Training Course on Procurement and Supply Chain Management in Education

Professional Development Training Course Outline

Category	Educational Leadership and Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s rapidly evolving educational landscape, efficient procurement and supply chain management (SCM) are essential for the sustainability and quality of academic services. Training Course on Procurement and Supply Chain Management in Education is designed to equip education administrators, procurement officers, and school leaders with the tools and strategic knowledge to enhance transparency, reduce operational costs, and ensure timely delivery of quality educational materials. By integrating innovative procurement strategies and digital supply chain solutions, this course addresses current challenges and fosters smarter decision-making within educational institutions.

Through practical case studies and real-time simulations, participants will gain actionable insights into e-procurement, demand forecasting, vendor performance management, contract negotiation, and sustainability-driven purchasing. Designed for both beginners and experienced professionals, this hands-on training is aligned with global best practices and regulatory frameworks in education procurement.

Programme Curriculum

Training Course on Procurement and Supply Chain Management in Education

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Course Objectives

Participants will be able to:

1. Understand fundamentals of educational procurement and supply chain frameworks.
2. Apply strategic sourcing and e-procurement systems in school settings.
3. Optimize procurement planning for learning materials and ICT resources.
4. Develop cost-saving strategies through vendor performance analysis.
5. Ensure compliance with education sector procurement policies.
6. Integrate green procurement practices in the supply chain.
7. Analyze inventory and warehouse optimization techniques.
8. Evaluate risks and implement supply chain resilience plans.
9. Leverage data analytics for procurement decision-making.
10. Design contract management systems for education suppliers.
11. Implement effective supplier relationship management (SRM).
12. Foster accountability and reduce fraud in procurement processes.
13. Manage procurement in emergency and post-disaster educational contexts.

Target Audience

1. School procurement officers
2. Education ministry officials
3. School heads and administrators
4. NGO and donor agency staff
5. Finance and operations managers
6. Educational policy makers
7. Logistics and supply chain officers in education
8. Procurement auditors and monitors

Course Duration: 10 days

Course Modules

Module 1: Introduction to Educational Procurement

- Procurement lifecycle in the education sector
- Public vs private procurement structures
- Key compliance frameworks (UNICEF, USAID, national)
- Common challenges in education procurement
- Procurement ethics and governance
- **Case Study**: Procurement reform in Kenyan public schools

Module 2: Procurement Planning and Budgeting

- Demand forecasting techniques
- Annual procurement plan development
- Budget allocation for learning resources
- Linking procurement to school improvement plans
- Cost control measures
- **Case Study**: Resource planning in South African schools

Module 3: E-Procurement and Digital Tools

- Introduction to procurement software
- Automating procurement workflows
- Digital vendor registration and vetting
- Procurement data dashboards
- Benefits of digitization
- **Case Study**: E-GP in Bangladesh’s education sector

Module 4: Vendor Selection and Performance Management

- Vendor prequalification criteria
- Bid evaluation techniques
- KPIs for supplier evaluation
- Contract award best practices
- Blacklisting and performance review
- **Case Study**: Supplier tracking in Uganda's school food program

Module 5: Procurement Policy and Legal Compliance

- National procurement acts and policies
- Donor requirements and conditionalities
- Legal risks and mitigation
- Fraud detection and prevention
- Conflict of interest management
- **Case Study**: Audit of textbook procurement in Nigeria

Module 6: Sustainable and Green Procurement

- Introduction to green procurement
- Supplier environmental compliance
- Eco-friendly school supplies
- Lifecycle cost analysis
- Integrating SDG goals in procurement
- **Case Study**: Green school initiative in Rwanda

Module 7: Inventory and Warehouse Management

- Inventory classification and coding
- Storage and distribution systems
- Warehouse layout optimization
- Minimizing loss and obsolescence
- Monitoring and audit trails
- **Case Study**: Warehouse upgrade in Tanzanian district schools

Module 8: Procurement Risk Management

- Risk identification matrix
- Risk mitigation strategies
- Supply disruption analysis
- Crisis procurement protocols
- Business continuity planning
- **Case Study**: Response to COVID-19 supply chain shocks

Module 9: Contract Management in Education

- Elements of good procurement contracts

- Contract negotiation techniques
- Contract execution and delivery tracking
- Managing contract variations
- Dispute resolution procedures
- **Case Study**: Contract enforcement in rural Kenyan schools

Module 10: Supplier Relationship Management

- Principles of SRM
- Supplier segmentation and engagement
- Performance feedback mechanisms
- Joint problem solving
- Capacity building for local suppliers
- **Case Study**: SRM strategy in USAID-funded school projects

Module 11: Cost and Spend Analysis

- Cost-benefit analysis methods
- Total cost of ownership
- Price benchmarking tools
- Spend tracking systems
- Value-for-money procurement
- **Case Study**: Spend analysis at a national education ministry

Module 12: Procurement Monitoring and Evaluation

- M&E frameworks for procurement
- Indicators for tracking procurement goals
- Real-time data collection tools
- Procurement audits and inspections
- Reporting and accountability mechanisms
- **Case Study**: Real-time procurement monitoring in Ethiopia

Module 13: Procurement for ICT in Education

- Procuring educational tech
- Evaluating tech vendor proposals
- Ensuring interoperability
- ICT lifecycle support
- ICT-related service contracts
- **Case Study**: ICT procurement in 1-Laptop-Per-Child programs

Module 14: Procurement in Emergency Education

- Rapid needs assessment
- Emergency procurement procedures
- Framework contracts
- Logistics in conflict zones
- Post-disaster education procurement
- **Case Study**: Procurement after floods in Pakistan

Module 15: Building Procurement Capacity in Schools

- Training school staff on procurement
- Creating local procurement committees
- Tools and templates for school procurement

- Performance incentives for procurement teams
- Stakeholder engagement in procurement
- **Case Study**: Decentralized procurement in Ghanaian schools

Training Methodology

- Instructor-led presentations with practical illustrations
- Breakout sessions for group work and scenario simulation
- Hands-on exercises using procurement tools and software
- Peer-to-peer learning and cross-country experience sharing
- Guest lectures from procurement professionals in education
- Case study analysis and project-based learning

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

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