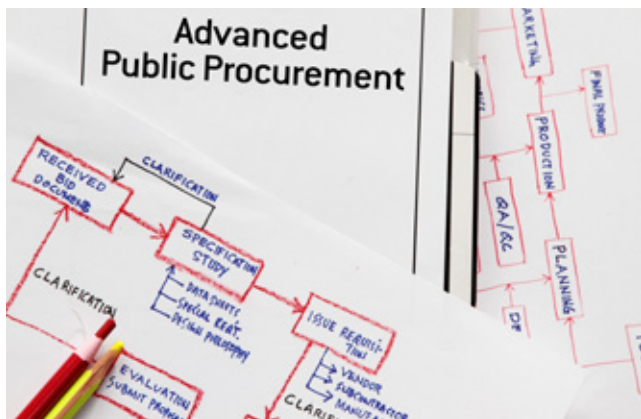


# Advanced Certificate in Public Procurement - Level 3

Accredited by CIPS – Level 3



## Programme Aim

The aim of this course is to provide participants with a clear understanding of:

- **Advanced Procurement Planning**  
To develop the capacity to manage the planning processes associated with the procurement of goods, services and works
- **Communication and Negotiation Skills**  
To improve the communication, negotiation and personal professional development skills required by those involved in advanced level procurement
- **Advanced Contract Management**  
To manage the evaluation, contract development, and contract administration process associated with advanced level procurement

## Learning Outcomes

By the end of the programme participants will be able to:

- Develop procurement strategies providing best fit to specific procurement requirements
- Apply systematic risk assessment and management processes to procurement activities
- Develop and review specifications
- Understand how to apply sustainable and green procurement principles and policies
- Conduct supplier research and market analysis
- Apply issues related to supplier development, supply alliances and supply chain management
- Apply advanced offer evaluation methods
- Conduct efficient cost and financial risk analysis
- Execute effective contract development and management processes
- Communicate effectively with clients, suppliers and other stakeholders

- Apply the principles of conflict management
- Communicate, counsel, and negotiate effectively

## Programme Topics

- Procurement systems and procedures
- Risk management planning
- Activities involved in specification development
- Sustainable procurement specifications
- Supplier research and market analysis
- Personal professional development
- Communication and conflict management
- Communicating with clients and suppliers
- Introduction to negotiation
- Negotiation styles, methods and tactics
- Contract development activities
- Advanced offer evaluation
- Financial analysis principles and tools
- Credit ratings and financial stability
- Price and cost analysis
- Developing contracts for services
- Contract administration/management
- Key Performance Indicators (KPIs)

## Target Audience

This course is designed for procurement officers or those in functions that include close interaction with procurement, such as programme and project staff seeking advanced training in UN and public procurement strategy, contract management and negotiations.

Level 3 builds on the capabilities developed in the Level 2 course. A UNDP/CIPS Level 2 certificate is therefore a prerequisite for participation at Level 3.

## Duration

5 days in-class and 4 days self-study (check the website for locations and dates):

[www.undp.org/procurement/training](http://www.undp.org/procurement/training)

## Cost

US\$ 1,975

## Course Assessments

1. Multiple Choice Questionnaire
2. In-class Workbook Assessment
2. Work-Based Assessment