



# M1 CERTIFICATION //

## Fundamentals, Principles and General Practices of Project Procurement





# 1 // OVERVIEW

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This tutor-based online certification programme provides a practical approach to **plan and conduct effectively project procurements**. It brings together in a collaborative and instructive online space senior procurement specialists, procurement trainers and project procurement officers active in agriculture and rural development.


“ Are you ready to obtain your M1 certification and become a certified project procurement specialist?”





## 2 // WHY


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### WHY A CERTIFICATION PROGRAMME IN PROJECT PROCUREMENT FOR AGRICULTURE AND RURAL DEVELOPMENT?

 In order for projects to meet the specific needs of the targeted rural communities and to achieve the intended agricultural development objectives, effective project procurement is essential. In other words, for managers to be able to identify needs adequately, translate those needs into specifications, and procure goods, services, and works in the right way and at the right time.

 To ensure that projects can be procured efficiently and effectively, i.e., that procurement is completed within budget and on time, but also with the desired level of quality.

 So that the project procurement function, which is on the critical path of development, does not become a bottleneck, but a real transmission belt between project funds and long-term results.

 For actors to recognize that procurement in agriculture and rural development is not just an administrative task, but a strategic function in a complex sector where environmental, social and climate change impacts must also be taken into account.

 Recognizing the need to support the capacity to plan and conduct effective procurement activities in this sector, IFAD and ITC-ILO have developed this first certification programme for relevant project managers and procurement officers and other interested project staff.

# 3 // WHAT

## WHAT WILL I BE ABLE TO DO?

Work with procurement experts and your peers to expand your international network, access new resources, hone your skills, and apply them immediately to your own procurement activities:

### PROJECT STAKEHOLDERS



**Identify** and **engage** your project stakeholders throughout the procurement and project cycles using technical skills and soft skills.

### PRINCIPLES AND VALUES



**Adhere to** and **explain** the principles and values of good governance that guide project procurement activities.

### PROCUREMENT PROCESS



**Describe** the procurement process and each step of the process.

### PROCUREMENT STRATEGY



**Design** a procurement strategy tailored to your unique project context.

### OPERATIONAL PLAN



**Build** an operational procurement plan to conduct procurement of goods, recruitment of service providers, and procurement of works.

### KEY PROCUREMENT TASKS



**Organize** key procurement tasks, such as preparation of standard bidding documents, bid receipt and evaluation, and contracting activities.

## 4 // CERTIFICATION

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### WHAT CERTIFICATION WILL I GET AS A SUCCESSFUL CANDIDATE?



You will obtain M1 certification, a certificate of achievement issued by ITCILO and IFAD once you have completed successfully the online programme requirements.



This certificate will demonstrate that you possess the right knowledge, skills and attitudes to plan and conduct project procurement in agriculture and rural development.



By the end of the programme and in addition to earning your certificate, you will have designed or revised your project procurement strategy and plan and expanded your professional network - three great additions to your career and CV!







## 5 // WHY SHOULD I JOIN?

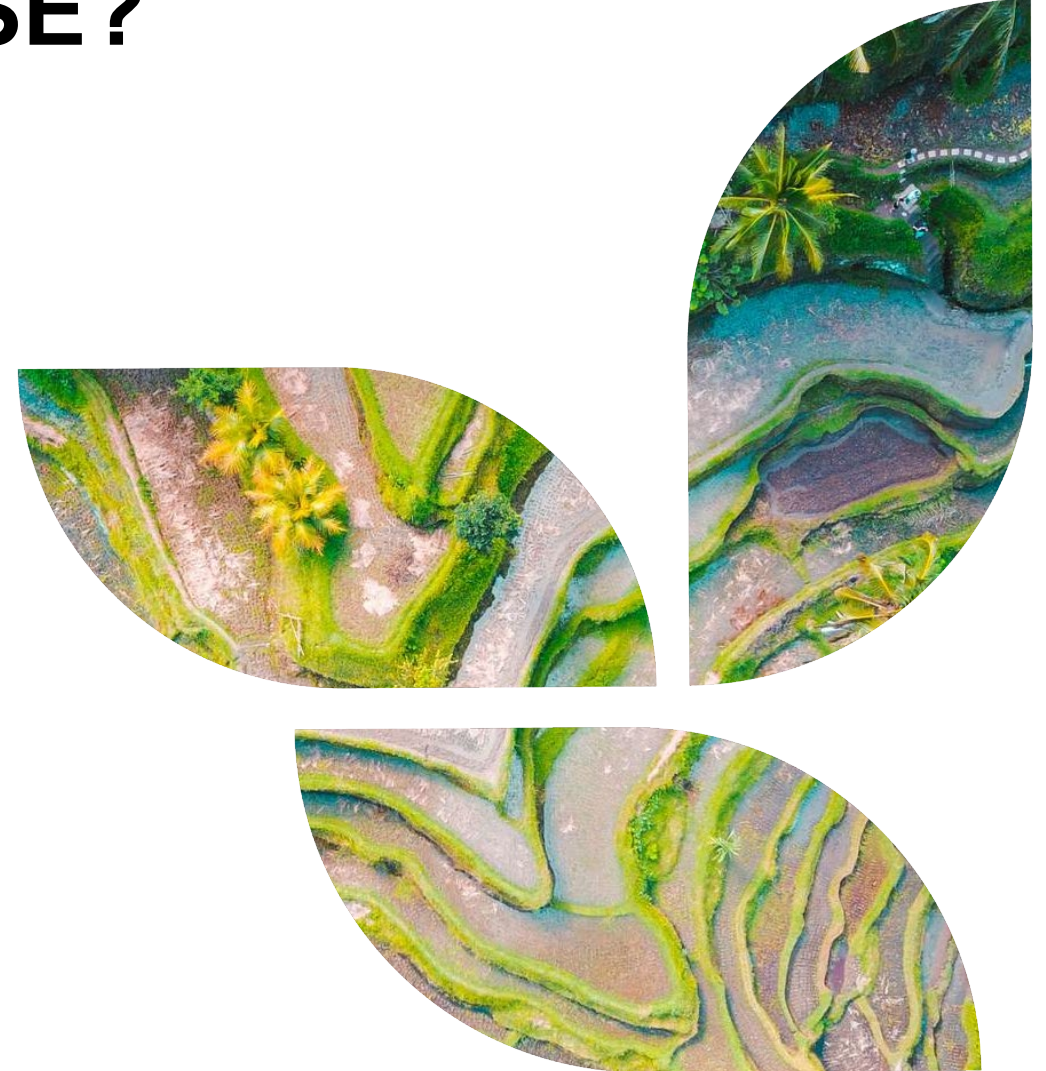
This M1 certification programme is delivered through distance learning and deployed on the ITCILO eCampus. It frees you from the classroom and gives you the flexibility to complete the learning modules at your own pace and complete the weekly assignments on your own schedule.

- IFAD directly and fully sponsors procurement officers in projects it funds for the first editions of the M1 programme.
- The procurement and project management skills provided in the programme are essential skills for professionals working in the agriculture and rural development sectors and in international financial institutions funded projects.
- Project managers, IFAD and other relevant organizations that support and encourage their procurement officers to participate in the M1 programme also create the opportunity to review and improve or to create a project procurement strategy and plan of the participants' projects.
- Successful participants receive a professional certification attesting their capacity to effectively plan and conduct project procurement. By achieving M1 certification, they also become eligible for M2 certification, and eventually M3 certification and the diploma programme.
- The programme has been developed and is implemented by ITC-ILO experts, senior consultants who are procurement practitioners and instructional designers. Participatory activities include self-guided modules, webinars, online discussions, hands-on assignments, individualized online coaching.
- Participants get permanent access to the M1 programme's e-Campus portal, training materials and references. Participants also obtain access to the BUILDPROC community of practice through their participation.

# 6 // WHO TAKES THIS COURSE?

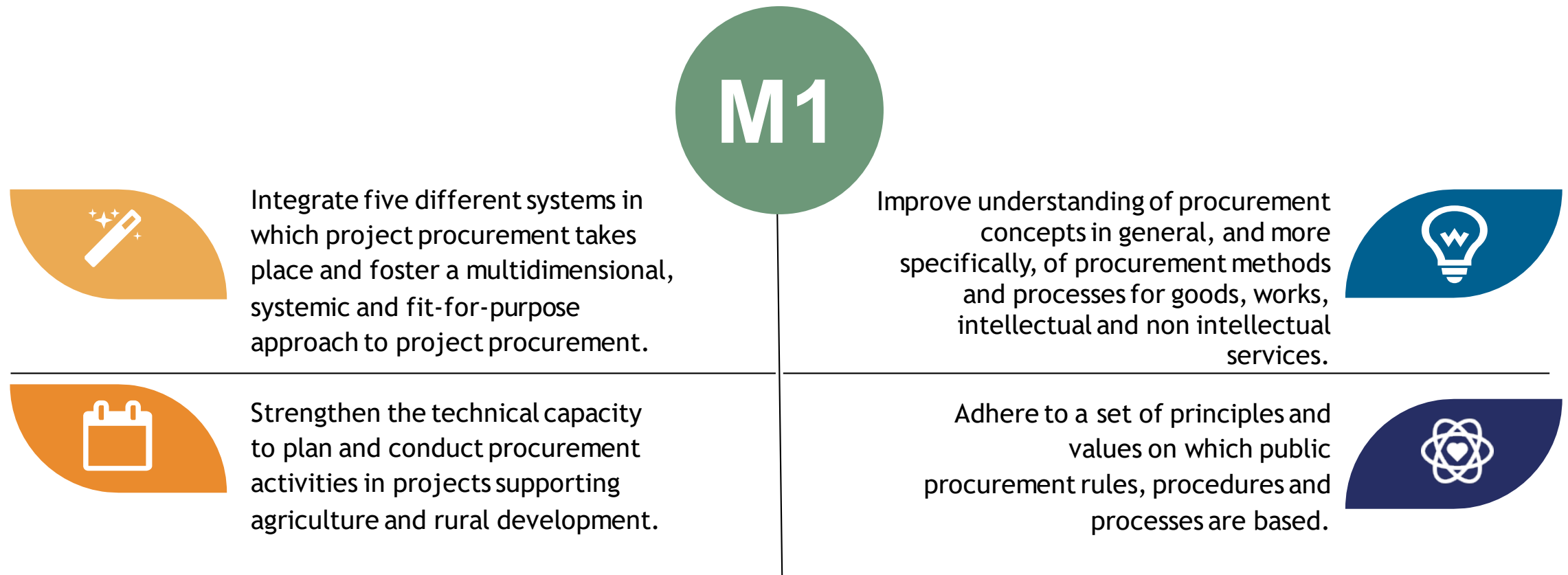
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- ✿ Procurement officers in IFAD funded projects;
- ✿ Procurement officers in Ministries of Agriculture or related ministries;
- ✿ Procurement officers active in agriculture and rural development sector;
- ✿ Project managers and coordinators;
- ✿ Project financial officers;



# 7 // WHAT ARE THE PROGRAMME OBJECTIVES?

The training will serve the following four overall objectives:







# 8 // WHAT DOES THE PROGRAMME CONTAIN?

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Identify areas of improvement and brush up on your technical and managerial skills:

- ✿ Introduction to public procurement systems, principles, terminology and stakeholders in the context of agriculture and rural development projects.
- ✿ Project procurement planning and processes: linking the project and procurement cycles for effective project implementation.
- ✿ Procurement methods and processes: from the identification of needs, through the bidding process to the implementation of the contract.
- ✿ Using procurement methods strategically to respond to particular project contexts, situations and needs.
- ✿ Undertaking and conducting bids or proposals evaluation.
- ✿ Procurement review process and contract management.
- ✿ Main risks and ethical challenges in project procurement management.

# 9 // WHAT APPROACH AND METHODOLOGY IS USED TO DELIVER THE ONLINE CERTIFICATION PROGRAMME?

WEEKLY MODULE  
ENTRANCE



1. For each module, participants must first acquire **knowledge** of the subject matter through an interactive self-guided learning module that mixes readings, questions, quizzes, films, lectures and tools.



3. Once participants have acquired the knowledge, successfully passed the knowledge test, they can put it into practice. This next step is where the participants practice their new **skills** concretely by responding to a case study.



4. After having responded to a case study and to practice their new **skills**, participants build a component of their own project procurement strategy or plan under the supervision of a coach.



6. Every week, the experts organise one live webinar of 90-120 minutes, the only synchronous eLearning activity, to respond to participants' questions, concerns and to provide feedback or additional content.



5. Through each module, the candidates are also led to reflect on the human, ethical and moral aspects, in other words, the **attitudes**, related to impact evaluations. They collaborate or exchange on this human dimension.

NEXT MODULE



## 10 // ASSESSING THE CERTIFICATION PROGRAMME CANDIDATES

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- ✿ Each week, participants build or rework a component of their own project procurement strategy and plan, these single pieces are assessed and graded all along the implementation of the programme.
- ✿ Nevertheless, to assess the coherence and interdependences between the learning objectives, participants are ultimately required to assemble all elements to complete and document a project procurement plan.
- ✿ It is through this final document that programme assessors can ultimately perform the certification of project procurement specialists (M1).

# 10 // WHO IS BEHIND THE PROGRAMME?



The content experts behind this course are primarily ITCILO procurement specialists and international project and procurement consultants.

IFAD procurement specialists in Rome and in the regions have also contributed with their ideas, guidance and review of ITCILO work.





# 11// CONDITIONS TO PARTICIPATE

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## What are the technical requirements needed?

For an interactive and successful learning experience, you need a computer with a good internet connection and speakers, as this course uses multimedia often.

## How to apply?

Go to our website

<https://ifad-buildproc.org/m1-certification/>

## How much does it cost?

Tuition:

- Free, for participant sponsored and appointed by IFAD through the BUILDPROC project.
- 945 euros for non IFAD sponsored participant





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