



UNDP/CIPS Procurement Certification and Training Programme

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If your question is not covered, please contact us: procurement.training@undp.org

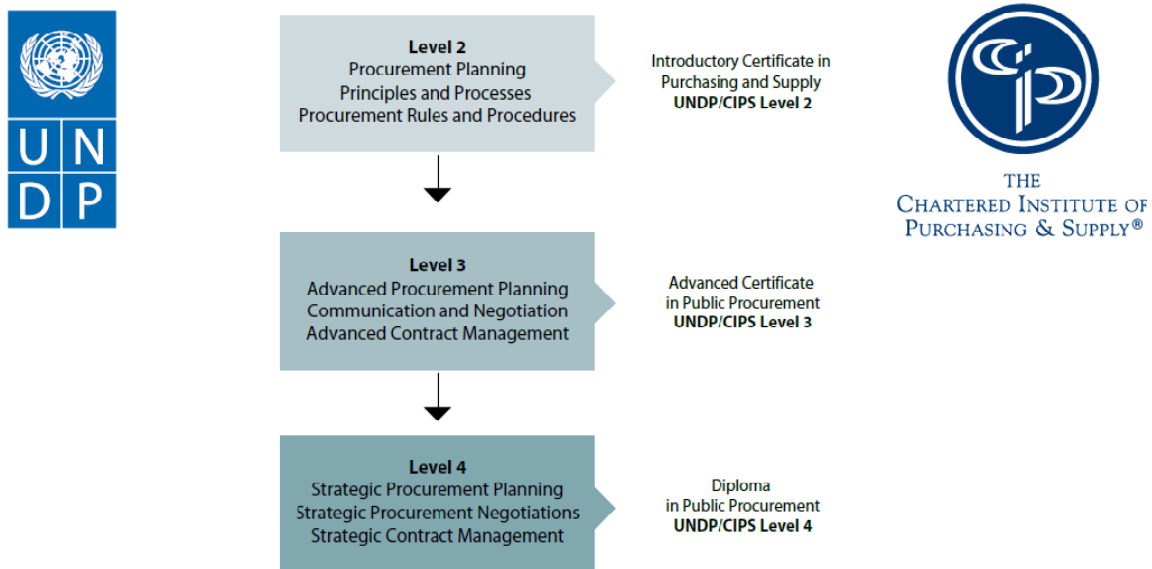
1. General Questions

1.1. What is the UNDP/CIPS Procurement Certification Programme?

From June 2010, UNDP offers procurement certification courses that have been accredited by the Chartered Institute of Purchasing and Supply (CIPS), one of the leading bodies representing the field of procurement and supply chain management, hereby assuring compliance with high international qualification standards. UNDP/PSO is very pleased to partner with one of the principal certification bodies in this industry.

All UNDP/CIPS procurement certification course content at *Introductory* (Level 2), *Advanced* (Level 3), and *Diploma* (Level 4) levels is tailored to reflect common United Nations and public procurement rules, policies and practises – hereby offering a unique qualification system customized to UN and public procurement requirements.

A total of 3 levels of procurement certification will be introduced in the period of 2010 - 2012 with the first one “*Introductory Certificate in Public Procurement – CIPS Accredited Level 2*” released in June 2010 in both English and Spanish. In 2011 the “*Advanced Certificate in Public Procurement – CIPS Accredited Level 3*” is introduced in the series of CIPS accredited procurement certification courses. A prerequisite for participation in Level 3 is completion of the UNDP/CIPS Level 2, or equivalent course.





Level 2 is available in two versions: a self-paced online course; and as a 4-day tutor-lead classroom training course. The online version is available for UNDP staff in the UNDP Learning Management System (LMS), while classroom courses can be attended at any of the regular procurement training venues announced in the UNDP procurement training and certification calendar:

<http://www.undp.org/procurement/training.shtml>

The Level 2 certification is required for all UNDP staff involved in procurement (see section 2.7 for more information). Level 1 Procurement Certification (Procurement Awareness) is not a prerequisite to do the Level 2 procurement certification.

1.2. How do I enroll in the Certification Programme?

The Level 2 course is a 4-day class-room course that is also available as an on-line self-study training course. You can enroll the course this way:

1. On-line self-study. Course fee: \$750. Click: <http://learning.undp.org> to register. There are two steps to complete. First, in the Learning Management System (LMS), search for the course “*Introductory Certificate in Public Procurement - Level 2 (Registration for on-line course)*” and click “*Enrol in this class*”. You are now waitlisted. Secondly, you must now send your COA to procurement.training@undp.org. The COA template can be found under “Announcement” on the LMS front page. Once the payment is processed, you will be notified by email that you now have access to and can study the course on-line at your own pace.
2. 4-day interactive class-room training course. Course fee: \$1,375 (exclusive of flights and DSA). Click here to register: <http://www.undp.org/procurement/training.shtml>. Click on “on-line registration”, select your preferred course, time and place - and click on “register for this course” and follow the registration instructions.
3. The tutor-lead class-room training course can also be provided at any requested Country Office or HQ location on full cost recovery conditions. This way up to 25 staff can be certified during a tutor-facilitated 4-day training course programme. To receive a proposal for a tailor-made Level 2 Certification class-room course please contact: procurement.training@undp.org

The course content, test and exams of the on-line and class-room training courses are the same. However, from a learning perspective the tutor-lead class-room course offers opportunities for interactive questions/answers - and at the same time to work on country specific cases, exercises, and capacity issues.



1.3. What Test and Exams must be completed?

- One *Multiple Choice Questionnaire (MCQ)* consisting of 100 questions of which 80% have to be answered correctly in 2 hours to pass. The assessment will test the student’s knowledge and understanding of the syllabus.
- One *Work-Based Assignment (WBA)* where students (after successful completion of the MCQ) are given 8 weeks to complete a written project/essay (maximum 3000 words) to demonstrate their knowledge and understanding of the syllabus and how this can be applied in a work-related context .

If you do not pass a tests in the first attempt a total of 3 attempts are allowed for each test.

Course Title	Course Fee	Assessment Fee	Work-based re-assessment fee
Level 2: Introductory Certificate in Public Procurement (<i>online course</i>)	US\$ 750	Included in the course fee	US\$ 200
Level 2: Introductory Certificate in Public Procurement (<i>classroom training</i>)	US\$ 1575	Included in the course fee	US\$ 200

1.4. How do I pay the course fee?

1. When signing up for the online course in the LMS, you must send your COA to procurement.training@undp.org to cover the course fee of USD 750. The template for the COA can be found on the front page in the LMS under “New Courses”. Participants will remain waitlisted in the system until payment is processed.
2. The classroom training can be paid either via COA or wire transfer to UNDP/PSO. Participants will receive an invoice upon registration.

1.5. What is included in the course fee?

1. The fee for the online course covers the course itself as well as the online exam and work-based assessment.



2. The fee for the classroom training covers the training itself, one in-class assessment and one work-based assessment, course material, shoulder bag with UNDP logo, lunch and refreshment during the course.

1.6. Can I cancel my registration?

Yes, you can cancel your registration for the classroom training. However, before doing so, please check if this course is required (mandatory) for you. Please also refer to the terms and conditions with respect to the refund of your course fee. You will see the terms and conditions when you register for the course. If you have further questions regarding a possible refund, please contact our Procurement Training unit in Copenhagen: procurement.training@undp.org

1.7. What does CIPS accreditation mean?

An accreditation and dual branding co-operation with CIPS is a clear signal of the quality and professional level of the UNDP Procurement Certification Programme. All materials as well as the management of the programme have been assessed by CIPS and found to be of a standard that qualifies students to receive accelerated entry and membership with CIPS at the level equivalent to the courses passed with UNDP.

The Certification Programme includes a comprehensive and customised curricular leading to a certification and qualification intended to effectively strengthen and professionalise the procurement function. The curricula comprise a complete set of comprehensive student training materials, case studies, exercises for each course and certification level, and an assessment process and material leading to a qualification accredited by an external professional body, the Chartered Institute of Purchasing and Supply (CIPS), UK.

The UNDP Procurement Support Office presents training material designed to support each level of training course, in accordance with UNDP's procurement policy and financial rules and regulations.

The procurement certification Level 2 is mandatory for all UNDP staff who are involved in procurement from external suppliers at values above US\$ 2,500.

The complete Certification Programme consists of three levels.



Procurement Certification Level	Training Course Topics	Final Exit Award
Level 2	Introductory Certificate in Public Procurement	CIPS Accredited Introductory Certificate in Public Procurement & Supply - Level 2
Level 3	Advanced Procurement Planning Advanced Communication & Negotiation Advanced Contract Management	CIPS Accredited Advanced Certificate in Public Procurement and Supply - Level 3
Level 4	Strategic Procurement Planning Strategic Negotiations & Communication Strategic Contract Management	CIPS Accredited Diploma in Public Procurement and Supply - Level 4

The table below compares the UNDP procurement certification exit award with the equivalent CIPS certification exit award and the potential CIPS membership grade.

Procurement Certification	UNDP/CIPS Certification Exit Awards	CIPS Certification Exit Awards	CIPS Membership Grade
Level 2	Introductory Certificate in Public Procurement	Introductory Certificate in Purchasing and Supply	CIPS Student Member CIPS Certificate Member
Level 3	Advanced Certificate in Public Procurement	Certificate in Purchasing and Supply	CIPS Certificate Member
Level 4	Diploma in Public Procurement	Foundation Diploma in Purchasing and Supply	CIPS Diploma Member

1.8. Are there any other benefits from the connection with CIPS?

Yes! Enrolled students will receive a 1-year affiliate membership giving access to CIPS Member's Only sections on the CIPS website (www.cips.org). It offers students online access to:

- CIPS White Papers (research documents relating to key themes)
- CIPS Business Intelligence (EBSCO and Green File)



- Member events
- Study resources
- CIPS CPD system, allowing a record of CPD to be established
- An international procurement community in over 150 different countries across the world, and which hosts over 55,000 members.

1.9. Is UNDP Procurement Certification recognized outside of UNDP?

Yes! UNDP Procurement Certification is accredited by CIPS who is by many seen as the leading industry body representing the field of purchasing and supply chain management. Students who successfully complete Level 2 will be awarded with a Certificate co-signed by UNDP and CIPS.

1.10 If I separate from UNDP, what will happen with my studies?

You cannot continue the UNDP Procurement Certification Programme after separating from UNDP. Your Learning Manager and/or Human Resources is to inform UNDP/PSO immediately at procurement.training@undp.org and lms.support@undp.org when staff enrolled in the programme separate.

Should you take up a new job with another UN organization, NGO, partner government or IFI, you will be able to continue the certification programme as classroom training.

2. Assessment Related Questions

2.1. How many exams are there per course and how do I register for them?

1. Online course

There are two exams; one online exam which consists of 100 multiple choice questions (MCQ) of which 80% must be answered correctly; and one work-based assessment (WBA) where students are given 8 weeks to complete a short project/essay (maximum 3000 words) where they demonstrate their knowledge and understanding of the syllabus and how this can be applied in a work-related setting.

You will need to register for the online exam in the LMS. Exams are held on the first and third Wednesday of the month and registration closes 2 weeks before the assessment date. Upon registration, your country office Learning Manager should send an email to procurement.training@undp.org advising the number of staff who will be sitting the assessment as well as the timing.



Once you have passed the online assessment, you can register for the work-based assessment which is also done in the LMS. There are 5 WBA terms in each calendar year in which students can finalize their WBA. Students can either “Fail”, “Pass” or “Pass with Credit”.

2. *Classroom training*

There are two exams; one multiple choice questionnaire (MCQ) exam with 100 questions of which 80% have to be answered correctly. This assessment will be conducted as an integral part of the 4-day training course. Students must also complete a work-based assessment (WBA) where students are given 8 weeks to complete a short essay where they demonstrate their knowledge and understanding of the syllabus and how this can be applied in a work-related setting.

Once you have passed the in-class assessment, you can register for the work-based assessment which is also done in the LMS. There are 5 WBA terms in each year in which students can finalize their WBA. Students can either “Fail”, “Pass” or “Pass with Credit”.

2.2. How much time is provided to complete the work-based assessment?

Students have 8 weeks to finalize the work-based assessment. Extensions are only granted on exceptional basis and have to be requested prior to the WBA deadline. See section 2.4 for more information.

2.3. How many times can I take each exam?

Both the online exam and the work-based assessment can be taken 3 times each. For students failing the first exam in the classroom, the exam will be made available online.

2.4. I have signed up for the work-based assessment (WBA) but realize I won't have time to finalize the assessment on-time. Can the deadline be extended?

Extensions may be granted in the following circumstances:

- Unexpected Mission Travel (to be documented)
- Personal illness or illness in the family (to be documented)
- Annual leave (to be documented)
- Unexpected heavy workload related to crises situations (to be documented)

Please note that poor planning will not be considered a legitimate reason for not finalizing the assessment. Extensions are to be requested prior to the WBA deadline at procurement.assessment@undp.org. Requests for extensions received after the WBA submission deadline will not be granted.



2.5. I have signed up for the work-based assessment (WBA) but realize I will not have time to finalize the assessment on-time. Can I drop out?

Should you decide not to finalize the work-based assessment, your course status will be listed as incomplete. However, before choosing to drop-out, please check if this course is mandatory for you. If it is mandatory, you cannot drop-out but ask for an extension of the deadline or chose to complete your WBA in the next WBA term. For more information see question 2.3.

2.6. What is the process for retaking an assessment and is there any additional assessment fee?

1. To retake the online assessment, you will need to register for the exam in the LMS. There is no additional cost for retaking the online assessment.
2. If you fail the WBA, you will be contacted directly by UNDP/PSO with further information about how to register for the next WBA term. An additional assessment fee of USD 200 will apply.

2.7 What are assessment outcomes options?

For the Multiple Choice Questionnaire (MCQ) test you can either Fail/Pass. For the Work Based Assessment (WBA) test you can either Fail/Pass/Pass With Credit. If you Pass or Pass With Credit, your grade will be added to you certificate (see section 4.1).

2.8 I failed the first work-based assessment but do not agree with the assessment. Can I complain?

If you do not agree with the result you have been awarded, you have the right to appeal against the grade awarded for your assessment submission. Students wishing to appeal should remember that their submission will have been assessed up to three times as part of the assessment process. Submission will have been assessed and internally verified by UNDP and the result will have independently verified by CIPS.

Applications for appeals must be made within two weeks of release of results and will be addressed under the CIPS Assessment Appeals policy and related process. Students will be charged a fee for an appeal, which is refunded if the outcome of the appeal is an upgraded result. For further details, please go to the Policies and Procedures section of the CIPS website:

<http://www.cips.org/studyandqualify/cipsqualifications/policiesandprocedures/>



3. Who should take the Procurement Certification Level 2?

3.1. Is Procurement Certification required for all procurement staff?

The Procurement Certification Level 2 is required for all UNDP staff who are involved in procurement from external suppliers at values above 2,500 USD.

UNDP staff who already have a higher degree in procurement and feel confident to continue straight to the assessment level may choose to do so. However, both the multiple choice questionnaire (MCQ) and the work based assessment (WBA) must be completed to test the students understanding and interpretation of specific terminology referred to in the course. The full course fee will still apply.

3.2. Is the course open to other UN staff? – and at what cost?

The classroom training is open to all staff of the UN system, NGOs, international development finance institutions, their borrowers and governments. The cost is USD 1575 per student.

4. Certificates

4.1. Will I receive a certificate upon completion of the course?

The official dual-branded UNDP/CIPS “Procurement Certification Level 2” certificate will be sent directly to the students (country office address) after having passed both exams.