



LARGE SCALE CAPACITY BUILDING PROGRAM ON PUBLIC PROCUREMENT

1.1 INTRODUCTION

Procurement Capacity Building is one of the core functions of the Public Procurement Regulatory Authority (PPRA). Taking into consideration major weaknesses revealed in the various reports, including that of Controller and Auditor General and findings of procurement audits conducted by PPRA, there is an urgent need to upgrade the skills or bridge the skills gap of those directly and indirectly involved in procurement to enable them perform their tasks more effectively and efficiently in a manner that is in compliance with the Public Procurement Act No. 21 of 2004 (PPA 2004).

Beginning 1st June 2009, PPRA will embark on large-scale modular based training program to reach as many Procuring entities as possible. The primary focus of the program is staff of the Procurement Management Units (PMUs) and members of the Tender Boards. There is also a program of dissemination of the PPA 2004, Regulation made under it and the general procedure for procurement of goods, works and services as well as disposal of public assets by tender.

2.0 OBJECTIVES

The objective of this modular training program is to equip participants with knowledge and skills on the application of PPA 2004 and its regulations, Standards Tender Documents; Guidelines and Public procurement procedures.

3.0 EXPECTED OUTPUTS

At the end of the training, it is expected that participants will be able to do the following;

- a) Prepare Annual Procurement Plan (APP);
- b) Select the best procurement methods based on the limits of authority;
- c) Conduct evaluation of Tenders;
- d) Prepare negotiation plan and conduct negotiation;
- e) Prepare contracts documents;
- f) Manage Contracts.
- g) Comply with the general requirements of the PPA 2004 and its regulations.

4.0 TARGET PARTICIPANTS:

Participants to the training seminar will be Tender Board members and staff of Procurement Management Units. The purpose of focusing on this group is that PMU are where the procurement processes are managed, while Tender Boards are responsible for approving various actions in the processes.

5.0 TRAINING CENTRES

Training will be conducted at the following centres;

- a) Dar es Salaam : Ubungo Plaza
- b) Arusha : Golden Rose,
- c) Mwanza : Bank of Tanzania, and
- d) Mbeya : VETA.

6.0 MODULES TO BE COVERED

The proposed training will cover 7 modules in 14 days as listed below.

- a) Overview of PPA 2004 and its regulations, also covering;
 - System for Checking and Monitoring;
 - Procurement Management Information System; and,
 - Procurement of Commonly Used Items,
- b) Procurement of Goods,
- c) Procurement of Works,
- d) Procurement of Non Consultancy Services,
- e) Procurement of Consultancy Services,
- f) Disposal of Public assets by Tender, and
- g) Procurement Procedures of the African Development Bank.

The program has been designed to be conducted for 14 days.

7.0 COURSE FEE

There will be **NO COURSE FEE** but participants will bear the costs of accommodation and transport to the centres. Procuring entities are required to provide their staff with full Perdiem to cover the duration of the training. PPRA will offer lunch and refreshments during the training sessions only.

8.0 COURSE DATE AND SCHEDULE;

DAR ES SALAAM CENTRE

STARTING DATE	ENDING DATE	CLASS SIZE
Mon 01/06/09	Tue 16/06/09	50 Participants
Mon 29/06/09	Tue 14/07/09	50 Participants
Mon 27/07/09	Tue 11/08/09	50 Participants
Mon 24/08/09	Tue 08/09/09	50 Participants
Mon 21/09/09	Tue 06/10/09	50 Participants
Mon 19/10/09	Tue 03/11/09	50 Participants

ARUSHA CENTRE

STARTING DATE	ENDING DATE	CLASS SIZE
Mon 08/06/09	Tue 23/06/09	50 Participants
Mon 06/07/09	Tue 21/07/09	50 Participants
Mon 03/08/09	Tue 18/08/09	50 Participants
Mon 31/08/09	Tue 15/09/09	50 Participants
Mon 28/09/09	Tue 13/10/09	50 Participants
Mon 26/10/09	Tue 10/11/09	50 Participants

MWANZA CENTRE

STARTING DATE	ENDING DATE	CLASS SIZE
Mon 15/06/09	Tue 30/06/09	50 Participants
Mon 13/07/09	Tue 28/07/09	50 Participants
Mon 10/08/09	Tue 25/08/09	50 Participants
Mon 07/09/09	Tue 22/09/09	50 Participants
Mon 05/10/09	Tue 20/10/09	50 Participants
Mon 02/11/09	Tue 17/11/09	50 Participants

MBEYA CENTRE

STARTING DATE	ENDING DATE	CLASS SIZE
Mon 22/06/09	Tue 07/07/09	50 Participants
Mon 20/07/09	Tue 04/08/09	50 Participants
Mon 17/08/09	Tue 01/09/09	50 Participants
Mon 14/09/09	Tue 29/09/09	50 Participants
Mon 12/10/09	Tue 27/10/09	50 Participants
Mon 09/11/09	Tue 24/11/09	50 Participants

9.0 CERTIFICATES

Certificates will be issued to participants who will attend all modules. The certificates will contribute to Continuous Professional Development (CPD).

10.0 REGISTRATION FOR THE TRAINING

Since the admission is very limited to 1,200 participants in 24 sessions of 50 participants each, we urge all procuring entities to submit the names of the staff wishing to be included in the program. Registration of participants has already started. Procuring entities are encouraged to observe value for money by sending appropriate staff as intended.

To register, please contact us through the following address.

Chief Executive Officer
Public Procurement Regulatory Authority,
P.O. Box 49,
Dar es Salaam
Tel: 2121236/7, 2133466
Fax: 2121238
e-mail: ceo@ppra.go.tz

Link to Website: <http://www.ppra.go.tz>