



# unitar

United Nations Institute for Training and Research

## Unitar Online Catalogue

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### CIFAL Banjul - Executive Training in Public Procurement Procedures

#### People

Deadline: 10 Feb 2025

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Type:	Course
Location:	Banjul, Gambia (Republic of The)
Date:	24 Feb 2025 to 28 Feb 2025
Duration:	5 Days
Programme Area:	Decentralize Cooperation Programme
Website:	<a href="https://www.utg.edu.gm/press-release-utg-officially-inaugurates-cifal-banjul/">https://www.utg.edu.gm/press-release-utg-officially-inaugurates-cifal-banjul/</a>
Price:	\$900.00
Event Focal Point Email:	cbelford@utg.edu.gm
Partnership:	CIFAL Banjul, Gambia Radio and Television Services (GRTS)

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#### BACKGROUND

Public Procurement Procedures Training is critically important for the Gambia Radio and Television Services (GRTS) Contract Committee and Board of Directors. Such training ensures that members of these bodies are well-equipped with the knowledge, skills, and understanding necessary to manage procurement



processes effectively. Training will provide participants with a thorough understanding of national procurement laws, regulations, and guidelines. This will ensure that GRTS complies with legal requirements, reducing the risk of legal disputes, penalties, or reputational damage. With proper training, the Contract Committee and Board of Directors can make informed and strategic procurement decisions. This will lead to better outcomes, such as cost savings, higher-quality goods and services, and more efficient project implementation. The training will emphasize the importance of transparency and accountability in procurement processes. Participants will learn how to document and justify their decisions, ensuring that procurement activities are open to scrutiny and aligned with ethical standards. Furthermore, the training will equip participants with the tools to identify and mitigate risks related to corruption, fraud, and mismanagement. This is particularly important for GRTS, as a public broadcaster, to maintain its integrity and public trust. The training will help participants to understand how to achieve value for money by optimizing procurement processes. This ensures that GRTS uses its financial and human resources efficiently, avoiding waste and maximizing the impact of its expenditures. The training will ensure that participants of the Contract Committee and Board of Directors follow standardized procurement procedures. This consistency will reduce errors, delays and inefficiencies, leading to smoother operations. The procurement training often includes modules on negotiation and contract management, which are critical for securing favourable terms and ensuring that suppliers and contractors deliver as agreed. This helps GRTS achieve its objectives while minimizing risks. By investing in procurement training, GRTS will build the capacity of its Contract Committee and Board of Directors to handle complex procurement challenges. This will contribute to the organization's long-term sustainability and growth. When procurement processes are managed by well-trained professionals, stakeholders, including government agencies, donors, and the public, are more likely to trust GRTS. This will enhance the organization's credibility and ability to secure funding and partnerships. The training will emphasise the importance of ethical behaviour in procurement, such as avoiding conflicts of interest and ensuring fair treatment of suppliers. Thus, fostering a culture of integrity within GRTS.

## EVENT OBJECTIVES

To ensure the training program meets the outlined objectives, the following Event Objectives are designed to provide actionable outcomes for participants: 1.



Understand National Procurement Laws, Regulations, and Policies

- o Provide participants with a comprehensive overview of Gambia's public procurement legal framework, including the Public Procurement Act and relevant policies.
- o Clarify how these laws and regulations apply specifically to GRTS as a public broadcaster.

2. Promote Transparency, Accountability, and Ethical Behaviour

- o Equip participants with the knowledge to ensure compliance in all procurement activities.
- o Train participants on the importance of transparency and accountability in public procurement processes.
- o Provide guidelines and tools to ensure ethical decision-making and prevent conflicts of interest.
- o Conduct case studies and discussions on real-world examples of ethical dilemmas in procurement.

3. Develop Skills in Procurement Planning, Tendering, Bid Evaluation, and Contract Management

- o Teach participants how to create effective procurement plans aligned with GRTS's operational needs and budget constraints.
- o Provide step-by-step guidance on preparing tender documents, evaluating bids, and selecting vendors.
- o Equip participants with best practices for managing contracts, including monitoring performance and ensuring deliverables are met.

4. Identify, Assess, and Mitigate Procurement Risks and Resolve Disputes

- o Train participants to identify common procurement risks, such as delays, cost overruns, and supplier non-performance.
- o Provide tools and strategies for risk assessment and mitigation.
- o Teach participants effective dispute resolution techniques to handle conflicts with suppliers or contractors.

5. Align Procurement Decisions with GRTS's Mission and Strategic Objectives

- o Ensure participants understand how procurement decisions impact GRTS's role as a public broadcaster.
- o Provide frameworks for aligning procurement activities with GRTS's operational and strategic goals.
- o Conduct group exercises to practice making procurement decisions that support GRTS's mission

## LEARNING OBJECTIVES

Objectives for the Public Procurement Procedures Training tailored for the Gambia Radio and Television Services (GRTS) Contract Committee and Board of Directors aims to:

1. Equip participants with a thorough understanding of national procurement laws, regulations and policies applicable to GRTS.
2. Instil the principles of transparency, accountability, and ethical behaviour in procurement activities.
3. Train participants in effective procurement planning, tendering, bid evaluation, and contract management.
4. Enable participants to identify, assess, and mitigate procurement-related risks and resolve disputes effectively.



5. Ensure procurement decisions support GRTS's mission as a public broadcaster and contribute to its operational and strategic objectives. These objectives are designed to address the key areas of knowledge, skills, and ethical practices required for effective public procurement, ensuring that GRTS achieves its goals while maintaining transparency, accountability and compliance.

## CONTENT AND STRUCTURE

Module 1: Introduction to Public Procurement · Topics: o Definition and scope of public procurement. o Key principles: transparency, accountability, fairness, and value for money. o Overview of national procurement laws and regulations. o Role of procurement in achieving GRTS's strategic goals. Module 2: Procurement Planning and Strategy · Topics: o Procurement planning process, needs assessment, budgeting, and timelines. o Developing procurement plans aligned with GRTS's objectives. o Risk assessment and mitigation in procurement planning. Module 3: Tendering and Bid Evaluation · Topics: o Types of procurement methods: open tendering, restricted tendering and direct procurement. o Preparing tender documents and evaluation criteria. o Bid evaluation process: technical, financial and qualitative assessments. o Practical exercises: Evaluating sample bids and selecting the best offer. Module 4:

Contract Management and Administration · Topics:

o Key elements of a procurement contract. o Contract negotiation techniques and strategies. o Monitoring contractor performance and ensuring compliance. o Handling contract variations, delays, and disputes. Module 5: Ethical Procurement and Anti-Corruption Practices · Topics: o Ethical principles in procurement: fairness, impartiality and transparency. o Identifying and avoiding conflicts of interest. o Strategies to prevent corruption, fraud, and collusion. o Role of whistleblowing and accountability mechanisms. o Group discussions: Ethical dilemmas in procurement. Module 6: Risk Management in Procurement · Topics: o Types of procurement risks: financial, operational, legal, and reputational. o Risk assessment tools and techniques. o Developing risk mitigation strategies. Module 7: Modern Procurement Tools and Technologies · Topics: o Overview of e-procurement systems and their benefits. o Using technology for bid management, contract tracking, and reporting. o Data management and analytics in procurement. Module 8: Monitoring, Evaluation, and Reporting · Topics: o Key performance indicators (KPIs) for procurement. o Monitoring and evaluating procurement processes and outcomes. o Preparing procurement reports for stakeholders and donors.



Module 9: Stakeholder Engagement and Communication · Topics: o Identifying key stakeholders in procurement processes. o Strategies for effective stakeholder engagement. o Communication skills for procurement professionals. Module 10: Compliance with Donor and Partner Requirements · Topics: o Understanding donor-specific procurement guidelines. o Aligning GRTS's procurement processes with donor requirements. o Reporting and accountability to donors. Module 11: Continuous Improvement in Procurement Practices · Topics: o Evaluating and refining procurement processes. o Adopting best practices and lessons learned. o Building a feedback loop for procurement improvement. o Group discussion: Identifying areas for improvement in GRTS's procurement processes.

## **METHODOLOGY**

This training will employ adult learning techniques such that participants can discover and internalise the practical application of various concepts taught. This will be achieved by the following facilitation methods: 1. Interactive Activities: Incorporate hands-on exercises, case studies, and group discussions to reinforce learning and encourage active participation. 2. Practical Demos: Provide live demonstrations of compliance and ethical issues in procurement. 3. Resource Materials: Share resources like guides, templates, and tools for continued learning and application. 4. Follow-up Support: Offer post-training support through a dedicated platform or email for participants to ask questions and share their progress.

The training package will also be designed to consider participants' backgrounds and prior knowledge of subject areas, which aligns with UTG's sound adult-learning pedagogical principles. The learning activities will be delivered interactively to ensure the achievement of the learning objectives

## **TARGETED AUDIENCE**

This training will target 17 participants: 6 Board Members, 10 Directors, and 1 Senior Staff member from the Procurement Committee.