



Adults' Teachers in European Public Procurement Procedures

Course available on the Comenius-Grundtvig course database managed by the European Commission
<http://ec.europa.eu/education/trainingdatabase/>



Dates and location of the training events

Training events that will take place in **Brussels**-Belgium:

07/05/2013 – 11/05/2013

And in **Oderzo**-Italy (50Km from Venice):

25/06/2013 – 29/06/2013

Deadline for the grant request: 16 January 2013

Brussels-Belgium:

07/10/2013 – 11/10/2013

Oderzo-Italy:

04/11/2012 – 08/11/2013

Deadline for the grant request 30 April 2013

Brussels-Belgium:

31/03/2014 – 04/04/2013

Deadline for the grant request: 17 September 2013

Participation fee : 750€

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Websites

European Academy Network

<http://www.eanetwork.be/>

Why this course

The course is the result of the collaboration between a consultancy company, Consulmarc Sviluppo, and European Academy Network a transnational association working in the field of training and education.

The main aim of this cooperation is to share the decennial experiences in the field of public procurement of Consulmarc Sviluppo with the support of European Academy Network transnational contacts. This idea comes from the awareness that is extremely important to train persons able to repeat this training activity for intermediate multifunctional profiles in enterprises and public administrations.

An analysis made by the European Commission shows that answering to a European public tender still appears an hard process instead of a great opportunity to approaching new markets. Even though there are also call for tenders for

Objectives

The objective of this course is to train teachers working in the sector of adults' education, in order to innovate and **improve their cultural and professional background, giving them specific knowledge and competences on the matter of public procurement procedures**. In particular, the course aims to raise awareness among participants about the importance of European public procurement and to give them the necessary instruments **to communicate this awareness and to organize similar courses in their Country of origin**.

Methodologies

The aim of this course is not to merely follow a traditional teaching method (teacher -> learner) but to create some "European Training Laboratories" oriented to deepen international highly strategic issues, with the aim of:

1. Encourage new training activities
2. Put in cooperation various and different pedagogical experiences
3. set up of steady networks and the consequent participation to European call for proposals

Expected outcomes

At the end of the course, **learners are expected to be able to train adult personnel who already covers roles linked to the management and the commercial administration inside their company or in public bodies**. This course wants to give to its learners the capacity of transfer rules and processes that International public institutions and *in primis* the European Union set in order to participate in public tenders of works and services. Giving the business and public administration operators the competences to participate or evaluate an international call for

supplies and services affordable by SMEs the number of European SMEs that take part in them is very limited.

Generally speaking, among the main difficulties for SMEs we can find : difficulties in obtaining information; lack of knowledge about tender procedures; too short time to prepare the proposal; cost of preparing the proposal; too high administrative burdens, unclear jargon used; financial guarantees required; finding collaboration partners abroad.

The level of specialization of human resources working in the field of public tenders, which is essential to face the challenges of a European market of public tenders becoming wider and wider, is still too low.

Learners will get knowledge, methodologies and learning instruments to understand the following aspects:

- Finding and selecting information
- International framework related to tenders
- Economic evaluation of the tender dimension
- Specific micro-lexicon

The course gives its members (**teachers and students**) the opportunity of being part of a **European network** and to confront their experiences in the field of Public Procurement.

Moreover, the high profile of trainers having a diversified experience at European level give our courses the possibility or reaching excellent results in fulfilling participants' expectations.

tenders can encourage the growth of companies and the public administrations' abilities in view of both a general higher competitiveness and a better capacity to go international in the business management. Moreover, the necessity to correctly evaluate and to succeed in a call for tenders leads to the development of organisational and relational capacities of the companies and public bodies internal structure as well as the creation of networking systems, through the use of internet.



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Competences required to attend the course :

- Degree and at least two-years working experience in the adults' training sector;
 - Knowledge of English;
 - Knowledge of main PC programmes
 - Use of Internet;
- Knowledge of the "company system" (previous teaching experience in this field)

Follow up

Ex-post evaluation questionnaire

This questionnaire will be given to participants the last day of the course and it will be aimed at:

- collecting participants' opinions about the course and its contents, the logistic organisation, the teaching methods, the teachers, the materials provided
- assessing to which degree the course succeeded in improving participants' knowledge and teaching competences in the field of public tenders

One-year-after evaluation questionnaire

This questionnaire will be distributed via e-mail to participants about one year after the end of the course with the aim of assessing how the participants have put into practice what they learned during the course and how useful it has been in their teaching activity. It will also have the aim of verifying if the participants feel the need of studying further the subject.

Preparatory materials

Once their registration to the course is confirmed, participants will receive Login and Password to have access to some preparatory on-line materials:

- A general introduction to the subject
- Glossary
- The main legislative texts
- A questionnaire to test their previous knowledge of the subject

Type of certification awarded

Participants will receive a certificate of attendance that will prove their attendance to the lessons and the guided visit to EU Institutions.

All uploaded materials are in English

Number of teaching hours: 28

Key points

Attending this course adults' teachers can:

- Get useful information on EU public tenders to be transferred to the business operators of the Country of origin.
- Come into contact with officers of the Commission and the European Parliament.
- Be part of an international working group coming from several EU member state and candidate countries.
- Have the chance to know and benefit from the Grundtvig Programme, the sectoral programme of the European Union for individuals and institutions involved in adult education.

MODULES

- MODULE 1: OPENING SESSION AND INTRODUCTION TO EUROPEAN PUBLIC PROCUREMENT**
- MODULE 2: PARTICIPANTS' ROUND TABLE**
- MODULE 3: INSTITUTIONAL AND LEGISLATIVE FRAMEWORK FOR PUBLIC PROCUREMENT**
- MODULE 4: ICT INSTRUMENTS**
- MODULE 5: ECONOMIC AND EVALUATION PROCESS FOR INTERNATIONAL TENDERS**

EXTRA CLASS ACTIVITIES

- VISIT TO THE EUROPEAN UNION PARLIAMENT**

FULL DESCRIPTION OF SINGLE MODULES

MODULE 1: Opening Session and Introduction to European Public Procurement

Training objectives: The objective of this module is to give learners a short description of the course's main aims and methodologies.

Moreover, there will be an explanation of the finalities of the Grundtvig sectoral Programme in the framework of the Lifelong Learning Programme of the European Commission.

At the end of the session there will also be a short introduction on the importance of European Public Procurement in order to introduce participants to the subject.

Contents:

1.1 Presentations

- Course presentation
- Presentation of Consulmarc Sviluppo srl and E.A.N.
- Grundtvig Sectoral Programme presentation

1.2 Introduction to European Public Procurement

- Introduction to the importance of European Public Procurement

MODULE 2: Participants' round table

Training objectives: The objective of this module is to give participants the possibility to present themselves and the activities of the organization they work for.

This will facilitate the contact among participants with the intent of create new networks of collaboration.

Contents:

- Presentation of participants and of the organisation they work for

Module 3: Institutional and Legislative Framework for Public Procurement

Training objectives: The objective of this course is to give learners a general overview of European legislation regulating public tenders and to know more about the dimension and the potential of this specific market. At the end of this module learners will have some basic information allowing them to orient themselves inside the complex legislation related to the sector. Participants will learn about different types of procedures in public call for tenders and in particular open and restricted procedures for supplies. By the end of the module learners will achieve a basic level of competence in the management of procedures and they will be able to transfer them to entrepreneurs or public administration officers making them able to participate in European public tenders.

Contents:

- European Directives
- Competent institutions
- Basic rules for every call for tenders
- Different kind of procedures:
 - Open procedure
 - Restricted procedure
 - Negotiated procedure

Module 4: ICT Instruments

Training objectives: the objective of this module is to make learners aware of the advantages coming from Information Society and the use of Information and Communication Technologies, encouraging digital culture. The module deals with one of the most strategic aspects of participation in the market of public tenders. The fact of having constantly updated information on one side creates some obstacles to the participation in call for tenders, on the other side constitutes a quite significant cost for companies and public administrations.

The objective of this module is therefore to make learners familiar with digital instruments and, in particular, with on-line databases. Learners, guided by a teacher, will have the opportunity to test the consultation of TED (*Tenders Electronic Daily*) the database created and managed by the European Commission on European call for tenders.

A particular attention will be given to "e-procurement" whose importance is increasing rapidly. At the end of this module participants will be able to operate with a good level of autonomy and to transfer these competences to new learners.

Contents:

- TED and SIMAP: access, consultation, techniques to easily find information
- E-procurement



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MODULE 5 : Economic evaluation for international tenders

Training objectives: This module gives participants the necessary instruments to correctly evaluate the call for tenders according to the economic criterion of corporate sustainability. Different levels of evaluation to identify the suitable offer will be presented to learners as well as common techniques of economic and financial estimate.

A particular attention will be given to the Public-Private Partnership instrument for achieving quality efficiency and innovation in delivering public service. Moreover, participants will be informed about the integration of environment considerations into public procurement procedures analysing the use of Green Public Procurement by public administrations and contracting authorities.

Contents:

- Tender selection
- Feasibility analysis
- PPP Instrument
- Green Public Procurement
- Project management (Executive operational choice once the tender is assigned, Evaluation of failure in the implementing phase, other protection systems)

MODULE 6: Evaluate an offer proposal for tenders

Training objectives: The objective is to provide learners with technical and linguistic competences to evaluate tender offers in their sector. The use objective of this module is to give participants the possibility to present themselves and the activities of the organization they work for.

This will facilitate the contact among participants with the intent of create new networks of collaboration.

Contents:

- Technical terms (NACE-CPV)
- Tenders micro-lexicon
- Analysis of practical examples and guided evaluation of an offer

EXTRA CLASS ACTIVITIES

An afternoon will be devoted to a guided **visit to the European Parliament**. This will allow participants to discuss with an official of the EP on how European Institutions work and what are their general decision-making process.

Please note that each course session will be realized only if the minimum number of 15 participants is reached. In case of cancellation of the session, all registered participants will be completely refunded.