These courses are designed to meet the specific requirements of staff and organisation. They are delivered at the client's your location and are thus a very cost-effective solution if there is a large group of staff to be trained.

They can take several forms:

- *A training course focusing on the specific situation, challenges and opportunities facing your organisation*
- *Combining modules from our different standard courses to meet your unique learning and development requirements*
- *Develop a completely new course to precisely address your development requirements*

Cross-cutting issues such as ethics in procurement, environmental and social aspects, procurement planning, procurement strategies, etc., can be integrated into customised courses.

Contact Details

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Introductory Certificate in Public Procurement

Accredited by CIPS - Level 2



Programme Aim

The aim of this course is to provide participants with:

- A clear understanding of the principles of effective public procurement, the generic procurement process and the role of corporate and transactional procurement
- The capability to plan, implement and evaluate a sourcing process appropriate to the value/risk of the goods/service being procured
- Knowledge of what rules and procedures govern UN procurement – and why they exist

Learning Outcomes

By the end of the programme, participants will be able to:

- Describe the principles of effective procurement, the UN procurement process, and the role of procurement strategy
- Understand the activities associated with effective procurement projects
- Conduct procurement planning and stakeholder management
- Write specifications and effective terms of reference (TOR)
- Choose appropriate procurement method (RFQ, ITB, RFP)
- Select advertisement method and type of competition
- Understand dos and don'ts when drafting bidding documents
- Invite and evaluate bids and proposals
- Practice ethics and integrity in procurement
- Understand what rules and procedures apply to UN procurement

- Appreciate the relevance of these rules, with particular reference to the procurement process, and why they are there

Programme Topics

- The principles of UN procurement
- Procurement planning and strategy
- The procurement principles and processes
- Engaging and managing stakeholders
- Writing specifications and terms of reference
- Selection of methods (RFQ, ITB and RFP)
- Preparation of solicitation documents
- Identifying suppliers and advertise
- Bid receipt and opening
- Evaluating bids and proposals
- Contract approval process
- Committee approvals
- Contract award and management
- Contract management terms and skills
- Performance monitoring
- Ethics and integrity in procurement

Target Audience

This course is designed for those working in the public sector interested in gaining a comprehensive overview of public procurement and obtaining a professional accreditation and certification with CIPS. It is also relevant to those new to the procurement function or those who have worked in the function, but have not previously undertaken formal training. Additionally, those in functions that include close interaction with procurement, such as programme and project staff who would like a closer understanding of procurement would find this course relevant.

Duration

4 days (check the website for locations and dates)

Cost

US\$ 1,575

Course Assessments

1. In-class Assessment
100 multiple choice questions of which 80 must be correctly answered
2. Work-based Assessment
8 weeks provided to prepare an essay based on a work-related procurement activity

Contract and Supplier Relations Management



Programme Aims

The aim of this course is to provide participants with:

- A clear understanding of main supplier relations management methods, taking account of legal, ethical and relational issues
- Essential contracting capabilities, including approval and contractual relationship management methods
- Methods to manage risks, disputes and potential conflicts in the procurement and contracting processes
- Effective contract performance and quality monitoring schemes

Learning Outcomes

By the end of the programme, participants will be able to:

- Describe the main types of contractual relationships that might be formed with suppliers and the appropriate use of each
- Develop successful commercial relationships with prospective suppliers
- Identify key stakeholders in a procurement exercise and be able to develop effective relationships with them
- Apply effective performance and quality monitoring methods
- Manage risks, disputes and potential conflicts during contracting and procurement
- Understand the importance of ethics and integrity in procurement and how to act in an ethical manner

Programme Topics

- The principles of effective procurement and the procurement process
- Why we need to form relationships with suppliers in the general supply market
- Essential risk assessment and risk management methods
- How to benefit from our importance to suppliers
- What is a contract? Legal, business and relational issues
- Types of contractual and commercial relationships
- Engaging and relating to stakeholders during contracting and procurement
- The purpose and process of contract approval
- How to manage and communicate with bidders and suppliers after contract approval
- Performance and quality management
- Key Performance Indicators (KPIs)
- How to manage contractual reviews, disputes and potential conflicts
- What is integrity and ethics in contracting and procurement?
- Best practices when dealing with suppliers

Target Audience

This course is designed for all those who are actively involved in managing contracts in their office and regularly deal with suppliers and consultants. While this includes procurement staff, it would also be particularly relevant for finance and admin officers and programme and project staff who on a regular basis deal with the management, monitoring and evaluation of supplier/consultant performance.

Duration

3 days (check the website for locations and dates)

Cost

US\$ 1,275

Procurement Strategy Development



Programme Aim

The aim of this course is to enable participants to develop and implement category based procurement strategies, hereby:

- Clearly understand corporate procurement strategy options
- Manage tools and methods to implement strategies in business units
- Align procurement systems, processes and functions with the procurement spend and risk profile of the organisation
- Focus on significant high risk/high spending accounts

Learning Outcomes

By the end of the programme, participants will be able to:

- Describe the issues that need to be considered when developing a procurement strategy for a business unit
- Articulate the objectives of a procurement activity for a business unit
- Conduct procurement spend analysis, supply risk assessments, demand and supply market analysis
- Model and implement strategies for significant procurement
- Implement strategies for routine, volume, critical and strategic procurement portfolio
- Align systems, capacities and administrative processes with strategic objectives
- Measure performance, outcomes and results

Programme Topics

- The principles of procurement strategy development
- Understanding the procurement portfolio
- Procurement profiling and spend analysis
- Supply positioning and supply risk analysis
- Understanding the organisation's market impact
- Demand and supply market analysis
- Developing corporate procurement objectives
- Strategies for routine, volume, critical and strategic procurement
- Implementation of significant procurement strategies (high risk/spend categories)
- How to align procurement functions with strategic objectives?
- Managing procurement systems, capacities, and administrative processes
- How to manage stakeholders and suppliers
- How Long Term Supply Agreements can support category based strategies
- Procurement scheduling and planning
- Measurement of results and outcomes

Target Audience

This course is designed for procurement practitioners at all levels and is also recommend for programme and project staff and other procurement stakeholders involved in the planning, monitoring or oversight of procurement. The course will particularly benefit those who wish to take a more proactive and strategic approach to their procurement activities by developing and implementing an integrated corporate procurement strategy.

Duration

3 days (check the website for locations and dates)

Cost

US\$ 1,275

Logistics and Incoterms



Programme Aim

The aim of this course is to provide participants with:

- A clear understanding of the principles of effective logistical arrangements and to understand methods of mitigating risks and to optimise the organisation's logistical activities
- The capability to plan, implement and evaluate a logistical exercise appropriate to the value/risk of the goods being transported

Learning Outcomes

By the end of the programme, participants will:

- Be able to describe the principles of logistics and determine the appropriate logistical arrangements for a range of requirements
- Understand the need for insurance and the types of coverage available
- Understand the pros and cons of different Incoterms and the appropriate use of Incoterms
- Know about loss prevention, means and actions to put in place to minimise or prevent loss
- Know about customs procedures and documentation and the most common documents required for export/import
- Be able to decide on methods of shipment depending on various factors
- Understand the functions of the Air Waybill (AWB) and Bill of Lading (B/L)

Programme Topics

- Principles of logistics and supply chain management
- Logistics goal and objectives
- Modes of transportation
- Freight forwarding arrangements
- The role of the freight Forwarder
- Purpose of shipping documents
- Incoterms 2000 and their appropriate use
- Packing and marking
- Loss prevention
- Customs clearance procedures and documentation
- Need for insurance and different types of coverage
- Warehouse and Inventory Management
- On-site facility tour

Target Audience

This course is designed for those working in the public sector interested in gaining a comprehensive overview of appropriate logistical arrangements, documentation and Incoterms. Specifically, it is relevant to those new to the procurement function or logistics, or those who have worked in the function for sometime, but have not previously undertaken formal training.

Additionally, those working in functions that include close interaction with the procurement or logistics function, such as programme and project staff who would like a closer understanding of logistical activities would find this course relevant.

Duration

3 days (check the website for locations and dates)

Cost

US\$ 1,275

Risk Management in Contracting for Construction Services



Programme Aim

This course will provide participants with a clear understanding of Risk Management as a tool to manage construction projects to improve cost, timeliness and quality and to communicate effectively with stakeholders.

Construction projects can be of high value and/or high risk and if not planned and managed well can easily run over time, over budget and not deliver what was originally expected.

Learning Objectives

Participants will gain a thorough understanding of:

- How to undertake risk analysis and identify critical factors for success and how to determine the best procurement strategy
- Your agency's objectives for this purchase and its demand requirements
- How the supply market operates and the capability of suppliers to meet your requirements
- How to pre-empt unrealistic stakeholder expectations (donors and government) to execute complex construction projects
- How to operate in unstable environments and with limited local supply market capability, including where bottlenecks and monopolies are impediments

Programme Topics

- The construction procurement framework
- Risk management methods
- Establishment of scope of work
- The identification of the project outcomes
- Development of a procurement plan
- Supply chain assessment
- Prequalification process
- Contract selection
- Tendering
- Contract administration
- Types of contracts
- Sample contracts and conditions
- Construction terminology
- Acceptable cost planning including con-tingencies

Target Group

This course is designed for those working in the public sector interested in gaining a comprehensive overview of risk management in contracting for construction services. Specifically, it would be relevant to those working in the procurement function or project development phase, or those working in functions that include close interaction with the procurement function, such as programme staff who would like a closer understanding of construction management.

Duration

3 days (check the website for locations and dates)

Cost

US\$ 1,275

Effective Negotiations in Projects and Procurement



Programme Aim

The aim of this course is to provide participants with the skills and knowledge needed for successful negotiations, including:

- Understanding the principles and dynamics of the negotiation process and how to avoid the common traps in negotiation
- Developing win-win strategies based on analysis of the other parties' needs
- Identifying and actively working on their own negotiation strengths and weaknesses through role-plays

Learning Outcomes

By the end of the programme, participants will be able to:

- To identify the negotiation objectives
- To develop and prepare a negotiation plan and strategy
- To understand the different components of the negotiation process
- To establish a positive and constructive atmosphere at the negotiation table
- To understand the essential skills necessary to be a successful negotiator
- To identify your own strengths and weaknesses at the negotiation table
- To understand and appreciate the impact different cultural backgrounds can have on verbal and non-verbal communication

- To enhance your negotiation skills through role-plays and by applying best practices

Programme Topics

- Defining negotiation and negotiation skills
- Characteristics of the negotiation cycle in projects and procurement
- Negotiation and supply positioning
- Preparing the negotiation process
- Assessing and understanding your own negotiation skills
- Choosing your negotiation team
- Developing a negotiation strategy
- The different stages of negotiation
- Win/Loose vs. Win/Win negotiations
- Distributive versus integrative negotiations
- Typical tactics and ploys
- Bargaining and persuasion techniques
- Trading and compromising
- Closing of negotiations and readying the agreement for implementation
- Intercultural factors
- Dealing with conflict
- Monitoring implementation
- Role plays and behaviour rehearsal
- Linking theory and practise

Target Audience

This course is for staff members working in the procurement environment, who are new to negotiations and would like to be well-prepared before embarking into this field. Staff, who are already conducting negotiations but have never had any formal negotiation training, will also find this course educating. The course content and tools provided can be applied to negotiations with both internal and external partners. Requisitioners, technical experts, programme and project staff will also find this course valuable.

Duration

4 days (check the website for locations and dates)

Cost

US\$ 1,475

Certificado Introdutorio en Adquisiciones Públicas

Nivel 2: Acreditado por el CIPS, UK



Resultados del Aprendizaje

Al finalizar el programa, los participantes podrán:

- Describir los principios de las adquisiciones eficaces, el proceso de adquisiciones de las Naciones Unidas y el papel de la estrategia de adquisiciones
- Comprender las actividades relacionadas con los proyectos de adquisiciones eficaces
- Planificar las adquisiciones y gestionar las partes interesadas
- Redactar especificaciones eficaces y términos de referencia
- Seleccionar el método de publicación adecuado (solicitud de cotización, invitación a licitar o solicitud de propuesta)
- Seleccionar el método de publicación y el tipo de licitación
- Comprender qué debe hacerse y qué no debe hacerse al preparar los documentos de licitación
- Solicitar evaluar ofertas y cotizaciones
- Realizar adquisiciones con ética e integridad
- Comprender qué reglas y procedimientos se aplican a las adquisiciones de las Naciones Unidas
- Reconocer la pertinencia de estas reglas, en especial en cuanto al proceso de adquisición, y por qué son importantes

Temas del Programa

- Principios de las adquisiciones de las Naciones Unidas
- Planificación y estrategia de las adquisiciones
- El proceso y los principios de las adquisiciones

- Gestión de las partes interesadas
- Participación de los interesados
- Redacción de especificaciones y términos de referencia
- Selección de métodos de adquisición (solicitud de cotización, invitación a licitar, solicitud de propuesta)
- Preparación de los documentos de licitación
- Identificación de proveedores y publicación
- Recepción y apertura de las ofertas
- Evaluación de las ofertas y propuestas
- Proceso de aprobación de contratos
- Aprobación por los comités
- Adjudicación y gestión de contratos
- Condiciones y aptitudes para la gestión de contratos
- Vigilancia del desempeño
- Ética e integridad en las adquisiciones

Destinatarios

Este curso está dirigido a los funcionarios del sector público interesados en obtener un panorama amplio de las adquisiciones públicas y una certificación y acreditación profesional del CIPS, UK. También es útil para las personas que acaban de asumir funciones en la esfera de las adquisiciones y aún no han recibido capacitación oficial. Además, es de utilidad para los que ya desempeñan funciones que tienen una vinculación estrecha con las adquisiciones, como el personal de programas o proyectos que desea comprender mejor el proceso de adquisiciones.

Duración

4 días (consulte los lugares y fechas en el sitio web)

Costo

1.575 dólares de los EE.UU.

Evaluaciones del Curso

1. Evaluación en el curso
Cien preguntas de múltiple opción, de las cuales deben responderse correctamente por lo menos 80.
2. Evaluación basada en el puesto de trabajo
Dentro de las ocho semanas de finalizado el curso, deberá presentarse un ensayo sobre una actividad de adquisición relacionada con el puesto de trabajo



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