

**PROCUREMENT AND SUPPLIES PROFESSIONALS
AND TECHNICIANS BOARD (PSPTB)**



**TRAINING PROGRAM FOR CONTINUOUS
PROFESSIONAL DEVELOPMENT FOR THE PERIOD
OF JANUARY 2018 TO JUNE 2019**



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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 to 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

To be become the center of excellence in Procurement and Supply Chain Management in East Africa

3.0 Mission Statement

To promote and develop procurement and supplies profession by imparting the members with knowledge and skills necessary for effective and ethical management of procurement and supplies functions through training, research and professional services.

4.0 Core values

We are committed and upholds to the delivery of services to our clients, members and stakeholders in conformity with the following core values;

Integrity: The Board will act in honest, ethical, and professional

manner in all endeavours, and fully disclose all pertinent information, uphold the laws and their regulations demonstrate accountability, treat everyone with fairness and respect.

Impartiality: The Board will treat people equally.

Professionalism: 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.

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

5.0 Philosophy

PSPTB is successful because of the way we approach client challenges and deliver solutions. Our approach to both Continuous Professional Development and in-house training incorporates both technical and soft skills development through advanced instructional technology, adult learning theory, effective information transfer, a positive learning environment, so that they 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 about more than theory as it is based on methods that involve people and bring knowledge into operation through both the classroom

and practical training.

We trust the value for money spent in training is demonstrated in the real working environment. We will always employ our important tools of engaging experienced trainers, our flexibility and dialogue with our clients to make sure that our training is as close and relevant to your working environment. We will 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

We are 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 both technical and soft skills gaps to our professionals who are currently assuming executive position in both public and private organizations. 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 and volatile profession to meet the needs of empowered consumers.

This is creating an environment where in the profile of procurement and supply chain professionals is rising as boards and CEOs realize that supply chain is a core strategic asset to meet these challenges and thus both horizontal and vertical professional development in procurement and supply chain becomes a must.

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. Tailor made training will be organized on request. Our courses are focuses on achieving Value for Money in Procurement perspective.



**TRAINING PROGRAM FOR CONTINUOUS
PROFESSIONAL DEVELOPMENT**

TRAINING PROGRAM FOR CONTINUOUS PROFESSIONAL DEVELOPMENT

S/N	THEME /TOPIC	LOCATION	DATES	COURSE F E E S (TSHS)	CPD HOURS
	JANUARY 2018				
1	Deriving procurement efficiency through strategic procurement planning	DODOMA	8th – 12th	800,000	40 hours
2	Change Management in supply chain management perspective	MOSHI	22nd – 26th	800,000	40 hours
	FEBRUARY 2018				
3	Procurement auditing and investigation Techniques: roles and responsibilities.	MOROGORO	5th – 9th	800,000	40 hours
4	Common used items under GPSA framework agreement and TEMESA: Challenges and interventions	DODOMA	26th – 28th	500,000	24 hours
	MARCH 2018				
5	Procurement of Goods: Key steps, challenges and mitigation	MWANZA	5th – 9th	800,000	40 hours

<i>S/N</i>	<i>THEME /TOPIC</i>	<i>LOCATION</i>	<i>DATES</i>	<i>COURSE F E E S (TSHS)</i>	<i>CPD HOURS</i>
6	Procurement of Non-Consultancy services: Key steps, challenges and mitigation	ARUSHA	26th – 30th	800,000	40 hours
	APRIL 2018				
7	Procurement of Works: Key steps, challenges and mitigation	ARUSHA	2nd – 6th	800,000	40 hours
8	Strategic Inventory control and warehouse management in modern world.	TANGA	23rd – 27th	800,000	40 hours
	MAY 2018				
9	Emotional Intelligence – 21 st Century Procurement and Supplies Professionals Leadership program	MOROGORO	1st – 3rd	500,000	24 hours
10	Good governance, Ethics and Best Practices in Procurement and supply management.	MOSHI	28th – 30th	500,000	24 hours

<i>S/N</i>	<i>THEME /TOPIC</i>	<i>LOCATION</i>	<i>DATES</i>	<i>COURSE F E E S (TSHS)</i>	<i>CPD HOURS</i>
	JUNE 2018				
11	Key steps, challenges and mitigation for Selection and Employment of Consultants	TANGA	4th – 8th	800,000	40 hours
12	Procurement Contract management for goods, non-consultancy and Consultancy services: Challenges and Interventions.	ARUSHA	25th – 29th	800,000	40 hours
	JULY 2018				
13	Challenges and Interventions in Procurement Contract management for Works	MTWARA	2nd – 6th	800,000	40 hours
14	Procurement under Donor Funded Projects for Goods, Works and Consultancy Services	KIBAHA	23rd – 27th	800,000	40 hours

<i>S/N</i>	<i>THEME /TOPIC</i>	<i>LOCATION</i>	<i>DATES</i>	<i>COURSE F E E S (TSHS)</i>	<i>CPD HOURS</i>
	AUGUST 2018				
15	Effective negotiation in Procurement: Critical skills, techniques and tactics	MOROGORO	6th – 10th	800,000	40 hours
16	Change Management in supply chain management perspective	DODOMA	27th – 31st	800,000	40 hours
	SEPTEMBER 2018				
17	Good governance, Ethics and Best Practices in Procurement and supply management.	MOROGORO	3rd – 7th	800,000	40 hours
18	Strategic Supply Chain risk management	DODOMA	24th – 28th	800,000	40 hours
	OCTOBER 2018				
19	Procurement auditing and investigation Techniques: roles and responsibilities.	IRINGA	1st – 5th	800,000	40 hours
20	Common used items under GPSA framework agreement and TEMESA: Challenges and interventions	MBEYA	24th – 26th	500,000	24 hours

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	NOVEMBER 2018				
21	Strategic Inventory control and warehouse management in modern world.	TABORA	5th – 9th	800,000	40 hours
22	Strategic Inventory control and warehouse management in modern world.	MTWARA	26th – 30th	800,000	40 hours
	DECEMBER 2018				
23	Deriving procurement efficiency through strategic procurement planning	MBEYA	3rd – 7th	800,000	40 hours
24	Emotional Intelligence – 21 st Century Procurement and Supplies Professionals Leadership program	ARUSHA	17th – 19th	500,000	24 hours
	JANUARY 2019				
25	Procurement of Goods: Key steps, challenges and mitigation	MOSHI	7th – 11th	800,000	40 hours
26	Procurement of Non-Consultancy services: Key steps, challenges and mitigation	DODOMA	28th – 31st	600,000	32 hours

<i>S/N</i>	<i>THEME /TOPIC</i>	<i>LOCATION</i>	<i>DATES</i>	<i>COURSE F E E S (TSHS)</i>	<i>CPD HOURS</i>
	FEBRUARY 2019				
27	Procurement of Works: Key steps, challenges and mitigation	ARUSHA	4th – 8th	800,000	40 hours
28	Key steps, challenges and mitigation for Selection and Employment of Consultants	IRINGA	25th – 28th	600,000	32 hours
	MARCH 2019				
29	Good governance, Ethics and Best Practices in Procurement and supply management.	KIGOMA	4th – 8th	800,000	40 hours
30	Effective negotiation in Procurement: Critical skills, techniques and tactics	PWANI	25th – 29th	800,000	40 hours
	APRIL 2019				
31	Emotional Intelligence – 21 st Century Procurement and Supplies Professionals Leadership program	DAR ES SALAAM	1st – 3rd	500,000	24 hours
32	Strategic Inventory control and warehouse management in modern world.	MWANZA	22nd – 26th	800,000	40 hours

<i>S/N</i>	<i>THEME /TOPIC</i>	<i>LOCATION</i>	<i>DATES</i>	<i>COURSE F E E S (TSHS)</i>	<i>CPD HOURS</i>
	MAY 2019				
33	Contract management for goods, non-consultancy and Consultancy services: Challenges and Interventions.	DODOMA	6th – 10th	800,000	40 hours
34	Challenges and Interventions in Procurement Contract management for Works	MOROGORO	27th – 31st	800,000	40 hours
	JUNE 2019				
35	Effective negotiation in Procurement: Critical skills, techniques and tactics	TABORA	3rd – 7th	800,000	40 hours
36	Procurement auditing and investigation Techniques: roles and responsibilities.	MOSHI	24th – 28th	800,000	40 hours

TRAINING PROGRAM CONTENTS

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S/NO.	TOPIC/THEME	CONTENTS
1	Deriving procurement efficiency through strategic procurement planning	<ul style="list-style-type: none"> • Overview of strategic procurement planning • Categorization of procurement • Scheduling • Packaging (demand, supply and marketing analysis) • Choice of procurement method • Circumstance for review of the plan • Risk assessment and cases • Emotional Intelligence – Planning skills
2	Procurement auditing and investigation Techniques: roles and responsibilities.	<ul style="list-style-type: none"> • Introduction to Procurement Auditing and Investigation • Audit engagement and plan • Risk based audit and investigations process • Procurement audit components including PPRA compliance checklist. • Common Audit finding in procurement and supplies • Forensic Auditing • Value for Money Auditing • Case studies in Procurement audit and Investigation • Preparation of letter of representation and audit report • Meetings with clients • Auditors etiquette

S/NO.	TOPIC/THEME	CONTENTS
3	Strategic Inventory control and warehouse management in modern world.	<ul style="list-style-type: none"> • Over view of the warehouse management • Importance of Inventory and its value in the supply chain • Warehouse Layout • 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 • Inventory analysis techniques e.g. JIT, ABC, VMI, and Kanban • Stock level management • Warehousing technology e.g RFID, WMS • Warehouse management risks • Emerging practice in warehouse management • Stocktaking and verification

S/NO.	TOPIC/THEME	CONTENTS
4	Procurement of Goods: Key steps, challenges and mitigation	<ul style="list-style-type: none"> • Overview of procurement of works. • Preparation Technical Specifications • Preparation and issue of tender document • Tender opening and Evaluation • Handling complaints • Award and contract signing • Risk assessment and case studies • Soft skills – relationship management
5	Procurement of Works: Key steps, challenges and mitigation	<ul style="list-style-type: none"> • Overview of procurement of works. • Preparation Technical Specifications • Preparation and issue of tender document • Tender opening and Evaluation • Handling complaints • Award and contract signing • Kick off meeting and Site handing Over • Risk assessment and case studies • Soft skills – relationship management

S/NO.	TOPIC/THEME	CONTENTS
6	Procurement of Non-Consultancy services: Key steps, challenges and mitigation	<ul style="list-style-type: none"> • Overview of procurement of works. • Preparation of Technical Specifications • Preparation and issue of tender document • Tender opening and Evaluation • Handling complaints • Award and contract signing • Risk assessment and case studies • Soft skills – relationship management

S/NO.	TOPIC/THEME	CONTENTS
7	Key steps, challenges and mitigation for Selection and Employment of Consultants	<ul style="list-style-type: none"> • Overview of selection and employment of consultants procedures (QCBS, QBS, FBS, LCS) • 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 • Complaint handling • Negotiations • Award and contract signing • Risk assessment and case studies • Soft skills – cross culture effect in negotiation
8	Procurement Contract management for goods, non-consultancy and Consultancy services: Challenges and Interventions.	<ul style="list-style-type: none"> • Overview of Procurement Contract Management. • Contract formation. • Contract Administrations • Contract Management Risk and mitigation strategies • Discharging of contract • Post Contract Management • Risk assessment and case studies • Soft skills – relationship management

S/NO.	TOPIC/THEME	CONTENTS
9	Challenges and Interventions in Procurement Contract management for Works	<ul style="list-style-type: none"> • Overview of Procurement Contract Management. • Contract formation. • Contract Administrations • Contract Management Risk and mitigation strategies • Discharging of contract • Post Contract Management • Risk assessment and case studies • Soft skills – relationship management
10	Procurement under Donor Funded Projects for Goods, Works and Consultancy Services	<ul style="list-style-type: none"> • Overview of donor funded Procurement guidelines. • How to prepare procurement Plan for donor funded project • Preparation and issue of tender document • Tender opening and Evaluation process of donor funded procurement project • Complaint handling • Award and contract signing • Risk assessment and case studies • Contract Management • Soft skills – cross culture effect in negotiation.

S/NO.	TOPIC/THEME	CONTENTS
11	Effective negotiation in Procurement: Critical skills, techniques and tactics	<ul style="list-style-type: none"> • Overview of the negotiation • Preparation for negotiation Plan • Tactics and approaches for negotiation • Skills and attributes for negotiators • Key consideration for negotiation • Stages for negotiation • Post negotiation agreement • Concession behavior and the art of movement • Risk assessment and case studies • Soft skills – cross culture effect in negotiation.

S/NO.	TOPIC/THEME	CONTENTS
12	Change Management in supply chain management perspective	<ul style="list-style-type: none"> • Develop an understanding that change is a continued process that never stops. • Set a communication plan for the change. • Understand the motivators of change. • Communicate effectively with their team during the change process. • Understand the impact of change on the organization. • Overcome the barriers to change. • Set behavioral parameters regarding the change particularly with senior management. • Identify “the way it used to be” saboteurs. • Take responsibility to lead change. • Understand the psychology of how humans react to change. • Position the change as a positive opportunity for employees. • Choose Change Agents that will model the positive differences of the change. • Build an effective feedback loop to improve further changes.

S/NO.	TOPIC/THEME	CONTENTS
13	Emotional Intelligence – 21 st Century Procurement and Supplies Professionals Leadership program	<ul style="list-style-type: none"> • Leadership Skills for Managing Different People Differently • Coaching your Team for Extraordinary Results • Motivating your Team to Perform at Full Potential • Team Building Skills for Clarifying Their Goals and Yours • How to Gain Even Greater Cooperation in Any Situation
14	Strategic Supply Chain risk management	<ul style="list-style-type: none"> • Overview of Supply chain risk management • Risk management framework • Key issues in strategic supply chain management • Risk assessment and preparation of risk register • Mapping supply chain to recognize and identify risks • Risk mitigation • Soft skills – professional skepticism and analytical skills
15	Good governance, Ethics and Best Practices in Procurement and supply management.	<ul style="list-style-type: none"> • Overview of Good governance, Ethics and Best Practices • Governance framework • Professional ethical requirement • Professional ethical dilemma • Contemporary issues in procurement and supply management • Soft skills – professional etiquette

S/NO.	TOPIC/THEME	CONTENTS
16	Common used items under GPSA framework agreement and TEMESA: Challenges and interventions	<ul style="list-style-type: none"> • Overview of common used items • Procuring from GPSA and TEMESA • Min competition • Framework Agreement • Challenges and Mitigations • Soft skills – professional etiquette

EVENTS IN PICTURES



Group Photo of participants for workshop on Inventory and warehouse management held on 24th to 26th October 2017 at MBEYA



Participants of 7th Annual Conference held at Arusha on 13th to 14th December 2016.

EVENTS IN PICTURES



Consultancy and Research Coordinator of PSPTB Mr. Amos Kazinza, presenting a paper to participants of workshop on Inventory and warehouse management held on 24th to 26th October 2017 at MBEYA



Hon. Amina Khamis Shaaban ,the Deputy Permanent Secretary For the Ministry of Finance and Planning exchanging views with the PSPTB Board members before officiate the 8th Graduation Ceremony at Karimjee Ground.

