

### **Who are Resource Personnel?**

Qualified and experienced procurement specialist & consultants from public service and projects.

### **Who can apply?**

Exclusively designed for Staff Grade officers and officers involved in procurement activities in public sector.

### **How to Select?**

Maximum number of candidates – 40

Selection of candidates will be based on one hour written exam on IQ and / or an interview.

### **Charges**

The whole charges pertaining to the course will be met by Northern Provincial Council.

### **How to Apply?**

Application form will be available in the NPC website ([www.np.gov.lk](http://www.np.gov.lk)) or Director, Management Development Training Unit, NPC, No. 68, Crosset Lane, Chundukuli, Jaffna and send to the Director, Management Development Training Unit, NPC, No. 68, Crosset Lane, Chundukuli, Jaffna.

### **For Further Information**

Please address all inquiries to the Director, MDTU – NPC, No. 68, Crosset Lane, Chundukuli, Jaffna.

Tel : 0217391250

Fax : 0212216117

Email : [npmdti@gmail.com](mailto:npmdti@gmail.com)

### **Course Coordinator**

Training Officer - 0217391252



## **Management Development Training Unit**

## **Northern Provincial Council**

### **Certificate Course in Procurement Procedure & Contract Administration (CIPPCA) – 2017/2018 Batch 2**

**2017/2018 (Part Time Programme)**

**(Commenced on 21<sup>st</sup> April 2017)**

## Objective

To develop capacity of the public sector officials in various aspects of procurement process and to improve the quality of public procurement system.

## CIPPCA consists of the following

### 12 Modules

MNo	Name of the Module	Hrs	Credit Pts
CP01	Introduction to Public Procurement and Value for Money	7	1
CP02	Responsibility for Procurement actions	7	1
CP03	Procurement Methods	14	2
CP04	Procurement Preparedness And Planning	14	2
CP05	Bidding Documents	14	2
CP06	Bid Evaluation & Award of Contract	28	4
CP07	Contract Administration	28	4
CP08	Special Procurement	14	2
CP09	Selection of Consultancy	14	2
CP10	Supply Chain Management	7	1
CP11	Stores Management	14	2
CP12	Risk Management and Public Assets Disposal Procedure	7	1
	<b>Total</b>	<b>168</b>	<b>24</b>

## Methodology

Multimedia presentation, Assignments, Case Studies, Group exercises, Role Play, Field Visits, Presentation Demonstrations, Debates & Quiz

## Scheme of Evaluation

Examination & Presentation will be conducted at the end of each module.

Attendance	--	10 marks
1 <sup>st</sup> Exam	(Modules 1 to 5)	15 marks
2 <sup>nd</sup> Exam	(Modules 6 & 8)	15 marks
3 <sup>rd</sup> Exam	(Modules 9 to 12)	15 marks
Written Assignments	(Modules 1 to 12)	10 marks
Presentation	(Modules 1 to 12)	10 marks
Final Exam	(Modules 1 to 12)	25 marks

## Duration of the CIPPCA

06 Month

## Medium of Instructions

The medium of lectures, examinations, instructions, assignments, presentations & all related activities will be in English.

## Credit Requirements & Pass Marks

Participants should get at least 12 credits to be eligible to award Certificate Course in Procurement Procedure & Contract Administration (CIPPCA)