



M3 CERTIFICATION //

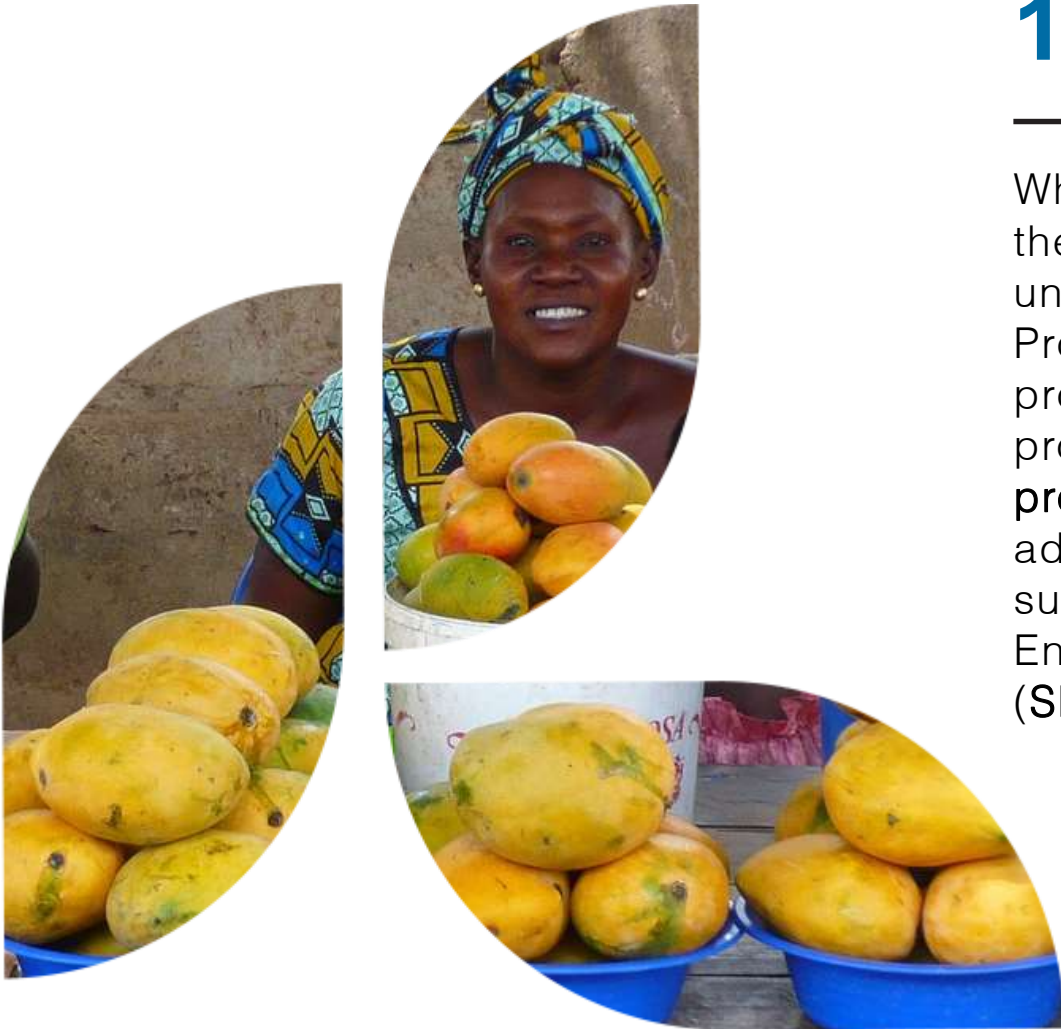
Advanced Procurement and Contract Management Strategies



1 // OVERVIEW

While the M1 and M2 Certification Programmes provided the basics needed to carry out procurement activities under IFAD-funded projects, the M3 Certification Programme complements those first two modules by providing **advanced elements of specialization** for procurement officers with a special focus on **sustainable procurement** and **contract management**. In addition, it addresses other areas of knowledge and specialization such as **e-procurement** and application of IFAD Social, Environmental and Climate Assessment Procedures (SECAP).

“ **Are you ready to obtain your M3 certification and become a certified project procurement expert?**”



2 // WHAT ARE THE PROGRAMME OBJECTIVES?

The training will serve the overall objective to provide participants with

:

M3



a strategic and global view of public procurement and its recent developments: e-procurement; sustainable public procurement; IFAD social, environmental and climate assessment procedures (SECAP)

a complete introduction to sustainable public procurement, including understanding how to integrate sustainability considerations into the procurement cycle



a detailed and comprehensive framework of processes and tools to be put in place to plan and monitor contract management

an introduction to SECAP and the importance of procurement in complying with the ESC standards



3 // WHAT WILL I LEARN?

Work with procurement experts and your peers to expand your international network, share and deepen your knowledge, access new resources, hone your skills, and apply them to your own procurement activities.

After the successful completion of M3 certification programme, you will have familiarized with various concepts and tools and techniques under the four following themes:



**Advanced contract
management**



Sustainable Procurement



**IFAD's Social,
Environmental and
Climate Assessment
Procedures (SECAP)**

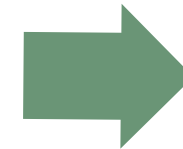
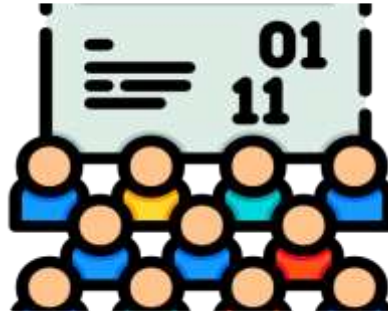
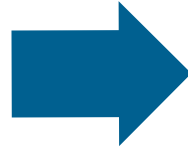


**E-Procurement and IFAD
web-based systems**

4 // HOW




TRAINING METHODOLOGY AND COURSE STRUCTURE

The M3 certification programme will be delivered in three phases and articulate around three levels of capabilities: **KNOWLEDGE**, **SKILLS** and **ATTITUDES** as shown here below:






PHASE 1:

3 self-guided online modules
(15 hours of learning)

-  KNOWLEDGE 65%
-  SKILLS 25%
-  ATTITUDES 10%



PHASE 2:

Face-to-face workshop
in Turin
(6 days - 35 hours of learning)

-  KNOWLEDGE 40%
-  SKILLS 50%
-  ATTITUDES 10%

PHASE 3:

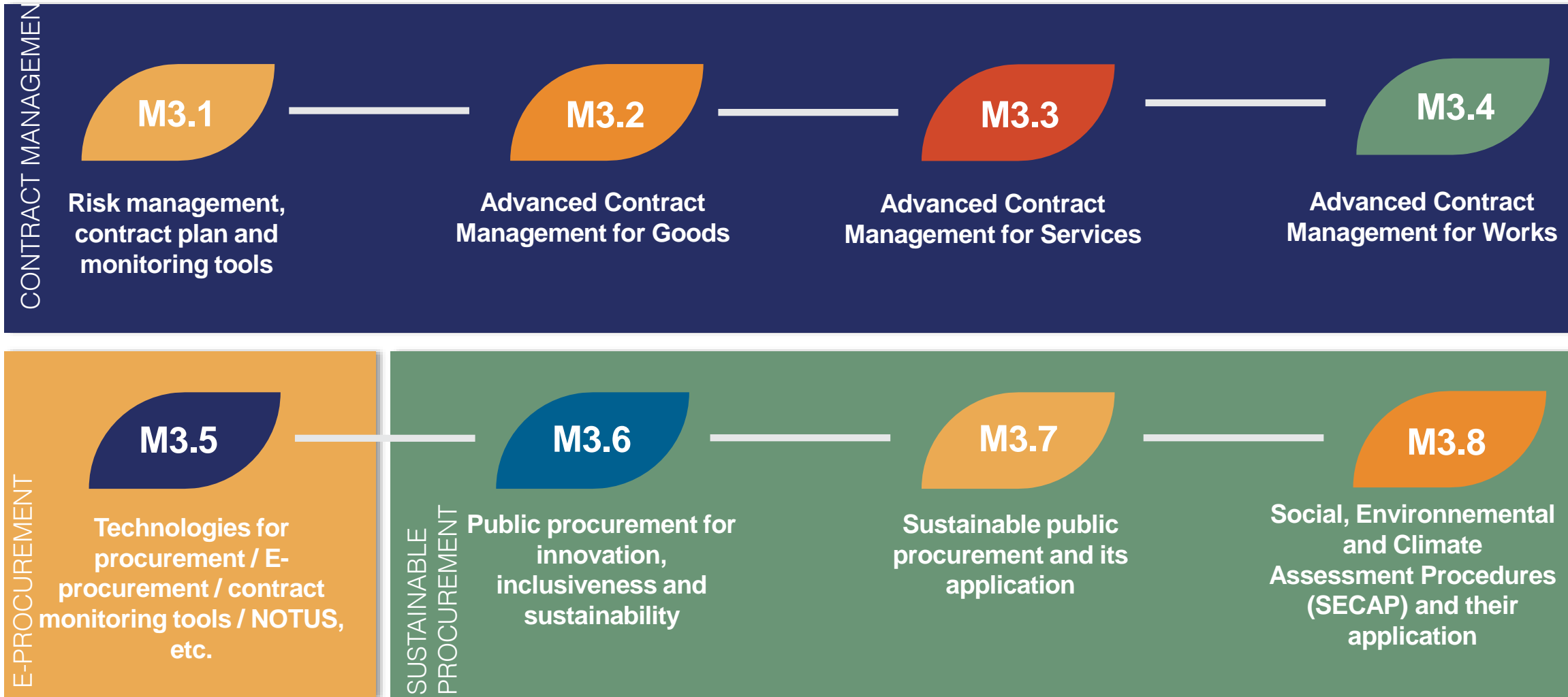
Practicum and online coaching phase
(10 hours of learning)

-  KNOWLEDGE 10%
-  SKILLS 75%
-  ATTITUDES 15%

N.B. : Successful completion of the three phases in sequential order is mandatory to obtain the **final M3 certification of achievement** and therefore be eligible for the **BUILDPROC Diploma track**.

5 // WHAT DOES THE PROGRAMME CONTAIN?

The certification programme is organized around the following modules:



6 // ASSESSING THE CANDIDATES



Pre-workshop phase

- ✦ The three online self-guided modules include mandatory knowledge tests and self-guided case studies that participants have to successfully pass to validate knowledge acquisition through the online module.

Workshop in Turin

- ✦ At the end of each day, during the face-to-face workshop, participants will be asked to assess the knowledge they have gained during the plenary session in the morning and the group activity in the afternoon. They will do that by responding to a daily knowledge test on the eCampus.

Post-workshop phase

- ✦ After the workshop, to put the knowledge into practice and to assess skills acquisition, participants will ultimately be required to draft and submit a final assignment that will be assessed and graded by their

7 // CERTIFICATION

WHAT CERTIFICATION WILL I GET AS A SUCCESSFUL CANDIDATE?



- ✿ Once you have successfully completed the three phases of the certification programme, you will obtain the M3 certification of achievement issued by ITCILO and IFAD.
- ✿ This certificate will demonstrate that you possess the right knowledge, skills and attitudes to manage complex and advanced aspects of procurement and contract management.
- ✿ By the end of the programme and in addition to earning your certificate, you will have extended your professional network by connecting with more than 130 IFAD procurement officers from all around the world, and shared knowledge and experience with them.
- ✿ Completing M3, will make you eligible for the BUILDPROC Diploma programme!

8// CONDITIONS TO PARTICIPATE

What are the academic requirements needed?

To be eligible to attend the M3 certification, you must have successfully completed the M1 and M2 certification programmes.

What are the technical and administrative requirements needed?

For an interactive and successful learning experience, you need a **computer with a good internet connection** for the distance learning phase.

In order to travel to Italy for the face-to-face workshop, you need to hold a **valid passport** (expiry date six months after the end of the event).

How much does it cost?

The BUILDPROC project fully covers the cost of participation, travel and full-board accommodation for candidates appointed by IFAD.



9// 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.





INTERNATIONAL TRAINING CENTRE OF THE ILO

BUILDPROC Project

Viale Maestri del Lavoro, 10

10127 Turin – Italy

buildproc@itcilo.org

+39 011 693 6555

Design and layout by the International Training Centre of the ILO, Turin – Italy