

Strategic Diploma in Public Procurement – Level 4

Accredited by CIPS – Level 4



Programme Aim

The aim of this course is to provide participants with:

• **Strategy Development Skills**

To develop strategies for significant procurement, including involvement in organisational strategic and financial planning and organise and manage strategic procurement activities.

• **Strategic Negotiation Skills**

To improve the strategic communication and negotiation skills, including the management of commercial and legal considerations in negotiations, bargaining and conflict resolution processes.

• **Advanced Contract Management**

To develop the capacity to manage strategic supply, services and consultancy contracts and conduct advanced offer evaluations.

Learning outcomes:

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

- Develop and implement strategic procurement plans
- Integrate procurement plans in corporate strategic and financial planning
- Plan for significant procurement and supply
- Conduct cost and financial analysis
- Organise and manage procurement activities
- Understand commercial and legal considerations in negotiations
- Apply successful negotiations and bargaining methods in procurement negotiations
- Make team negotiations work
- Manage conflict and deadlock resolution processes
- Manage advanced offer evaluation processes
- Execute strategic supply, service and consultancy contracts
- Measure and manage performance of major contracts

Programme Topics

- Strategic procurement planning
- Planning for significant procurement
- Contingency planning at strategic level
- Integration of procurement plans with organisational and financial strategies
- Organising procurement activities
- Centralisations versus decentralisation
- Controlling procurement performance
- Commercial and legal considerations in negotiations
- Power and persuasion in negotiations
- Conflict and deadlock resolution process
- Bargaining in strategic procurement
- How to use winning negotiation strategies
- Overcoming common negotiation tactics
- Making team negotiations work
- Strategic offer evaluation processes
- Administration of major contracts
- Managing strategic supply contracts
- Contract performance measurement
- Managing contract objectives and risks

Target Audience

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

Level 4 builds on the capabilities developed in the Level 2 and 3 courses. A UNDP/CIPS Level 2 and 3 certificate is therefore a prerequisite for participation at Level 4.

Duration

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

www.undp.org/procurement/training.shtml

Cost

US\$ 1,975

Course Assessments

1. Multiple-Choice Questionnaire
2. In-class Workbook Assessment
3. Work-Based Assessment