Procurement Training & Certification Catalogue 2027



Course Comparison at a Glance

Courses are available virtually (Teams/Zoom) in Europe/Africa, Southeast Asia and Americas time zones or Face to Face (F2F) on location.

COURSE	TRACK / LEVEL	DURATION	MODALITY	COST (US$)	Page
Introductory Certificate in Public Procurement	CIPS · Level 2	4 days	Virtual / F2F	**1,675**	**5**
Advanced Certificate in Public Procurement	CIPS · Level 3	5 in-class + 4 self-study days	Virtual / F2F	**1,975**	**6**
Diploma in Strategic Public Procurement	CIPS · Level 4	5 in-class + 4 self-study days	Virtual / F2F	**2,175**	**7**
Advanced Practitioner Programme (MCIPS)	CIPS · Level 5–6	18-month blended programme	Fully online	**5,975**	**8**
Contract and Supplier Relations Management	Standalone	3 days	Virtual / F2F	**1,475**	**9**
Procurement Strategy Development	Standalone	3 days	Virtual / F2F	**1,475**	**10**
Supply Chain Management	Standalone	3 days	Virtual / F2F	**1,475**	**11**
Risk Management in Contracting for Construction Services	Standalone	3 days	Virtual / F2F	**1,475**	**12**
Effective Negotiations in Projects and Procurement	Standalone	3 days	Virtual / F2F	**1,575**	**13**
Contracting & Management of Individual Contractors	Standalone	3 days	Virtual / F2F	**1,475**	**14**
Logistics & Incoterms® 2020	Standalone	2 days	Virtual / F2F	**1,275**	**15**
Effective Programme and Procurement Teamwork	Standalone	2 days	Virtual / F2F	**1,275**	**16**
Sustainable Public Procurement	Standalone	3 days	Virtual / F2F	**1,475**	**17**
Anti-Corruption and Ethics in Procurement	Standalone	2 days (1-day option)	Virtual / F2F	**1,275 / 975**	**18**
Government Procurement Capacity Development	Consultancy	Flexible	Virtual / F2F	**At cost**	**19**

All courses employ modern, participatory adult learning techniques combining theory and best practices with exercises, group discussion and real-life case applications, for a rich environment of knowledge sharing and direct workplace relevance.

About the UNDP/CIPS Procurement Certification Pathway

UNDP offers specialised procurement training and certification for staff across the UN system, governments, NGOs and development partners — accredited by the Chartered Institute of Procurement & Supply (CIPS) and tailored to UN and public procurement rules.

Accredited by CIPS, the world's largest procurement community, representing more than **200,000+ professionals** *across* **150 countries**.

UNDP/CIPS Certification pathway

18,000+ certifications awarded worldwide *through UNDP/CIPS training, fully accredited to international quality standards.*

Level 2 · Introductory Certificate
Procurement planning, principles & processes
Entry — no prerequisite

Level 3 · Advanced Certificate
Advanced planning, negotiation & contracts
Requires Level 2

Level 4 · Diploma
Strategic procurement planning & negotiations
Requires Level 3

Level 5 & 6 · MCIPS
Advanced Practitioner Programme
Requires Level 4

Includes CIPS Membership
Every certification course includes CIPS membership, providing access to a global professional community and resources in addition to the certification itself.

In-House Training
All courses can be delivered exclusively for your team, either on-site or virtually, at a time that suits you. This is a cost-effective option for larger groups.

Contact procurement.training@undp.org for a tailored proposal.

Introductory Certificate in Public Procurement

Level 2 · CIPS Accredited · English, French & Spanish

TRACK / LEVEL	DURATION	MODALITY	COST
CIPS · Level 2	**4 days**	**Virtual or F2F**	**US$1,675**

Build a solid, CIPS-certified foundation in public procurement, covering the full procurement cycle from planning and sourcing through contract award and contract management. Designed for professionals seeking to strengthen their practical knowledge and gain an internationally recognised qualification.

WHAT YOU'LL LEARN

- Apply the principles of effective public and UN procurement
- Plan and manage a procurement process suited to the value and risk of what's being bought
- Write clear specifications and terms of reference
- Select the right procurement method and evaluate bids and proposals objectively
- Manage contracts and act with integrity throughout the process

WHO IT'S FOR

For UN and public sector staff working in procurement and supply who are seeking a recognised CIPS qualification and a comprehensive grounding in UN and public procurement frameworks, processes and strategies.

PROGRAMME COVERS

- Procurement planning and strategy
- Risk assessment and management
- Sourcing, advertisement and solicitation documents
- Bid receipt, evaluation and committee approvals
- Contract award and management
- Performance monitoring and dispute management
- Stakeholder engagement
- Selection methods (RFQ, ITB, RFP)
- Ethics and integrity in procurement

Assessment
Multiple-choice questionnaire, in-class workbook and a 3000-word work-based assessment.

Registration

www.training.undp.dk

Advanced Certificate in Public Procurement

Level 3 · CIPS Accredited · English, French & Spanish

TRACK / LEVEL	DURATION	MODALITY	COST
CIPS · Level 3	**5 in-class + 4 selfstudy days**	**Virtual or F2F**	**US$1,975**

Move from procurement fundamentals to advanced practice, with a focus on strategy, negotiation and contract management for more complex procurement activities. Builds directly on Level 2 and is a prerequisite for the Level 4 Diploma.

WHAT YOU'LL LEARN

- Develop procurement strategies tailored to specific requirements
- Apply risk assessment and sustainable-procurement principles to specifications
- Conduct supplier research, market analysis and advanced offer evaluation
- Analyse cost, price and financial risk with confidence
- Negotiate and manage contracts through to performance monitoring

WHO IT'S FOR

Procurement officers and programme/project staff seeking advanced training in strategy, contract management and negotiation. Requires a UNDP/CIPS Level 2 certificate.

PROGRAMME COVERS

- Procurement systems and procedures
- Specification development and sustainable procurement
- Supplier research and market analysis
- Negotiation styles, tactics and conflict management
- Financial analysis, credit ratings and financial stability
- Price and cost analysis
- Advanced offer evaluation
- Contract development and administration
- Key Performance Indicators (KPIs)

Assessment
Multiple-choice questionnaire, in-class workbook and a 4500-word work-based assessment.

Registration

www.training.undp.dk

Diploma in Strategic Public Procurement

Level 4 · CIPS Accredited · English, French & Spanish

TRACK / LEVEL	DURATION	MODALITY	COST
CIPS · Level 4	**5 in-class + 4 selfstudy days**	**Virtual or F2F**	**US$2,175**

Lead procurement at the strategic level by integrating it into organisational planning, conducting complex negotiations and managing major contracts. Builds directly on Levels 2 and 3 and is a prerequisite for the Level 5 & 6 programme.

WHAT YOU'LL LEARN

- Develop and integrate strategic procurement plans with organisational and financial strategy
- Organise and manage significant, high-value procurement activities
- Apply advanced negotiation, bargaining and conflictresolution strategies
- Evaluate offers and manage strategic supply, service and consultancy contracts
- Measure and manage the performance of major contracts

WHO IT'S FOR

Procurement and contract management officers taking on strategic-level responsibility across the UN system, partner governments and international organisations. Requires UNDP/CIPS Level 2 and 3 certificates.

PROGRAMME COVERS

- Strategic procurement planning
- Integration with organisational and financial strategy
- Centralisation vs. decentralisation
- Commercial and legal considerations in negotiation
- Bargaining, power and persuasion in negotiations
- Conflict and deadlock resolution
- Strategic offer evaluation
- Administration of major contracts
- Contract performance measurement and risk management

Assessment
Multiple-choice questionnaire, in-class workbook and a 7500-word work-based assessment.

Registration

www.training.undp.dk

Advanced Practitioner Programme (MCIPS)

Level 5 & 6 · CIPS Accredited · English language

TRACK / LEVEL	DURATION	MODALITY	COST
CIPS · Level 5–6	**18-month blended programme**	**Fully online**	**US$5,975**

The pathway to MCIPS (Member of the Chartered Institute of Procurement & Supply), a globally recognised professional qualification in procurement and supply chain management. This 18-month, fully online programme is designed for professionals progressing into strategic and leadership roles.

WHAT YOU'LL LEARN

- Lead procurement and supply chain strategy at a senior, strategic level
- Apply commercial and contract management strategies across global supply chains
- Design and manage sustainable, efficient supply chains (ISO 20400)
- Lead strategic category and supplier-relationship management
- Lead change-management projects within procurement functions
- Complete a capstone business project with direct workplace application

PROGRAMME COVERS

- Leadership and management in procurement
- Commercial management and global supply chains
- Strategic category management
- Contract management
- Change and programme management
- Sustainable public procurement (ISO 20400)
- 10,000-word applied business project

WHO IT'S FOR

Senior procurement and supply professionals in the UN system, government institutions and public organisations, ready for strategic or leadership roles. Requires a CIPS or UNDP/CIPS Level 4 Diploma.

Assessment
Three written assignments (3,000 words each) plus one 6,000-word assignment, active workshop participation, and a final 10,000-word capstone business project.

Registration

www.training.undp.dk



Contract and Supplier Relations Management

Standalone course

TRACK / LEVEL	DURATION	MODALITY	COST
Standalone	**3 days**	**Virtual or F2F**	**US$1,475**

Build stronger, more effective relationships with your suppliers — from choosing the right contract type through to managing performance and resolving disputes.

WHAT YOU'LL LEARN

- Identify the right type of contractual relationship for each situation
- Build successful, ethical commercial relationships with suppliers
- Apply effective performance and quality-monitoring methods
- Manage contractual risks, disputes and conflicts
- Engage stakeholders effectively throughout contracting and procurement

WHO IT'S FOR

Anyone who manages contracts or regularly deals with suppliers and consultants — procurement staff especially, but also finance, admin, programme and project teams.

PROGRAMME COVERS

- Types of contractual and commercial relationships
- Legal, business and relational issues
- Risk assessment and risk management methods
- Stakeholder engagement during contracting
- Contract approval process
- Managing and communicating with suppliers post-approval
- Performance and quality management, and KPIs
- Managing contractual reviews and disputes
- Best practices when dealing with suppliers



Recognition
Certificate of participation.



Contact

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Procurement Strategy Development

Standalone course

TRACK / LEVEL	DURATION	MODALITY	COST
Standalone	**3 days**	**Virtual or F2F**	**US$1,475**

Move from reactive buying to a proactive, integrated procurement strategy — built category by category around real spend and risk data.

WHAT YOU'LL LEARN

- Develop and implement category-based procurement strategies
- Conduct spend analysis, supply-risk and market analysis
- Align procurement systems and processes with strategic objectives
- Manage strategies for routine, volume, critical and strategic categories
- Measure the performance and outcomes of your procurement strategy

WHO IT'S FOR

Procurement practitioners and managers at all levels, and programme/project staff involved in planning, monitoring or oversight of procurement.

PROGRAMME COVERS

- Understanding the procurement portfolio
- Procurement profiling and spend analysis
- Supply positioning and supply-risk analysis
- Category management principles and procedures
- Strategies by category type (routine, volume, critical, strategic)
- Implementation of significant procurement strategies
- Stakeholder and supplier management
- Long Term Supply Agreements
- Procurement scheduling and planning



Recognition
Certificate of participation.



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Supply Chain Management

Standalone course

NEW

TRACK / LEVEL	DURATION	MODALITY	COST
Standalone	**3 days**	**Virtual or F2F**	**US$1,475**

Plan, insure and move goods with confidence — from choosing the right Incoterm to managing customs, warehousing and loss prevention in humanitarian and development contexts.

WHAT YOU'LL LEARN

- Design and evaluate supply chain arrangements appropriate to risk and value
- Apply Incoterms 2020 correctly to allocate cost, risk and responsibility
- Choose appropriate shipment methods and documentation
- Understand insurance coverage and loss-prevention measures
- Manage customs clearance, warehousing and inventory

WHO IT'S FOR

Staff new to procurement or logistics, or anyone who wants a comprehensive overview of supply chain management, logistics and Incoterms.

PROGRAMME COVERS

- Supply chain management principles and processes
- Modes of transportation and freight forwarding
- Incoterms 2020 and their appropriate use
- Shipping documents, packing and marking
- Loss prevention
- Customs clearance procedures and documentation
- Insurance and types of coverage
- Warehouse and inventory management
- On-site facility tour

Recognition
Certificate of participation.

Registration

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Risk Management in Contracting for Construction Services

Standalone course

TRACK / LEVEL	DURATION	MODALITY	COST
Standalone	**3 days**	**Virtual or F2F**	**US$1,475**

Manage the cost, timeliness and quality of construction projects with confidence — using your own case study to build a practical Project Definition, Risk Management and Procurement Plan.

WHAT YOU'LL LEARN

- Understand the unique context and risks of construction projects
- Develop a preliminary Project Definition Plan, Risk Management Plan and Procurement Plan
- Assess the construction supply market and pre-qualify suppliers
- Manage tendering, contract selection and contract administration
- Plan realistic costs and contingencies, and manage stakeholder expectations

WHO IT'S FOR

Programme and procurement staff working on constructionrelated project definition, risk management or procurement plans.

PROGRAMME COVERS

- Construction procurement framework
- Identification of project outcomes
- Preliminary planning (Project Definition, Risk Management, Procurement, Programme Management plans)
- Supply chain assessment and prequalification
- Contract selection and tendering
- Types of contracts, including sample contracts and FIDIC conditions
- Contract administration
- Construction terminology
- Acceptable cost planning, including contingencies

Recognition
Certificate of participation.

Registration

www.training.undp.dk

Effective Negotiations in Projects and Procurement

Standalone course

TRACK / LEVEL	DURATION	MODALITY	COST
Standalone	**3 days**	**Virtual or F2F**	**US$1,575**

Walk into your next negotiation prepared — with a clear strategy, an understanding of the tactics you'll face, and practised skills from role-play scenarios.

WHAT YOU'LL LEARN

- Prepare a clear negotiation plan and strategy before every negotiation
- Apply the stages of the negotiation cycle, from opening to closing
- Choose between distributive and integrative approaches, and recognise common tactics
- Negotiate across cultures with confidence
- Build negotiation skills through role-play and practice

WHO IT'S FOR

Staff new to negotiation, and anyone who negotiates with internal or external partners, including requisitioners and technical experts.

PROGRAMME COVERS

- Negotiation and supply positioning
- Preparing the negotiation process and choosing your team
- Stages of negotiation
- Win/lose vs. win/win, distributive vs. integrative negotiation
- Tactics, ploys and persuasion techniques
- Trading, compromising and closing agreements
- Intercultural factors in negotiation
- Dealing with conflict
- Role-plays and behaviour rehearsal

Recognition
Certificate of participation.

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Contracting & Management of Individual Contractors

Standalone course

TRACK / LEVEL
Standalone

DURATION
3 days

MODALITY
Virtual or F2F

COST
US$1,475

Engage and manage individual consultants correctly, from choosing the right contract modality through to performance monitoring, payment and closure.

WHAT YOU'LL LEARN

- Choose the right modality — Individual Contractor, Reimbursable Loan Agreement, or Service Contract
- Apply the end-to-end selection and engagement process for individual consultants
- Define clear terms of reference, deliverables and milestones
- Monitor and manage performance and payment through the contract lifecycle
- Apply the correct rules for engaging government officials, retirees and relatives

WHO IT'S FOR

Staff in UNDP and other UN or public-sector organisations who need to engage individuals for clearly defined, non-staff deliverables.

PROGRAMME COVERS

- Definition and scoping of assignments
- Legal status, rights and obligations
- Selection and engagement of Individual Contractors
- Terms of Reference, deliverables and milestones
- Roles and responsibilities in managing consultant contracts
- Role of the Procurement Review Committee
- Reporting requirements and KPIs
- Performance evaluation and payment
- Termination and case studies

Recognition
Certificate of participation.

Contact

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Logistics & Incoterms® 2020

Standalone course

TRACK / LEVEL	DURATION	MODALITY	COST
Standalone	**2 days**	**Virtual or F2F**	**US$1,275**

Know exactly who's responsible for what, and when — apply Incoterms 2020 correctly to control cost, risk and insurance on every shipment.

WHAT YOU'LL LEARN

- Allocate tasks, costs and risks correctly between buyer and seller under Incoterms 2020
- Choose the right Incoterm — E, F, C or D terms — for the shipment
- Plan logistical arrangements and freight forwarding
- Select appropriate cargo insurance and understand liability limitations
- Reduce the risk of loss and damage in transit

WHO IT'S FOR

Staff working in procurement, logistics or contract management who are new to Incoterms or want to refresh their knowledge.

PROGRAMME COVERS

- Incoterms 2020 and their appropriate use
- Structure and classification of Incoterms
- Seller and buyer obligations and costs
- Freight forwarding and modes of transportation
- Packing, marking and loss prevention
- Customs clearance procedures and documentation
- Insurance and Institute Cargo Clauses
- Liability limitations
- Insurance claims process

Recognition
Certificate of participation.

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Effective Programme and Procurement Teamwork

Standalone course

TRACK / LEVEL	DURATION	MODALITY	COST
Standalone	**2 days**	**Virtual or F2F**	**US$1,275**

Close the gap between Programme and Procurement — understand where the two cycles interact, and deliver results together rather than in silos.

WHAT YOU'LL LEARN

- Identify the key steps and interaction points across the Programme and Procurement Cycles
- Draft a requisition plan and contribute effectively to the procurement plan
- Write clear specifications and terms of reference
- Evaluate bids and proposals, and apply contract management terms
- Monitor performance and measure Procurement's contribution to Programme results

WHO IT'S FOR

Programme, project and procurement staff, and managers, involved in the interaction points between Programme and Procurement Cycles.

PROGRAMME COVERS

- Project cycle vs. procurement cycle
- Interaction points, roles and responsibilities
- Principles, ethical standards and fraud issues
- Integrated planning and budgeting
- Portfolio approach
- Risk assessment and management
- Writing specifications and terms of reference
- Evaluating bids and proposals
- Contract management and performance monitoring

Recognition
Certificate of participation.

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Sustainable Public Procurement

Standalone course

TRACK / LEVEL	DURATION	MODALITY	COST
Standalone	**3 days**	**Virtual or F2F**	**US$1,475**

Turn sustainability commitments into procurement practice — apply ISO 20400 and practical tools to build sustainability into every stage of the process.

WHAT YOU'LL LEARN

- Understand how sustainable procurement impacts policy, strategy and process
- Apply the ISO 20400 standard to implement a Sustainable Public Procurement (SPP) programme
- Develop and implement a strategic plan for SPP, and identify key stakeholders
- Use specifications, ecolabels and evaluation criteria to improve sustainable outcomes
- Improve the sustainability of your supplier base through contract management

WHO IT'S FOR

Procurement professionals, programme and project staff, policy makers, requisitioners and contract review committee members working on sustainability.

PROGRAMME COVERS

- Principles of Sustainable Public Procurement
- Strategic framework to implement an SPP programme
- SPP techniques and tools, including case studies
- Incorporating SPP into the procurement process
- Specification development's role in SPP
- Ecolabels and other sustainability standards
- Improving SPP through supplier selection
- Evaluation criteria for SPP
- Contract management requirements for SPP

Recognition
Certificate of participation.

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Anti-Corruption and Ethics in Procurement

Standalone course

TRACK / LEVEL	DURATION	MODALITY	COST
Standalone	**2 days (1-day option)**	**Virtual or F2F**	**US$1,275 / US$975**

Recognise the warning signs, understand your role, and conduct procurement fairly — the awareness every practitioner needs to prevent and detect corruption. Available as a 2-day full course or 1-day short version.

WHAT YOU'LL LEARN

- Recognise where corruption risks and ethical dilemmas occur in the procurement cycle
- Understand each stakeholder's role in reducing opportunities for corruption and conflicts of interest
- Apply the principles of public procurement to conduct a fair and ethical process
- Know the international frameworks that govern anticorruption in procurement (UNCAC, UNCITRAL, SDG 16)

WHO IT'S FOR

Procurement practitioners and anyone whose role touches the procurement cycle or interacts with its stakeholders.

PROGRAMME COVERS

- Major risk areas for corruption in the procurement cycle
- Prevention and detection of corrupt practices
- Key international frameworks (UNCITRAL Model Law, UNCAC, UN Joint Inspection Unit, SDG 16)
- Role of e-procurement in reducing fraud and corruption risk
- Roles and responsibilities of key stakeholders
- Ethics from an organisational perspective
- Ethics from a practitioner's perspective
- Ethics from a supplier's perspective
- Internal controls, audit and oversight

Recognition
Certificate of participation.

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Government Procurement Capacity Development

UNDP helps partner governments, ministries and national institutions develop and sustain critical procurement capacities — at the individual, team, institutional and government level, through tailored programmes, interventions and services.

UNDP designs and implements

- Capacity development programmes
- Public procurement reform programmes
- Procurement policies, strategies and standards
- Procurement quality assurance schemes
- Training and certification standards

In partnership with CIPS

- Assessments and capacity building of country procurement systems
- Raising procurement's profile as a strategic function for development
- Research, analysis and curriculum development for practitioners
- Capacity-building strategies for national institutions

Whether at the national, sector or entity level, UNDP's approach gives practical guidance for every step of a procurement reform or capacity-development process — advice, tools, templates and process guidance from start to finish.

Our five-stage process

1	2	3	4	5
Engage	**Assess**	**Plan**	**Implement**	**Evaluate**
Stakeholder engagement	Country system assessment	Planning approach	Management arrangement	Managing and evaluation
Stakeholder commitment	Design and plan	Objectives	Managing change	Performance measurement
Roles & responsibilities	Carry out assessment	Formulate solution option	Management stakeholders	Ownership & sustainability
	Analyse findings	Strategic planning	Managing performance	

For more information please contact procurement.training@undp.org

UNDP is a finalist for the World Procurement Award 2016 for Learning & Development Excellence

UNDP is nominated for the respected 2015 CIPS Supply Management Award in the domain of Training and Certification

UNDP and CIPS were awarded the prestigious **European Supply Chain Excellence Award 2012/2013** for Training and Professional Development.

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