



## 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 certification and accreditation 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*

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