

# Effective Programme and Procurement Teamwork



## Programme Aim

The aim of this course is to provide participants with:

- The capability to identify the optimal approach to handling procurement activities in the context of project implementation and deliver significant value to programmatic outcomes and delivery.
- An understanding of when it makes sense to have a strong team approach to securing goods, services, and works – and ultimately, delivery and results.
- Knowledge of immediate relevance to Programme staff and Managers, including integrated planning, development of specifications & TOR, development of Evaluation criteria, Evaluation of bids and proposals, and contract management.

## Learning Objectives

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

- Identify the key steps in the Programme and Procurement Cycles
- Understand where in the cycles interaction occurs
- Know about key considerations for effective planning
- Be able to draft a requisition plan
- Be able to provide input to a procurement plan
- Know about commercial risk assessment and management
- Write specifications and terms of reference
- Evaluate bids and proposals
- Use contract management terms
- Monitor performance
- Improving and measure the contribution of Procurement to Programmatic results

## Programme Topics

- Project cycle vs. Procurement cycle
- Interaction points and roles and responsibilities
- Procurement principles, ethical standards and fraud issues
- Integrated planning and budgeting
- Portfolio approach
- Risk assessment and management
- Writing specifications and terms of reference
- Evaluating bids and proposals
- Contract management and performance monitoring

## Target Audience

This course is designed for those working in Programme or Procurement – and for Managers – involved in Project and Procurement Cycles. In particular staff with roles, responsibilities, and interaction points collaborating to achieve programmatic results. The course will elaborate how to develop or review Specifications/TORs and evaluation criteria, how to undertake evaluation of bids and proposals, and offer best practices in contract management. The overall focus of the course is effective and efficient delivery of results. Specifically, it is relevant to those working in a Management, Programme or Procurement role and who are either new to the work or have worked in the function for some time, but have not previously undertaken formal training.

## Duration

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

On-line course registration:

[www.training.undp.dk](http://www.training.undp.dk)

## Cost

US\$ 1,275