

M1-M5 CERTIFICATION //

Specialised Learning Track in Procurement for Project Managers





1 // OVERVIEW

Building on the self-guided modules of the M1 Certification Programme, which provide the essential foundations for procurement in IFAD-funded projects, the **master-class videos** broaden the perspective and prepare participants for the peak of the learning journey: the **intensive M5 Workshop in Turin**.

This workshop brings together project managers from all IFAD regions to consolidate knowledge, strengthen skills and attitudes and translate learning into practice. The **Action Plan** developed during the workshop -- and finalised as the course's concluding **individual assignment** -- serves as a practical roadmap for enhancing the procurement function in their respective projects.

“Are you ready to obtain your M1-M5 certification and become a certified project procurement leader?”

2 // WHAT ARE THE PROGRAMME OBJECTIVES?

The training will serve the overall objective to provide participants with :

M1-M5



a strategic overview of project procurement and its interconnectedness with other core functions – particularly finance -- necessary for effective project results delivery

a complete introduction to use of Project Procurement Strategy, Project Risk Matrix and IFAD OPEN for risk-based decision, particularly in fragile context



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

Introduction to value-for-money, sustainable procurement, SECAP and the importance of procurement in complying with the ESC standards



3 // WHAT WILL I LEARN?

Work with your peers -- project managers/coordinators/directors of IFAD-funded projects -- to expand your international network, share and deepen your knowledge, access new resources, hone your skills, and apply them to lead the procurement function of your project more strategically.

After the successful completion of M1-M5 Certification programme, you will have familiarized with various concepts and tools and techniques under the four following themes:



**Project Procurement as
Strategic function**



**Procurement audit and
Contract management**



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

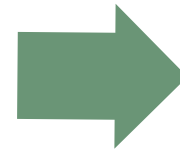
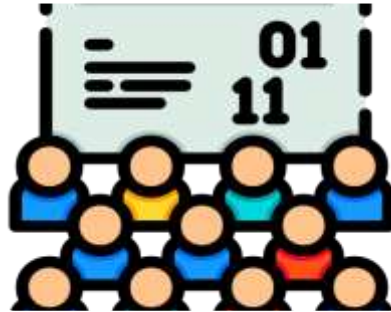


**Data Analytics for
decision-making: IFAD
OPEN**

4 // HOW

TRAINING METHODOLOGY AND COURSE STRUCTURE

The M1-M5 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:
8 self-guided online modules and 10 master class videos
(25 hours of learning)

- KNOWLEDGE 85%
- SKILLS 5%
- ATTITUDES 10%

PHASE 2:
Face-to-face workshop in Turin
(5 days - 30 hours of learning)

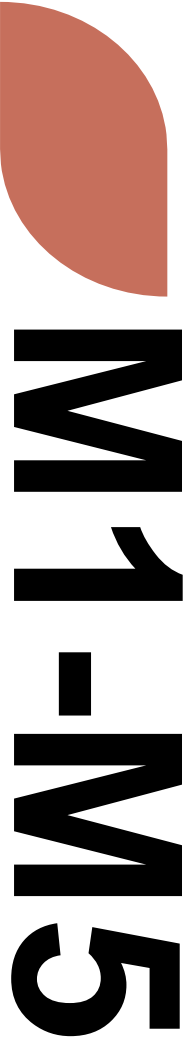
- KNOWLEDGE 40%
- SKILLS 50%
- ATTITUDES 10%

PHASE 3:
Practicum and online coaching phase
(5 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 M1-M5 certification of achievement.**

5 // WHAT DOES THE PROGRAMME CONTAIN?



- Procurement principles, methods and fit-for-purpose approach
- Project procurement as a strategic function: connecting procurement activities to achieving project development objectives
- Strategic link between project procurement and financial functions
- Roles and responsibilities of project managers in project procurement oversight
- Strategic procurement planning: importance of market research, realistic timelines and sequencing of procurement activities, Procurement Plan's alignment with AWPB and disbursement plan.
- Procurement audit
- Strategic link between project procurement and financial functions: current practices, trends, challenges and the way forward for IFAD-funded projects
- Use of Project Procurement Strategy (PPS), Procurement Risk Matrix (PRM) and IFAD OPEN for strategic procurement planning and oversight
- Procurement Risk Management
- Contract management: oversight of contract implementation
- Integrating sustainability and VfM in procurement decisions
- SECAP in procurement practice
- Data analytics for strategic decision making: procurement KPIs and IFAD OPEN dashboards
- Strategic procurement leadership: from compliance to results

6 // ASSESSING THE CANDIDATES



Pre-workshop phase

- ✦ PRE KAT (Knowledge assessment test)
- ✦ 10 Master-class videos and 8 self-guided modules with related knowledge tests to prepare for the Workshop

Workshop in Turin

- ✦ Face to face workshop will include plenary sessions, group work on practical exercises and case studies and knowledge tests.

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 – Action Plan on improvement of procurement function in their projects -- that will be assessed and graded by their coach.
- ✦ POST KAT (Knowledge assessment test)

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 M1-M5 certification of achievement issued by ITCILO and IFAD.
- ✦ This certificate will demonstrate that you possess the right knowledge, skills and attitudes for project procurement leadership.
- ✦ 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 70 IFAD project managers/coordinators/directors from all around the world, and shared knowledge and experience with them.



8// WHO IS BEHIND THE PROGRAMME?



The content experts behind this course are primarily ITCILO project and 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.



9// CONDITIONS TO PARTICIPATE

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 three months after the end of the event) and a Shengen Visa (where applicable).

How much does it cost?

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





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