



IDLO E-LEARNING COURSE on PUBLIC PROCUREMENT: POLICY, STRATEGY & REFORM

October 19 – November 13, 2009

❖ Background:

IDLO's customized and user-friendly e-learning training system aims to combine the best elements of traditional training methodologies with new information technology. The combination of audio, text, graphics and documentation provides our participants with a meaningful learning experience. In addition, questions, case studies and country practice reports make the learning experience interactive. The IDLO e-learning courses are moderated by experts and give an emphasis on online discussions, best practices, exchange and self-paced learning. IDLO's moderators support participants in technical, administrative and substantive matters and ensure that each participant to our e-learning courses is comfortable with both content design and site navigation.

The necessary requirement to get started in the course is access to a computer with Internet.

❖ Overall objective

The overall objective of the e-learning course is to enable self-paced training on public procurement which aims at enhancing the capacity of legal experts, public sector procurement officers and purchasing agency managers to implement speedy, transparent and a fair acquisition of goods and services through competitive means, and to recommend actions on how to strengthen the public procurement system (regulations, management and procedures).

❖ Detailed objectives

By the end of the e-learning course, participants should be able to:

- Identify the fundamental principles of public procurement (transparency, competitiveness, efficiency, fairness, and accountability);
- Describe the interplay between international law and regional law regarding international tenders;
- Define methods of obtaining Best Value for Money;
- Describe different procurement methods and their implementation;
- Outline the main features of a successful tendering process: legal framework, preparing tender documents, procedures for tendering, qualification and exclusion of bidders, requirements for communication, evaluation of bids, record of tendering procedures, recommendations;
- Define monitoring schemes to ensure an efficient provision of goods and services, fulfilment of contractual obligation and addressing consumer interest;
- Identify the rationale and best practices for monitoring the procurement process;
- Summarize steps for decreasing and eliminating corruption in procurement;
- Outline how to publicize and support the blacklisting of businesses, organizations, companies; and
- Recognize and avoid common errors.

❖ Target Audience

Procurement specialists from developing countries, countries in economic transition and countries emerging from armed conflict working in the field of supervision and execution of development projects; lawyers and legal advisors who assist in the area of procurement; Ministry and local government level public procurement officers; Finance Officials from the Ministry of Finance and Central purchasing department officials.

Candidates should:

- a) have a University degree;
- b) be working in the field of supervision of development projects execution and have practical experience in that field.
- c) have a good knowledge of English - written, spoken & comprehension; and
- d) have basic computer and internet skills. Experience in e-learning would be an advantage but is not essential.

❖ Language

English

❖ Training Methodology

Participants will acquire substantive knowledge and practical skills in a structured online learning sequence through case studies, role plays (whenever possible), online simulated exercises and sharing in-country best practices. The e-learning course will have:

- Weekly online discussions through asynchronous discussion boards;
- Secure e-mail exchanges within the course portal;
- Exchange of documents;
- Sharing of participant profiles for better networking;
- Online IDLO mentoring moderators.

The course will also involve mandatory quizzes at the end of each Module to test and review key points retained. These may include checking multiple answers to a question, selecting a diagram or flow chart or simply by typing in a word or a number to answer a question.

At the end of the course, participants will be given the opportunity to write a short development paper on how the course may assist in addressing issues in their respective countries with a realistic work plan. The best paper of the course will be published as a best practice article in IDLO's publications.

Upon completion of the e-learning course the participants will receive a **Certificate of Attendance**.

The e-learning course will also provide participants with an excellent opportunity to become a member of an IDLO worldwide network of procurement experts and to enhance social networking skills gained through an online e-learning course.

❖ Participation costs

The total cost of the course is 350 Euros. Applications to attend the course should be supported by the candidate's curriculum vitae and ensure that their fee has been paid into IDLO's following bank account by 9 October, 2009 at the latest. Please indicate on the bank transfer the following course reference details: **EL3-09-E Public Procurement**

IDLO Bank Details:

Account name:	IDLO
Bank:	Banca Intesa S.p.a- Agenzia 4 Via di Propaganda 7/A 00187 Rome, Italy <u>Branch 3726</u>
Swift:	BCITIT33752
IBAN account number:	IT60 C030 6905 040000015925123

Participants or institutions that do not have enough funds to cover the course cost may wish to seek co-funding by donor institutions in their own countries. Some development agencies, development banks and embassies provide co-funding for training.

Further reference and more details can be found on our website at www.idlo.int

Ms. Ludivine Valente and Ms. Joanne Fletcher will remain at your disposal for any further information you may require regarding the course.

Telephone: (+39 06) 4040 3308 for Ms Ludivine Valente or
(+39 06) 4040 3265 for Ms. Joanne Fletcher

Fax: (+39 06) 4040 3232

E-mail: lvalente@idlo.int

E-mail: jfletcher@idlo.int

COURSE DESCRIPTION

MODULE 1 **FUNDAMENTALS OF PUBLIC PROCUREMENT**

Objectives:

By the end of this module participants will be able to describe the principal pillars of a good public procurement system (transparency, competitiveness, efficiency, fairness, and accountability) and to identify these principles in international and transnational sources of law.

Description:

This module will identify elements of a good public procurement framework and the importance of the procurement system for improving good governance. The module will define public procurement fundamental principals such as transparency, efficiency, fairness, accountability and competitiveness. Finally, the module examines how the basic principles are translated into the main international procurement instruments by outlining characteristics of UNCITRAL Model Law, the EC Procurement Directives and the WTO GPA.

MODULE 2 **TENDERING AND CONTRACTING PROCEDURES**

Objectives:

By the end of this module the participants will be able to describe the key elements in preparing tender documents and outline at least three different procurement contracting methods as well as advise on how to improve contracting of public services and how to protect bidder's rights.

Description:

The module will begin with the role of the contractor and the supplier in procurement. Examining contractual procedures, the participants will examine different stages of the procurement process and will outline key issues in preparing tender documents. A discussion will take place on the issues usually faced in tendering proceedings:

qualification and exclusion of bidders; form requirements for communication; submission of bids.

Other alternatives to bidding procurement methods, such as restricted tenders; single source procurement will also be discussed.

This module will elaborate also on the “bad” contractor, giving examples for legal remedies to protect bidder’s rights. Access to administrative and judicial review as well as debarment and suspension will be reviewed.

MODULE 3

EVALUATION OF BIDS AND TOOLS FOR MONITORING

Objectives:

By the end of this module the participants will be able to outline the main criteria and draft guidelines for evaluation of bids as well as recommend effective approaches to develop and maintain effective monitoring systems.

Description:

This module will start with the basic concepts and criteria for evaluation of bids. The expert will present potential problems in bid evaluations that result in unfair awards and recommend procedures to prevent such incidence.

Furthermore, this module will elaborate on the tools for monitoring to ensure compliance with legal and procedural requirements. The participants will analyze the most common challenges of creating a sound monitoring system to ensure the most effective procurement and execution of contract.

MODULE 4

TRANSPARENT, SPEEDY AND CORRUPTION-FREE PROCUREMENT PROCESS

Objectives:

By the end of this module the participants will be able to summarize some practical steps that could be taken in order to address corruption in the procurement system as well as outline the steps and procedures for enhancing the use of the new technology for more efficient and transparent public procurement system.

Description:

The module will start by examining ways in which an internal control system can provide a reasonable assurance to public sector organizations so as their organizational goals and objectives may be achieved by managing risks of going “off the rail”. The expert will discuss briefly auditing as part of an overall financial management and finally auditing in relation to the public procurement process.

This module will continue with defining clear guidelines for a public procurement administration on how to fight fraud and corruption in the public procurement process. It will also elaborate on rules and guidelines for anti-corruption pledges, and drafting “ethics clauses” in the procurement documents. Effective sanctions such as blacklisting of companies and other penal measures will be examined.

Participants will also discuss methods of creating transparent and speedy procurement processes using new technologies and how to enhance the modernization and reform of procurement systems. In particular, the benefits and improved efficiency through e-procurement will be appraised.