

**FOREIGN**

**GHANA INSTITUTE OF MANAGEMENT &  
PUBLIC ADMINISTRATION  
(GIMPA)**

*In Collaboration With The*

**WORLD BANK AND ILO TURIN CENTRE**

**Announces a**

***WORKS PROCUREMENT  
MANAGEMENT COURSE***

**DATE:  
3<sup>RD</sup> -21<sup>ST</sup> JULY, 2017**

**VENUE:**

**GIMPA EXECUTIVE CONFERENCE CENTRE**

**GIMPA, GREENHILL – ACHIMOTA  
ACCRA, GHANA.**

## **1. STATEMENT OF NEED**

African countries spend millions of dollars on imported goods and services. A large portion of these goods and services is intended for use on development programmes and projects funded by donor agencies and International Financing Institutions (IFIs) such as the World Bank.

Experience indicates that most executing agencies face numerous problems and delays in project procurement because of the recipients' inability to observe and apply the procurement guidelines of the funding agency at each stage of the complex chain of international procurement operations. In order to improve the procurement process and expedite the implementation of development projects, thereby improving public procurement in Africa, GIMPA, in collaboration with the World Bank, and the International Labour Organization (ILO) Turin Centre, has institutionalized a series of procurement management courses covering procurement of goods, works, and consulting services. This is the 25<sup>th</sup> Works Procurement Management course to be held at GIMPA. The first one took place in September, 1993.

## **2. COURSE OBJECTIVE**

### **GENERAL**

At the institutional level, this course aims at assisting Government ministries and relevant public enterprises to increase their efficiency and cost-effectiveness in the procurement of construction works funded from loans or credits provided by international financing institutions.

### **SPECIFIC**

- (a) At the learning level, the course aims at assisting participants to acquire the required knowledge about international competitive procurement process and procedures.
- (b) At the job behaviour level, the course aims at developing the participants' skills to plan and carry out procurement functions with competence and efficiency. Where applicable, this will be done in accordance with the guidelines and procedures of international development financing institutions.
- (c) A further objective of the course is to enhance participants' skills at delivering presentations of procurement topics for training purposes.

## **3. COURSE EMPHASIS**

The course content is to a large extent based on a modular training package developed by the ILO Turin Centre in co-operation with the World Bank, covering:-

### **(i) PROCUREMENT IN WORLD BANK FINANCED PROJECTS**

- Fundamental Principles and Institutional Framework Underlying Procurement Systems
- The World Bank's Evolving Role in Lending Operations
- Methods of Procurement
- The Bidding Document: Types of Works Contract
- The Bidding Process: Standard Bidding Document
- Contract Preparation, Implementation and Management
- Payment Procedures and Practices
- National Procurement Systems

- (ii) **THE BIDDING DOCUMENTS: TYPES OF WORKS CONTRACT**
  - Purpose and Basic Content of Works Bidding Document
  - Common Types of Works Contract
  
- (iii) **THE BIDDING PROCESS: STANDARD BIDDING DOCUMENTS**
  - Vol.1**
    - Purpose and Content of the Bidding Document
    - Preparation of the Bidding Document
    - World Bank Standard Bidding Document
  
  - Vol.2**
    - Standard Bidding Documents (Works)
    - Standard Bidding Documents (Smaller Contracts)
  
- (iv) **BID OPENING AND BID EVALUATION**
  - Bid Opening
  - Bid Examination/Responsiveness
  - Bid Evaluation Techniques
  - Bid Selection
  
- (v) **CONTRACT IMPLEMENTATION & MANAGEMENT**
  - Contract Preparation
  - Contract Implementation
  - Contract Management and Supervision
  - Acceptability of Borrowers' Procurement System
  
- (vi) **PAYMENT PROCEDURES & PRACTICES**
  - Payment Conditions
  - Verification of Withdrawal Applications
  - Disbursement Procedures
  - Preparation of Withdrawal Applications
  - Payment Delays
  
- (vii) **DELIVERY**
  - Delivery Terms (INCOTERMS)
  - Transport Insurance and Conditions and Claims Procedures
  - Pre-shipment Inspection/Destination Inspection
  
- (viii) **CONSULTANT SERVICES**
- (ix) **NATIONAL PROCUREMENT SYSTEMS**
- (x) **PROCUREMENT TRAINING**

#### **4. TARGET GROUP**

- i. The course is intended for public sector procurement staff of projects funded by international financing institutions (World Bank, African Development Bank etc.) as well as Central Tender Board Officers, Municipal Officers and Project Managers/Officers handling tenders for construction works.
  
- ii. Participants will be drawn from Anglophone member countries of ECOWAS and other parts of Africa.

## **5. TRAINING APPROACH**

- i. The course is learner-oriented. The methodology includes short lectures given by highly experienced experts followed by individual exercises and group assignments contained in the modules.
- ii. **Pre-course Preparation**  
Each participant is requested as part of his/her pre-course preparations to prepare a brief report describing:  
  
A specific works related procurement problem which occurred in his/her agency or country;

Each participant is invited to bring a copy of the **loan/credit agreement, the Project Appraisal Document (PAD)** and a **bidding document** to be analysed and discussed.

### **NOTE:**

#### **LAPTOPS/iPads.**

***Each participant/nominee is encouraged to come along with a Laptop/iPad to be used for assignments during the programme. There will be no hard copies of standard documents.***

## **6. FACULTY**

The teaching faculty will comprise Senior Procurement Advisors from the World Bank, international procurement Consultants, and practitioners from target countries in addition to the GIMPA Faculty.

## **7. COURSE DURATION AND TIMING**

The course, which will be held at GIMPA, Greenhill, Achimota, is of three weeks duration and will take place during the period: **3<sup>rd</sup> July -21<sup>st</sup> July, 2017.**

Participants are expected to arrive at GIMPA on Sunday, 2<sup>nd</sup> July, 2017 so that the course can commence on the following Monday.

### **FLIGHT DETAILS TO GIMPA**

***Foreign participants are advised to send details of their flight schedules at least six (6) days before the commencement of the course so that they can be picked up at the Ghana Airport.***

**NOTE:**

***For participant(s) arriving earlier than Sunday, the sponsoring organizations must fund the accommodation and the meals for that number of days. In addition, if the flight of the participant(s) is not on the Saturday immediately following the closure of the course, the sponsoring organization must fund the extra days that the participant(s) will stay before departure.***

**8. FINANCIAL ARRANGEMENTS**

- (a) The total cost of participation for this three-week course is **USD \$4,200** payable in advance by the participants' nominating/sponsoring organization **one (1) week** before the commencement of the course/programme.

This covers:-

- (i) Course fees of **USD\$4,200**
- Tuition fees
  - Boarding and lodging at GIMPA
  - Study Materials
  - Study Visits
  - Routine medical care (no insurance)
  - Socialization
  - Support facilities

**ii. Out-of-Pocket Allowance for participants**

***Sponsors/Employers must pay Out-of-Pocket Allowance to cover incidental expenses and occasional extra-curricular activities, depending on the policy of the organization concerned, to their nominee(s) before they arrive at GIMPA Campus.***

- (b) Payment for participation is acceptable in Traveller's Cheques, Banker's Draft, Cash or Bank transfers to:

**BANK : BARCLAYS BANK GH. LTD.**  
**ACCOUNT NAME : GIMPA**  
**ACCOUNT NO. : 064-1290262**  
**CURRENCY : US Dollar**  
**BRANCH : HEAD OFFICE, HIGH STREET ACCRA-GHANA**  
**SWIFT CODE : BARCGHAC**

**Fees** must be **fully paid before** the commencement of the course. In the case of transfers, concrete evidence of payment (**Swift advice from the bank**) must be produced during registration on the first day of the course.

- (c) Travel to GIMPA and from GIMPA to the participant's home country is not included and should be paid for by the nominating organization. Insurance cover for participants on

the course is also not included and is therefore the responsibility of the nominating organization.

### **9. SPONSORSHIP**

Participants should be sponsored by their respective organizations and the cost of their attendance funded, if possible, under the World Bank or African Development Bank Loan financing their projects. The organization should obtain the approval of the appropriate Task Team Leader of the World Bank/African Development Bank confirming their funding.

### **10. NOMINATIONS**

All other nominations should be submitted to GIMPA on GIMPA nomination forms. These forms should be duly endorsed by the authorized representative of the nominating organization and should then be forwarded to GIMPA possibly by a courier service to reach the address below **three weeks** before the commencement of the course:

**THE MANAGING CONSULTANT  
GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION (GIMPA)  
P.O. BOX 50, ACHIMOTA - GHANA  
FAX: 233-21-405805 OR 400457  
TEL: 233-21-402771 OR 401681/3  
E-MAIL: [gimpaconsultancy@gimpa.edu.gh](mailto:gimpaconsultancy@gimpa.edu.gh)**

#### **10.1 REGISTRATION**

Participants should report at the Course Venue for registration at **7.30 am** on the day of commencement of the programme.

#### **ADMISSIONS**

Note that submission of a nomination form does not automatically imply admission. Official letters (by post, e-mail or fax) will be dispatched to suitable applicants and only those offered admission will participate in the course.

#### **GIMPA CAMPUS**

GIMPA has very pleasant surroundings and facilities conducive for academic work. Comfortable accommodation including TVs is provided. Each room has a fridge and an air-conditioner. A new standby generator assures reliable power supply throughout the duration of the course.