**Training Plan**

**Background**

The adoption of the procurement suite by a Nigerian State will give rise to various training and other support requirements. These will include:

1. Review of any existing procurement laws and administrative rules that the State may have previously made to ascertain whether they are compatible with the Model Law;
2. Review of the State’s existing procurement activities, including quantity and value, main categories of procurement, skills base and results obtained; putting these results into a strengths and weaknesses analysis;
3. Identifying the objectives of a State’s decision to reform its procurement system and the relevance of the Model Law to meeting these objectives;
4. Identifying the adaptations to the Model Law, regulations and supporting documentation to align with these objectives, skill sets and existing practices;
5. Providing training and other forms of skills development to address these needs; and
6. Helping to establish arrangements with professional bodies for continuing professional development in procurement.

**Course structure**

During the procurement reform programme, there should be short workshops to make stakeholders aware of the purpose of the reforms and the expected benefits.

Once the Law has been made in the State, there should be a 5-day induction course for all practitioners. Once the structure for public procurement has been established in the State, in particular the establishment of a specialist Procurement Unit to manage the procurement process, the induction course should be followed by more specialist training on important skills, such as use and completion of standard bidding documents (SBD).

**Induction course**

The main resource for the induction training programme would be the Procurement Procedures Manual for Public Procurement in States of Nigeria. This should be developed into a Trainers’ Manual, including model PowerPoint presentations and exercises for use during the sessions. Copies of the Law, Regulations and SBD should also be provided to participants. There should be lectures, discussions and group exercises on each of the main themes.

In the programme below, it is assumed that each day would be divided into 3 two-hour sessions:

1. Session 1: 8.30 – 10.30;
2. Session 2: 11.00 – 13.00;
3. Session 3: 14.30 – 16.30.

| **Time** | **Theme** | **Reference to Manual** |
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| Day 1, session 1 | Formalities, introduction to workshop, participants’ statement of expectations |  |
| Day 1, session 2 | Introduction to public procurement:   1. Key principles and policies in public procurement; 2. Differences with private sector procurement; 3. The role of public procurement in financial management; 4. How procurement supports the effective delivery of the State Government’s current and development programmes. | Chapters 1-4 |
| Day 1, session 3 | The structure for procurement regulation and management:   1. The roles and authority of the Agency at the central government level in the State responsible for regulating public procurement (SPPA); 2. The structure for procurement within the Procuring Entities (PE); 3. The roles and responsibilities of key participants; 4. Required resources and authority for effective procurement management within the PE. | Chapter 5 |
| Day 2, session 1 | Procurement planning:   1. Ascertaining need and what to buy to meet these needs; 2. The procurement planning process and its integration with the Budget; 3. Preparation of the annual procurement plan, including a worked example. | Chapter 6 and Appendix A |
| Day 2, session 2 | Eligibility and qualifications:   1. Establishing that suppliers and contractors are eligible and qualified; 2. Formation and use of a standing list of qualified suppliers; 3. Use of pre-qualification. | Chapter 7 |
| Day 2, session 3 | Procurement methods:   1. Selecting the appropriate method for the procurement in hand; 2. The stages in the procurement process according to each method; 3. E-procurement and its impact on the procurement process. | Chapters 8, 9 and 10 |
| Day 3, session 1 | Framework contracting and framework agreements | Chapter 8 and Appendix B |
| Day 3, session 2 | Preparation of bidding documents:   1. Use of SBD for goods, works, consultancy and non-consultancy services; 2. Modifying the standard rules for submission of bids by particular provisions for the procurement in hand; 3. General rules for the preparation of technical specifications, with practical examples and exercises; 4. General and special conditions of contract. | Chapter 11 |
| Day 3, session 3 | Evaluation of bids:   1. The structure and responsibilities for evaluation, including the roles of Evaluation Committees and Tenders Boards; 2. The stages in the process of examination and evaluation; 3. Prior review by the Agency and other procedures prior to contract award. | Chapter 12 |
| Day 4, session 1 | Administrative review:   1. Standstill period to allow for a challenge to be made before the contract is made; 2. Setting up the structure for administrative review; 3. The stages in the administrative review process. | Chapter 13 |
| Day 4, session 2 | Procurement of consultancy services:   1. Differences between procurement of consultancy services and other categories of procurement; 2. Expressions of Interest and Requests for Proposals (RFP); 3. Different evaluation methods under RFP; 4. Use of marking schemes under Quality and Cost-Based Selection (with worked examples). | Chapter 14 |
| Day 4, session 3 | Contract management:   1. Roles and responsibilities; 2. Importance of ensuring that goods are delivered in accordance with specifications: the work of the Inspections and Acceptance Committee; 3. Managing service contracts; 4. Managing major works contracts to completion: the role of the Contracts Management Committee. | Chapter 15 |
| Day 5, session 1 | Disposals:   1. Planning disposals in line with the annual procurement plan; 2. Methods of disposal. | Chapter 16 |
| Day 5, session 2 | Record keeping, inspection, review and reporting:   1. Responsibility for record keeping; 2. Records to be maintained; 3. Inspection of records; 4. Periodic reviews by the SPPA of a PE’s procurement activities; 5. Reporting monthly procurement activities to the SPPA. | Chapters 17 and 18 and Appendix C |
| Day 5, session 3 | Ethical standards and discipline:   1. What are corrupt, fraudulent, collusive or coercive practices and how should they be prevented? 2. Grounds for complaint against a bidder or contractor (with case studies); 3. Procedures leading to the suspension or debarment of bidders or contractors; 4. How to file a complaint against a bidder or contractor; 5. Code of Ethics for public officers engaged in procurement. | Chapter 19 and Appendices D and E |