



## Contract Management: Planning and Monitoring the Execution

Efficient contract management aims to ensure the completion of activities within the stipulated time and budget, in the required quantities, while adhering to the prescribed quality standards, technical specifications, or terms of reference. However, numerous changes and variations may arise during execution, presenting significant risks that must be effectively managed. This necessitates thorough preparation and detailed planning, involving multiple stakeholders.

This seminar, designed for managers, will provide them with the methodology and tools to integrate performance management, quality assurance, execution execution timeframes, payment processes, and change management. It will also equip them with the necessary elements to develop a risk management and communication strategy. All these aspects, when combined and documented, form the contract management plan, whose format and content will be tailored to the specific nature of the contracts to be implemented.

### PRACTICAL OBJECTIVES

- ✓ **Plan** for efficient and effective contract management and disbursement.
- ✓ **Identify** constraints related to procurement and the nature of the contract.
- ✓ **Prepare** a contract management plan.
- ✓ **Utilise** planning and monitoring software.

#### TARGET AUDIENCE:

- **Contract Administrators**
- **Public Procurement Managers**
- **Contract Execution Monitoring Managers**
- **Auditors, Controllers and Inspectors**
- **Administrative and Financial Managers**

**DURATION:** 2 weeks

### THEMES AND CONTENTS

- **Contract management Plan:** Identification of the level and type of management required according to the contract's scope, value, complexity, and the importance of its outcomes. Organisational capacity analysis.
- **Procurement:** Project documents. Procurement regulations. Procurement strategy documents to promote development. Standard contract management plan.
- **Execution Monitoring and Control:** Standard contracts (World Bank and FIDIC). Subcontracting. Proactive management of relationships with suppliers or contractors. Risk management and mitigation measures. Earned Value Management (EVM) methodology. Types of reports.
- **Financial management and payment:** Performance guarantees. Advance payment guarantees and retention bonds. Incoterms. Transport. Bill of Lading. Documentary letter of credit (L/C). Disbursements.
- **Dispute Analysis and resolution:** Contract administration and legal aspects (dispute management). Negotiation. Mediation and arbitration under UNCITRAL.
- **Disbursement procedures:** Annual planning and activity monitoring. Disbursement planning and replenishment of the special account.
- **Contract Planning and Monitoring:** Work breakdown structure. Planning software.

