Training Course on Public Procurement Regulations

Professional Development Training Course Outline

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

Course Introduction

This comprehensive training course is meticulously designed to equip professionals with an in-depth understanding of **Public Procurement Regulations**, fostering **transparency**, **accountability**, and **efficiency** in government and public sector procurement processes. Navigating the complexities of legal frameworks and best practices is crucial for ensuring **compliance**, mitigating risks, and achieving optimal value for public funds. By mastering these regulations, organizations can enhance their **governance**, streamline operations, and contribute to sustainable development through ethical and effective procurement practices. This course offers practical insights and actionable strategies to excel in the dynamic landscape of public procurement.

Participants will gain a thorough grounding in the fundamental principles and evolving trends shaping **Public Procurement**, including the latest amendments and international best practices. The curriculum emphasizes practical application through case studies and interactive exercises, enabling learners to confidently navigate the procurement cycle from planning to contract management. By focusing on key areas such as **tender evaluation**, **contract administration**, and **dispute resolution** , this training empowers individuals and organizations to uphold the highest standards of **ethical procurement** and achieve significant organizational benefits through improved **cost-effectiveness** and reduced **procurement fraud**.

Programme Curriculum

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Course Objectives

1. Understand the **Fundamentals of Public Procurement Law** and its legal framework.
2. Master the principles of **Ethical Procurement Practices** and professional conduct.
3. Apply effective **Procurement Planning and Strategy** for optimal outcomes.
4. Navigate the intricacies of **Tender Document Preparation** and compliance.
5. Conduct thorough and fair **Tender Evaluation Processes** and criteria.
6. Understand different **Public Procurement Methods** and their appropriate application.
7. Effectively manage **Contract Administration and Performance Monitoring**.
8. Address **Procurement Risk Management and Mitigation Strategies**.
9. Learn best practices in **Supplier Relationship Management** and engagement.
10. Understand procedures for **Handling Procurement Disputes and Appeals**.
11. Stay updated on the latest **Trends in Public Procurement Technology** and digitalization.
12. Ensure **Compliance with Public Procurement Regulations** and audit requirements.
13. Promote **Sustainable Procurement Practices** and environmental considerations.

Organizational Benefits:

- Enhanced **regulatory compliance** and reduced legal risks.
- Improved **transparency and accountability** in procurement processes.
- Increased **efficiency and effectiveness** in procurement operations.
- Better **value for money** and cost savings through strategic procurement.
- Strengthened **governance and internal controls**.
- Reduced instances of **fraud and corruption**.
- Improved **supplier relationships** and performance.
- Enhanced **organizational reputation** and public trust.
- Development of a skilled and knowledgeable **procurement workforce**.
- Streamlined **audit processes** and reduced audit findings.

Target Audience (8 key groups):

1. **Procurement Officers and Specialists** in government and public sector organizations.
2. **Finance and Accounting Professionals** involved in procurement processes.
3. **Legal and Compliance Officers** responsible for ensuring regulatory adherence.

4. **Project Managers** overseeing projects with procurement components.
5. **Internal Auditors** reviewing procurement activities.
6. **Heads of Departments and Senior Management** involved in procurement decisions.
7. **Suppliers and Contractors** engaging with public sector entities.
8. **Policy Makers and Regulators** in the field of public procurement.

Course Outline:

Module 1: Introduction to Public Procurement Regulations

- Overview of public procurement principles and objectives.
- The importance of transparency, accountability, and value for money.
- Key international and regional frameworks governing public procurement.
- Understanding the public procurement cycle and its stages.
- The role of procurement in achieving organizational goals.

Module 2: Legal and Regulatory Framework of Public Procurement

- Detailed analysis of the relevant national public procurement laws and regulations.
- Understanding legal definitions, interpretations, and key provisions.
- The hierarchy of legal instruments governing public procurement.
- Implications of non-compliance and potential legal consequences.
- Recent amendments and updates to public procurement legislation.

Module 3: Procurement Planning and Needs Assessment

- Developing effective procurement plans aligned with organizational needs.
- Conducting thorough needs assessments and market research.
- Defining clear specifications and terms of reference.
- Budgeting and financial considerations in procurement planning.
- Strategies for effective demand management.

Module 4: Tender Document Preparation and Issuance

- Principles of drafting clear, concise, and legally sound tender documents.
- Essential components of a tender document: instructions, evaluation criteria, etc.
- Different types of tender procedures and their appropriate use.
- Managing the tender issuance process and ensuring fair access.
- Addressing bidder inquiries and clarifications effectively.

Module 5: Tender Evaluation and Bid Analysis

- Establishing fair and transparent tender evaluation criteria.
- Techniques for evaluating technical and financial proposals.
- Managing the tender evaluation committee and ensuring impartiality.
- Documenting the evaluation process and justifications for decisions.
- Dealing with non-responsive bids and deviations.

Module 6: Public Procurement Methods and Procedures

- Understanding open tendering and its variations.
- Exploring limited tendering and direct procurement methods.
- When and how to apply different procurement methods legally.
- Negotiation procedures and best practices in public procurement.

- E-procurement platforms and their impact on procurement methods.

Module 7: Contract Award and Formation

- Procedures for notifying successful and unsuccessful bidders.
- Principles of contract drafting and key contractual clauses.
- Managing the contract signing and formation process.
- Addressing standstill periods and potential challenges.
- Ensuring proper documentation of the contract award.

Module 8: Contract Administration and Performance Management

- Effective strategies for managing and administering public contracts.
- Monitoring contractor performance and ensuring compliance with terms.
- Handling contract variations, amendments, and extensions.
- Managing payment processes and financial aspects of contracts.
- Addressing delays, disputes, and performance issues.

Module 9: Procurement Risk Management and Mitigation

- Identifying potential risks in the public procurement process.
- Developing strategies for mitigating and managing procurement risks.
- Implementing internal controls to prevent fraud and corruption.
- Understanding legal and ethical implications of procurement risks.
- Business continuity planning in the context of public procurement.

Module 10: Supplier Relationship Management

- Building and maintaining effective relationships with suppliers.
- Strategies for supplier engagement and performance evaluation.
- Promoting ethical and sustainable sourcing practices.
- Managing supplier grievances and resolving conflicts.
- Fostering innovation through supplier collaboration.

Module 11: Handling Procurement Disputes and Appeals

- Understanding the legal framework for procurement disputes and appeals.
- Procedures for lodging and resolving complaints from bidders.
- The role of review bodies and judicial processes in dispute resolution.
- Best practices for preventing and managing procurement disputes.
- Documenting and learning from past procurement disputes.

Module 12: Public Procurement and Technology

- Exploring the use of e-procurement platforms and digital tools.
- Benefits and challenges of implementing technology in public procurement.
- Data analytics and reporting in procurement management.
- Ensuring data security and privacy in e-procurement systems.
- Future trends in procurement technology and innovation.

Module 13: Ethical and Sustainable Public Procurement

- Principles of ethical conduct and preventing corruption in procurement.
- Integrating sustainability considerations into procurement processes.

- Promoting environmental and social responsibility through procurement.
- Understanding relevant international standards and guidelines.
- Measuring and reporting on sustainable procurement outcomes.

Module 14: Compliance and Audit in Public Procurement

- Understanding audit requirements and procedures for public procurement.
- Ensuring compliance with internal policies and external regulations.
- Preparing for and responding to procurement audits.
- Implementing recommendations from audit findings.
- Maintaining proper records and documentation for audit trails.

Module 15: Emerging Trends and Future of Public Procurement

- Exploring current trends shaping the future of public procurement.
- The impact of globalization and digitalization on procurement practices.
- Focus on innovation, agility, and resilience in procurement.
- Developing future-ready procurement skills and competencies.
- Continuous professional development in public procurement.

Training Methodology:

This course will employ a blended learning approach incorporating:

- **Interactive lectures** and presentations with real-world examples.
- **Case studies and group discussions** to foster practical application.
- **Role-playing exercises** to simulate procurement scenarios.
- **Practical workshops** on tender document preparation and evaluation.
- **Online resources and learning materials** for self-paced study.

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
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

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