GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
*****

No. 5 (3)2022-Admn-I/HR-I　　　　　　　　　　Islamabad, the 4th July, 2022

CIRCULAR

SUBJECT:　TRAINING COURSES FOR 1st QUARTER (JULY-SEPTEMBER) 2022-2023

　　　　　Please find enclosed herewith a copy of self explanatory letter No. 2(27-A) PPMI/PD/2022-23 dated 21st June, 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**

　　　　　　　　　　　　　　　　　　　(Humaira Shakir)
　　　　　　　　　　　　　　　　　　　Deputy Director (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad

No.2(27-A)PPMI/PD/2022-23   Islamabad, the 21ˢᵗ June, 2022

SUBJECT: <u>**TRAINING COURSES FOR 1ˢᵀ QUARTER (JULY-SEPTEMBER) 2022-23**</u>

Dear Sir,   السلام علیکم

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 1ˢᵗ Quarter (July – September) 2022-23.

S. No.	Course Name	Dates
1	PC-I Preparation	05 - 08 Jul, 2022
2	Human Resource Management in Public Sector	18 - 20 Jul, 2022
3	Tendering and Contract Management	26 - 29 Jul, 2022
4	Public Procurement Policies and Rules	1 - 4 Aug, 2022
5	Monitoring and Evaluation Techniques	9 - 12 Aug, 2022
6	Project Appraisal and Risk Management	29 - 31 Aug, 2022
7	Governance	1 - 2 Sep, 2022
8	Project Life Cycle Management	12 - 16 Sep, 2022
9	SCRUM & AGILE Project Management	28 - 30 Sep, 2022

2.   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.

3.   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 nominations are to be made for a training course by an organization, it must be clearly indicated as **Principal and Alternate Candidate.**

4.   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.

5.   The nominee should report to PPMI for participation in training course only after confirmation of his/her nomination by PPMI. 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,

21/06/22

(DR. MUHAMMAD ALI NOOR)
Director General, PPMI

DISTRIBUTION:

- SPS to Minister, M/o Planning, Development & Special Initiatives, Islamabad.
- SPS to Deputy Chairman, Planning Commission, Islamabad.
- SPS to Secretary, M/o Planning, Development & Special Initiatives, Islamabad.
- SPS to Additional Secretary (A&O), M/o Planning, Development & Special Initiatives, Islamabad.
- SPS to Additional Secretary (D&SI, M/o Planning, Development & Special Initiatives, Islamabad.
- APS to Joint Secretary (Org/Lit), M/o Planning, Development & Special Initiatives, Islamabad.
- Section Officer (VI), Training Section, M/o Planning, Development & Special Initiatives, Islamabad.
- Assistant Director, JACC for uploading of M/o Planning, Development & Special Initiatives, Islamabad.

BRIEF COURSE CONTENTS
1ST QUARTER (JULY- SEPTEMBER) 2022-23

PC I & II Preparation

- Planning Machinery, Processes and Procedures in Pakistan
- Orientation on Project Preparation Document (PC-I)
- Project Documents preparation of PC-I
- 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

Human Resource Management in Public Sector

- Framework of HRM in the Public Sector of Pakistan
- Developing job descriptions and KPIs
- Recruitment and selection process
- Training and Development of HR
- Performance Appraisal Process: tips for the supervisory officers
- Ethical dilemmas: misuse of resources, power and abuse
- Leave Rules and Retirement/Pension Rules
- How to frame, initiate, execute and report disciplinary proceedings?
- Identifying and Monitoring Key Performance Indicators (KPI's)

Tendering and Contract Management

- Introduction to contract Management
- Ethics ,Framework and Professionalism
- Contract Essentials
- Law and contracts
- Procurement and Contract Management
- Bidding and Tendering Process under PPRA
- Price Escalation
- Price Adjustment Formula
- Conflict Management / Arbitration in Contracts
- Negotiation in contracts
- Alternative Procurement arrangements mode
- PPP Projects
- Supply chain management in projects
- Essentials for Procurement & Contract Management
- Managing Contract in Public Sector
- Contract Evaluation and Closure
- Managing changing in contracts
- Price adjustment formula
- Overview Procurement Cycle in Pakistan
- Public Procurement Reforms and Regulatory Framework in Pakistan
- Public Procurement Rules 1-52
- Tendering Process under PPRA

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

Governance

- Good Governance Models, Tools & Techniques
- Principles of Management
- Leadership & Management
- Strategic Management & Policy Planning, Implementation & Evaluation
- Public Policy
- Monitoring & Evaluation
- Principals of Audit & Accounting
- Financial Management
- Project Management
- PMBOK International Modules
- Ethics & Corporate /Social Responsibility etc.
- Professional Communication
- Media Advocacy
- Proficiency in English for Professional Settings
- Effective use of ICT in Professional Environment
- Emotional Intelligence (EQ vs IQ)
- Time & Stress Management
- Problem Solving and Decision Making
- Result Based Management

Project Life Cycle Management

- Planning Machinery, Processes and Procedures in Pakistan
- Overview of Planning Commission's Documents (PC-I to PC-IV)
- Project Preparation & Design (PC-I & PC-II)
- Project Approval
- Project Execution / Implementation
- Project Monitoring & Control (PC-III A&B, Monitoring report, Project profile etc.)
- Project Closure (PC-IV)

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

Project Appraisal and Risk Management

- Importance of Appraisal in Project Preparation Phase
- Project Cost Estimation
- Project Appraisal/CBA
- Project Economic Analysis
- Project Financing and Financial sustainability of projects
- Project Unit Cost Analysis
- Foundations of uncertainty and risk
- Risk Assessment, Mitigation and Management Techniques
- Project Risk and Sensitivity Analysis
- Feedback and Satisfaction Survey

SCRUM & AGILE Project Management

- Understanding Traditional Versus Agile Project Management
- Understanding of the Agile Manifesto
- Understand Scrum Overview
- Scrum Framework and Theory
- Understanding the Three Pillars
- Understanding the Scrum Roles
- Managing the Release Planning
- Understanding effective Users Stories
- Grooming The Product Backlog
- Working The Sprint Backlog
- Running The Sprint/Iteration
- Sprint/Iteration Review
- Sprint/Iteration Retrospective
- Collecting Artifacts
- Agile Methodologies