



PROCUREMENT MANAGEMENT SEMINAR FOR MANAGERS

Theme: *Enhancing Ethics and Best Practices in Public Procurement*



Date: Thursday, 10th September, 2020

Time: 8:00am – 5:00pm

Venue: Radisson Blue Hotel, Aberdeen, Freetown

Cost of Participation: Please read page 5 of this Brochure

Registration Deadline: 4th September, 2020

Discounts: 10% discount for 6 or more delegates

Organisers: African Consulting Group and African Training Institute

WHY YOU SHOULD ATTEND

This Seminar is designed to provide innovative training and practical guidance and support on all aspects related to procurement management and the acquisition process. This programme constitutes authoritative guidance on functions and elements for the procurement process and provides a summary overview of the associated steps that are part of the broader acquisition process. In order to do this, Best Practices have to be implemented on four levels: Strategic; Tactical; Operational; and Contingency. This seminar will address the necessary conditions at all four levels for those delegates who want to implement high-performing Procurement functions.

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Procurement Management Seminar for Managers

Background and Description of the Seminar

The Procurement function has developed from a simple administrative function to a fully-fledged strategic business unit. No longer is it sufficient to simply turn requisitions into orders and then await the delivery of the goods or services. It is therefore imperative for Procurement to constantly deliver value to the organisation by delivering products and services that contributes to the well-being of the organisation.

In order to do this, Best Practices have to be implemented on four levels:

- Strategic.
- Tactical.
- Operational.
- Contingency.

Moreover, Procurement process is part of the overall acquisition process, which in turn, is a key component of end-to-end supply chain management. The acquisition process refers to the steps necessary to acquire goods and services, inter alia, through identification and development of requirements, planning, budgeting, conducting solicitations, obtaining approvals, entering into contract negotiations, and carrying out contract fulfilment.

This seminar will address the necessary conditions at all four levels for those delegates who want to implement high-performing Procurement functions.

The acquisition process entails, amongst other elements:

- a. The gathering and analysing of initial demand data;
- b. Acquisition planning;
- c. Design of specifications;
- d. The procurement action;
- e. Delivery/freight forwarding;
- f. Receipt & Inspection (R&I);
- g. Payment;
- h. Contract management and contract administration.

This Seminar is designed to provide innovative training and practical guidance and support on all aspects related to the acquisition process. This programme constitutes authoritative guidance on functions and elements for the procurement process and provides a summary overview of the associated steps that are part of the broader acquisition process. Other resource materials and policy documents may be available, including as part of the Supply Chain Operational Guidance (SCOG). For those areas outside of the actual procurement process, such other guidance documents shall prevail over the guidance provided in this seminar.

Objectives of the Seminar

Participants attending the program will:

- Understand the evolution in Procurement.
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- Discuss the inputs, outputs and processes of the system.
- Develop meaningful performance measurements.
- Learn the necessary conditions to be taken on all four levels.

Training Methodology

Participants will increase competencies through a variety of instructional methods including lecture by an experienced practitioner and consultant, exercises, review published articles, and group discussions covering current practices and their relationship to the implementation of new concepts.

Organisational Impact

The organisation will benefit by:

- The ability to deliver real value in a shorter time.
- Reduce the number of non-value adding activities.
- Improved relations between personnel, customers and suppliers.
- Reduction in total cost of ownership.
- Improved supplier performance.

Personal Impact

Attendees will gain by participation in this program as a result of:

- Increased skill sets in all phases of strategic procurement.
- Greater ability to lead, plan, and manage the procurement process.
- A greater sense of professionalism and being able to contribute to the organisation's strategic objectives.
- Increased Knowledge about Key Performance Indicators.
- Increased recognition by the organisation due to improved performance.

SEMINAR OUTLINE

Seeing Procurement as a Dynamic, Interactive System:

- The System Approach vs. the traditional Functional Approach.
- What is the goal of Procurement?
- Developing the Strategic Procurement Plan.
- An overview of the procurement process.
- Procurement as part of the Supply Chain.

Developing the Strategic Procurement Decisions:

- Make/buy decision.
- Vertical integration.
- Alliances and partnerships.
- Inter-company trade.
- Reciprocity and counter trade.
- Supplier strategy.
- The coordination strategy.
- The Purchasing organisation.

Implementing the Tactical Procurement Decisions:

- Supplier involvement.
- Value analysis.
- Quality Assurance.
- Supplier selection.
- Supplier rating and ranking.

- Contract management.
- IT systems and e-Procurement.
- Policies and procedures.
- Staffing the Procurement Department.

Dealing with Operational Procurement Decisions:

- Selecting the most appropriate ordering process.
- Addressing quality issues.
- Follow up.
- Overdue orders.
- Expediting.
- The payment process.
- Reducing the cost of procurement: small value purchase orders.

Contingency Procurement Decisions:

- The different contingency situations.
- Contingency management..
- Procurement Performance Measurement.
- Spend analysis.
- Total cost of ownership.
- Supplier performance measurement.

Who Should Attend

The Seminar is a national event, bringing together procurement officers, senior purchasing executives and professionals in public and private companies, government institutions, NGOs and private firms operating in Sierra Leone. It is specifically designed for:

- Senior Procurement Managers;
- Procurement Directors;
- Procurement Assistants;
- Administrative Managers and Assistants;
- Procurement Controllers;
- Procurement Supervisors;
- Procurement Compliance Officers;
- Procurement Planners & Analysts;
- Heads of Procurement Committees;
- Procurement Management and Business Consultants across Sierra Leone.

Agenda at a Glance

This one day event will run as follows:

- 0800-0830 – Networking and Registration
- 0900-1030 – Session One
- 1030-1100 – Morning Tea
- 1100-1230 – Session Two
- 1230-1330 – Lunch Break
- 1330-1500 – Session Three
- 1500-1530 – Afternoon Tea
- 1530-1700 – Q & A Session

Seminar Methodology/Approach

The Seminar will focus on attaining a deeper insight into the key issues of staying ahead of the procurement management curve, the role of procurement managers, the importance of information technology in procurement management and the role of the professional ethics in improving best practices. The interactive sessions will provide an opportunity for the participants to contribute to practical recommendations for improving professional standards and help raise the profile of this important initiative. There will be few breaks for refreshments and roundtable discussions on procurement management during the event.

Trainers and Speakers' Profile

Speakers for the Seminar are leading experts and professionals in the field of procurement, public procurement management and purchasing, procurement audits, public and corporate procurement, regulatory reforms and enforcement. Also, key business leaders and senior executives and professionals from both public and private sectors, including business and procurement management consultants will address delegates and participants at the event.

Eligibility

The Procurement Management Programme is designed for current procurement managers, assistant managers and aspiring managers; next generation procurement leaders, high potential managers and other senior procurement executives with strategic and procurement responsibilities. Applicants to the Procurement Management Seminar should meet the following criteria:

- A university degree, diploma or qualification in any discipline
- Good command of English
- At least five years of full-time work experience in a procurement management role
- Endorsement by your current employer of your participation in the programme is strongly encouraged

Delegates Registration and Participation Costs

Delegates Registration from MDAs, NGOs and corporates cover tax. However, registration excludes insurance, bank charges, travel and accommodation expenses for foreign delegates. For more on programme, please contact: Mrs. Jeneba Jalloh-Sesay at info@africanconsultingcorp.com.

Pricing Structure and Costs

The pricing structure of the Seminar for both public and private sector delegates includes:

- ✓ Company/Corporate Entity: Le 2,000,000.00 per person
- ✓ Public Institution or Agency: Le 2,000,000.00 per person
- ✓ Non-profit/NGO, Academia: Le 2,000,000.00 per person

Discount on Delegates Registration

There is a 10% discount delegation registration for six or more delegates from the same institution.

Payments can be made either by bank transfer or cheque in the name of **African Consulting Ltd**. For registration and enquiries, please email us at info@africanconsultingcorp.com.

Delegate package and Entitlement includes:

- ✓ Access to all registered program sessions;

- ✓ Access to course materials, including bags, brochures, note pads, pens, name tags, etc.;
- ✓ Access to participation certificate and gifts;
- ✓ Access to photos free of charge (post event);
- ✓ Access to interactive networking sessions;
- ✓ Access to networking lunch and refreshment, including two tea/coffee breaks;
- ✓ Access to speaker presentations – post-event (pending speaker approval).

Participants' Certification

At the end of this year's event, all registered delegates or participants will receive an **"Attendance Certificate"** testifying that they participated in the Procurement Management Seminar for Managers.

Conference Documentation

If you cannot make it to the seminar, you can still access all presentations delivered throughout the conference day for just Le1,000,000, post event. Contact us on 078-415-579 for further details.

Note:

- Fees includes all course instruction and course materials, refreshments, lunch, and networking dinner at the start of the programme.
- The seminar will be conducted at the Radisson Hotel in Aberdeen, Freetown.
- Certificate of Achievement will be awarded upon successful completion of the workshop.

Cancellation policy

Full payment must be made prior to the programme. Registered participants will be liable for the full fee even in the event the Seminar is cancelled.

Upon receipt of registration, any request for cancellation or a replacement must be confirmed in writing at least (7) working days before the programme and subject to ACG's Academy's approval. A 10% administrative fee will be imposed for any cancellation or deferment received less than (5) working days before the seminar.

ACG reserves the right to amend, postpone or cancel the programme due to unforeseen circumstances.

Please view full terms and conditions online at www.africanconsultingcorp.com/cancellation

How to apply

Applications to the Procurement Management Seminar are now open until Friday, 4th September.

To register your delegation or participants, kindly complete the attached registration form and mail it to us together with your complete payment (cash or check) for the required number of delegates or participants.

Contact us at:

African Consulting Ltd.
14 King Street, Congo Cross, Freetown
Tel: 078-415-579 / 076-149-635
Email: info@africanconsultingcorp.com