

ESG UQÀM

CENTRE DE PERFECTIONNEMENT



SETYM International

Montréal, Québec, Canada www.setym.com

IDPM ACCREDITATION
**INTERNATIONAL DEVELOPMENT
PROJECT MANAGER**





SETYM International

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SETYM organizes, in collaboration with the **Université du Québec à Montréal's School of Management (ESG-UQAM)**, an accreditation exam which provides professionals with international project management credibility.

The **IDPM (International Development Project Management)** Accreditation attests to the outstanding achievements of project coordinators and managers. It also constitutes a standard for the international agencies, governments and international contractors in assessing the professional competence of their potential collaborators.

It is the only professional accreditation dedicated specifically to the management of international development projects.

EXAM TOPICS

The IDPM Accreditation is a three hour exam structured in four modules that cover the following topics:

- Development Support Policies, Project Design and Appraisal
- Operational Planning, Project Team Management and Budgetary Control
- Results-Based Management, Performance Indicators, Monitoring and Evaluation
- Public Procurement

Once you have successfully passed all four modules of the exam, validated by the **ESG-UQAM**, you become a SETYM accredited International Development Project Manager (IDPM). You will receive the accreditation authenticated by SETYM and UQAM shortly after.

Please consult our website at www.setym.com or write to setym@setym.com to submit your application form.



From left to right: Stéphane Pallage, ESG-UQAM Dean; Larbi Bennouna, Chief Executive Officer of SETYM International and France Maltais, Director of the Centre de perfectionnement.

BEING IDPM ACCREDITED MEANS

- your knowledge and skills in project management comply with the international standards
- your project management competencies are recognized by international agencies, by governments and by international contractors
- you are dedicated to continuous professional improvement



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HOW TO APPLY?

Project managers and public officers must complete and present an application file detailing their professional and academic achievements to an evaluation committee formed by members of SETYM International and the School of Management (ESG) of the University of Quebec in Montreal (UQAM).

Eligible candidates must possess at least 3 years of relevant work experience within an international development project or programme. They should also hold a university degree and/or have attended other training courses in project management.

To help you prepare your IDPM accreditation application file in due time, you find below some of the required supporting documents to provide. Please note that since this is a complex exam that requires thorough planning and preparation, the application file has to be sent to us at least seven to eight weeks before the actual date of the exam.

APPLICATION FILES

REQUIRED DOCUMENTS



A résumé detailing your work experience, with a focus on your involvement in international development project/programme.



A letter from your employer attesting your 3 years experience in international development project management.



Two recommendation letters, where at least one of them has to be issued by a key member of the international development community (Project Coordinator, Task Manager of a bilateral or multilateral institution, National Director of the Ministry of Cooperation, etc.). The letters have to be sent either directly from the email address of the person signing or by regular mail in sealed envelopes. They are not accepted if sent by the applicant.



A scanned copy of your highest education degree certificate.



A copy of the certificates attesting your attendance at training courses or seminars in international development project management during the last five years.



A non-refundable application fee of USD 100 that has to be paid to the order of SETYM International. As soon as you inform us on your interest to take this exam, we will send you an invoice where you will find all the necessary details for the transfer.





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ELIGIBILITY CRITERIA

Your IDPM accreditation, valid for 5 years, will expire soon. You have the possibility to renew it for 5 additional years should you comply with the required criteria.

In order to be eligible, the managers have to attest that they are still involved in the field of international project management.

YOUR FILE SHOULD BE COMPLETED

1 MONTH BEFORE THE EXPIRATION DATE
MENTIONED ON YOUR DIPLOMA.

30 DAYS AFTER THE EXPIRATION DATE YOU
WILL AUTOMATICALLY LOSE YOUR ACCREDITATION
TITLE AND YOU WOULD HAVE TO COMPILE A NEW
FILE IN ORDER TO REPASS THE EXAM.

THE ACCREDITATION IS **RENEWABLE**
FOR LIFE IF YOU COMPLY WITH THE
REQUIRED CRITERIA.

RENEWAL FILES

REQUIRED DOCUMENTS



An updated curriculum vitae summarizing your career and emphasizing your functions in project management.



One recommendation letter from an officer holding a key position in project management. The letter should be sent directly by the person who issued the recommendation. They can choose to send it either by email or courier.



An attestation from your employer certifying that you are still actively working in the field of project management within a project, program or public institution in your country.



The proof of payment for USD 100 (the bank fees are at your charge) or an international money order issued to SETYM International Inc; this amount represents the renewal application fees that are charged for the assessment of your file. They are not reimbursable.





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SETYM COMMUNITY OF PRACTICE

In 2016, we set up a web community for the managers who are accredited by SETYM International and the Université du Québec à Montréal's School of Management.

SETYM International has introduced this community to promote its accredited managers and to support them in their professional development. Institutions and donor agencies that are looking for qualified professionals will have access to this public directory.



ACCREDITED MANAGER PROFILE

The accredited managers can access their own profile. You can access information about your accreditation and update your personal information. It is also possible to upload your résumé, if desired.



CONSULT THE WEB DIRECTORY OF ACCREDITED MANAGERS

COMMUNAUTÉ SETYM COMMUNITY

My Contact Information

Contact Detail

Photo

Mr. John TEST

Director

Language

English

Spoken languages

English, French, Other

Other Language

Swahili

Birthdate

1985-07-24

Project et Département

Department

Project

Start date

End date

Project website

Coordinates

Mailing Address

85 rue-catherine O

Montréal, H2X3P4

Canada

Station Saint-Laurent

Musée d'art contemporain de Montréal

Station Place-des-Arts

PO Box

Cedex

Email

00340000202@setym.com

Other Email

(21) 33.836.95.00

Phone

230

Extension

Mobile

Accreditations

Status

Accredited Manager

Name

MSPM

Results

Accreditation No.

PPMS-16-A000

Graduation

2016-04-07

Accreditation valid until

2021-04-07

Attachments

Upload Photo

Parcourir...

Save

Upload CV

Parcourir...

Save



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FREQUENTLY ASKED QUESTIONS

IS THE ACCREDITATION A TRAINING SEMINAR?

No. The accreditation is a three hour exam structured in four modules that cover the following topics:

- Development Support Policies, Project Design and Preparation
- Operational Planning, Project Team Management, Budgetary Control
- Results-Based Management, Performance Indicators, Monitoring and Evaluation
- Procurement

The questions refer directly to the knowledge, the skills and the tools required in international development project management.

CAN I TAKE THE IDPM ACCREDITATION EXAM IN MY HOME COUNTRY?

In the case of individual applications you cannot take the exam in your home country since we need to assure the surveillance and the integrity of the examination process.

In the case of group applications there is the possibility of SETYM organizing an exam session. The registration procedure is the same (preliminary analysis of the application file of each individual) One of our experts will come to your premises and supervise the exam (this case implies the allocation of an ad hoc budget to cover our expert's expenses).

WHERE CAN I TAKE THE IDPM ACCREDITATION EXAM?

We need to assure the integrity and the transparency of the accreditation process; consequently the exam sessions will be organized only during our seminars in Montreal, Boston, Kigali, Kuala Lumpur, Dakar, Abidjan and Marrakech. The exams take place during the last week of most of our seminars.

DO SETYM ALUMNI HAVE ANY ADVANTAGES OVER OTHER APPLICANTS?

Our former participants are well prepared for the topics that have been covered during the seminar they attended. Nevertheless, they will have to meet the same requirements and pass the same exam modules as all other applicants.

IS THERE ANY PREPARATION FOR THE ACCREDITATION?

Yes. Please note that since this is a complex exam that requires thorough planning and preparation, we require that the application file be sent to us at least seven to eight weeks before the actual date of the exam. If your file has been accepted, you will receive an electronic reference guide that will help you prepare for all modules. This guide is a starting point to your exam preparation.

In addition to your readings, you should also use the knowledge acquired in various training seminars related to these four topics and in complementary readings. Each SETYM seminar can prepare you for a respective module. Please note that the preparation for this exam is entirely your responsibility.

CAN I USE THE IDPM ACRONYM?

The IDPM accreditation is an internationally recognized professional standard; the holders of this accreditation have the right to use this acronym and include it in their professional title. Example : **Aminata OUEDRAOGO, Eng., IDPM**

HOW DOES THE IDPM ACCREDITATION DIFFER FROM OTHER DIPLOMAS OR CERTIFICATIONS?

The IDPM accreditation is specific; it is the only accreditation related to international development project management. The international development project cycle is not similar to the one of other projects; nor is the environment, the regulatory context or the procurement of goods. Moreover, the terminology is very specific to international development projects.

IF I HAVE PASSED ONLY ONE OR TWO MODULES, DO I HAVE TO REPEAT THE WHOLE EXAM?

No. The modules that you have successfully passed are included in your file. You can retake the modules you have not passed within two years (the two years are calculated starting from the day you took the exam for the first time). Please note that you will become IDPM accredited only once you have passed all four modules of the exam.