

# ProcurCompEU - Self-Assessment Questionnaire

This questionnaire is part of ProcurCompEU, the European Competency Framework for Public Procurement Professionals:

[https://ec.europa.eu/info/policies/public-procurement/support-tools-public-buyers/professionalisation-public-buyers\\_en](https://ec.europa.eu/info/policies/public-procurement/support-tools-public-buyers/professionalisation-public-buyers_en)

*Disclaimer: This questionnaire is solely for demonstration purposes, no data will be collected.*

## I. General questions

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1. Please state your name

2. What is your current job profile?

- Procurement support officer
- Standalone public buyer
- Public procurement specialist
- Category specialist
- Contract manager
- Department manager

3. What is your position within your organisation?

4. What are your current tasks and responsibilities related to public procurement?

5. Are you working full-time or part-time on these tasks and responsibilities?

6. How many years have you have been occupying this position?

7. How many years of experience do you have working in public procurement in total?

8. What type and level of training related to public procurement have you had?

## II. Public procurement competences

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### C1 - Planning - Knowledge question

**How well do you know your organisation's procurement planning, policy priorities and budget?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

### C1 - Planning - Skills question

**To what extent are you able to develop a procurement plan according to available budget resources?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

### C2 - Lifecycle - Knowledge question

**How well do you know the different phases of the procurement lifecycle, from pre-publication through post-award?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

### **C2 - Lifecycle - Skills question**

**To what extent are you able to follow the various phases of the procurement lifecycle?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

### **C3 - Legislation - Knowledge question**

**How well do you know the legislation on public procurement and other relevant areas of law?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

### **C3 - Legislation - Skills question**

**To what are you able to apply specific aspects of procurement legislation and other legal frameworks impacting procurement?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

### **C4 - e-Procurement and other IT tools - Knowledge question**

**How well do you know e-procurement and other IT systems and tools?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

### **C4 - e-Procurement and other IT tools - Skills question**

**To what extent are you able to use e-procurement and other IT systems and tools?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

### **C5 - Sustainable procurement - Knowledge question**

**How well do you know relevant sustainability policies and how to promote them?**

- I have no knowledge
- I have basic knowledge
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- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

#### **C5 - Sustainable procurement - Skills question**

**To what extent are you able to incorporate sustainable objectives set by the organisation and national policies into the procurement process?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

#### **C6 - Innovation procurement - Knowledge question**

**How well do you know relevant innovation policies and how to promote them?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

#### **C6 - Innovation procurement - Skills question**

**To what extent are you able to incorporate innovation objectives set by the organisation and national policies into the procurement process?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

#### **C7 - Category specific - Knowledge question**

**How well do you know the features and specificities of one or more specific category of supplies, services or works?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

#### **C7 - Innovation procurement - Skills question**

**To what extent are you able to get the most out of one or more category of supplies, services or works?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills

- I have expert skills

### **C8 - Supplier management - Knowledge question**

**How well do you know supplier management strategies and processes?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

### **C8 - Supplier management - Skills question**

**To what extent are you able to develop, manage and maintain relationship with suppliers while respecting public procurement principles?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

### **C9 - Negotiations - Knowledge question**

**How well do you know negotiation processes relevant in public procurement?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

### **C9 - Negotiations - Skills question**

**To what extent are you able to apply negotiation processes and strategies in accordance with public procurement principles and ethical standards?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

### **C10 - Needs assessment - Knowledge question**

**How well do you know needs identification tools and techniques?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C10 - Needs assessment - Skills question**

**To what extent are you able to determine the underlying needs of the organisation and end-users regarding the subject-matter of the procurement?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C11 - Market analysis and engagement - Knowledge question**

**How well do you know market analysis tools and appropriate market engagement techniques?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C11 - Market analysis and engagement - Skills question**

**To what extent are you able to use market analysis and market engagement techniques to understand the characteristics and trends of the supplier market?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C12 - Procurement strategy - Knowledge question**

**How well do you know different procurement strategies, such as procedure types, use of lots, and kinds of contracts?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C12 - Procurement strategy - Skills question**

**To what extent are you able to define a procurement strategy that is best suited to the procurement at stake?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C13 - Technical specifications - Knowledge question**

**How well do you know the requirements of drafting technical specifications?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C13 - Technical specifications - Skills question**

**To what extent are you able to draft technical specifications that enable potential bidders to submit realistic offers that address the underlying needs of the organisation?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C14 - Tender documentation - Knowledge question**

**How well do you know the requirements of preparing tender documentation?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C14 - Tender documentation - Skills question**

**To what extent are you able to prepare procurement documentation including appropriate exclusion, selection and award criteria?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C15 - Tender evaluation - Knowledge question**

**How well do you know the evaluation process?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C15 - Tender evaluation - Skills question**

**To what extent are you able to evaluate offers against pre-defined criteria in an objective and transparent way?**

- I have no skill
- I have basic skills
- I have intermediate skills

- I have advanced skills
- I have expert skills

**C16 - Contract management - Knowledge question**

**How well do you know the principles of contract management?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C16 - Contract management - Skills question**

**To what extent are you able to oversee contract implementation while ensuring technical compliance of the good, work or service delivered?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C17 - Certification and payment - Knowledge question**

**How well do you know the process for certification and payment?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C17 - Certification and payment - Skills question**

**To what extent are you able to apply verification principles and the financial control framework to verify the legal compliance of the procurement contract before proceeding to payment?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C18 - Reporting and evaluation - Knowledge question**

**How well do you know contract monitoring tools and techniques?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge



### **C18 - Reporting and evaluation - Skills question**

**To what extent are you able to evaluate the process, deliverables and outcomes of a procurement to draw lessons on how to improve the performance of future procurements?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

### **C19 - Conflict resolution/mediation - Knowledge question**

**How well do you know conflict resolution and mediation processes and the functioning of the review system**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

### **C19 - Conflict resolution/mediation - Skills question**

**To what extent are you able to prevent and resolve conflicts and manage complaints in the framework of the national review system?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

## **III. Soft competences**

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### **C20 - Adaptability and modernisation - Knowledge question**

**How well do you know change management techniques and tools?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

### **C20 - Adaptability and modernisation - Skills question**

**To what extent are you able to anticipate and accommodate to changing tasks and circumstances and aim to continuously learn and grow?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C21 - Analytical and critical thinking - Knowledge question**

**How well do you know analytical and critical thinking approaches and tools?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C21 - Analytical and critical thinking - Skills question**

**To what extent are you able to use analytical and critical thinking in evaluating an information and/or a situation and solving problems?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C22 - Communication - Knowledge question**

**How well do you know communication tools and techniques and how to apply the public procurement principles in various communication situations?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C22 - Communication - Skills question**

**To what extent are you able to communicate effectively by adapting the communication medium and message to the target audience while ensuring public procurement principles are respected?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C23 - Ethics and compliance - Knowledge question**

**How well do you know the procedural rules and principles as well as tools, codes and guidance document that help ensure adherence thereto?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C23 - Ethics and compliance - Skills question**

**To what extent are you able to ensure compliance with applicable public procurement rules, principles, and ethical standards?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C24 - Collaboration - Knowledge question**

**How well do you know collaboration tools and techniques?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C24 - Collaboration - Skills question**

**To what extent are you able to promote inclusive and collaborative thinking and processes?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C25 - Stakeholder relationship management - Knowledge question**

**How well do you know the key concepts and methods of stakeholder management?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C25 - Stakeholder relationship management - Skills question**

**To what extent are you able to create mutual trust and credibility that contribute to solid internal and external stakeholder relationships?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C26 - Team management and leadership - Knowledge question**

**How well do you know the key concepts and methods of team management?**

- I have no knowledge
- I have basic knowledge

- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C26 - Team management and leadership - Skills question**

**To what extent are you able to tailor management and leadership methods and techniques to the team and circumstances thereby creating a conducive environment for achieving common goals?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C27 - Organisational awareness - Knowledge question**

**How well do you know your organisation's administrative structure, procedures and processes, internal culture and legal and policy framework?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C27 - Organisational awareness - Skills question**

**To what extent are you able to navigate both the procurement function and organisation's structure, and understand their culture?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C28 - Project management - Knowledge question**

**How well do you know project management tools and techniques relevant for the public administration?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C28 - Project management - Skills question**

**To what extent are you able to apply project management tools and techniques to effectively carry out a procurement procedure and contract?**

- I have no skill
- I have basic skills
- I have intermediate skills

- I have advanced skills
- I have expert skills

**C29 - Performance orientation - Knowledge question**

**How well do you know cost and performance management strategies and methods as well as Key Performance Indicators (KPIs) that help identify inefficiencies and monitor the financial performance of the procurement and the way it delivers value for money?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C29 - Performance orientation - Skills question**

**To what extent are you able to apply commercial and performance management strategies and methods to maximise value for money of procurement contracts?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C30 - Risk management and internal control - Knowledge question A**

**How well do you know audit and control functions?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C30 - Risk management and internal control - Skills question A**

**To what extent are you able to carry out the different functions of inspection, control, audit, and evaluation applicable to public procurement?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills

**C30 - Risk management and internal control - Knowledge question B**

**How well do you know audit risk management tools and techniques?**

- I have no knowledge
- I have basic knowledge
- I have intermediate knowledge
- I have advanced knowledge
- I have expert knowledge

**C30 - Risk management and internal control - Skills question B**

**To what extent are you able to monitor risks closely and apply mitigating measures and proactive approaches to protect the interest of the organisation?**

- I have no skill
- I have basic skills
- I have intermediate skills
- I have advanced skills
- I have expert skills