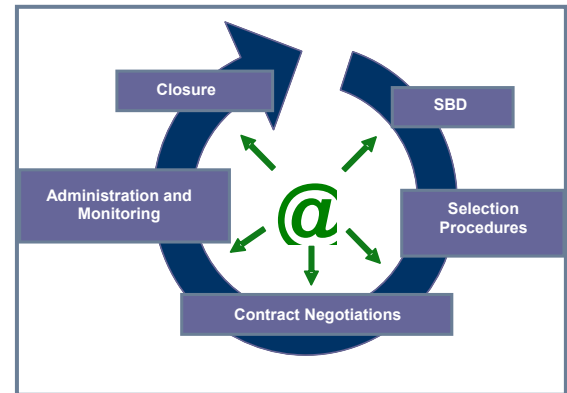


The public procurement management cycle includes several successive stages that must comply with the regulatory framework and a set of standards, rules, and procedures. Following the identification of needs and the preparation of a procurement plan, the cycle begins with the preparation of standard bidding documents (SBDs) and the launching of the selection process. Strict procedures and criteria are needed to ensure fair treatment of suppliers and selection of the best proposal. The winner is then invited to negotiate the parameters of the contract that would govern the delivery of goods, works and/or services. Procurement professionals must therefore master the **current standards and procedures**, and plan the different phases of the cycle in order to ensure smooth functioning of the process. They also need to be able to prepare the necessary documents in a professional manner. Finally, they must administer and monitor the contract to ensure the delivery of the good or service according to the criteria defined in the agreement.

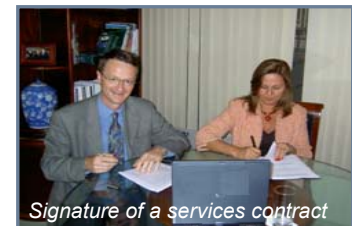


The management of the procurement cycle involves receiving and approving the goods, services or works (outputs) which contribute to achieving the specific objectives of a program or a given sector. The Bronze certification has the overall objective of providing participants with the necessary tools and skills to be in a position to improve the effectiveness and efficiency of the procurement cycle, ensure the production of quality bidding documents, guarantee the transparency and fairness in the selection, and administer the contracts within the Management for Development Results framework.

TRAINING OBJECTIVES

The Bronze Certification will enable participants to:

1. Understand the principles and the cycle of public procurement management;
2. Master the national procurement procedures and that of major international financial institutions and development partners;
3. Prepare procurement plans according to the different selection methods (ICB, NCB etc.);
4. Plan the different activities necessary for the proper conduct of the procurement process;
5. Ensure a fair and transparent process;
6. Prepare quality SBDs;
7. Prepare and negotiate various types of contracts depending on the nature of the bidding;
8. Master the different tools for managing and the monitoring of contracts.



MAIN TOPICS OF THE BRONZE CERTIFICATION

- Different phases of the procurement cycle and basic principles;
- National public procurement codes;
- Guidelines of major donors (World Bank, African Development Bank, etc.);
- Identification of contracts (Goods, Works, Services, etc.) and selection procedures (ICB, NCB, etc.);
- Preparation of a procurement plan;
- Approach to operational planning and stages of the process (pre qualification, short list, launching, etc.);
- Identification of key activities and milestones;
- Review of a tender document;
- Preparation of technical specifications;
- Preparation of Terms of Reference;
- Definition of evaluation criteria and selection process;
- Formatting and publication of BDs;
- Review of opening and evaluation processes;
- Risk management and mitigation measures; guaranties and penalties;
- Preparation and drafting of contracts based on performance and results;
- Regulatory framework for the preparation of contracts (review of contractual and legal clauses);
- Process and techniques of negotiation;
- Identification and evaluation of personal negotiation skills;
- « Win-Win » approach, negotiating in an intercultural environment;
- Monitoring of the implementation of contracts (earned value analysis), of payments and disbursement procedures.

