



**Be part of a growing
community of practitioners
as we professionalize
procurement practice.**

Improve the procurement performance
and development results of ADB-assisted
projects in your country.



ADB's Procurement, Portfolio and Financial Management Department (PPFD), together with ILO's International Training Centre, offers BuildProc, ADB's procurement certification course for executing and implementing agencies of developing member countries.

In **BuildProc**, we help you plan and implement your procurement, manage contracts, assess procurement risks and mitigate them—all throughout the project cycle.



Course Content* and Delivery

Modules are delivered through blended learning. Participants do self-paced online learning, webinars, and a week-long face-to-face training for Module 3. All modules are in English.

- **Module 1: Procurement Fundamentals, Principles and General Practices** (8 weeks)
- **Module 2: Procurement Processes and Procedures** (8 weeks)
- **Module 3: Advanced Procurement Strategies** (4 weeks)

*Full course content on the next page

Course Fees

Free for qualified participants. ADB covers tuition and related costs, including travel and accommodation for face-to-face workshops.

Who should attend

- Procurement officers and practitioners of executing and implementing agencies of developing member countries
- Beneficiary or recipient ministries of ADB-financed projects, e.g., project management units, project implementation units
- Other procurement practitioners, such as project staff and senior staff with procurement-related functions in ADB-assisted projects

Module 1



Procurement Fundamentals, Principles and General Practices

Objectives

- Integrate five procurement systems, fostering multidimensional, fit-for-purpose approach
- Enhance understanding of procurement concepts, methods, and processes
- Strengthen technical capacity for strategic procurement planning
- Adhere to principles underlying public procurement rules and processes

Lessons

1. Introduction to procurement management
2. Achieving project results with effective procurement
3. Strategic procurement planning
4. Special topics on procurement planning
5. The procurement methods
6. The requirements, the qualification and evaluation criteria, the evaluation methodologies
7. The contract system
8. Procurement value system and prohibited practices to monitor

Structure

- Self-guided Modules
- Knowledge Tests
- Case Studies
- Assignments
- Webinars

Modality

- Online

Duration

- 8 weeks with 1.5 hours weekly webinar

Module 2



Procurement Processes and Procedures

Objectives

- Assess project procurement context to design a multidimensional strategy
- Enhance capacity to evaluate bids and proposals, including criteria establishment
- Improve understanding of procurement processes and draft bidding documents
- Enhance understanding of contract management for various services

Lessons

1. Strategic Procurement Planning
2. Development of technical specifications and terms of reference and budget estimation
3. The Bidding process
4. Specific aspects in bidding documents & contracts
5. Evaluation of bids for goods, works
6. Preparation of RFP and selection process for consulting services
7. Evaluation of proposals for consulting services
8. Contract management

Structure

- Self-guided Modules
- Knowledge Tests
- Case Studies
- Assignments
- Webinars

Modality

- Online

Duration

- 8 weeks with 1.5 hours weekly webinar

Module 3



Advanced Procurement Strategies

Objectives

- Strategic view covering e-procurement and sustainable procurement pillars
- Integrate sustainability into the procurement cycle
- Manage contracts through detailed planning and monitoring tools
- Focus on ADB operational procurement

Lessons

1. Advanced contract management
2. Sustainable procurement at policy level
3. Sustainable procurement in project level
4. E-Procurement and ADB web-based systems

(The same topics will be covered through in-depth discussions and group work during the in-person workshop)

Structure

- Self-guided Modules
- Knowledge Tests
- Case Studies
- Assignments
- Webinars
- Logbook

Modality

- Online and face-to-face

Duration

- 3 weeks asynchronous and 1 week face-to-face training