CONCEPT NOTE

Activity	Capacity Building Training on Public Procurement for Judicial Officers (District & Sessions Judges & Senior Civil Judges)
Duration	03 Days
Venue	Khyber Pakhtunkhwa Judicial Academy, Peshawar
Number of Participants	20-25 District & Sessions Judges/ Senior Civil Judges across Khyber Pakhtunkhwa
Methodology	Interactive Discussions, Presentations
Designed by	Wadeeya Mushtaq Malik, Director Instructions
Finalized by	Ahmed Iftikhar, Dean Faculty

1. INTRODUCTION

Public procurement is a critical component of public financial management, ensuring that public funds are utilized efficiently, transparently, and with optimal value for money. Judicial officers, specifically District & Sessions Judges (DSJs) and Senior Civil Judges (SCJs), bear dual responsibilities: as Drawing & Disbursement Officers, they oversee the administration and procurement processes of their respective domain, and they adjudicate complex legal disputes arising from public procurement processes.

To equip these judicial officers with the necessary technical expertise and regulatory knowledge, KPJA has included procurement training in its annual calendar for 2026. The training program has been designed to be delivered in various batches to all the District & Sessions Judges and Senior Civil Judges.

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The training combines theoretical insights, regulatory frameworks (such as KPPPRA guidelines and Grievance Redressal Rules), and hands-on practical exercises to ensure robust procurement administration and flawless dispute resolution.

2. BACKGROUND

As administrative heads of district judiciary, DSJs and SCJs routinely manage public funds for infrastructure, IT equipment, stationery, machinery, furniture and services etc. However, due to a lack of formal training in specialized procurement rules, several administrative and procedural lapses are frequently observed:

- Flawed Procurement Planning: Misalignment in need assessment, lack of proper market survey, or failure to prepare comprehensive Annual Procurement Plans.
- Procedural Violations in Tendering: Deficiencies in compiling Standard Bidding Documents (SBDs/BSDS), faulty constitution of procurement committees, and incorrect handling of pre-qualification vs. open bidding.
- Weak Bid Evaluation: Errors in compiling Bid Evaluation Reports, failing to objectively identify the "Best Evaluated Bid," and improper handling of bid openings.
- Inadequate Contract Management: Lapses in scope, time, cost, and risk management during contract implementation, leading to delayed deliveries, vendor disputes, or financial audits.
- Poor Record Keeping & Disposal: Neglecting systematic record-keeping protocols and failing to adhere to codified rules for the disposal of public assets.

In order to cover up the gaps in law and practice, the modules for this training are prepared in consultation with subject matter experts. Discussions with the subject experts led to the formulation of foundation to mid-level training with practical exercises. The training shall start with conceptual level clarity, leading to theory and law, followed

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by practical exercises. During the training, the participants shall be finally equipped with the practical knowledge of e-procurements through E-PADS.

3. LEARNING OBJECTIVES

By the end of this comprehensive training program, participating DSJs and SCJs will be able to:

- Specialize Regulatory Frameworks: Comprehend and apply core principles of public procurement, including value for money, transparency, and whole-life costing.
- Execute End-to-End Procurement: Effectively manage the entire procurement life cycle, from need assessment and planning to contract award and implementation.
- Draft & Evaluate Accurately: Properly constitute procurement committees, prepare standard bidding documents, and transparently evaluate bids to determine the best-evaluated bid.
- Mitigate Legal & Financial Risks: Administer contracts efficiently by proactively managing changes, costs, timelines, and risks.
- Navigate Digital Procurement: Adapt to modern electronic procurement systems, specifically the E-PAD platform.
- Resolve Grievances Legally: Apply Grievance Redressal Rules confidently and execute legally sound public asset disposal proceedings.

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4. TRAINING CONTENTS & MODULES

The training will be delivered across a structured 3-day timeline, broken down into thematic modules:

Module I: Fundamentals & Strategic Management

- Principles of Procurement: Achieving value for money and understanding whole-life cost.
- Strategic Planning: Methods of procurement and Procurement Planning.
- Comprehensive Contract Management: Managing cost, scope, time, information, finance, changes, risks, and disputes.
- Digital Transformation: Introduction to Electronic Procurements (E-PAD).

Module II: The Procurement Life Cycle & Bidding

- Pre-solicitation Phase: Need assessment, justification, budget allocation, and annual procurement planning.
- Documentation & Committees: Constitution of Procurement Committees and preparation of BSDS/PQ documents.
- Solicitation & Evaluation: Bidding vs. Pre-Qualification/EOI, soliciting bids via tender notices, receiving/opening bids, and preparing Bid Evaluation Reports to find the best evaluated bids.

Module III: Contract Execution, Grievances, & Asset Disposal

- Awards & Formalities: Announcement of results, contract negotiations, framework contracts, and contract award.
- Administration: Contract implementation, inspection protocols, invoice approvals, and processing payments.

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- Accountability & Exit: Applying Grievance Redressal Rules, managing systematic record keeping, and executing modes of disposal for public assets.

5. METHODOLOGY & RESOURCE PERSONS

The training will employ a blended learning methodology to maximize engagement and retention:

- Interactive Lectures & Virtual Sessions: Delivered by domain experts like Dr. Irfan (via video link) and nominees from KPPPRA.
- Expert-Led Technical Sessions: Facilitated by specialized procurement practitioner Mr. Muhammad Khalid (Procurement Specialist, KP Elementary & Secondary Education Foundation).
- Practical Application: Heavy emphasis on Practical Exercises and Case Studies regarding bid evaluation, contract implementation, and asset disposal to bridge the gap between theory and judicial administration.

6. GRADING

In line with the policy of Hon'ble Peshawar High Court, this training shall be graded as per general grading policy as follows:

Assessment Test & Knowledge	Post-Training Knowledge Test	70	MCQs, Short Answers, Problem-Solving; all topics taught during training.
Professional Conduct & Participation	Punctuality	10	Full attendance, adherence to schedule; deductions for delays/absences.
	Conduct Inside & Outside Classroom	10	Respectful behavior, adherence to rules, professional decorum.
	Participation in Training	10	Active engagement, quality contributions in discussions/Q&A

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			sessions
TOTAL MARKS		**100**	

Grading Scale & Percentage Equivalents (Same for all categories)

Score Range (Marks)	**Percentage**	**Grade**	**Remarks**
135–150	90–100%	Excellent (A)	Significantly exceeds threshold standard for a pass
120–134	80–89%	Very Good (B)	Very much exceeds threshold standard for a pass
105–119	70–79%	Good (C)	Above threshold standard for a pass
90–104	60–69%	Satisfactory (D)	Meets threshold standard for a pass
Below 90	<60%	Unsatisfactory (F)	Does not meet threshold standard for a pass

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