

**GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION (GIMPA)**  
(Excellence in Leadership Management and Administration)

The Ghana Institute of Management and Public Administration, GIMPA invites prospective participants to apply to attend two international programmes which will be run in collaboration with the World Bank and the International Labour Organization (ILO) Turin Centre in MAY, 2018.

**1. WORLD BANK/GIMPA GOODS & EQUIPMENT PROCUREMENT MANAGEMENT COURSE – 7TH TO 25TH MAY, 2018.**

***COURSE OBJECTIVE:*** The course aims at assisting Government Ministries and relevant public enterprises to increase their efficiency and cost-effectiveness in the procurement of goods and equipment funded from loans or credits provided by international financing institutions.

***COURSE EMPHASIS:***

- Public Procurement & World Bank Fiduciary Responsibility
- Project Cycle and Related Documents World Bank Procurement Policy and Guidelines
- New Procurement Framework and Regulations of the World Bank
- Procurement Process and Planning
- Bidders Qualifications
- Standard Bidding Documents
- Content of Bidding Documents
- Schedule of Requirements and Technical Specifications
- INCOTERMS
- Case Study
- Opening of Bids
- Evaluation and Comparison of Bids
- Contract Award and Management
- Procurement Training
- National Procurement Systems (Public Procurement Law (Ghana))

**TARGET GROUP:**

- i) The course is intended for public sector procurement staff of projects funded by international financing institutions.
- ii) Central/Regional Tender Review Committee members, Entity Tender Committee Members, Procurement, Planning Officers, Municipal Officers, and Project Managers/Officers handling tenders for goods and equipment, Engineers and Contract Administrators.

**Resource Persons**

Facilitation will be done by highly experienced Consultants, and Procurement Specialists.

**Nominations Forms**

Nominations forms can be picked at the GIMPA Consultancy and Innovation Directorate Secretariat or downloaded at the GIMPA website at no cost.

**Nominations**

Nominations made on official letter heads and duly endorsed by the nominating officer should be addressed to

The Ag Director

GIMPA Consultancy Innovation and Training Directorate

P.O. Box 50, Achimota - Accra.

Tel.: +233 302 402771/401681/3 or

Telefax: +233 302 400457 Fax: +233 302 405805

E-mail: [gimpaconsultancy@gimpa.edu.gh](mailto:gimpaconsultancy@gimpa.edu.gh) , MOBILE NO. 020 503 5983

**NOTE** : Participants wishing to stay out of residence are also welcome to enrol in the programme.

## **2. WORLD BANK/GIMPA FINANCIAL MANAGEMENT COURSE: 14th -25th MAY, 2018.**

### ***COURSE OBJECTIVE:***

The course aims at assisting Government Ministries and relevant Public Enterprises to increase their efficiency and cost-effectiveness in Financial Management related to projects funded from loans or credits provided by international financing institutions.

### ***COURSE CONTENT:***

- Introduction to the World Bank and its Operations
- Project Financial Management Activities through the Project Cycle and Project Documentation
- Project Financial Management and its environment
- Bank Policies and Operational Guidelines on Financial Management
- Planning and Budgeting
- Funds Flow Management
- Book-keeping, Accounting Systems, Records Management and Computerization of Accounting Systems
- Project Financial Reports
- Procurement guidelines
- Auditing Arrangements and Standards
- Management and Internal Controls

### ***TARGET GROUP:***

Grant Managers, Project Accountants, Procurement Managers, Engineering Consultants, Management Consultants, Procurement Agents, Construction Managers, Project Coordinators, Disbursement and Loans Officers. This workshop is highly recommended for all those involved in World Bank funded projects or projects funded by International Financing Institutions.

### ***RESOURCE PERSONS***

Facilitation will be done by highly experienced Consultants and Financial Management Specialists.

### ***Nominations Forms***

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***NOTE*** : Participants wishing to stay out of residence are also welcome to enroll in the programme