

# Introductory Certificate in Public Procurement - Level 2

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 category being procured
- Knowledge of what rules and procedures govern UN and public 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 methods (RFQ, ITB, RFP)
- Select advertisement method and type of competition
- Understand do's and don'ts when drafting bidding documents
- Invite and evaluate bids and proposals
- Practise ethics and integrity in procurement
- Understand what rules and procedures apply to UN and public procurement
- Appreciate the relevance of these rules, with particular reference to the procurement process, and why they should be followed

## Programme Topics

- The principles of UN and public procurement
- Procurement planning and strategy
- Procurement practices and processes
- Risk assessment and management
- Engaging and managing stakeholders
- Writing specifications and terms of reference
- Selection of methods (RFQ, ITB and RFP)
- Preparation of solicitation documents
- Sourcing of suppliers and advertisement
- Bid receipt and opening
- Evaluating bids and proposals
- Contract approval process
- Committee submissions and approvals
- Contract award and management
- Contract management terms and skills
- Performance monitoring
- Dispute management
- 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 in 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 for some time, 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. The course is offered in English and Spanish.

## Duration

4 days (check the website for locations and dates):  
[www.undp.org/procurement/training.shtml](http://www.undp.org/procurement/training.shtml)

## Cost

US\$ 1,575

## Course Assessments

1. In-class Assessment  
*100 multiple choice questions of which 80 must be correctly answered during the course*
2. Work-based Assessment  
*8 weeks to complete a short written essay based on a work-related case study*