

PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD (PSPTB)



PROFESSIONAL DEVELOPMENT AND CERTIFICATION TRAINING PROGRAM JANUARY 2019-DECEMBER 2020



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TECHNOTRADE INVESTMENT LTD.



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TABLE OF CONTENTS

Introduction.....	1
Vision	1
Mission	1
Core Values.....	1
Our Philosophy.....	2
Objective of the training program.....	3
Target group.....	3
TRAINED INSTITUTIONS THROUGH TAILORMADE TRAINING.....	4
TRAINING PROGRAM	5
TRAINING PROGRAM OUTCOME AND CONTENTS.....	15
OUR RESOURCE PERSONNEL	29
WORKSHOP TERMS AND CONDITIONS	33
EVENT IN PICTURES	35

1.0 INTRODUCTION

Procurement and Supplies Professional and Technician Board (PSPTB) is a regulatory body established by PSPTB Act, CAP 179 of the laws of Tanzania to oversee and regulate among other things the practice and conduct of Procurement and Supplies Professionals and Technicians and ensure all registered professionals maintain professional knowledge and skill at the required level to ensure that client or employer receives competent professional services based on current development practice, legislation and techniques.

2.0 VISION

The center of excellence in Procurement and Supply Chain Management in Eastern and Southern Africa Region.

3.0 MISSION

To develop, promote and regulate the procurement and supply profession efficiently and effectively.

4.0 CORE VALUES

In the implementation of its functions and responsibilities, the PSPTB is committed and upholds to the delivery of services to its clients, members and stakeholders in conformity with the following core values:

Integrity

The Board will act in honest, ethical, and professional manner in all endeavors', and fully disclose all pertinent information, uphold the laws and their regulations demonstrate accountability, treat everyone with fairness and respect.

Professional

The Board will strive to act in all dealings in a professional, proactive manner embodying ethical, consistent, frank and fair decision making, based on the facts. It will provide services through a highly skilled and competent workforce.

Impartiality

The Board will treat people equally.

Accountability

The Board will be responsible, ethical, and diligent in decision making, transactions, dealings and performance of Strategic Plan.

5.0 OUR PHILOSOPHY

PSPTB is successful because of the way we approach client challenges and deliver solutions. Our approach to both Professional Development and certification training program incorporates both technical and soft skills development through advanced instructional methods, adult learning practice, effective information transfer, a positive learning environment, so that participants can handle real life and improve performance in the workplace.

We strongly believe learning is better retained when it is put into use, thus our training is not only based theory but also incorporates methods that involve people and bring knowledge into practice through both the classroom and practical training.

PSPTB trusts that value for the money spent in training is demonstrated in the real working environment. We will always employ our important tools of engaging seasoned, tested and experienced trainers coupled with our flexibility and dialogue with our clients will ensure that our training is as close and relevant to your working environment as practicable. We will facilitate programs that focus on proven models, simulation, case studies, role-plays, assessment and engaging.

facilitate programs that focus on proven models, simulation, case studies, role-plays, assessment and engaging discussion to create an ideal environment for growth and change. PSPTB is committed in respecting our clients' training investment by providing the training that meets their needs through aligning expectations, defining exact needs and targeting training to meet those needs.

6.0 OBJECTIVE OF THE TRAINING PROGRAM

This training program has been developed as an intervention strategy to technical, leadership and soft skills gaps to our professionals who are currently assuming executive position in both public and private organizations. This program also caters for nonprofessionals who are related in one way or another with procurement process with an organization.

The dynamic explosion of technology, the shifting demands of consumers, geopolitical uncertainties, and the new structures of markets combine to convert the world of procurement and supply from reactive (operational) into one of the complex, volatile and strategic profession to meet the needs of empowered customers.

This is creating an environment wherein the profile of procurement and supply chain professionals is rising as boards and CEOs realize that supply chain is a core strategic area to meet modern day operational, tactical and strategic challenges.

7.0 TARGET GROUP

Our courses are open to Ministries, Departments, Agencies of Governments, Private sectors and others who are interested. In case you have tailor made training requirements, or have a group of people interested in a particular theme, or require a course on a topic not currently offered please contact Procurement and Supplies Professional and Technicians Board to cure the challenges.

TRAINED INSTITUTIONS THROUGH TAILORMADE TRAINING



**PRESIDENTS
OFFICE**



The logo is a circular emblem. The outer ring contains the text "PROFESSIONAL AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD" at the top and "Committed to Excellence" at the bottom. The inner circle is divided into four quadrants of different colors: light green, light blue, light grey, and light yellow. Overlaid on the center of the logo is the title text in a bold, dark blue font.

**PROFESSIONAL DEVELOPMENT
AND CERTIFICATION TRAINING PROGRAMS
JAN 2019-DEC 2020**

S/N	THEME/ TOPIC	TARGET PARTICIPANTS	LOCATION	DATES	COURSE FEES
1	Procurement of Goods: Key steps, challenges and mitigation.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Suppliers, and any interested parties.	MOSHI	7 th – 11 th January, 2019	800,000
2	Procurement of Non-Consultancy services: Key steps, challenges and mitigation.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Service Providers, and any interested parties.	DODOMA	28 th – 31 st January, 2019	600,000
3	Procurement of Works: Key steps, challenges and mitigation.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Engineers, Contractors, and any interested parties.	ARUSHA	4 th – 8 th February, 2019	800,000
4	Key steps, challenges and mitigation for Selection and Employment of Consultants.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Engineers, Consultants, and any interested parties.	IRINGA	25 th – 28 th February, 2019	600,000
5	Good governance and Ethics in Procurement and supply management.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Engineers, ICT Expert, and any interested parties.	KIGOMA	4 th – 8 th March, 2019	800,000

S/N	THEME/ TOPIC	TARGET PARTICIPANTS	LOCATION	DATES	COURSE FEES
6	Effective negotiation in Procurement: Critical skills, techniques and tactics.	Negotiators, Members of the Tender Board, Heads of department, Contract Managers, Contract officers, Procurement Managers, Project managers, Supplies Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Consultants, Engineers, and any interested parties.	PWANI	25 th – 29 th March, 2019	800,000
7	Emotional Intelligence – 21st Century Procurement and Supplies Professionals Leadership program	Board of Directors, Accounting officers, Heads of departments and Managers.	DAR ES SALAAM	1 st – 3 rd April, 2019	1,200,000
8	Strategic Inventory control and warehouse management in modern world.	Warehouse manager, Supply chain analyst, Supplies Managers, Stores manager, Supplies officers, Stock verifier, Auditors, and any interested parties.	MWANZA	23 rd – 26 th April, 2019	600,000
9	Procurement management for goods and non-consultancy services: Challenges and Interventions.	Members of the Tender Board, Heads of department, Contract Managers, Contract officers, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Suppliers, and any interested parties.	DODOMA	6 th – 10 th May, 2019	800,000
10	Challenges and Interventions in Procurement Contract management for Works	Members of the Tender Board, Heads of department, Contract Managers, Contract officers, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Suppliers, and any interested parties.	MOROGORO	27 th – 31 st May, 2019	800,000

S/N	THEME/ TOPIC	TARGET PARTICIPANTS	LOCATION	DATES	COURSE FEES
11	Effective negotiation in Procurement: Critical skills, techniques and tactics.	Negotiators, Members of the Tender Board, Heads of department, Contract Managers, Contract officers, Procurement Managers, Project managers, Supplies Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Consultants, Engineers, and any interested parties.	TABORA	3 rd – 7 th June, 2019	800,000
12	Procurement auditing and investigation Techniques: roles and responsibilities.	Members of the Tender Board, Heads of department, Contract Managers, Contract officers, Procurement Managers, Project managers, Supplies Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Consultants, Engineers, and any interested parties	MOSHI	24 th – 28 th June, 2019	800,000
13	Procurement procedures in contracting Government entities.	Procurement Managers, Supplies Managers, Procurement officers, Supplies officers, Assistant officers, Auditors, and any interested parties.	MWANZA	8 th – 12 th July, 2019	800,000
14	Effective negotiation in Procurement: Critical skills, techniques and tactics.	Negotiators, Members of the Tender Board, Heads of department, Contract Managers, Contract officers, Procurement Managers, Project managers, Supplies Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Consultants, Engineers, and any interested parties.	MORO GORO	29 th July – 2 nd August, 2019	800,000
15	Executive leadership development – analysis to action in Procurement process.	Board of Directors, Accounting officers, Heads of departments and Managers.	ARUSHA	13 th – 15 th August, 2019	1,200,000

S/N	THEME/ TOPIC	TARGET PARTICIPANTS	LOCATION	DATES	COURSE FEES
16	Common use items under GPSA framework agreement and TEMESA: Challenges and interventions.	Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Assistant officers, Auditors, and any interested parties.	DODOMA	19 th – 23 rd August, 2019	800,000
17	Project Procurement Management.	Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Assistant officers, Auditors, Engineers, and any interested parties.	DAR ES SALAAM	9 th – 13 th September, 2019	800,000
18	Change Management in supply chain perspective.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Accountants, Supplies officers, Auditors, Engineers, and any interested parties.	MOSHI	30 th September – 4 th October, 2019	800,000
19	Construction Management for non-engineers – Procurement perspective.	Members of the Tender Board, Heads of department, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Engineers, and any interested parties.	TANGA	15 th – 18 th October, 2019	800,000
20	Risk Based Procurement audit and effective responses to audit queries.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Accountants, Financial officers, and any interested parties.	MBEYA	21 st – 25 th October, 2019	800,000

S/N	THEME/ TOPIC	TARGET PARTICIPANTS	LOCATION	DATES	COURSE FEES
21	E-Procurement for practitioners.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, ICT expert, and any interested parties.	ARUSHA	11 th - 15 th November, 2019	800,000
22	Procurement and Supply, Installation and Commissioning of Equipment and Plants.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, and any interested parties.	MTWARA	25 th - 29 th November, 2019	800,000
23	Procurement Fraud schemes - Investigation and preventive measures.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Investigators, Accountants, Financial officers and any interested parties.	MWANZA	16 th - 20 th December, 2019	800,000
24	Procurement of Goods: Key steps, challenges and mitigation.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Suppliers, and any interested parties.	TABORA	6 th - 10 th January 2020	800,000
25	Procurement of Non-Consultancy services: Key steps, challenges and mitigation.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Service Providers, and any interested parties.	IRINGA	27 th - 31 st January, 2020	800,000

S/N	THEME/ TOPIC	TARGET PARTICIPANTS	LOCATION	DATES	COURSE FEES
26	Modern Leadership skills in Procurement Supply Chain Management.	Board of Directors, Accounting officers, Heads of departments and Managers.	ZANZIBAR	11 th – 13 th February, 2020	1,200,000
27	Procurement of Works: Key steps, challenges and mitigation.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Engineers, Contractors, and any interested parties.	MORO CORO	17 th to 21 st February, 2020	800,000
28	Key steps, challenges and mitigation for Selection and Employment of Consultants.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Engineers, Consultants, and any interested parties.	KIBAHA	9 th – 13 th March, 2020	800,000
29	Procurement and Supply, Installation and Commissioning of ICT system.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Engineers, ICT Expert, and any interested parties.	DODOMA	30 th March - 3 rd April, 2020	800,000
30	Strategic Inventory control and warehouse management in modern world.	Warehouse manager, Supply chain analyst, Supplies Managers, Stores manager, Supplies officers, Stock verifier, Auditors, and any interested parties.	MOSHI	20 th – 24 th April, 2020	800,000

S/N	THEME/ TOPIC	TARGET PARTICIPANTS	LOCATION	DATES	COURSE FEES
31	Procurement of Pharmaceutical and Medical Supplies.	Pharmacist, Lab technicians, user department, Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Medical Officers, and any interested parties.	MBEYA	11 th – 15 th May, 2020	800,000
32	Strategic Procurement Planning for donor/own source funding - path to achieving organizational objectives.	Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Assistant officers, Auditors, and any interested parties.	MORO GORO	18 th – 22 nd May, 2020	800,000
33	Good governance and Ethics in Procurement and supply management.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Engineers, ICT Expert, and any interested parties.	DAR ES SALAAM	25 th – 29 th May, 2020	800,000
34	Procurement management for goods and non-consultancy services: Challenges and Interventions.	Members of the Tender Board, Heads of department, Contract Managers, Contract officers, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Suppliers, and any interested parties.	TANGA	15 th – 19 th June, 2020	800,000
35	Procurement management for Consultancy services: Challenges and Interventions.	Members of the Tender Board, Heads of department, Contract Managers, Contract officers, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Consultants, and any interested parties.	ARUSHA	29 th June – 3 rd July 2020	800,000

S/N	THEME/ TOPIC	TARGET PARTICIPANTS	LOCATION	DATES	COURSE FEES
36	Procurement using Design and Build Approach.	Engineers, Members of the Tender Board, Heads of department, Contract Managers, Procurement Managers, Project managers, Supply chain managers, Planning Officers, Procurement officers, Supplies officers, Auditors, and any interested parties.	MWANZA	13 th – 17 th July 2020	800,000
37	Procurement management for Works: Challenges and Interventions.	Members of the Tender Board, Heads of department, Contract Managers, Contract officers, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Consultants, Engineers, Contractors, and any interested parties.	BAGAMOYO	27 th – 31 st July, 2020	800,000
38	Procurement under Donor Funded Projects for Goods and equipment.	Members of the Tender Board, Heads of department, Contract Managers, Contract officers, Procurement Managers, Project managers, Supplies Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Consultants, and any interested parties.	MOROGORO	17 th – 21 st August, 2020	800,000
39	Procurement under Donor Funded Projects for Works.	Members of the Tender Board, Heads of department, Contract Managers, Contract officers, Procurement Managers, Project managers, Supplies Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Consultants, Engineers, and any interested parties.	ARUSHA	7 th – 11 th September. 2020	800,000
40	Procurement under Donor Funded Projects for Consultancy Services.	Members of the Tender Board, Heads of department, Contract Managers, Contract officers, Procurement Managers, Project managers, Supplies Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, Consultants, Engineers, and any interested parties.	IRINGA	28 th September – 2 nd October 2020	800,000

S/N	THEME/ TOPIC	TARGET PARTICIPANTS	LOCATION	DATES	COURSE FEES
41	Risk management in Strategic Supply Chain.	Risk Managers, Risk analyst, Supply Chain Analyst, Members of the Tender Board, Heads of department, Contract Managers, Procurement Managers, Project managers, Supplies Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, and any interested parties.	MOSHI	18 th – 23 rd October, 2020	800,000
42	Strategic Inventory control and warehouse management in modern world.	Warehouse manager, Supply chain analyst, Supplies Managers, Stores manager, Supplies officers, Stock verifier, Auditors, and any interested parties.	TABORA	9 th – 13 th November, 2020	800,000
43	Modern Leadership skills in Procurement Supply Chain Management.	Board of Directors, Accounting officers, Heads of departments and Managers.	MWANZA	25 th – 27 th November, 2020	1,200,000
44	E-Procurement for practitioners.	Members of the Tender Board, Procurement Managers, Supplies Managers, Project Managers, Planning Officers, Procurement officers, Supplies officers, Auditors, ICT expert, and any interested parties.	TANGA	14 th – 18 th December, 2020	800,000



TRAINING PROGRAM OUTCOME AND CONTENTS

S/N	THEME	LEARNING OUTCOME	CONTENTS
1	Procurement contracting procedures in Government entities.	- Understand the procurement process of one PE contracting another PE to provide goods, works or services - Provide mitigation measures to challenges associated with contracting between Procuring Entities. - Understand the use of Force account method in procurement process.	- Overview of the procurement process - Legal framework governing procurement using government entities - Solicitation process - Force Account as a procurement method - Approvals mechanism - Negotiation and Award of contract - Challenges and Mitigation measures - Contemporary issues - Case studies
2	Strategic Procurement Planning for donor/own source funding - path to achieving organizational objectives.	- Align the strategic organizational objectives with implementation of procurement activities - Understand the role of Procurement and Supply in achieving Corporate objectives. - Understand the process of preparing sound Strategic Procurement Plan. - Develop skills in strategic sourcing	- Overview of strategic planning - Strategic procurement planning - Categorization of procurement - Demand, supply, market analysis and Risk assessment - Procurement Packaging - Choice of appropriate procurement method - Procurement plan Scheduling - Approvals (BAA/NOL) - Monitoring and review of the Procurement Plan - Contemporary issues - Cases studies - Soft skills in Emotional Intelligence

S/N	THEME	LEARNING OUTCOME	CONTENTS
3	Common use items under GPSA framework agreement and TEMESA: Challenges and interventions	- Understand the appropriate procedures of applying framework Agreement issued by GPSA and TEMESA. - Understand the appropriate process of planning for CUIS procurements. - Address the challenges associated with using mini competitive quotation. - Address the challenges associated with using GPSA and TEMESA framework Agreement.	- Overview of procurement process of common use items. - Procuring from GPSA and TEMESA - Framework Agreement - Challenges in using Mini competition - Challenges in Maintenance of equipment and plants through TEMESA - Mitigation measures - Contemporary issues - Case studies
4	Project Management Procurement	- Understand the project procurement management terms and concepts used globally - Develop and enhance skills in project procurement management for practitioners and aspiring professionals - Enhance effective, efficient and optimal total procurement costs. - Ensure project timelines related to procurement and deliverables are met as planned.	- The Project Concept - The Project Cycle - Overview of Project Procurement Management (PPM) - Developing Project Procurement Plan - Execution of the Project procurement - Monitor and Control project procurement management - Project Procurement Management and Mitigation Strategies - Contemporary issues - Case studies

S/N	THEME	LEARNING OUTCOME	CONTENTS
5	Change Management in supply chain perspective.	- Understand the need for organizational change to enhance delivery/profitability - Appreciate the impact of organizational change in the supply chain - Develop skills for effectively communicating change, team building, and motivating players in the supply chain - Getting buy-in; dealing with resistance and be an 'agent for change'.	- Introduction on Change Management - Change as a continual process - The Supply Chain concept - Change Management in Supply Chain - Steps for effective Change management process - Innovation as part of Change Management - Change management – Leadership concept - Contemporary issues - Cases studies
6	Risk Based Procurement audit and effective responses to audit queries.	- Able to Conduct risk-based procurement audit professionally - Ready to be audited anytime with confidence - Able to minimize unnecessary internal and external audit queries by providing effective, acceptable and implementable responses.	- Overview of Auditing, types and sources of audit engagements - Overview of Procurement process - Traditional vs risk-based procurement auditing - Risk based procurement audit plan (preparation and implementation) - Risk based procurement auditing process and working papers - PE's preparation for risk-based procurement audit and exit meetings - PE's Preparation of effective and implementable responses to audit findings - Value for Money Auditing - Forensic auditing - PPRA compliance and value for money indicators - Auditors code of ethics - Contemporary issues - Case Studies

S/N	THEME	LEARNING OUTCOME	CONTENTS
7	E-Procurement for practitioners	- Understand application of e-Procurement in procurement activities. - Understand the requirements needed to develop an e-procurement system. - Understand how to implement an e-procurement system. - Understand how to manage an e-procurement system.	- Overview of e-Procurement - Traditional Procurement Procedures - e-Procurement Development - e-Procurement Models - e-Procurement Management - Organizational Improvement through eProcurement - Contemporary issues - Case studies
8	Procurement and Supply, Installation and Commissioning of Equipment and Plants.	- Prepare adequate Tender documents for procurement of equipment and plants. - Understand the procurement process for acquiring equipment and plants - Procure equipment and plants that serve the intended purposes - Understand the evaluation process for Supply, Installation and Commissioning of Equipment and Plants.	- Overview of procurement process. - Introduction to Procurement of Plants and equipment - Preparation of Technical Specifications - Preparation of tender document - Tender Opening and Evaluation process - Negotiation and Award of contract - Administrative review - Risk management in procurement of Equipment and Plants - Contract Management procedures - Contemporary issues - Case studies
9	Procurement Fraud schemes - Investigation and preventive measures.	- Understand how, where and when procurement fraud occurs - Detect, investigate, and prepare a professional and admissible procurement fraud investigation report. - Conduct professional investigative interviews - Effectively respond to investigative interview questions. - Prepare effective evidence by witnesses in procurement fraud scheme cases.	- Overview of fraud, procurement fraud and fraud triangle - Overview of Procurement process - Sources of Procurement fraud allegations - Procurement fraud schemes (red flags, detection and prevention) - Procurement fraud investigation techniques and report writing - Interviewing techniques and effective responses - Effective witnessing in procurement fraud cases - Contemporary issues - Case studies - Investigators code of ethics

S/N	THEME	LEARNING OUTCOME	CONTENTS
10	Procurement of Goods: Key steps, challenges and mitigation	- Understand the general process in procurement of goods - Understand the process of preparing sound technical specifications and tender documents. - Understand the Evaluation process, conducting due diligence and preparation of acceptable evaluation report - Understand procedures for handling complaints from aggrieved Suppliers. - Address challenges and mitigation measures in the procurement of Goods	- Overview of procurement process. - Introduction to Procurement of Goods. - Preparation of technical specifications. - Preparation of tender document - Tender Opening and Evaluation process - Negotiation and Award of contract - Administrative review - Risk management in procurement of goods - Contemporary issues - Case studies
11	Procurement of Non-Consultancy services: Key steps, challenges and mitigation	- Understand the general process in procurement of Non-Consultancy services - Understand the process of preparing sound Statement of requirement and Activity schedules. - Understand the Evaluation process, conducting due diligence and preparation of acceptable evaluation report - Understand procedures for handling complaints from aggrieved Service Providers. - Address challenges and mitigations measures in the procurement of Non-Consultancy services	- Overview of procurement process. - Introduction to Procurement of Non-Consultancy services. - Preparation of Statement of requirement. - Preparation of tender document - Tender Opening and Evaluation process - Negotiation and Award of contract - Administrative review - Risk management in procurement of Non-consultancy services - Contemporary issues - Case studies

S/N	THEME	LEARNING OUTCOME	CONTENTS
12	Procurement of Works: Key steps, challenges and mitigation.	- Understand the general process in procurement of Works - Understand the process of preparing and interpret Technical specifications, BOQ and working drawings and preparation of tender document. - Understand the Evaluation process, conducting due diligence and preparation of acceptable evaluation report - Understand procedures for handling complaints from aggrieved Contractors. - Address challenges and mitigations measures in the procurement of Works.	- Overview of procurement process. - Introduction to procurement of works. - Preparation and interpretation of Technical Specifications, BOQ and working drawings. - Preparation of tender document - Tender Opening and Evaluation process - Negotiation and Award of contract - Administrative review - Risk management in procurement of works - Contemporary issues - Case studies
13	Key steps, challenges and mitigation for Selection and Employment of Consultants	- Understand the general process for procurement of Consultancy services - Understand the process of preparing Terms of Reference, Expression of interest and Proposals. - Understand the Evaluation process, conducting due diligence and preparation of acceptable evaluation reports - Understand procedures for handling complaints from aggrieved Consultants. - Address challenges and mitigations measures in the procurement of Consultancy Services.	- Overview of Procurement process. - Selection and employment of consultant's procedures and methods - Cost estimates - Preparation of TOR - Preparation of Expression of Interest (EOI) - Evaluation and short listing of firms - Preparation of Request for Proposals for Simple/complex time-based, and lump sum contracts - Evaluation of technical and Financial proposals - Negotiation and Award of contract - Administrative review - Contemporary issues - Case studies

S/N	THEME	LEARNING OUTCOME	CONTENTS
14	Procurement and Supply, Installation and Commissioning of ICT system.	- Understand the general process for procurement of ICT systems - Understand the process of preparation of TOR, Technical specifications, Schedule of requirement and preparation of tender document. - Understand the Evaluation process, conducting due diligence and preparation of acceptable evaluation reports. - Procure ICT systems that serve the intended purpose. - Address challenges and mitigations measures in the procurement of ICT systems.	- Overview of procurement process. - Introduction to Procurement of ICT systems - Preparation of Terms of Reference, schedule of requirements and Technical Specifications - Preparation of tender document - Tender Opening and Evaluation process - Negotiation and Award of contract - Administrative review - Risk management in procurement of ICT system - Contract Management procedures - Contemporary issues - Case studies
15	Modern Leadership skills in Procurement Supply Chain Management.	- Discover personal leadership styles and values to identify opportunities for flexible leadership - Analyze practices to build emotionally intelligent teams and apply strategies for engaging and motivating others to maximize team performance, creativity and innovation. - Demonstrate coaching techniques to empower others and examine methods for supporting teams during challenging situations - Examine the role of manager in delegation process, time management and personal communication.	- Overview of Leadership - Situational Leadership - Variables in the leadership process - Ethical Leadership - Team Building - Motivating your Team - Coaching your Team - Delegation and empowerment - Time management and personal effectiveness - Personal communication skills - Contemporary issues - Case studies

S/N	THEME	LEARNING OUTCOME	CONTENTS
16	Strategic Inventory control and warehouse management in modern world.	- Understand the fundamentals of inventory management control and its contribution to profitability/service delivery efficiency. - Understand how to forecast more accurately and set up the inventory replenishment cycle, including setting safety stock levels, reorder points, economic order quantities (EOQ) and lead time. - Understand how to measure inventory management performance using metrics such as inventory turnover, fill rate, and various financial ratios. - Understand how to conduct inventory analysis, including applying ABC Analysis/Stratification and reduce inventory - Understand the inventory risks and mitigation measures	- Overview of the Inventory management - Importance of Inventory and its value in the supply chain - Inventory analysis techniques e.g. JIT, ABC, VMI, and Kanban - Receiving and Put-away process - Inspection process - Recording and record management - Storage and movement of the Inventory through the supply chain - Storage facilities and handling Material equipment - Stock level management - Warehousing technology e.g RFID, WMS - Inventory management risks - Stocktaking and verification - Contemporary issues - Case studies
17	Procurement of Pharmaceutical and Medical Supplies	- Procure the right pharmaceuticals and medical supplies in the most efficient & cost-effective manner - Ensure that the organization avoids out of stock & shortages of the supplies through efficient and effective sourcing and delivery. - Ensure supplier reliability for improving service delivery and quality.	- Overview of procurement process. - Planning process for procurement of Pharmaceuticals and medical supplies - Factors influencing Pharmaceutical prices and total cost - Factors influencing procurement of Pharmaceutical and medical supplies - Organization and management of the procurement functions for pharmaceutical and medical supplies - Good Pharmaceutical procurement practices - Preparation of technical specifications. - Preparation of tender document

S/N	THEME	LEARNING OUTCOME	CONTENTS
		Understand risks and mitigation strategies in Procurement of Pharmaceutical and Medical supplies.	- Tender Opening and Evaluation process - Negotiation and Award of contract - Administrative review - Risk management in procurement of Pharmaceuticals and medical supplies - Contemporary issues - Case studies
18	Good governance and Ethics in Procurement and supply management.	- Develop ethical culture in the procurement and supply management. - Balance between effective performance, value creation and conformance - Effectively control organization resources - Understand associated risks and mitigation strategies	- Overview of Good governance - Governance framework - Good Governance in Procurement and Supply Management - Governance Institutional Setup - Performance, evaluation and managing the appraisal process. - Risk management and internal controls - Sustainability reporting - Professional ethical requirement - Contemporary issues - Case studies
19	Construction Management for non-engineers - Procurement perspective	- Understand the basic construction management process - Understand the contents of the information required for initiating an engineering project. - Appraise the initial approvals required in the information provided. - Participate in preparation of tender document and conduct acceptable Evaluation report - Understand the negotiation process, contract drafting, contract management and documentation. - Understand procedures during kickoff meeting	- Construction management definition - Understanding engineering (civil) projects - The building team and their roles under traditional contracting method - The process: conception, feasibility study, site investigation, design, procurement, construction and maintenance - Tender documents, preparation of tender documents, and evaluation of tenders - Contract formation (including negotiation), drafting, contract documents and contract conditions - Obligations of the parties and duties of the engineer - Construction stage: commencement, quality control, time control, cost control, finishing, general provisions (definitions, contract documents, risk management, settlement of disputes)

S/N	THEME	LEARNING OUTCOME	CONTENTS
20	Procurement management for goods and non-consultancy services: Challenges and Interventions.	- Understand and appreciate the Procurement Contract Management process. - Understand the Rights and Obligations of parties in the Contract. - Appraise process of managing disputes and variations. - Understand risks and mitigation strategies in Procurement Contract Management.	- Overview of Procurement Contract Management. - Development of contract document - Procurement Contract risk management - Challenges and mitigation measures in Procurement Contract Management - Contract formation. - Contract Administrations - Contract closure - Procurement Contract dispute resolution - Contemporary issues - Case studies
21	Procurement management for Consultancy services: Challenges and Interventions.	- Understand and appreciate the Procurement Contract Management process - Understand the Rights and Obligations of parties in the Contract. - Appraise process of managing disputes and variations. - Understand risks and mitigation strategies in Procurement Contract Management.	- Overview of Procurement Contract Management. - Development of contract document for Consultancy services - Risk management in Procurement contract for consultancy services - Challenges and mitigation measures in Procurement Contract Management - Contract formation. - Contract Administrations - Contract closure - Procurement Contract dispute resolution - Contemporary issues - Case studies
22	Procurement management for Works: Challenges and Interventions	- Understand and appreciate the Procurement Contract Management process - Understand the Rights and Obligations of parties in the Contract. - Appraise process of managing Claims, disputes and variations. - Understand risks and mitigation strategies in Procurement Contract Management.	- Overview of Procurement Contract Management. - Development of works contract document - Risk management in works contract - Challenges and mitigation measures in Procurement Contract Management - Contract formation. - Site possession - Contract Administrations - Contract closure - Procurement Contract dispute resolution - Contemporary issues - Case studies

S/N	THEME	LEARNING OUTCOME	CONTENTS
		- Understand procedures for handling complaints from aggrieved Contractors and mandatory Approvals - Address challenges and mitigation measures in the procurement of Works under donor funded project	
25	Procurement under Donor Funded Projects for Consultancy Services	- Understand the general process in procurement of Consultancy services under donor funded projects. - Understand the process of preparing Procurement Plan, Terms of reference, Expression of Interest and Request for Proposals. - Understand the Evaluation process, conducting due diligence and preparation of acceptable evaluation report. - Understand procedures for handling complaints from aggrieved Consultants and mandatory Approvals. - Address challenges and mitigation measures in the procurement of Consultancy services under donor funded projects.	- Overview of donor funded Procurement process. - Preparation of procurement Plan for donor funded project - Preparation of Terms of Reference - Preparation of Expression of Interest - Evaluation and short listing of firms - Preparation and issuance of Request for Proposals. - Proposal opening and Evaluation process - Negotiation and Award of contract - Approvals - Handling of complaints - Risk management in Donor funded Consultancy services - Contemporary issues - Case studies
26	Effective negotiation in Procurement: Critical skills, techniques and tactics	- Understand the general negotiation process - Prepare negotiation plan and develop tactics and approaches - Develop and later use skills imparted in negotiations - Understand roles and responsibilities of negotiating parties	- Overview of the procurement process - Procurement negotiation process - Stages for negotiation - Key consideration for negotiations - Skills and attributes for negotiators - Preparation of negotiation Plan - Tactics and approaches for negotiation - Post negotiation agreement - Contemporary issues - Case studies

S/N	THEME	LEARNING OUTCOME	CONTENTS
27	Risk management in Strategic Supply Chain	- Understand the general concept of Supply Chain - Understand and identify Supply chain risks - Prepare and implement risk management framework in supply chain - Prepare and implement risk register in supply chain	- Overview of Supply chain management - Overview of risk and risk management - Risk management framework (preparation and implementation) - Supply chain risk identification - Risk Register (preparation and implementation) - Supply chain risk mitigation techniques - Contemporary issues - Case studies
28	Procurement using Design and Build Approach.	- Understand the legal framework of Design and Build - Understand the difference between Design and Build and other model of delivery. - Understand the solicitation process for Design and Build - Understand the Evaluation process, conducting due diligence and preparation of acceptable evaluation reports. - Understand procedures for Implementation of D&B Contracts - Understand the risks under Design and Build	- Overview and legal framework of Design and Build - Thinking behind Design and Build - Key Players and their role under Design and Build - Content of Design and Build tender document - Preparation of employers' requirements (Client) - Solicitation for Design and Build - Evaluation process (Technical and Financial), - Negotiation and Award of contract - Administrative review - Risk management in Design and Build - Contemporary issues - Case studies

S/N	THEME	LEARNING OUTCOME	CONTENTS
29	Executive leadership development – analysis to action in Procurement process.	- Understand the role of executive leaders as drivers in attaining organizational procurement objectives. - Take leadership in building emotionally intelligent teams and propose strategies for engaging and motivating others to maximize team performance, creativity and innovation in Procurement functions. - Appreciate inherent procurement risks and how to mitigate them.	- Introduction to procurement governance process. - Executive leaders as drivers in attaining organizational procurement objectives. - Leadership role of the Board and its committees over procurement. - Procurement strategy – a key tool for organization performance - Procurement plan – Balance between performance and conformance - Procurement process- a tool for value creation and profitability enhancement - Procurement Risk management and internal controls - Internal audit process- a tool for enhancing procurement governance process - Disclosure practices, Ethics and organizational integrity



S/N	NAME	QUALIFICATION / DESTINATION
1	<i>Eng. Kesogukewe M.I.M Msita</i>	▪ <i>M.Sc. Construction Management, Loughborough University, UK</i> ▪ <i>B.Sc. (Hons) Engineering</i> ▪ <i>Internationally Accredited Public Private Partnership (PPP) Specialist</i> ▪ <i>Dispute Adjudication Board</i>
2	<i>Mr. Aziz Kilonge</i>	▪ <i>Advanced Diploma in Materials Management-ADMM (IDM- Mzumbe)</i> ▪ <i>Professional Diploma – Chartered Institute of Supply and Purchasing (CIPS - UK)</i> ▪ <i>Chartered Member of CIPS - UK</i> ▪ <i>Member of the Institute of Supply Management (USA)</i> ▪ <i>CSP(T)</i> ▪ <i>Mr. Kilonge is Consultant in Procurement and Supply Chain Management Consultant</i>
3	<i>Eng. Lwitiko Joel Mwandobo:</i>	▪ <i>Head of Procurement Management Unit at WHC.</i> ▪ <i>MBA-Transport and Logistics Management</i> ▪ <i>BSc [Hons] in Civil and Transportation Engineering</i> ▪ <i>Affiliate, TP0012</i> ▪ <i>Professional Engineer (PEng 5256)</i> ▪ <i>Mwandobo experienced in Procurement and Supply Chain Management, Engineering Designs for Civil Projects and Construction management.</i>
4	<i>Mr. Nicolas Suke</i>	▪ <i>Masters of Business Administration (MBA)</i> ▪ <i>CPSP (T),</i> ▪ <i>Advanced Diploma in Materials Management</i> ▪ <i>Mr. Suke is experienced in Procurement and Supply Chain Management.</i>
5	<i>Mr. Nyelu Mwamwaja</i>	▪ <i>MSc Procurement and Supply Chain Management.</i> ▪ <i>CIPS (UK),</i> ▪ <i>Procurement Manager (TANESCO)</i> ▪ <i>Mr. Mwamwaja is experienced in Procurement and Supply Chain Management.</i>

S/N	NAME	QUALIFICATION / DESTINATION
6	<i>Mr. Macrice Daniel Mbodo</i>	▪ <i>General Manager (Deputy Chief Executive Officer of TPC)</i> ▪ <i>MBA/Corporate Management.</i> ▪ <i>CPSP (T),</i> ▪ <i>CPA (T),</i> ▪ <i>CIA,</i> ▪ <i>CDIR,</i> ▪ <i>Board member of the TPB Bank PLC,</i> ▪ <i>Mbodo is experienced in Governance, Auditing and Investigation</i>
7	<i>Mr. Onesmo France</i>	▪ <i>Procurement manager (TRA) Head Quarters, MBA/Corporate Management</i> ▪ <i>CPSP (T)</i> ▪ <i>Advanced Diploma in Procurement and Supply</i> ▪ <i>France is experienced in Procurement and Supply chain management.</i>
8	<i>Mr. Bakari Mohamed</i>	▪ <i>MSc Procurement and Supply Chain Management</i> ▪ <i>CPSP (T),</i> ▪ <i>Mr. Bakari is Assistant Lecturer at Mzumbe University and experienced in Procurement and Supply Chain Management.</i>
9	<i>Dr. Maige Mwasimba</i>	▪ <i>Ph.D. in Commerce and Business Management,</i> ▪ <i>Master's in Business Administration-Procurement and Logistics Management.</i> ▪ <i>CPSP (T)</i> ▪ <i>Advanced Diploma in Procurement and Supplies Management.</i> ▪ <i>Trainer, Consultant and Researcher.</i> ▪ <i>Lecturer from Mzumbe University</i> ▪ <i>Dr. Mwasimba is experienced in Procurement and Supply Chain Management.</i>
10	<i>Mr. Ernest Rubirya Khisombi:</i>	▪ <i>Head of Procurement Management Unit at Bunda District</i> ▪ <i>Masters of Business Administration:</i> ▪ <i>CPSP (T)</i> ▪ <i>Mr. Khisombi Experienced in Procurement and Supply Chain Management</i>

S/N	NAME	QUALIFICATION / DESTINATION
11	Mr. Amos Kazinza Mangombe	▪ MSc (Procurement and Supply Chain Management) ▪ CPSP (T) ▪ Reg. PSPTB (AU 0583) ▪ Consultancy and Research Coordinator ▪ Consultant in Procurement and Supply Chain Management ▪ Mr. Mang'ombe have vast experience in Procurement and Supply Chain Management.
12	Mr. Paul Bilabaye	▪ Director of Finance and Administration at PSPTB, ▪ MBA/Corporate Management ▪ CPSP (T) ▪ ACPA (T) ▪ CPA (T) ▪ Mr. Bilabaye have vast experience in Procurement and Supply Chain Management and Finance Management.
13	Mr. Hamis Mpinda	▪ CIPS (UK), ▪ Post Graduate Diploma in Purchasing and Supply Management. ▪ Mr. Mpinda is experienced in Procurement and Supply Chain Management.
14	Mr. Benedict Mahela	▪ MSc. Procurement and Supply Chain Management. ▪ CSP (T), ▪ Mr. Mahela is experienced in Procurement and Supply Chain Management.
15	Mr. Hamisi Tika	▪ Master of Laws - LL.M ▪ Legal Officer at Public Procurement Appeals Authority (PPAA),



1. REGISTRATION PROCEDURE

For registration, please apply the event appeared in our online registration system through the address <https://registration.psptb.go.tz>. Only applied applicants through online system shall be eligible for being registered for the workshop.

2. FEES

Our fee cover tuition, training materials, refreshments, Lunch and administrative costs only. Payment should be made to the Procurement and Supplies Professionals and Technicians Board through our *NBC Corporate Branch A/C No. 011103017252 or NMB House Branch A/C No. 20103500374 or TigoPesa, Mpesa, Halopesa and Airtelmoney. FEE PAID IS NOT REFUNDABLE.*

3. WORKSHOP METHODOLOGY

A combination of Classroom lectures, discussions, presentation, group work, case studies, role play, and assignments will be applied in all courses.

4. PARTICIPATION

Registered participants are required to report for workshop on the date specified. Participants arriving late at the workshop will be provided certificates with relevant CPD hours attended the workshop. During the workshop participants are expected to participate fully in all workshop related activities.

5 . CERTIFICATION

Only those participants who fully satisfy the requirement of a specific course shall be eligible for certification.

6.CPD HOURS

Participants of the workshop shall be eligible to 8 CPD hours per day.

7.IMPORTANT NOTICE

All participants intending to attend our workshop should contact Procurement and Supplies Professionals Technicians Board Office before reporting to the workshop venue. The Board reserves the right to postpone a program due to events out of our control after informing the applied participants.

EVENTS IN PICTURES



**PARTICIPANTS CONDUCTING DISCUSSION DURING WORKSHOP ON RISK MANAGEMENT
IN SUPPLY CHAIN AT LAPF DODOMA**



GROUP PHOTO DURING WORKSHOP ON RISK MANAGEMENT IN SUPPLY CHAIN AT LAPF DODOMA

EVENTS IN PICTURES



AG. EXECUTIVE DIRECTOR OF PSPTB, MR. GODFRED MBANYI SPEAKING ON THE CLOSING CEREMONY DURING WORKSHOP ON PROCUREMENT OF WORKS: KEY STEPS, CHALLENGES AND MITIGATION AT VETA HOTEL IN ARUSHA CITY.



MR. NYELU P. MWAMWAJA, PSPTB RESOURCE PERSONNEL PRESENTING A TOPIC DURING WORKSHOP ON PROCUREMENT OF WORKS: KEY STEPS, CHALLENGES AND MITIGATION AT VETA HOTEL IN ARUSHA CITY.



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