GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
*****

No. 5 (2)2021-Admn-I/HR-I   Islamabad, the 22nd February, 2022

CIRCULAR

SUBJECT: TRAINING COURSES FOR 4th QUARTER (APRIL-JUNE) 2021-2022

          Please find enclosed herewith a copy of self-explanatory letter No. 2(27-A) PPMI/PD/21-22 dated 15th February, 2022 received from Pakistan Planning and Management Institute (PPMI), on the above mentioned subject for placing on the website of the Ministry of Commerce.

2.   Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section not later than (15 days) before commencement of training.

Encl: **As above**

                              (Muhammad Suleman Mahsud)
                                 Deputy Director (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad

GOVERNMENT OF PAKISTAN
MINISTRY OF PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES
PAKISTAN PLANNING AND MANAGEMENT INSTITUTE (PPMI)
PPMI Complex, Street. No. 1, Sector H-8/1, Islamabad. **Tel: 051-9269883 Fax: 051-9269882**
*****

No.3(27-A) PPMI/PD/21-22 | Islamabad, the 15th February, 2022

SUBJECT: **TRAINING COURSES FOR 4TH QUARTER (APRIL- JUNE) 2021-22**

Dear Sir/Madam, السّلامُ عَلَيْكُم

Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Special Initiatives, Government of Pakistan invites nominations of suitable officers in BPS-17 and above working on relevant assignments for the following courses to be organized during 4th Quarter (April - June) 2021-22.

S. No.		Course Name	Dates
1	*Theme*	**Project Planning and Management**	18-20 May, 2022
	Course	(Monitoring and Evaluation Techniques)	
2	*Theme*	**Project Planning and Management**	23-27 May, 2022
	Course	(PC I&II Preparation)	
3	*Theme*	Procurement and Contract Management	7-10 June, 2022
	Course	(Managing Contracts in Projects)	
4	*Theme*	**Project Planning and Management**	13-15 June, 2022
	Course	(Primavera, Project Management Software)	
5	*Theme*	**Project Planning and Management**	23-24 June, 2022
	Course	(Project Monitoring and Evaluation System(PMES)	
6	*Theme*	**Procurement and Contract Management**	27-30 June, 2022
	Course	(Public Procurement Policies and Rules)	

2.	These courses are designed as per themes mentioned above, after completing the requisite courses under a theme the participant can opt for assessment. Upon clearing the assessment at PPMI the participant will be certified as a specialist in that particular theme such as project planning and management specialist, financial management specialist etc.

3.	It is clarified that no fee is charged from the Government officers. However, other expenditure to be incurred on travelling, boarding and lodging etc. of participants will be borne by the nominating Ministries/Divisions/Departments/Organizations.

4.	The nominations of relevant officers along with brief CV (one page) of the nominee(s) must reach PPMI at the earliest and no later than **(07 days)** before commencement of the training course through concerned Ministries/Divisions/Departments/Organizations. In case, more than one nomination is to be made for a training course by an organization, it must be clearly indicated as **Principal and Alternate Candidate.**

5	Please also ensure that necessary **telephone contact number (including Mobile Number) and Fax/Email ID of nominee(s)/nominating agency and controlling officer** are given in the covering letter enabling PPMI for prompt communication with the concerned. Brief contents of the training courses are overleaf in case of any clarification regarding it Ch. Sajid Ali (Programme officer), PPMI may be contacted at ppmicoordinator@gmail.com and on Ph: 051-9269769.

6.	The nominee should report to PPMI for participation in training course only after confirmation of his/her nomination by PPMI. Vaccination certificate is mandatory and copy must be provided to PPMI admittance without it will not be allowed. Hostel facility is also available at PPMI on payment but requires prior booking to avoid inconvenience. Request for booking may please be sent along with nominations.

Yours sincerely,

DR. MUHAMMAD ALI NOOR
Director General, PPMI

DISTRIBUTION:
Secretaries of Ministries/Divisions.
i	Chief Secretaries of Provinces/AJK/G.B
ii.	Additional Chief Secretaries of Provinces/AJK/GB.
iv.	Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities
v.	Secretary, Planning and Development Department, Punjab, KP, Baluchistan, Sindh, GB, & AJK

Project Planning and Management
(Monitoring and Evaluation Techniques)

- **Essentials of Monitoring and Evaluation (M&E)**
  - M&E Overview
  - Main difference between monitoring and evaluation
- **Designing & Implementing M&E System**
  - Place of M&E in the Project Management Cycle
  - M&E Frameworks- Logical
- **Performance Monitoring & Evaluation**
  - Performance Indicators
  - Performance Monitoring and Evaluation
- **Project Evaluation**
  - Basic of Evaluation
  - Types of Evaluations
- **Data Management And Information Use**
  - Identifying types of Data
        Data Collection & Analysis

Procurement and Contract Management
(Managing Contracts in Projects)

- Introduction to Contract Management
- Negotiation Skills
- The Law and Contacts
- Price Escalation
- Contract Essentials
- Provider Selection and Management
- Conflict Management
- Control and Reviews
- Change Control
- Alternative procurement arrangements/modes such as PPF etc.

Project Planning and Management
Project Monitoring and Evaluation System (PMES)

For Project Directors/Project Implementing Authorities:
- Firmness and clarity of scope as per PC-1 (Profile)
- Provides tools for Project Planning and Control (Cash/Work plan)
- Track progress and report issues (PC-III A, PC-III B)

For Controlling Ministries:
- Approve Financial/Physical requirements of Projects as per ministries priorities (Cash/Work Plan)
- Have a quick access to progress and issues in their project

For Planning Division:
- A platform for professional monitoring (Project Scope, Plans, Progress, Issues etc)
- Overall progress of PSDP projects
- Repository for projects
- Projects synopsis and PSDP projects performance analysis (Single Pager Dashboard)

Project Planning and Management
(PC-I & II Preparation)

- Planning Machinery, Processes and Procedures in Pakistan
- Orientation on Project Preparation Document (PC-I)
- Project Documents preparation of PC-I & PC-II
- Role & Importance of Appraisal in Project Cycle Management
- Introduction to Project Appraisal concepts, tools and techniques
- Programme Evaluation and Review Technique (PERT)
- Approval of Project
- Financial/Economic/Unit Cost Analysis
- Logical Framework Analysis (LFA)and Risk Analysis
- RBM framework
- Determining RBM indicators

Project Planning and Management
(Primavera, Project Management Software)

Introduction to Primavera P6
- Installation
- Showing welcome dialog box at start up
- Creating new enterprise
- Creating new project
- Opening a project

Working on Primavera P6
- Showing total length of project
- Edit relationships
- Modifying links
- Find total float
- Insert a new activity in between

Managing resources using Primavera P6
- Prerequisites for resources
- Changing project defaults
- Costing unit
- Material units

Project costing using Primavera P6
- Printing cash flow "S" curve
- Creating and assignment of cost accounts
- Assigning indirect costs

Project tracking using Primavera P6
- Progress calculation using activity steps
- EPS
- Layouts
- Filters
- Project reporting

Financial Management
(Public Procurement Policies and Rules)

- Overview of Procurement Life Cycle
- Public Procurement Reforms / Regulatory Framework in Pakistan
- Public Procurement Rules 1-51
- Procurement Processes: Key Documentations, Tendering, Evaluation and awarding of contracts including Supplier Selection, Proposed Evaluation Contract Preparation, Bid Evaluation and Award
- How to develop TORs for hiring the services of consultants?
- Transportation Management in Contracting
- Procurement Guidelines in the Perspective of Foreign-Funded Projects
- Post – Procurement Reviews
- Bidding document preparations: Case study
- Letter of credits