



Development Executive Programs,
Center for Development Management

PROJECT AND PROCUREMENT MANAGEMENT COURSE

INTRODUCTION

The Asian Institute of Management (AIM) announces the 12th offering of the Project and Procurement Management Course scheduled on March 23 to April 3, 2009 at the Joseph R. McMicking Campus, Makati City, Philippines.

The course is divided into two modules. The first week consists of five days training on Project Management complemented by five days training of Procurement Management. Following are brief description of the course modules:

- **Module 1: Project Management** exposes the participants to the concepts, skills and techniques needed to manage the Project Cycle and the competencies needed for good management of projects with the aim of managing project resources efficiently and achieving the projects development objectives. In projects implementation, procurement cannot be discussed meaningfully without understanding the whole process of project management. The module provides this essential background.
- **Module 2: Procurement Management** exposes the participants to the operational policies and procedures of donor agencies on procurement. The Course is based on the new procurement guidelines of international lending institutions and will focus on new development initiatives in procurement management including harmonization, alignment and simplification. Sound procurement management underpass the essential logistical support needed to manage and implement projects efficiently and effectively. It also provides assurances to the borrower country and the lenders that funds are being used efficiently and for the purpose intended.

OBJECTIVES

The Course aims to broaden and deepen the participant's ability to design projects and enhance knowledge and skills in the procurement of goods

and services for the successful implementation of projects.

TARGET PARTICIPANTS

The PPMC is highly relevant to professional staff of project teams funded by national and international agencies, procurement specialists, as well as high-level staff responsible for making policy decisions and those in-charge of implementing projects. The course is also intended for staff of donor agencies including multilateral organizations, and the private sector contractors, suppliers and consultants. The course is practitioner-oriented and with emphasis is on hands-on training.

COURSE METHODOLOGY

The courses will be delivered via formal presentations, case studies and exercises. Facilitators and Resource Persons include AIM Faculty, World Bank staff and senior consultants.

COURSE CONTENTS

- ♦ Module 1 – PROJECT MANAGEMENT
 - Projects and Development
 - Development Planning, Process and Project Issues and Challenges
 - National Budgeting Process and Its Impact on Programs and Projects
 - Governance
 - The Project Cycle
 - Problem Analysis/Stakeholder Analysis
 - Logframe and Performance Measures
 - Project Appraisal
 - Project Planning and Scheduling
 - Project Monitoring, Control and Sustainability
- ♦ Module 2 – BASIC PROCUREMENT MANAGEMENT
 - Loan Agreement, PAD, Agency and Country Capacity Assessments
 - Procurement Principles and Policies
 - ICB and Other Methods of Procurement
 - NCB Local Laws, Regulation and Practices
 - Procurement Process and Planning

- Notification and Advertisement
- Pre and Post-Qualification
- ICB Bidding Documents, General and Special Conditions and Specifications for Equipment/Civil Works/Goods
 - ✧ INCO Terms, Payment and Currency Conversion, Securities
 - ✧ Protest and Complaint Mechanisms
- Bid Opening, Examination, Clarification
- Bid Evaluation
- Awards of Contracts, Misprocurement and Corruption
- Contract Administrations, Dispute Resolution, and Arbitration
- Financial Aspects in Procurement Management - Payments and Withdrawals
- Selection of Consultants

COURSE VENUE

The course will be conducted at the Asian Institute of Management, Eugenio Lopez Foundation Building, Joseph R. McMicking Campus, Makati City.

COURSE DURATION

The course is scheduled from **March 23 to April 3, 2009**. Nominations are requested in advance to facilitate early registration and secure placement.

COURSE FEE

US\$1,750 per participant

Course fee is payable in advance by the participant's sponsoring organization. This covers tuition, materials, morning and afternoon snacks during the sessions. Participants are free to make their own meal arrangements for breakfast and dinner, and during weekends. The AIM Conference Center Manila (ACCM) has two coffee shops that serve breakfast and dinner. AIM has also its own cafeteria which opens at 7:00 a.m. and closes at 8:00 p.m. daily except Sundays. There are also different kinds of regional cuisines found in many restaurants located at Greenbelt Mall, a shopping area adjacent to the AIM.

ACCOMMODATION

Accommodation at AIM Hotel (ACCM) amounts to \$70 per night (single room) and \$80 per night (twin sharing room) without breakfast (*hotel rate is subject to change without prior notice*). The Program Secretariat can make reservations on behalf of the participant.

CANCELLATION

Participants should withdraw attendance 10 working days before commencement date of the course. Any withdrawal after this date will entail forfeiture of the fee.

CERTIFICATE OF PARTICIPATION

AIM issues a Certificate of Completion at conclusion of the course.

COURSE SCHEDULE

13th PPMC November 30 to December 11, 2009

COUNTRIES THAT SENT PARTICIPANTS TO PREVIOUS PROGRAMMES

- ◆ Bangladesh
- ◆ Bhutan
- ◆ Cambodia
- ◆ China
- ◆ India
- ◆ Indonesia
- ◆ Japan
- ◆ Lao PDR
- ◆ Mongolia
- ◆ Mozambique
- ◆ Philippines
- ◆ Samoa
- ◆ Sri Lanka
- ◆ Timor Leste
- ◆ Tonga
- ◆ Uganda
- ◆ Vietnam
- ◆ Yemen
- ◆ United Kingdom

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