

# Contracting & Management of Individual Contractors

## CONSULTING



### Programme Aim

The aim of this course is to provide participants with a thorough understanding of the procurement policies, principles and procedures that govern the hiring/recruitment and management of Individual Consultants/Contractors (ICs) and Consultancy Firms in UNDP.

### Learning Objectives

By the end of the course, participants will gain a thorough understanding of:

- The roles and procedures that govern ICs and Service Contracts – and why they exist
- The conditions under which the IC is the appropriate form of contract
- The correct, as well as the incorrect, use of the Individual Contractors, Reimbursable Loan Agreements (RLAs), and Service Contracts (SC)
- The selection and engagement process for IC, RLA, and SC
- The difference between an Individual Contractors and a Reimbursable Loan Agreement – when and how?
- Sourcing, receipt and evaluation of applications
- The role of the procurement review committee
- Roles and responsibilities in the management of IC, RLA, SC
- Performance monitoring, measurement, and management methods

### Programme Topics

- Definition and scoping of assignments
- Use of the IC
- Legal status, rights and obligations
- Selection and engagement of ICs
- Service-incurred liabilities
- Travel
- Engagement of Government Officials, Retired Staff, Interns & Relatives
- Establishing a roster of ICs
- Roles and responsibilities
- Terms of references
- Deliverables, milestones
- Reporting Requirements
- Key performance indicators
- Performance evaluation and management
- Payment of ICs
- Termination
- Activities and case studies

### Target Audience

In UNDP the management of Individual Contractors is a procurement activity and is therefore subject to a competitive process and best value for money considerations. This course is designed for those working in UNDP and other UN and public sector organisations, who need to engage individuals to perform non-staff tasks in connection with clear and quantifiable deliverables. Specifically, it is relevant to those working in the procurement function who need to have a clear understanding of the procurement principles and policies governing the engagement and management of Individual Contractors or Consultancy Firms to provide services that range from being highly specialised and intellectual in nature to more routine and operational support services.

### Duration

3 days (check the website for locations and dates).

On-line course registration:  
[www.training.undp.dk](http://www.training.undp.dk)

### Cost

US\$ 1,475