

€ TRAINING

Contract Management and Tendering





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Introduction:

This training program provides participants with essential skills and knowledge to effectively manage contracts and the tendering process. It empowers them to enhance their abilities in managing contracts and conducting successful tendering processes.

Program Objectives:

At the end of this program, participants will be able to:

- Understand the fundamental principles of contract management and tendering.
- Develop and implement effective tendering procedures.
- Evaluate and select bids in a fair and transparent manner.
- Manage contracts throughout their lifecycle, from award to completion.
- Mitigate risks and resolve disputes in contract management.

Targeted Audience:

- Contract Managers.
- Procurement Officers.
- Project Managers.
- Bid Managers.
- Legal Advisors.
- Professionals involved in tendering and contract management.

Program Outline:

Unit 1:

Fundamentals of Contract Management:

- Overview of contract management principles.
- Key stages in the contract lifecycle.

- Roles and responsibilities in contract management.
- Developing effective contract documentation.

Unit 2:

Tendering Procedures:

- Steps involved in the tendering process.
- Preparing and issuing tender documents.
- Ensuring compliance with legal and regulatory requirements.
- Techniques for promoting competitive and transparent tendering.
- Practical exercises on developing tender documents.

Unit 3:

Bid Evaluation and Selection:

- Criteria for evaluating bids and proposals.
- Techniques for conducting fair and transparent evaluations.
- Avoiding common pitfalls in bid evaluation.
- Negotiating with bidders and awarding contracts.
- Real-world examples of bid evaluation and selection.

Unit 4:

Contract Administration:

- Best practices for contract administration.
- Managing contract changes and variations.
- Monitoring contract performance and deliverables.
- Ensuring compliance with contract terms and conditions.

Unit 5:

Risk Management and Dispute Resolution:



- Identifying and assessing risks in contract management.
- Techniques for mitigating and managing risks.
- Common sources of disputes in contracts.
- Strategies for resolving disputes and managing claims.
- Case studies on risk management and dispute resolution.