



TRAINING PROGRAMME

www.corruptionobservatory.com

One national movement sharing one vision: a nation in which government, business, civil society and the daily lives of people are free of corruption
Corruption Observatory offers consulting and training services in anti-corruption. We assist companies and government agencies in developing and implementing anti-corruption policies and processes which comply with legal restrictions and international best practices

We rely on our sound knowledge of regulatory environments and our solid understanding of concrete business realities to help companies develop, implement and improve anti-corruption compliance programs and policies. Tailored to the company's corruption risk, structure, business activities, areas of operation and other specifics and allows companies to use their compliance efforts not only to effectively prevent bribery, but also to differentiate themselves positively vis-à-vis clients, partners, investors, and other stakeholders

In-company training sessions

We regularly carry out training sessions specific to anti-corruption compliance. Training sessions are tailored to company specificities and to the type of participants (executive committees, boards of directors, country managers, compliance officers, legal, audit, etc.). Companies may request training session topics specific to their needs.

Training for executive committees and boards of directors

Implementing an anti-corruption program involves making strategic decisions that impact companies' organizational structure and business activity. Corruption Observatory draws from its wide-ranging, cross-sector experience when holding training sessions for executive and management committees. These sessions are conceived in such a way as to facilitate dialogue among participants; they allow directors of marketing, sales, legal, human resources and audit departments to view the corruption issue from the same standpoint and, subsequently, determine how to best address anti-corruption compliance in their particular department or sector.

Training for Executives

These sessions enable executives to adopt a uniform and consistent approach to preventing corruption, particularly considering that several similar corruption difficulties can arise within the same business structure. They also help to identify and highlight the strategic benefits of implementing an anti-corruption policy.

Topics in this range include:

- Evaluation of the anti-corruption legal framework and extra-judicial risks
- Integrating an anti-corruption program within the company's strategy
- Facing corruption allegations or accusations
- Managing third party risks (incl. sales agents)
- Anti-corruption due diligence for mergers and acquisitions
- Gifts, entertainment, corporate sponsorship and donations policies
- Anti-corruption case law and trends

Training for Managers

An anti-corruption policy is deemed credible when it enables managers to address difficult questions in a clear and concrete manner. Such questions are usually raised by managers and employees working on the ground and facing difficult environments. Corruption Observatory draws on its expertise in preventing corruption and extortion – including environments of weak governance – to design training sessions on situations encountered in the field while supplying concrete answers and solutions to problems raised by management.

Topics include:

The international legal framework criminalizing corruption

Understanding and evaluating corruption risks

Tools for preventing corruption and resisting extortion in line with the company's strategy

Communication strategies when faced with corruption accusations or allegations

Our team is composed of various educational and Professional backgrounds (including managers, engineering and technology, political science, law, international relations and philosophy)

Our advisory services include:

Meetings with CEOs, executive committees, boards of directors or other executives to answer anti-corruption compliance questions, discuss strategic implications, define compliance priorities and generally contribute expert advice to discussions;

Conducting corruption risk assessments to define appropriate compliance policies

Defining/improving anti-corruption policies, such as compliance policies on sales agents, gifts and hospitality, mergers and acquisitions, etc.;

« Mock » or « blank » audits of existing anti-corruption compliance programs/processes and recommendations for improvement;

Drafting/editing anti-corruption codes of conduct.

Call today on +234-802-3156621 or visit our website at www.corruptionobservatory.com and take advantage of the 2015/2016 training calendar

COURSE TITLE/ REF	VENUE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
ACCOUNTABILITY AND COMPLIANCE	BENIN LAGOS			2-4		11-13		23-25				12-14	
ANTI-CORRUPTION DUE DILIGENCE FOR MERGERS AND ACQUISITIONS	CALABAR LAGOS			12-14			18-20				19-21		
BALANCED SCORE CARD	DUBAI				27-30						26-30		
CONFLICT OF INTEREST MANAGEMENT: FROM POLICY TO PRACTICE	DUBAI LAGOS UK LAGOS	19-23	2-4			25-29	15-17				5-7		
CORPORATE FRAUDS AND TRAIL OF FUNDS	LAGOS BENIN			24-26		14-16		20-22			12-14		
CRISIS MANAGEMENT IN CORRUPTION ALLEGATIONS OR ACCUSATIONS	IBADAN LAGOS				13-15					2-4			
DISPROPORTIONATE ASSETS INVESTIGATION	LAGOS BENIN				20-22				13-15		15-17		
DIGITAL FORENSICS	ABUJA			19-21		5-6			4-6			16-18	
ETHICS INTELLIGENCE: MANAGING AN ANTI-CORRUPTION UNIT	PARIS DUBAI						22-26					23-27	
HEARTS AND MINDS WORKSHOP	LAGOS IBADAN		9-13					23-25			22-24		
HAZARDS AND EFFECTS MANAGEMENT PROCEEDURE	ABEOKUTA				9-11	21-23				7-9		19-21	
JOURNEY MANAGEMENT COURSE: PROFESSIONAL OPERATION OF LAND TRANSPORT	IBADAN LAGOS		16-18						18-20				17-19
BASIC FIRE FIGHTING COURSE	ABEOKUTA									10-12			
LEADERSHIP STRATEGIES	IBADAN BENIN				1-3				10-12				
MANAGING THIRD PARTY RISKS (INCUDING SALES AGENT POLICIES)	LAGOS LAGOS		26-28					9-11			15-17		
PROJECTS ANTI-CORRUPTION SYSTEM	Lagos UK				23-25			27-31		21-25			

PERFORMANCE MEASUREMENT	Lagos PARIS DUBAI	27-29							24-28				7-11
RESEARCH MANAGEMENT	Benin LAGOS			5-7			4-6				8-10		
RECOVERING THE PROCEEDS OF CRIME	CALABAR LAGOS							1-3		14-16			2-4
PATRIOTISM: SHARED VALUES	ABEOKUTA				6-8					17-19			
SECURITY SYNERGY: GAPS AND CHALLENGES	IBADAN ABUJA				16-17	7-8						2-3	
TOOLS AND STRATEGIES TO PREVENT CORRUPTION	LAGOS IBADAN		23-25					8-10			29-30		
THE INTEGRITY PACT: A POWERFUL TOOL FOR CLEAN BIDDING AND PROJECT EXECUTION	CALABAR LAGOS			9-11					6-8				5-7
TENDERING PROCEEDURES AND BID EVALUATION	ABEOKUTA IBADAN LAGOS		19-21					11-13					14-16
WHISTLE BLOWER PROCEEDURE, PRACTICE AND POLICY	IBADAN BENIN		5-7			18-20		1-3				9-11	
WASTE MANAGEMENT SYSTEM													

1, CREATING A CULTURE OF PERSONAL ACCOUNTABILITY AND COMPLIANCE IN THE WORKFORCE

OUTLINE

This module aligns the value system of the workforce with the vision and mission statements of the organization. It improves business performance and reminds employees of their roles and responsibilities. Through the accountability model of PURPOSE, PLANNING, EXECUTION, EVALUATION AND REVISION, the organizational culture is improved, work ownership is established, essential work tools are identified and provided and redundancy exposed.

TAKE AWAY

1. Personal accountability starts with the individual employee, it cannot be delegated, and always seeks what can be done to make the difference. It's the only way to go
2. The employee shall demonstrate alignment with corporate goals through his actions and behaviours
3. He shall have clear roles and responsibilities and defined tasks and targets
4. He shall know, understand and comply with laid down procedures, standards and rules
5. He shall deliver as promised and shall not make promises he cant keep
6. He shall measure and evaluate progress regularly and shall report honestly

7. He shall apply consequence management

WHO IT FOR?

Suitable for all employees

Course Ref: **CPAC**

Duration: **3 days**

2. ANTI-CORRUPTION DUE DILIGENCE FOR MERGERS AND ACQUISITIONS

OUTLINE

Mergers and acquisitions (M&A) is all about creating synergies and value from deals, which is not an easy task. Given the unique characteristics of each transaction, there are many practical and legal issues that must be resolved in order to achieve the desired results. Though acquirers may or may not inherit the criminal liability of their targets depending on the local jurisdiction, conducting anti-corruption due diligence for all merger & acquisition (M&A) transactions has become necessary to limit corporate criminal liability and the personal liability of company directors.

This course will enable participants to understand the legal risks associated with corruption problems specifically within the context of M&A and to identify the measures to be taken with regard to due diligence. An interactive and practical case study of an acquisition will enable participants to put the due diligence measures they have studied into practice.

TAKE AWAY

Understand how commercial due diligence reduces your risk;
Comprehend the legal framework of successor liability in the M&A context;
Lessons and examples taken from international cases and settlements;
Gain insight on international best practice in M&A due diligence;
Practical exercise: conducting M&A due diligence

WHO IS IT FOR ?

Industry leaders, corporate decision-makers, legal and compliance specialists

Duration 3 Days

Ref : ADD

3. BALANCED SCORE CARD

OUTLINE

Beginning with the foundational *Nine-Step* process and continuing into the real life nuances and complications , this course covers the entire range of balanced scorecard topics - organization development, change management and communications planning, strategic planning, objectives and strategy mapping, performance measures and target setting, strategic initiative prioritization, automation, cascading, and strategic management - in one week. Fully consistent with basic balanced scorecard concepts & terminology developed by Kaplan & Norton, the course covers scorecard development in business, government, and non-profit organizations. Participants get hands-on practice using a simple, step-by-step process for developing a scorecard system on their own.

TAKE AWAY

Build a Balanced Scorecard System

Implement a Balanced Scorecard
Communication, Change Management and Facilitation
Advanced Scorecard Development & Implementation

WHO IS IT FOR?

This course is recommended for executives, managers, planners and analysts who are part of a balanced scorecard development team and are seeking the best practical ideas for improving organizational performance.

DURATION: **1 week**

REF:**BSC**

4. CONFLICT OF INTEREST MANAGEMENT: FROM POLICY TO PRACTICE

OUTLINE

There are increasing expectations that Governments will be responsible for delivering higher standards of integrity in civil service, public institutions and governments itself and put an end to the corrupt practices of the past. . But partnership between government and the private sector means that conflict of interest issues and integrity in government and its institutions are becoming a major focus of reform. This module teaches how to manage staff conflicts, so it does not become corruption

TAKE AWAY

- Objective Tests for Identifying a Conflict of Interest
- General Checklist for Identifying “At-risk” Areas for Conflict of Interest
- General Ethics Code Provisions Relevant to Conflict of Interest
- Gifts and Gratuities Checklist
- Registration of Personal Interests and Assets – Procedure
- Integrity Testing Policy
- Public Interest Disclosure Policy and Procedure – “Whistle-blower” Protection
- Conflict of Interest Case Studies 1-16

WHO IS IT FOR?

It is suitable for all staff, essentially anti-corruption and service delivery compliance officers

DURATION: **3 days**

REF: **CMPP**

5. CORPORATE FRAUDS AND TRAIL OF FUNDS

This module exposes the act of intentional dishonesty in corporate organizations to con the public, investors and the lending businesses, usually resulting in financial increase to the criminals or organization. The innovative business practices of overstating profits, and concealing debts increases the organization’s stock values to borrow more money to expand. Top executives also sell their stocks at this time to make billions. Forensic auditing guides against the above. It involves looking beyond the numbers, by going to the background behind the facts and grasping the substance of the situation. It is more than accounting, more than investigative work. It is a combination of both

TAKE AWAY

Exposition on all forms of corporate fraud

The use of forensic audit to trail and recover laundered funds

Special skill to provide accounting analysis and conclusive proof admissible in court

WHO IS IT FOR?

Suitable for all anti-corruption staff in the financial industry, stock exchange operators and representatives of blue chip companies

Duration: **3 days**

Ref: **CFTF**

6. CRISIS MANAGEMENT IN CORRUPTION ALLEGATIONS OR ACCUSATIONS

OUTLINE

News that your company is involved in corrupt activities will make national and international headlines. The slightest suspicion of a criminal act gives rise to damaging questions from a public increasingly concerned with business ethics, and is sometimes deliberately exploited by competitors to compound the situation. It is, therefore, essential that companies know how to respond with rigor and coherence to ethical standards. Managing such a crisis within your organisation is not straightforward: to delay can be regarded as an acceptance of culpability, whilst an early reaction may be interpreted as a whitewash or dismissing public concern. Since a mishandled allegation can ruin your company's reputation, managing a crisis with integrity must form part of your company's core compliance and communication strategy. This advanced one-day training session entitled "**Crisis Management Communication: Responding to Corruption Allegations**" covers both structured learning and role play inspired by actual cases, giving the participants an opportunity to understand the specific nature of crisis management associated with corruption allegations, to fully understand the dangers and to identify the best ways in which to react.

TAKE AWAY

Fully understand the principles that underpin crisis management

Learn how to work with and handle the press following an allegation

Best approaches and language for a press release during an investigation

How to respond to media questions following an indictment

Underlying principles for media communication in crisis management

WHO IS IT FOR?

Industry leaders, corporate decision-makers, legal and compliance specialists

Duration : **3days**

Ref : **CCM**

7.DISPROPORTIONATE ASSETS INVESTIGATION

OUTLINE

As detecting various individual acts of corruption committed by a public or private official is virtually impossible, the corrupt public servant is caught in due course when his corrupt earnings burst at the seams and take the form of disproportionate assets. Assets possessed by public or private officials beyond their scope of income and cannot be accounted for. It is indicative of long term corruption, repetitive or prolonged acts of corruption. This module analyses the act of identifying, reporting, investigation and prosecution of such cases

TAKE AWAY

Actions before registration of DP Asset cases
Actions after registration of DP Assets cases
Identification and computation of income
Identification and computation of expenditure
Movable assets and their valuation
Benami assets
Computation of DP Assets

WHO IS IT FOR?

Suitable for all cadres of investigative officers and auditors in the public, financial and real sectors

Duration: **3 Days**

Ref: **DAI**

8.DIGITAL FORENSICS

OUTLINE

Digital Forensics is the science of recovering digital evidence under forensically sound conditions using accepted methods. It is the seizure, documentation, processing, recovery, analysis and interpretation of data from computer and mobile phones for legal purposes. The module teaches the skill to carry out computer emergency response team operations.

TAKE AWAY

Have general knowledge on Digital Forensics.

Know the valuable evidence which can be recovered from computers and digital storage devices using validated forensic tools.

Posses the knowledge and skill to carry out computer Emergency Response Team (CERT) operations

Get acquainted with computer related crimes.

Get enlightened on the processes involved in computer forensic examination.

Identify, collect and handle digital devices in the absence of an expert.

Appreciate the role of a computer forensic examiner in a computer related crime

WHO IS IT FOR?

It is essential for all cyber/systems security officials, anti-corruption operatives, legal officers, bank compliance officers, auditors and investigators

Duration: **3 days**

Ref: **DF**

9.ETHICS INTELLIGENCE: MANAGING AN ANTI-CORRUPTION UNIT

OUTLINE

With the ever increasing interest in and need for ethical business practices, more and more organizations are incorporating codes of ethical conduct into their corporate structures and enforcing the specifics of these codes in their daily operations. It is in the organization's long term interest to make a visible code of ethics an integral part of its practice especially as it relates to anti-corruption. But compliance officers are often are often faced with the difficult task of designing and implementing anti-bribery compliance programs with limited knowledge of resources and tools available to them. This module provide

compliance officers with the information and tools to create and implement effective anti-corruption programs tailored towards the organization's corruption risks, structure, business activities, areas of operation and other specifics

TAKE AWAY

Design and implement anti-bribery compliance program tailored towards the organization's corruption risks, structure, business activities, areas of operation and other specifics

WHO IS IT FOR?

Ethics and compliance officers

Duration: 1 week

Ref: EI

10.HEARTS AND MINDS WORKSHOP

OUTLINE

Work ethics in oil and gas industry, production factories and general offices to ensure safety of assets including human assets, preservation of the environment and good health standards These set of tools include UNDERSTANDING YOUR HSE CULTURE; MANAGING RULE BREAKING- Human Errors and Violations; IMPROVING SUPERVISION; ACCOUNTABILITY; RISK MANAGEMENT MATRIX; WORKING SAFELY; CONSEQUENCE MANAGEMENT AND BRINGING HSE TO LIFE

WHO IS IT FOR?

HSE practitioners, all staff

Duration; 1 week

Ref: HSE 1

11.HAZARDS AND EFFECTS MANAGEMENT PROCEEDURE

OUTLINE

Hazard identification and description; Assessment of risk level; Location/ source and personnel exposure to hazards; Threats consequences (Loss of control); Barriers and recovery measures; Permit to work system; Manual of permitted operations; Emergency response and contingency plan and assets integrity form the overview of this module

WHO IS IT FOR?

HSE practitioners, all staff

Duration: 3 days

Ref: HSE 2

12.JOURNEY MANAGEMENT COURSE: PROFESSIONAL OPERATION OF LAND TRANSPORT

OUTLINE

Transport policy and its implementation, Main hazards and threats of land transport and how they are controlled, the roles and responsibilities of staff. How standards apply to drivers, vehicles and vehicle workshops. Vehicle inspection and certification procedure and checks applied to driving. Load security and hazardous driving; What must be done following land transport accident forms the overview for the workshop

WHO ISIT FOR?

HSE practitioners, drivers and mechanics

Duration: **3 days**

Ref: **HSE 3**

14.LEADERSHIP STRATEGIES

OUTLINE

Conflicts are almost inevitable occurrence in personal and corporate life. Leadership strategies of handling business challenges and obstacles help in abating their propensities and also give opportunities for corporate advantages in sustaining relationship and profits growth. The world today needs leaders equipped with knowledge, strategies, dynamism pragmatism and uncommon ability to make right decisions for their organizations to get to the desired level. The main issues are Leadership; Strategies; Profit optimization; Conflict management and Relationship management.

TAKE AWAY

Leadership strategies

Profit optimization

Conflict management

Relationship management

WHO IS IT FOR?

Suitable for chief executive officers, executive directors and chairmen of board of directors

Duration: 1 week

Ref: LS

15.MANAGING THIRD PARTY RISKS (company liability and obligations)

OUTLINE

All international anti-corruption conventions hold companies responsible for corrupt acts whether they are carried out by themselves or by third parties working on their behalf. National anti-corruption laws have adopted this definition quite explicitly. When a third party pays a bribe, the company must prove that it took all necessary precautions in accordance with international best practices to ensure the third party's integrity. Companies not only need to implement robust compliance programmes, but also ensure that their third parties and counterparties meet international compliance requirements... or risk catastrophic reputational damages, ruinous profit loss and potential fines. This advanced training session is aimed at clearly identifying a company's liability in respect of its third parties (ex. commercial agents, distributors, consultants, suppliers and sub-contractors) and will make it possible to define a prevention policy that is graded according to the identified risks.

TAKE AWAY

Understand and assess legal risk to obtain recourse against third parties;

Lessons learned from recent case law and settlements;

Learn how to develop and implement a comprehensive policy to manage third party risks;

Acquire best practice methodology in due diligence and prior monitoring of third parties;

Gain practical insight on how to organise relations with intermediaries

WHO IS IT FOR?

Industry leaders, corporate decision-makers, legal and compliance specialists

Duration : **3 days**

Ref : **MTPR**

16..PROJECTS ANTI-CORRUPTION SYSTEM

OUTLINE

The projects anti-corruption system is an integrated and comprehensive system designed to assist in the prevention of corruption on construction projects and all forms of technical procurement. It uses a variety of measures which impact on all the project phases, major participants and a number of contractual levels. With its ten anti-corruption standards and eighteen templates, Projects and all technical procurement passed through this system is accomplished at its quoted period, quoted sum and design specifications. It provides a level playing field for all project participants and ensures that government is serious about minimizing corruption

TAKE AWAY

Projects are completed at:

Quoted period,

Quoted sum

Design specifications

WHO IS IT FOR?

It is suitable for Engineers, Planners, Project managers, Procurement Officers, contractors and a combination of anti-corruption and service delivery operatives

Duration: **1 week**

Ref: **PACS**

17.PERFORMANCE MEASUREMENT

OUTLINE

This module is on a step by step practical guide on how to build and operate a customized performance measurement system. Answers are proffered to critical questions such as: How do we know how well our organization is progressing against its mission and goals? What should be measured in order to have critical information? How should we report and discuss performance internally amongst staff to maximize learning? Where should we focus our organization limited resources in order to increase our effectiveness today and achieve sustainability in the longer term?. How can we most effectively measure and communicate our performance and impact to external stake holders? It culminates in the design of a management dash board derived from various program level dash boards that periodically click snap shots of the organization health, program performance, and social impact indicators to facilitate data driven decisions by management.

TAKE AWAY

Ability to build and operate a customized performance measurement system

Design of a management dash board

Design of program level dash boards

Ability to make data driven decisions

WHO IS IT FOR?

It is suitable for directors, departmental/ unit heads and all management staff

Duration: **1 week**

Ref: **PM**

18.RESEARCH MANAGEMENT

OUTLINE

Planning, Research and Development is the bedrock of any organization. The program is a one week comprehensive package on the five major modules of research methods in management. Meaning and process of research; Motivational research; Data collection; Data presentation; Data analysis are exhaustively discussed.

TAKE AWAY

Scientific techniques for data collection;

Data presentation;

Data analysis

WHO IS IT FOR?

It is essential for all planning and research officers.

Duration: **1 week**

Ref **RM**

19.RECOVERING THE PROCEEDS OF CRIME

OUTLINE

Illegally acquired assets include assets stolen from public funds and other proceeds of corruption. These are often transferred abroad where they may be retained as financial assets, used for purchases, or invested. In many developing countries, including Nigeria, corrupt leaders and other *Politically Exposed Persons* have, over the years, in collusion with top ranking public servants embezzled public funds. Tracing, recovering and repatriating these assets is a complex process. Perpetrators of financial crimes have been able to conceal large amounts of stolen wealth in offshore financial centres around the world. Corruption is not only restricted to the public sector it also thrives in the private sector.

TAKE AWAY

United Nations global agreements and initiatives

The Financial Action Task Force (FATF)

Assets Management

WHO IS IT FOR?

Management staff of public and private sectors organizations, auditors, lawyers and anti-corruption operatives

Duration: **3 days**

Ref: **RPC**

20.PATRIOTISM: SHARED VALUES

OUTLINE

We must now deliberately create those positive values that we must nationally share to form the very foundation of our national believe system Example, To keep Nigeria One is a task that must be done." To uphold every word in the national pledge is a shared value. Is it a shared value?

This module employ comprehensive practical skills in self-awareness, and management, leadership, interpersonal relationship, conflict management, time management etc and generally engender attitudinal change to raise the level of patriotism in the citizenry. The methodology is purely psychological. This module is good for all staff,

TAKE AWAY

Practical skills in self-awareness,

Management,

Leadership,

Interpersonal relationship,

Conflict management,

Time management

Attitudinal change to raise the level of patriotism in the citizenry

WHO IS IT FOR?

This module is good for all staff,

Duration: **3 days**

Ref **PT**

21.SECURITY SYNERGY: GAPS AND CHALLENGES

OUTLINE

The emerging trends in criminal syndication include network structure rather than hierarchical; Diversity, flexibility and reach provided by network structure; Franchise model and cell structure; outsourced business models; Increased dependence on criminal activities for raising resources. Conversely, all gaps and challenges in having a STRONG security network must be closed. A strong network will facilitate inter agency co-operation; Ensure secured communication; Provide operational support; and organize training to build crime fighting capacity. Strategic purpose are to have an information pool; Verify a suspicion; Establish a prima facie case; Disrupt criminal activities; Prove an indictment and recover assets

TAKE AWAY

STRONG security network

Inter- agency co-operation;

Ensure secured communication;

Provide operational support

WHO IS IT FOR?

It is essential for all law enforcement agents.

Duration: **3 days**

Ref: **SFGC**

22. TOOLS AND STRATEGIES TO PREVENT CORRUPTION

OUTLINE

RESIST is the only anti-bribery toolkit developed by companies for companies and sponsored by four leading global anti-corruption initiatives.

The training tool enables company employees to respond to solicitations and extortions efficiently and ethically, while also helping companies reduce the probability of such demands. How can the enterprise prevent the demand from being made in the first place? How should the enterprise react if the demand is made? The four global, anti-corruption initiatives launching the tool have collaborated on a number of projects since 2005 in their fight against corruption on the supply side of the issue. The initiatives have been developing and disseminating anti-corruption tools and advocacy, acknowledging that business is both part of the problem and the solution. RESIST is the latest in this series of close collaborations.

TAKE AWAY

Tools and strategies to prevent bribery and extortion
Reduction of incidence of bribery and extortion

WHO IS IT FOR?

Management, Ethics, Supply chain and all employees of private and public organizations

Duration : **3 days**

Réf : **TSPC**

23. THE INTEGRITY PACT: A POWERFUL TOOL FOR CLEAN BIDDING AND PROJECT EXECUTION

OUTLINE

The Integrity Pact (IP) is a tool that helps governments, businesses and civil society intent on fighting corruption in the field of public contracting. It is an agreement between a government department and all bidders for a public sector contract. The IP sets out rights and obligations to the effect that neither side will pay, offer, demand or accept bribes, or collude with competitors to obtain the contract, or while carrying it out. In addition, bidders are required to disclose all commissions and similar expenses paid by them to anybody in connection with the contract. If violations occur then sanctions will apply. These sanctions range from loss or denial of contract, forfeiture of the bid or performance bond and liability for damages, to blacklisting for future contracts on the side of the bidders, and criminal or disciplinary action against employees of the government.

TAKE AWAY

Value for money

WHO IS IT FOR?

Companies and governments alike stand to benefit from IPs. Companies can refrain from bribing in the knowledge that their competitors are bound by the same rules, while governments can reduce the high cost of corruption on procurement, privatization and licensing.

Duration: **3 days**

Ref: **IP**

24. TENDERING PROCEDURES AND BID EVALUATION

OUTLINE

This module is a one stop shop for every- one involved in tendering procedures and bidding evaluation. It teaches how to plan the tender life cycle, develop effective profiles and communication strategies, develop cost and service profiles, design an optimal evaluation criteria and the effective tender evaluation proper. It makes you an instant procurement expert.

TAKE AWAY

Comprehensive skills in planning the tender life cycle;
Developing effective profiles and communication strategies

Design and implement an optimal tender evaluation

WHO IS IT FOR?

Duration: **3 days**

Ref: **TP**

25. WHISTLE BLOWER PROCEEDURE, PRACTICE AND POLICY

OUTLINE

One of the critical elements to protect the assets, people and reputation of organizations is for any employee to be able o report without fear of being ostracized, concerns on how the organization is conducting its business. This module outline a process that protects both the organization and the person who sees the need to blow the whistle. The essence is for staff to be able to bypass the direct management line because that may well be the area about which their concern arise, and the organization if they feel that over-all management is engaged in improper act

TAKE AWAY

Whistle blower policy that protects both the organization and the whistle blower

Whistle blowing procedure and practice

WHO IS IT FOR?

It is ideal for all staff, especially anti-corruption and service delivery staff

Duration: **3 days**

Ref: **WBPP**

26. WASTE MANAGEMENT SYSTEM

OUTLINE

Waste management policy, waste classification and management strategies, waste inventory and tracking, waste level qualification, waste evacuation and reduction strategies form the overview of the module

TAKE AWAY

Waste classification and management strategies,

Waste inventory and tracking,

Waste level qualification,

Waste evacuation and reduction strategies

WHO IS IT FOR?

HSE practitioners and waste operators

Duration: **2 days**

Ref: **HSE 4**