



PROCUREMENT

ADVANCED CONTRACT MANAGEMENT

Information Note



International
Labour
Organization



International Training Centre

This professional certification programme is part of the [Diploma in public procurement management](#).

INTRODUCTION TO THE COURSE

How do you manage procurement contracts in the current crisis situation? Are you ready to learn how to plan and carry out the various contract administration functions required for successful delivery of goods, works and services in accordance with the “scope”, “quality”, “time” and “cost” provisions of the recognized standards of professional practice? Join the ITCILO Online Certification Advanced Contract Management course and you will understand the close link between contract administration and adaptive project management as you acquire a spectrum of advanced technical, procedural and business competencies. The programme will strengthen your knowledge and skills in the adaptive and agile administration of all types of procurement contract, for goods, consulting services, non-consulting services and works. You will explore the use of various supervision, performance-tracking, risk-control, trend-analysis and reporting tools and procedures in accordance with up-to-date international practice to ensure value for money and sustainable outcomes.

WHO ATTENDS THIS COURSE?

Project directors and contract administration and procurement staff working in national government service and development projects, regardless of the source of the funding (staff of IFI-funded projects - World Bank, Asian and African development banks, European Union, United Nations etc. - will find the course particularly useful for complementing their project and procurement management skills); technical specialists; national project coordinators; project managers and assistants; staff of international organizations; national development planning officials; NGO officials involved in the development of project proposals and in resource mobilization activities.

WHAT WILL I BE ABLE TO DO?

Course participants will be able to **competently plan and carry out in the adaptive and agile manner** the various contract administration functions for successful delivery of goods, works and services in accordance with the “**scope**”, “**quality**”, “**time**” and “**money**” provisions of the respective contracts, and recognised standards of professional practice. By the end of the course, the participants will also understand the intimate link between contract administration and successful project management including reporting with respect to accomplishment of project outputs and objectives.

WHAT CERTIFICATION WILL I GET AS A SUCCESSFUL CANDIDATE?

- You will obtain a certificate of achievement once you have completed successfully the programme requirements.
- This certificate will demonstrate that you possess the right knowledge, skills and attitudes to plan and execute the entire contract administration process in the flexible and agile manner..
- This certificate could be a first brick to build your future ITCILO Diploma in Procurement Management! <https://www.itcilo.org/diplomas/diploma-public-procurement-management>

WHY SHOULD I JOIN?

This course is delivered through distance learning and deployed on the ITCILO e-campus. It frees you from the classroom and gives you the flexibility to complete the learning modules at your own pace.

WHAT DOES THE PROGRAMME CONTAIN?

Module 1: Introduction

- Legal Background: contract law, contract formation and remedies under contracts
- Project Procurement Strategy for Development (PPSD) and Contract Management Plan (CMP)
- Risk management under contracts
- Project management background
- Goods vs Services-dominant logics

Module 2: Contract Management

- The contract: contract types, incompleteness & ambiguity, intent & interpretation, liabilities & indemnities
- Contract management: roles & responsibilities, change management, liabilities & indemnities
- Guidelines: relationship management, negotiation management, agile contract management

Module 3: Monitoring & Evaluation

- Setting up an M&E Plan
- Data Collection Plan
- Contract Performance Review
- Contract Compliance Review

Module 4: Special topics – Goods

- Quality management
- Time management
- Disclaimers
- Price Adjustment

Module 5: Special topics – Consulting services

- Deliverable Accountability
- Management of Experts
- Payments
- Liability

Module 6: Special topics – Non-consulting services

- Setting up and reporting on KPI's
- Managing performance-based payments

Module 7: Special topics – Works

- Contract Delivery Methods
- FIDIC Forms of Contract
- Role of Engineer
- Managing changes in Construction
- Managing Inspection
- Managing delays and compensation
- Contract close-out
- Claims and Dispute Procedures

WHAT APPROACH AND METHODOLOGY IS USED TO DELIVER THE COURSE?

This tutor-based Certification Programme is delivered by senior procurement staff, advisors and consultants from ITCILO. The programme is conducted using interactive self-guided learning modules, knowledge checks, live webinars and final examination.

- For each module, you first **acquire knowledge** through an **interactive self-guided learning module** that contains readings, questions, quizzes, case studies, videos and tools.
- You will be required to take **knowledge tests** after each module and throughout the course to ensure that you have grasped the core elements of the learning modules.
- Your acquired skills will be assessed through the **assignments graded by your tutor**.
- **Live webinars with the experts** will be conducted as follows: 1 introductory, 4 webinars to respond to your questions and provide feedback or additional content.
- **The tutor is available for consultation** via the e-campus forum or “Talk to your Tutor” mailbox and throughout the webinars.

CONDITIONS TO PARTICIPATE

WHAT ARE THE TECHNICAL REQUIREMENTS NEEDED?

For a smooth learning experience, participants need to have basic computer skills and a computer with a reliable internet connection and speakers. Candidates are expected to have basic knowledge of procurement practice in the public or private sector as well as a sound knowledge of the English language.

LANGUAGES

English, French

CONTACT

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INFO

**FOR FURTHER INFORMATION
PLEASE CONTACT**

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