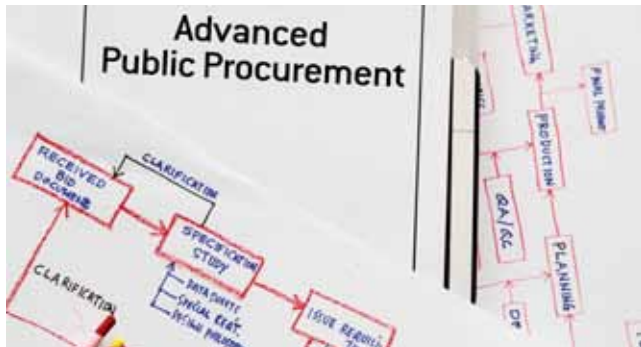


# Advanced Certificate in Public Procurement - Level 3

Accredited by CIPS – Level 3



## Programme Aim

The aim of this course is to provide participants with a clear understanding of:

- **Advanced Procurement Planning**  
To develop the capacity to manage the planning processes associated with the procurement of goods, services and works
- **Communication and Negotiation Skills**  
To identify and improve the communication, negotiation and personal professional development skills required by those involved in advanced level procurement
- **Advanced Contract Management**  
To develop the capacity to implement the tender/contract development, bid evaluation and contract administration principles and practices, associated with the procurement of goods, services and works

## Learning outcomes:

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

- Analyse procurement strategies providing best fit to specific procurement situations
- Apply risk assessment and management processes to procurement activities
- Participate in the development and review of specifications for procurement purposes
- Conduct and document supplier research, market analysis and associated activities to facilitate the purchasing process
- Understand and apply issues related to supplier development, supply alliances and supply chain management
- Demonstrate knowledge and application of the principles of professional personal development
- Communicate effectively in a variety of situations
- Apply the principles of conflict management
- Communicate, counsel, and negotiate effectively with clients and suppliers

- Plan and manage the contracting process
- Undertake effective cost and financial analysis

## Programme Topics

- Procurement systems and procedures
- Risk management planning
- Activities involved in specification development
- Supplier research and market Analysis
- Personal professional development
- Communication and conflict management
- Communicating with clients and suppliers
- Introduction to negotiation
- Negotiation ethics and tactics
- Contract development
- Bid evaluation
- Financial analysis principles and tools
- Cost analysis incl. life-cycle costing
- Types of contracts and arrangements
- Developing contracts for services
- Contract Administration
- Key Performance Indicators (KPIs)
- Disputes, warranties and corrective action

## Target Audience

This course is designed for procurement officers or those in functions that include close interaction with procurement, such as programme and project staff seeking advanced training in UN and public procurement planning, contract management and negotiations.

Level 3 builds on the capabilities developed in the level 2 course. A level 2 certificate (or equivalent qualification) is therefore a prerequisite for entering at level 3.

## Duration

5 days in-class and 4 days self-study (check the website for locations and dates):

[www.undp.org/procurement/training.shtml](http://www.undp.org/procurement/training.shtml)

## Cost

US\$ 1,875

## Course Assessments

1. In-class Assessment
2. Work-based Assessment