*Ministry for EU Affairs*

*Technical Assistance for IPA II*

*(2014-2020)*

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| **Training Agenda** | | |
| **Day 1** | | |
| **Sessions** | **Topic** | **Methodology** |
| 9:30-9:45 | Welcome  Introduction to **Training Programme and Participants**  Entry tests | Introduction, ice-breaker exercise |
| 9:45-10:30 | **Overview of EC Assistance Programmes**, IPA-II, policy areas, institutional structure  Overview of the **Practical Guide** | Lectures  Case studies |
| 10:30-10:45 | Break |  |
| 10:45-12:00 | **General procurement principles** - transparency, proportionality, equal treatment and non-discrimination  **Other basics** about procurement: rules of nationality and origin; overview of exclusion criteria  **Publicity and visibility** requirements | Lectures  Case studies |
| 12:00-12:15 | Discussion of all concerning questions, implementation issues, practical problems | Questions and answers |
| 12:15-13:15 | Lunch break |  |
| 13:15-14:45 | **Introduction to service contracts**, types of services contracts  **Procurement procedures** to tender services  **Global price** against **fee-based, hybrid contracts**, main pros and cons | Lectures  Case studies |
| 14:45-15:00 | Coffee Break |  |
| 15:00-16:15 | **Contents of the tender dossier** for services (including preparation and verification of terms of references) and FWCs’ documentation (request for services, specific contract) | Lectures  Case studies |
| 16:15-16:30 | Discussion of all concerning questions, implementation issues, practical problems | Questions and answers |
| **Day 2** | | |
| **Sessions** | **Topic** | **Methodology** |
| 9:30-10:30 | **FWC tender**: consultation, preparation of request for services, evaluation and preparing specific contract | Workshop, teamwork |
| 10:30-10:45 | Coffee Break |  |
| 10:45-12:15 | **Selection and award criteria** for service tenders  Structure of the **selection process**: publishing (prior information and contract notice), shortlisting, technical and financial evaluation, award and notification, cancelling, contracting | Lectures  Case studies |
| 12:15-13:15 | Lunch |  |
| 13:15-14:45 | **Modifying** service contracts  **Highlights** from service contracts | Lectures  Case studies |
| 14:45-15:00 | Coffee Break |  |
| 15:00-15:15 | Discussion of all concerning questions, implementation issues, practical problems | Questions and answers |
| 15:15-16:30 | Preparation of prior information and contract notice, terms of references, tender dossiers, evaluation report, contract and contract modifications for service contracts | Workshop, teamwork |
| **Day 3** | | |
| **Sessions** | **Topic** | **Methodology** |
| 9:30-10:30 | **Introduction to supply contracts**, types of supply contracts  **Procurement procedures** to tender supplies  **Contents of the tender dossier** (including preparation and verification of technical specifications) | Lectures  Case studies |
| 10:30-10:45 | Coffee Break |  |
| 10:45-12:15 | **Selection and award criteria** (with or without ancillary services)  Structure of the **selection process**: publishing (prior information and contract notice), technical and financial evaluation, award and notification, cancelling, contracting | Lectures  Case studies |
| 12:15-13:15 | Lunch |  |
| 13:15-14:45 | **Modifying** supply contracts  **Highlights** from supply contracts | Lectures  Case studies |
| 14:45-15:00 | Coffee Break |  |
| 15:00-16:15 | Preparation of prior information and contract notice, technical specification, tender dossiers, evaluation report, contract and contract modifications for supply contracts | Workshop, teamwork |
| 16:15-16:30 | Discussion of all concerning questions, implementation issues, practical problems | Questions and answers |
| **Day 4** | | |
| **Sessions** | **Topic** | **Methodology** |
| 9:30-10:30 | **Introduction to works contracts**  **Procurement procedures** to tender works  **Contents of the tender dossier (including preparation and verification of technical specifications)** | Lectures  Case studies |
| 10:30-10:45 | Coffee Break |  |
| 10:45-12:15 | **Selection and award criteria**  Structure of the **selection process**: publishing (prior information and contract notice), technical and financial evaluation, award and notification, cancelling, contracting | Lectures  Case studies |
| 12:15-13:15 | Lunch |  |
| 13:15-14:45 | Restricted tender for contracts of EUR 5.000.000 or more: **drawing up short-list**  **Modifying** works contracts  **Highlights** from works contracts | Lectures  Case studies |
| 14:45-15:00 | Coffee Break |  |
| 15:00-15:15 | Discussion of all concerning questions, implementation issues, practical problems | Questions and answers |
| 15:15-16:15 | Preparation of prior information and contract notice, technical specification, tender dossiers, evaluation report, contract and contract modifications for works contracts | Workshop, teamwork |
| 16:15-16:30 | Exit tests  Evaluation of the training by participants  Closure of the training | Game/ice-breaker for the review of the training |

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| **Training Agenda** | | |
| **Day 5** | | |
| **Sessions** | **Topic** | **Methodology** |
| 9:30-10:00 | Welcome  Introduction to the training  Training programme overview | Presentation  Discussion |
| 10:00-11:00 | What is a Twinning?  Structure and characteristics of Twinning projects  Roles and Share of responsibilities in Twinning Projects | Presentation  Discussion |
| 11:00-11:15 | Break |  |
| 11:15-12:30 | The twinning fiche - tool of pre-implementation phase of the Twinning Project   * Who does what * Fiche content * Logical framework matrix. | Presentation  Discussion |
| 12:30-13:30 | Lunch break |  |
| 13:30-14:45 | Case study  Individual work :Check/ revise Twinning Fiche   * crosscheck with template * crosscheck with National Programme   Group discussion of the revised version | Exercise  Demonstration / Simulation |
| 14:45-15:00 | Coffee Break |  |
| 15:00-16:00 | Case study  Individual work :Check/ revise Log Frame Matrix   * crosscheck with template * crosscheck with National Programme * reword accordingly   Group discussion of the revised version | Exercise  Demonstration / Simulation |
| 16:00-16:15 | Questions & Answers for the day | Discussion |
| 16:15-16:30 | Exit tests  Evaluation of the training by participants  Closure of the training | Discussion |
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