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"CREATING EXCELLENCE"

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.2(27-A)PPMI/PD/2024-25

Islamabad, the 27th February, 2025

SUBJECT: TRAINING COURSES FOR 4TH QUARTER (APRIL – JUNE) 2024-25

Dear Sir/Madam, *السلامة عليكم*

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) 2024-25**.

S. No.	Course Name	Course Date
1	Project Monitoring & Evaluation	9 - 11 April, 2025
2	Manual for Development Projects	21 - 25 April, 2025
3	Budgeting & Financial Management in Public Sector	7 - 9 May, 2025
4	Development of Key Performance Indicators	14 - 16 May, 2025
5	Public Procurement Policies & Rules	21 - 23 May, 2025
6	Primavera (Project Management Software)	28 - 30 May, 2025
7	Complete Project Management Cycle	16 - 20 June, 2025
8	Projects on Result Based Management	25 - 27 June, 2025

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 **Training Coordinator, PPMI may be contacted at ppmicoordinator@gmail.com and on Ph: 051-9269883**.

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.



SECRETARY
P&D

Yours sincerely,

Ali
27/02/25
(DR. MUHAMMAD ALI NOOR)
Director General, PPMI

AS (A)

AS (Admin)
P&D Board

DSA

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- Secretaries of Ministries/Divisions.
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- Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities.
- Secretary, Planning and Development Department, Punjab, KP, Baluchistan, Sindh, GB & AJK

SO(FT)

BRIEF COURSE CONTENTS

4TH QUARTER (APRIL - JUNE) 2024-25

Project Monitoring & Evaluation

- **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

Budgeting and Financial Management in Public Sector

- Overview of Public Financial Management
- Diagnosing strengths and weaknesses of PFM systems
- Pros and cons of PFM reforms and harmonizing/aligning with donors requirements
- Reforms roadmap and management of reform processes
- Preparation of financial statement and interpretations
- Case study of PIFRA
- Introduction to General Financial Rules (GFR)
- PFM Act, 2019

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
- EPADS

Projects on Result Based Management

- Result Based Indicators
- SMART Indicators
- Designing and conducting RBM Monitoring
- LFA Model
- Making an Effective RBM Plan

Manual For Development Projects

- Processes & Procedures to Improve Project Management
- PC-I to PC-V Proforma
- Planning Commission Feasibility Study Requirements
- Sectoral Classification of Development Expenditure
- NEC Meetings
- Guidelines/Procedures for Preparation and Approval of Development Projects
- Concept Clearance Proposals – Policy Guidelines
- Guidelines by Finance Division for Release of Development Funds to the PSDP-Funded Projects
- Guidelines for the Appointment of an Independent PD
- Guidelines of Project Management Issues by Project Wing Planning Commission
- Functions of Federal Level DDWP
- Procedure for Approval of Self-Financing Development Schemes of Autonomous Organizations
- Notice Regarding Financial Discipline in Execution of Projects/Schemes
- Procedure for Fresh Approval of a Development Scheme in Case of More Than 15% Increase from Originally Approved Cost
- Instructions on Evaluation and Appraisal of Project

Development of Key Performance Indicators

- Identifying KPI's
- Challenges in Identifying KPIs
- Develop Strategic Themes and Results
- Generating Value with KPIs
- KPI Management
- Balanced Scorecard Techniques in dealing with KPIs

Primavera - Project Management Software

- Introduction to Project Management & use of Software's i.e. Primavera
- Introduction to Primavera
- Working on Primavera
- Managing resources using Primavera
- Project costing using Primavera
- Project tracking using Primavera

Complete Project Cycle Management

- Planning Machinery, Processes & 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)