
Donor-Funded Procurement Training Course: Rules, Tendering and Contract Delivery

8 – 12 March 2027
Tokyo





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Programme Summary

Donor-funded procurement is the subject of this one-week training course for project directors, procurement officers and ministry staff, ending in a procurement plan and tender file for one funded package. Projects financed by multilateral lenders lose time and funding when planning, bidding and contract records fall short of the lender's rules. The programme moves from the rules and the procurement strategy, through method selection and tender documents, to evaluation, award and contract delivery. Mars Training Centre UK delivers this donor-funded procurement programme for mixed cohorts.

The Business Case

Funded projects depend on purchases that are planned early, advertised openly and documented in full. When a package is mis-scoped, a method is chosen without justification or an evaluation cannot be defended, lenders may withhold no-objection or declare expenditure ineligible, and works stall. Teams that apply the rules from the first plan reduce rework and keep disbursement on schedule.

- Disbursement Pace: Improves when packages are planned, reviewed and approved in a realistic sequence.
- Compliance Exposure: Falls as methods, evaluations and awards are recorded against written rules.
- Contract Performance: Strengthens as variations, payments and claims are managed against the signed terms.

Principles and Evidence Base

- Procurement Regulations for IPF Borrowers: They set the rules for methods, review and eligibility that the programme applies in Sessions 1 to 4.
- Project Procurement Strategy for Development PPSD: It structures the market analysis and strategy built in Session 1.
- Systematic Tracking of Exchanges in Procurement STEP: It guides how plans, notices and awards are recorded in Sessions 1 and 5.
- Anti-Corruption Guidelines: They frame how integrity risks, complaints and sanctions are handled in Sessions 3 and 5.

Intended Participants

- Project directors who answer to a lender and a ministry for the delivery of funded packages.
- Procurement officers who prepare plans, tender documents and evaluation reports.
- Ministry staff who review, approve and monitor purchases made under loan agreements.
- Contract managers who administer supply, works and service contracts after award.



Typical settings include health, transport, water, education and energy projects.

Learning Outcomes

1. Participants will be able to construct a procurement strategy and plan that match the project's objectives and the market.
2. Participants will be able to evaluate which procurement method and review level suit each package.
3. Participants will be able to prepare tender documents with clear scope, qualification and evaluation criteria.
4. Participants will be able to diagnose weaknesses in an evaluation report before it is sent for lender review.
5. Participants will be able to justify award recommendations and handle bidder complaints.
6. Participants will be able to prioritise contract management actions on variations, payments and delay claims.

Programme Structure

Day 1: Rules, Strategy and Planning for Donor-Funded Procurement

How are lender rules turned into a procurement strategy and plan?

- Loan Agreement Procurement Clauses
- Procurement Regulations Roadmap
- PPSD Market Analysis Template
- Procurement Plan Matrix
- Package Sequencing Chart

Day 2: Selecting Methods and Review Levels

Which method and level of lender review fit each package?

- Open Competitive Tendering Route
- Request for Quotations Thresholds
- Request for Proposals for Services
- Direct Selection Justification Memo
- Prior and Post Review Decision Table

Day 3: Preparing Tender Documents

What must a tender file contain to produce comparable, defensible bids?

- Standard Procurement Documents Structure
- Technical Specification Checklist
- Qualification Criteria Grid
- Evaluation Criteria Weighting Sheet
- Clarification and Addendum Log



Day 4: Evaluating Bids and Recommending Award

How is an evaluation run so that the award can withstand challenge?

- Bid Opening Record
- Responsiveness Screening Form
- Abnormally Low Bid Test
- Evaluation Report Template
- Bidder Complaint Response Protocol

Day 5: Contract Delivery and the Procurement File

Does the plan and tender file hold up when tested on one package?

- Contract Variation Control Sheet
- Payment and Delay Claim Review
- Applying the Session 2 Decision Table to a Live Package
- Stress-Testing the Session 4 Evaluation Report
- Completing the Procurement Plan and Tender File

Methodology

The programme uses a case analysis method built on anonymised plans, tender files, evaluation reports and complaint letters drawn from health, transport and water projects. Participants work in small groups on one funded package, defend method and award choices to peers acting as lender reviewers, and receive facilitator feedback on each work product.

- Suggested activity: Choosing methods for a mixed list of supply and works packages.
- Suggested activity: Correcting a flawed evaluation report before lender review.
- Suggested activity: Answering a bidder complaint against a written record.

Capstone Output

Each participant completes a procurement plan and tender file for one funded package. It holds a strategy summary, a method and review justification, tender document extracts, an evaluation framework and a contract management checklist. The file is used at work to brief a ministry, support a request to the lender and guide the first stages of the purchase.

Frequently Asked Questions

Is donor-funded procurement suitable for staff new to lender rules?

Yes. Donor-funded procurement is taught from the rules upward and assumes you handle purchases or oversee those who do, not prior experience with a lender.



Which standards does donor-funded procurement rest on in this programme?

Donor-funded procurement here rests on the Procurement Regulations for IPF Borrowers, PPSD, STEP and the Anti-Corruption Guidelines.

How is the donor-funded procurement plan and tender file used at work?

You use it to brief your ministry, support a request to the lender and guide the first stages of the purchase.

How does donor-funded procurement differ from a programme on general purchasing?

Donor-funded procurement centres on lender rules, review levels and records, while general purchasing centres on routine ordering, approvals and supplier performance.