

# ProcurComp<sup>EU</sup> implementation in Slovenia

## Project leader



REPUBLIKA SLOVENIJA  
MINISTRSTVO ZA JAVNO UPRAVO

The Public Procurement Directorate (PPD) is part of the Ministry of Public Administration (MPA), and its main tasks relate to public procurement policy design and implementation, development of e-procurement tools and services, provision of assistance to contracting authorities and economic operators that carry out or participate in public procurement procedures. Furthermore, the PPD, with approximately 37 employees, acts as a central purchasing body and performs joint purchasing for government entities in accordance with the Government Decisions and manages approximately 10 government wide joint procurement procedures per year, amounting to approximately 80-90 million euros annually (in addition to approximately 150 procurements procedures on behalf and for the account of the MPA).

**Website:** <https://www.gov.si/en/state-authorities/ministries/ministry-of-public-administration/about-the-ministry/public-procurement-directorate/>

## Context and objectives of the provided support



**Context:** PPD is in the process of implementing an Action plan for professionalisation and expressed its interest in implementing ProcurComp<sup>EU</sup> and its toolbox in Slovenia, with a view to support competency development in the public procurement field. As part of this endeavour, the PPD developed a Competency Framework (including competency matrix and job profiles), a Self-Assessment Tool and a Training Curriculum. These tools will be part of the training programme, called the Public Procurement Academy, and at a later stage possibly of a certification scheme which PPD is developing.



**Objective:** The PPD received support from the European Commission to ensure the coherence and alignment of its Competency Framework, Self-Assessment Tool and Training Curriculum with ProcurComp<sup>EU</sup> – thus allowing the PPD (and Slovenian contracting authorities) to fully use the ProcurComp<sup>EU</sup> tools and solutions to further develop their competencies.

## Target and timeline



**Target group:** Public procurement professionals and contracting authorities.

**Duration of the intervention:** 6 May 2020 until 27 July 2020.

## Actions



- 1. Review of the competency matrix:** Review of the competences, proficiency target levels, and job profiles selected by the PPD.
- 2. Review of the job profiles:** Review of the job description, and associated proficiency target levels.
- 3. Creation of the Self-Assessment Tool:** Development of the self-assessment questionnaire, and the survey file on EUSurvey.
- 4. Review of the training curriculum:** Alignment of the training topics and learning topics with ProcurComp<sup>EU</sup>.
- 5. Communication activities:** Promotion and dissemination of the Competency Framework and training to contracting authorities and government institutions.

## Implementation



The PPD developed the competency framework for public procurement professionals in Slovenia, by adapting the ProcurComp<sup>EU</sup> competency matrix to the local context – including for instance the existing civil servant competency framework and the specificities of public procurement in Slovenia. The review assessed the extent to which this adapted framework was coherent compared to ProcurComp<sup>EU</sup> and provided recommendations about how to strengthen further its functional alignment to ProcurComp<sup>EU</sup>. The review identified four personal competences which could be added to the ones already prescribed by the civil servant framework. On this basis, the PPD developed the Self-Assessment questionnaire and survey, using EUSurvey.

The Training Curriculum developed by PPD proposes four training modules tailored to the targeted competences and proficiency levels for the four most common job profiles (Standalone public buyer for smaller value contracts; Standalone public buyer for higher value contracts; Category specialist and Contract manager). It was reviewed to ensure that the training topics and learning outcomes are coherent with the job profiles' description (in terms of competences and expected knowledge and skills), and with the ProcurComp<sup>EU</sup> Reference Training Curriculum. In addition to some recommendations on better alignment of the training content, the review resulted in a recommendation to ensure that the curriculum can be used to deliver needs-based training by including in it the option for participants to attend only the parts of the module training that address their actual competence gaps.

A webinar was organised to present the Competency Framework and Training Curriculum to the government institutions and contracting authorities that will be responsible for their implementation, with a view to generate interest and ownership of the tools developed by the PPD.

## Results and impact

- ➔ The recommendations helped the PPD to develop a competency framework aligned with ProcurComp<sup>EU</sup> and tailored to the Slovenian context – i.e. coherent with the civil servant competency framework, and relevant to all contracting authorities. As a result, the framework will enable the utilisation of the full set of functionalities of ProcurComp<sup>EU</sup>, including the organisational assessment.
- ➔ The strong engagement of the PPD in developing the competency framework, Self-Assessment Tool (on EUSurvey) and the training curriculum allowed the organisation to build a solid understanding of the ProcurComp<sup>EU</sup> tools and capacity to put them into practice. This will enable the PPD to facilitate the implementation of the tools at the level of contracting authorities by helping them address some of the anticipated constraints such as lack of resources or capacities for professionalisation activities.
- ➔ The training curriculum developed by the PPD will serve as a basis for the so called Public Procurement Academy. It is expected to be launched by the end of 2020 with the aim of providing contracting authorities with the practical means of increasing the knowledge and skills of public buyers.

## Next steps

- ➔ Potentially, the launch of the Public Procurement Academy could become the basis for launching a certification scheme for public procurement professionals in Slovenia at a later stage.
- ➔ The PPD will support the roll-out of the framework tools and training at the contracting authorities' level.

## Lessons learnt

- ➔ The PPD adapted the ProcurComp<sup>EU</sup> toolbox to the national context as well as the needs of the Slovenian contracting authorities. This will help ensure the relevance of the tools developed and will boost their future implementation by contracting authorities and government institutions.
- ➔ The PPD developed the training curriculum from both a theoretical (training topics, learning outcomes) and a practical (delivery of training, financial resources) perspective. In doing so, the PPD ensured a coherent link from theory to practice, that will support the smooth and predictable implementation of the trainings.
- ➔ The PPD approach to the implementation of the training curriculum is gradual, ie. the training will first be implemented on a voluntary basis, before they become potentially mandatory and could possibly lead to a certification. Such an approach will allow to adjust and refine the training curriculum content or implementation process to ensure it responds to the expectations and needs of the stakeholders.

## Where to find ProcurCompEU?

ProcurComp<sup>EU</sup> is available in all official EU languages on the website of the European Commission:  
[https://ec.europa.eu/info/policies/public-procurement/support-tools-public-buyers\\_en](https://ec.europa.eu/info/policies/public-procurement/support-tools-public-buyers_en)

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