

# PARTICIPATE IN PROCUREMENT CONTRACTS MANAGEMENT

UNIT CODE: BUS/OS/SC/CR/04/5

## Unit Description

This unit specifies the competencies required to manage procurement contracts. It involves establishing and maintaining a good relationship between vendors and the procuring entity and results in timely execution of procurement contracts.

## ELEMENTS AND PERFORMANCE CRITERIA

<b>Element</b> <i>These describe the key outcomes which make up workplace function</i>	<b>Performance Criteria</b> <i>These are assessable statements which specify the required level of performance for each of the elements. <b>Bold and italicized terms are elaborated in the Range</b></i>
1. Monitor progress of procurement contracts	1.1 <b><i>Tools for monitoring progress</i></b> of contract are developed based on supervisor's instructions 1.2 Contract progress monitoring schedule is developed as per supervisor's instructions 1.3 Contract progress monitoring is conducted in accordance with the monitoring schedule. 1.4 Contract progress monitoring report is prepared as per workplace policy.

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	<p>1.5 Action is taken based on the supervisor’s instructions</p>
<p>2. Participate in Vendor Relationships Management</p>	<p>2.1 Clear specifications are prepared in accordance with needs of user as per workplace policy and supervisors’ instructions</p> <p>2.2 Vendors evaluation is done fairly and objectively as per supervisor’s instructions and the <b><i>legal requirements.</i></b></p> <p>2.3 Flexibility is exercised based on the case at hand.</p> <p>2.4 Vendors are paid in accordance with the contract and supervisors’ instructions</p>
<p>3. Evaluate vendor contract performance</p>	<p>3.1 Vendor contract progress evaluation tools are developed based on supervisors’ instructions.</p> <p>3.2 Notice for vendor contract progress evaluation committee meeting is prepared and circulated as per workplace policy.</p>

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	3.3 Vendor contract progress evaluation is conducted as per supervisors' instructions. 3.4 Vendor contract progress report is prepared as per workplace policy and supervisors' instructions

## **RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

<b>Range</b>	<b>Variables</b>
1. Tools for Monitoring Progress	1.1 Data Collection Tools
2. Legal Requirements	2.1 Contract 2.2 Procurement laws 2.3 Terms and conditions
3. Incentives	3.1 Extended contracts 3.2 Timely payment

## **REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

### **Required Skills**

The individual needs to demonstrate the following skills:

- Contract performance measurement skills
- Communication skills
- Interpersonal skills
- Negotiation skills
- Analytical skills
- Risk assessment skills
- Evaluation skills

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## Required Knowledge

The individual needs to demonstrate knowledge of:

- Risk management
- Program monitoring
- Transition management
- Performance management
- Performance measurement
- Contract termination
- Vendor relationships
- Contract evaluation

## EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate:  1.1 Demonstrated ability to develop tools and schedule for monitoring contract progress.  1.2 Monitored progress of contracts and prepared progress report.  1.3 Took appropriate action based on progress report and supervisor instructions
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	<p>1.4 Prepared clear specifications for procurement of goods, works and services</p> <p>1.5 Conducted bids preparation objectively and legally.</p> <p>1.6 Demonstrated understanding of incentives used to enhance buyer supplier relationships.</p> <p>1.7 Initiated prompt payment of vendors</p> <p>1.8 Demonstrated understanding on none performing vendor contracts</p>
2. Resource Implications	<p>The following resources must be provided:</p> <p>2.1 A functional procurement unit</p> <p>2.2 A functional procurement entity with a warehouse</p>
3. Methods of Assessment	<p>Competency may be assessed through:</p> <p>3.1 Written tests</p> <p>3.2 Third party reports</p> <p>3.3 Oral questioning</p> <p>3.4 Interview</p> <p>3.5 Observation</p>
4. Context of Assessment	<p>Assessment could be conducted:</p> <p>3.6 On-the-job</p> <p>3.7 Off-the-job</p> <p>3.8 During industrial attachment</p>

5. Guidance information for assessment	Holistic assessment with related units in the sector
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