



M2 CERTIFICATION //

Effective Procurement Processes for Successful Project Implementation





1 // OVERVIEW


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 M2 certification and become a certified project procurement specialist?”





2 // WHY


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, deepen your knowledge, access new resources, hone your skills, and apply them immediately to your own procurement activities to be able to successfully implement every step of the project procurement.

After the successful completion of M2 certification programme, you will be able to:



**PLAN PROCUREMENT
STRATEGICALLY**



**ESTIMATE
BUDGETS**



**DEVELOP TECHNICAL
SPECIFICATIONS AND
TORS**



**ESTABLISH
PREQUALIFICATION/
SHORTLISTING CRITERIA**



**PREPARE BIDDING
DOCUMENTS AND
PROCESSES**



**EVALUATE BIDS AND
PROPOSALS**



**MANAGE
CONTRACTS**

4 // CERTIFICATION

WHAT CERTIFICATION WILL I GET AS A SUCCESSFUL CANDIDATE?



You will obtain M2 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 every step of project procurement .



By the end of the programme and in addition to earning your certificate, you will have reinforced knowledge, skills and attitudes necessary for implementation of every step of the procurement and expanded your professional network - three great additions to your career and CV!





5 // WHY SHOULD I JOIN?

This M2 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 M2 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 M2 programme also create the opportunity to review and improve a project procurement strategy and processes of the participants' projects.
- Successful participants receive a professional certification attesting their capacity to effectively plan and conduct project procurement. By achieving M2 certification, they also become eligible for M3 certification and eventually the diploma programme.
- The programme has been developed and is implemented by ITCILO 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 M2 programme's eCampus portal, training materials and references. Participants also obtain access to the BUILDPROC Community of Practice through their participation.

6 // WHO TAKES THIS COURSE?

- ✿ 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:

M2



Assess project procurement context and set the basis for designing procurement strategy and fostering a multidimensional, systemic and fit-for-purpose approach to project procurement.

Strengthen the capacity to evaluate bids and proposals, including establishing the evaluation criteria.



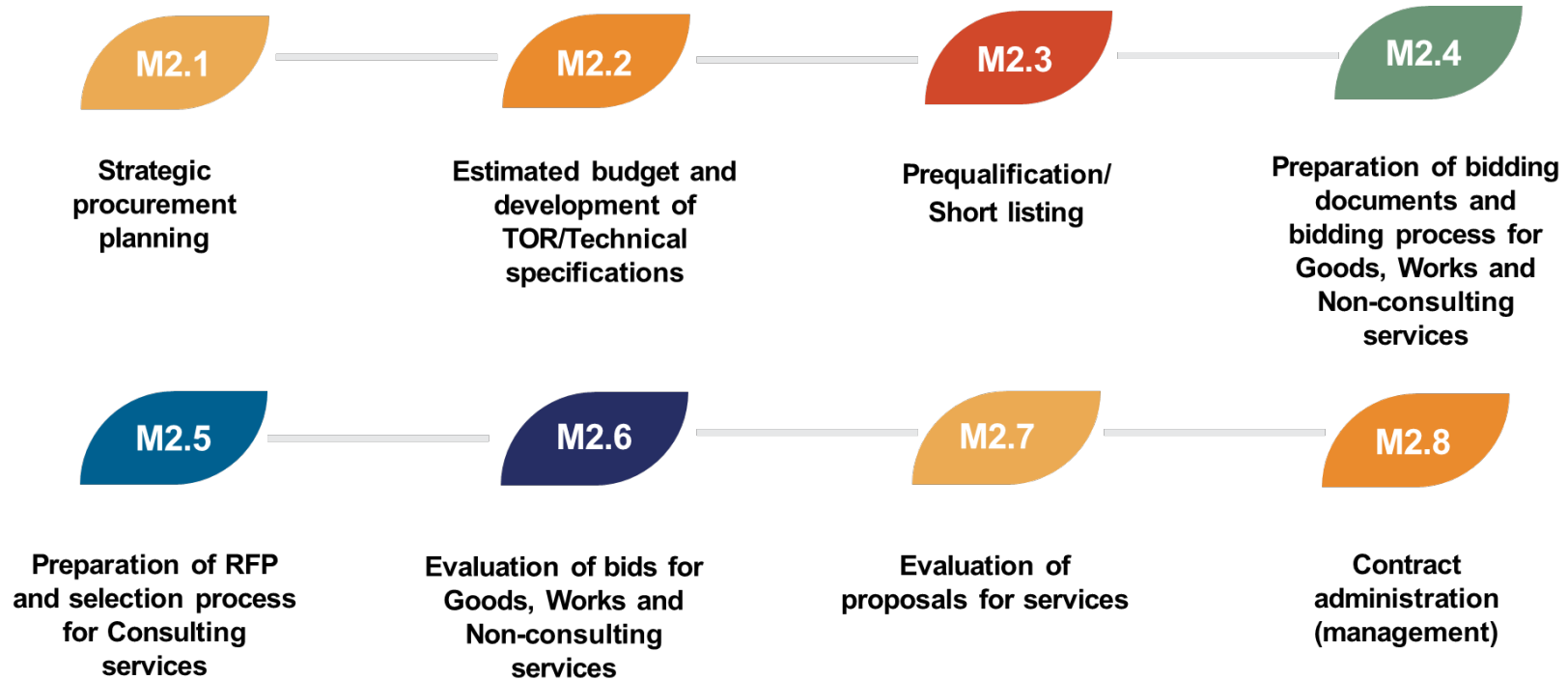
Improve understanding of all the steps of procurement processes and the preparation of well-balanced procurement documents.

Improve understanding of contract management including the critical aspects of Goods, Works Non-consulting and Consulting services contract management.



8 // WHAT DOES THE PROGRAMME CONTAIN?

The certification programme is organized around the following weekly modules:



Overall, the programme contains 60 learning hours, with an average of 7.5 h effort required each week, of which 6 hours can be managed at your own pace and 1.5 hour is the weekly webinar.



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 work on weekly assignments 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



- Each week, participants foster their practical skills for project procurement by submitting weekly assignments, these single pieces are assessed and graded by an e-coach all along the implementation of the programme.
- To obtain the **certificate of achievement** participants need to finalise all the self-guided modules, case studies as well as receive a grade above 60% for the knowledge tests and assignments for each of the 8 weekly modules of M2 certification programme.

11 // 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.



12// CONDITIONS TO PARTICIPATE

What are the academic requirements needed?

To be eligible to attend the M2 certification, you must have successfully completed the M1 programme or passed the equivalent validation exam.

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 much does it cost?

Tuition:

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





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