



Training Course Outline

ITU

Title	Circular and Sustainable Public Procurement for ICTs
Modality	Online self-paced
Level	Intermediate
Dates	15/07/2023 – 31/12/2023
Duration	2.5-3 hours
Language	English
Region	World or Multi-Regional
Registration type	Direct registration
Registration deadline	22/12/2023
Training fees	Free
Description	The course is a bite-sized version of the Circular and Sustainable Public Procurement for ICTs. It sets out the systems and process requirements for ICT procurement in a way that supports the transition to circular and sustainable system solutions
Training topics	<i>ICT and climate change, e-waste, smart cities and communities, ICTs and the environment, e-government</i>
Certification	<i>Badge</i>
Code	<i>23OS100245MUL-E</i>

1. TARGET POPULATION

This guide on circular and sustainable ICT procurement helps public sector procurement planners and professionals to improve the circular and sustainable outcomes of ICT buying decisions and to avoid adverse impacts on social and environmental systems.

2. ENTRY REQUIREMENTS

None.

3. TRAINING OBJECTIVES

Upon completion of this course, participants will learn how to:

- Align ICT circularity and sustainability goals with existing or newly created policies.
- Set goals, establish measurement indicators and track progress.
- Create a publicly available circular and sustainable procurement policy.
- Allow adequate time and resources for procurement planning when developing calls for tender.
- Engage with ICT suppliers on circularity and sustainability when developing policy and strategy and as part of a procurement process.
- Add sustainability to procurement processes and guidance to reflect circular and sustainable aims and contract conditions.
- Use international standards, including ITU recommendations, for direction on how to implement and enforce circular and sustainable ICT procurement and management.

4. METHODOLOGY

The course will use interactive learning on Rise to deliver the subject matter through an interactive approach ensuring learner engagement and link to the guide where appropriate. Quizzes will test knowledge.

5. ASSESSMENT AND GRADING

6 quizzes will assess knowledge. 70% will be the passing requirement to receive an ITU badge.

6. TRAINING DETAILS & INSTRUCTIONAL APPROACH

Module	Sessions/Topics covered	Key learning points (detail learning outcomes)	Training activities details
1	Introduction to the guide	<ul style="list-style-type: none"> • Background to circular public procurement • How to navigate the guide 	Interactive module
2	Fundamentals	<ul style="list-style-type: none"> • Core definitions, principles and concepts • Drivers of circular and sustainable ICT procurement • Challenges and considerations 	Interactive module Quiz at the end
3	Policy and Strategy	<ul style="list-style-type: none"> • Leadership • Aligning policies and strategies • Implementation planning 	Interactive module Quiz at the end
4	Creating the conditions	<ul style="list-style-type: none"> • Manage the governance • Set goals and targets • Engaging stakeholders 	Interactive module Quiz at the end
5	Procurement processes	<ul style="list-style-type: none"> • Procurement Planning • Solicitation and evaluation • Award • Contract management • Reviewing performance 	Interactive module Quiz at the end
6	Recap and review	<ul style="list-style-type: none"> • Summary • Final checklist 	Final Quiz

7. TUTORS/INSTRUCTORS

8. TRAINING COURSE COORDINATION

Course coordinator	ITU coordinator
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