

CONCEPT NOTE

Course of Introductory Certificate in Public Procurement

CIPS Accredited - Level 2

Background

The United Nations Development Programme (UNDP) in São Tomé and Príncipe intends to organize a four-day training programme entitled “**Introductory Certificate in Public Procurement – CIPS Accredited Level 2.**”

The objective of this initiative is to strengthen public procurement capacities among stakeholders working in São Tomé and Príncipe, while also welcoming professionals from the sub-region.

Effective public procurement is a key pillar of good governance, contributing to transparency, accountability, efficiency, and value for money in public resources. These training forms part of UNDP’s ongoing support to national institutions and partners in enhancing procurement systems and enhancing professional competencies.

Training details:

- **Number of participants:** 25
- **Dates:** 9–12 February 2026
- **Course duration:** 4 days
- **Venue:** UN Conference Room, São Tomé and Príncipe
- **Delivery Language:** French (with simultaneous interpretation to Portuguese).

Course Aim

This course aims to provide participants with:

- A clear understanding of the principles of effective public procurement, the generic procurement process, and the respective roles of corporate and transactional procurement.
- The ability to plan, implement, and evaluate a sourcing process appropriate to the value and risk of the goods and or service being procured

- A solid understanding of what rules and procedures govern Public and UN procurement and why they exist

Learning Outcomes

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

- Describe the principles, processes, procedures and policies of effective procurement,
- The importance and methods of effective procurement planning and strategies
- Understand the activities associated with risk assessment and risk mitigation
- Conduct procurement planning and stakeholder management
- Write specifications and effective terms of reference (TOR)
- Choose appropriate procurement method (RFQ, ITB, RFP)
- Select advertisement method and type of competition
- Understand dos and don'ts when drafting bidding documents
- How to receive and open offers
- Invite and evaluate bids and proposals
- How to manage contractual performance and supply
- Ethics and integrity in procurement

Based on the above, UNDP São Tomé and Príncipe suggests a 4-day course with the following programme:

Programme Structure

Day 1: Planning & Strategy	Day 2: Sourcing & Solicitation
<ul style="list-style-type: none"> • The principles of public procurement • Policies, processes, and practices • Procurement planning and strategy development • Risk assessment and mitigation • Engaging stakeholders • Writing specifications • Writing Terms of Reference (TOR) 	<ul style="list-style-type: none"> • Identifying suppliers • Selection of methods (RFQ, ITB, RFP) • Methods and procedures of advertisement • Preparation of solicitation documents • Inviting offers • Bid receipt and opening
Day 3: Evaluation & Award	Day 4: Contract Management
<ul style="list-style-type: none"> • Evaluating bids and proposals • Contract approval process • Contract committee submissions and approvals • Contract award • Contracting, clarification, and negotiation 	<ul style="list-style-type: none"> • Contract and supplier relations management • Contract administration • Performance measurement / KPIs • Dispute management • Ethics and integrity in procurement

Assessments and Certification Requirements

To obtain the **CIPS Level 2 Introductory Certificate in Public Procurement**, participants must complete two mandatory assessments:

1. In-Class Examination

- Format: 100 multiple-choice questions
- Duration: 2 hours
- Passing Score: 80%
- Purpose: Tests knowledge and understanding of the full syllabus.

2. Work-Based Assignment

- Format: Written essay (approximately 3,000 words)
- Deadline: Within 8 weeks after the course
- Purpose: Demonstrates ability to apply syllabus concepts in a real-world context.

Both assessments are compulsory for certification. Attendance alone does not confer the qualification.

Successful completion of both in-class assessment and work-based assignment will provide the students with a dual UNDP/CIPS Accredited **Level 2 “Introductory Certificate in Purchasing and Supply”**.

Language & Logistics

The training will be delivered by an International Procurement Expert in **French**.

- **Interpretation:** Simultaneous interpretation into Portuguese will be provided for all sessions.
- **Materials:** The course manual will be available in **French or English**. Participants must confirm their preferred language for the manual upon registration.

Cost and Registration

The registration fee is **1,819 USD per participant**. Payment must be received two weeks prior to the start date.

The fee includes:

- Full 4-day training and facilitation.
- CIPS Manuals and training accessories.
- Lunch and coffee breaks during the training period.
- Examination and Certification fees.

Expression of Interest: If you are interested in participating, please send an expression of interest to procurement.st@undp.org by **9th January 2026**. Please include the participant's name, organization, and preferred language for the manual.