



### The ILO Turin Centre's facilities

Located in an attractive park on the banks of the River Po, the Centre's campus provides a congenial environment in which to live and study.

- It contains 21 pavilions with fully equipped modern classrooms, conference halls and meeting rooms fitted out for multilingual simultaneous interpretation, and a computerized documentation centre linked to various data banks.

The campus has 287 study/bedrooms, all with private bathroom, telephone, free access to internet and cable television. It also has:

- a reception desk open 24 hours a day;

- a restaurant, a self-service canteen and a coffee lounge, all catering for international dietary needs;
- a bank;
- a travel agency;
- a laundry service;
- a post office;
- an internet point;
- a recreation room;
- facilities for outdoor and indoor sports;
- medical service.

Social events are regularly held both on and off campus, so that participants from different cultural backgrounds can make the most of a stimulating international environment.

### For further information, please contact:

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## Advanced Contract Management

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[www.itcilo.org](http://www.itcilo.org)



# Advanced Contract Management



## Introduction

Contract administration is concerned with the oversight of contract performance in order to ensure the successful delivery of a specific procurement. The contract administration phase, in spite of its immediate bearing on the economy, timely fulfilment and success of the procurement process, tends to be largely ignored by the procurement law since it is regulated under various provisions of the national administrative laws as well as standards of professional practice. Contract administration refers to all “technical” and “administrative” tasks performed by the designated team of public officials from the time a contract has been awarded until it is successfully completed, accepted or terminated and payment is made, claims settled and disputes resolved.

In view of the above, this course was developed by the International Training Centre of the ILO (ITC-ILO) in order to build the capacity of governments’ procurement and contract administration teams in the selection of the appropriate type of contract based on sound assessment of contractual risks and subsequently in the supervision of the performance of suppliers/contractors and consultants’ performance in accordance with the key contract delivery parameters, namely scope, quality, time and cost.

This one-week course provides a close and practical exposure to the various supervision, performance-tracking, trend-analysis and reporting procedures typically used in contract administration of nationally-funded or IFI\*-funded procurement. It explains the underpinning principles for substantiation of claims and “burden of proof”, claim

assessment and claim settlement. It explores the importance of “contemporary documentary evidence” for claim-settlement purposes as well as claim-avoidance techniques. It draws the attention of the participants to key provisions of various insurance policies, labour law stipulations and occupational safety and health standards that need to be considered in contract management.



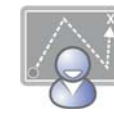
## Objectives

Course participants will be able to competently plan and carry out 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.



## Participants

This course addresses project directors as well as contract administration and procurement staff in national government service as well as development projects regardless of the source of the funding. Staff from IFI-funded projects (World Bank, Asian and African Development Banks, European Union, United Nations etc.) will find the course particularly useful to complement their project and procurement management skills.



## Course methodology

The course is delivered by ITC-ILO senior contract management specialists along-with consultants from academia and the private sector. The course is conducted using a highly-participative training delivery methodology through a combination of interactive presentations by subject-matter specialists followed by self-assessment exercises, individual and group assignments intended to facilitate the practical application of WB regulations. Presentation and explanation of typical content of sample contract administrative forms is provided. Solution and analysis of assignments and case studies are emphasised as principal techniques for measurement of learning achievement and attainment of prescribed exit competencies. Specific guidance is provided, upon request, to help participants to troubleshoot contract-related problems on their projects.



## Course content

- Fundamentals of contract law
- Specificity of contracts in World Bank funded projects
- Nature and purpose of contract administration and its links to project management
- Types of contracts
- Elements of contract/terms and conditions
- Types of contract risks and optimal risk-allocation strategies
- Contract administration: FIDIC types of contracts (turnkey, design&build, construction)
- Contract administration procedures and sample forms for inspection, acceptance and warranties

- Principles of preparation of claims and “burden of proof” aspects
- Evaluation of contractors’ / consultants’ / suppliers’ claims and claim settlement
- Alternative dispute resolution procedures
- Management of meetings
- Contract close-out



## Cost of participation

The cost of participation in this one-week programme is Euro 2,215 payable in advance by the participant’s sponsoring organisation. This covers:

- **tuition fee**, which includes the use of the Centre’s training facilities and associated support services, books and training materials, routine medical care and insurance;
- **participant fee**, which covers:
  - accommodation and full-board at the Centre.

Main travel between the participant’s home country and Turin is not included.

For information regarding payment, cancellation and refunds, please consult:

<http://www.itcilo.org/en/training-offer/how-to-apply>