FINANCE & PROCUREMENT · SHORT COURSE

Strategic Public Procurement, Tender Evaluation and Contract Administration

This practical course is designed to equip procurement professionals and institutional decision-makers with the knowledge and skills required to manage public procurement effectively, transparently, and strategically.

DATES	16–20 Nov 2026	DURATION	5-day course
COURSE FEE	TZS 1,200,000 · per participant	VAT	Fee excludes VAT
VENUE	Arusha, Tanzania	DAILY HOURS	8:30 AM – 4:30 PM
FEE INCLUDES	Course materials, lunch and refreshments	CERTIFICATE	Certificate of attendance
TRAINER	Elly International training team	APPLICATIONS	Open for applications

Overview

This practical course is designed to equip procurement professionals and institutional decision-makers with the knowledge and skills required to manage public procurement effectively, transparently, and strategically. It covers the complete procurement cycle, from procurement planning and tender preparation to bid evaluation, contract award, and contract administration.

Participants will develop practical skills in preparing procurement documents, applying appropriate evaluation criteria, conducting compliant tender evaluations, managing supplier relationships, monitoring contract performance, and addressing contractual challenges. Through case studies, practical exercises, tender evaluation simulations, and workplace-based scenarios, participants will strengthen their ability to achieve value for money, maintain accountability, and manage procurement risks.

Course content

Module 1: Strategic Public Procurement Fundamentals

- Principles and objectives of public procurement
- Procurement governance and institutional responsibilities
- Strategic procurement and value for money
- Procurement ethics, integrity, transparency, and accountability
- Procurement planning and alignment with organizational objectives

Module 2: Procurement Planning and Tender Preparation

- Developing annual procurement plans
- Needs assessment and procurement requirements
- Market research and supplier analysis
- Developing specifications and Terms of Reference (ToR)
- Selection of appropriate procurement methods
- Preparation and review of tender documents

Module 3: Tender Management and Procurement Processes

- Tender invitation and solicitation
- Managing clarifications and addenda
- Bid submission and opening procedures
- Procurement documentation and records management
- Communication with bidders and suppliers
- Maintaining transparency and audit trails

Module 4: Tender Evaluation and Bid Analysis

- Principles of fair and objective tender evaluation
- Evaluation criteria and methodology
- Preliminary and mandatory compliance checks
- Technical and financial evaluation
- Evaluation of goods, works, and services
- Preparation of evaluation reports
- Practical tender evaluation simulation

Module 5: Contract Award and Formation

- Recommendation and approval of contract awards
- Contract documentation and essential terms
- Supplier notification and contract signing
- Performance security and contractual requirements
- Contract commencement and mobilization
- Managing procurement records and approvals

Module 6: Contract Administration and Performance Management

- Roles and responsibilities in contract administration
- Monitoring deliverables, milestones, and timelines
- Supplier and contractor performance management
- Payment and documentation controls
- Managing variations, extensions, and amendments
- Managing delays, non-performance, and contractual issues

Module 7: Procurement Risk, Ethics and Compliance

- Identifying and managing procurement risks
- Conflict of interest and ethical considerations
- Fraud, corruption, and collusion risks
- Managing complaints and procurement disputes
- Internal controls and audit requirements
- Maintaining accountability throughout the procurement cycle

Module 8: Practical Procurement and Contract Management

- Procurement planning exercise
- Preparation of tender requirements and evaluation criteria
- End-to-end tender evaluation case study
- Preparation of an evaluation report
- Contract-performance monitoring exercise
- Managing a simulated contract variation or supplier-performance issue
- Development of a practical procurement and contract administration checklist

Who should attend

This course is suitable for professionals involved in public procurement, tender evaluation, contract management, financial oversight, and institutional decision-making, including:

- Procurement and Supplies Officers
- Procurement Managers and Heads of Procurement Units
- Contract Management Officers
- Tender and Evaluation Committee Members
- Accounting and Finance Officers
- Internal Auditors and Compliance Officers
- Project and Programme Managers
- Legal and Contract Professionals
- Heads of Departments and Senior Managers
- Government and Public-Sector Officers
- Procurement and Contract Administration Personnel
- Suppliers and Contractors working with public institutions

It is particularly relevant to government ministries, departments and agencies, local government authorities, public institutions, parastatals, universities, healthcare institutions, NGOs, and development-funded projects involved in public procurement and contract administration.

How to apply

Apply online at elly.wysyntaxtest98.or.tz. Your place is confirmed only after we review your application and contact you, within 1 working day.

Apply for this course | Ask on WhatsApp | Email us

+255 757 066 880 · training@ellyinternational.co.tz · Boma Road, Arusha, Tanzania · P.O. Box 13424
Details correct as of 8 November 2026.