

CONTRACT MANAGEMENT IN PUBLIC PROCUREMENT

“Ensuring Efficiency, Fairness, and Compliance in Government Contracting”

Schedule

Date	Venue	Fees (Face-to-Face)
04 - 05 Mar 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate

Introduction

Public procurement serves as a key instrument for achieving policy goals, delivering services, and stimulating economic growth. However, weak contract management can undermine the value and integrity of public projects. Effective contract management ensures that public contracts are executed efficiently, risks are mitigated, and public resources are safeguarded.

This intensive 2-day course is designed to provide procurement professionals with a structured approach to managing contracts across the public procurement lifecycle—from planning and award to performance monitoring and closeout. The course combines legal, operational, and risk management perspectives to deliver practical and immediately applicable skills.

Objectives

By the end of this course, participants will be able to:

- Understand the key principles and processes of public contract management
- Plan and structure contracts to achieve transparency, efficiency, and accountability
- Monitor contractor performance and manage change, delays, and disputes
- Apply best practices for risk mitigation and stakeholder coordination
- Ensure compliance with procurement laws, regulations, and ethics

Why Attend

- Strengthen your capabilities in managing public contracts across sectors
- Minimize legal and financial risks through proactive contract administration
- Ensure timely, cost-effective delivery of public goods and services
- Enhance accountability and governance in contract oversight
- Apply contract tools and templates used by leading procurement agencies

Target Audience

This program is designed for:

- Procurement and contract officers in government ministries and agencies
- Legal, finance, and audit professionals involved in procurement governance
- Project managers handling externally funded or complex public contracts
- Compliance officers and risk advisors in the public sector
- Donor program staff and public procurement consultants

Individual Benefits

Key competencies that will be developed include:

- Understanding of the full public procurement contract lifecycle
- Enhanced drafting, negotiation, and performance monitoring skills
- Proficiency in resolving disputes and contract enforcement mechanisms
- Ability to identify and mitigate contract risks early
- Strengthened professional credibility and compliance awareness

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved contract performance and delivery in public projects
- Enhanced compliance with procurement laws and donor rules
- Greater transparency and accountability in contract execution
- Reduced costs and time overruns due to better contract oversight
- Stronger coordination between procurement, legal, and operational units

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Public procurement laws, policies, and lifecycle models
- Case Studies - Lessons learned from national and international public contracts
- Workshops - Practical exercises in drafting, evaluating, and managing contracts
- Peer Exchange - Group discussions on shared challenges and solutions
- Tools - Templates for contract planning, monitoring, and performance KPIs

Course Outline

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Public Procurement Principles and Contract Structuring

- Module 1: Foundations of Public Procurement & Contracting (07:30 - 09:30) • Principles of public procurement: transparency, fairness, value for money • Overview of procurement cycles and regulatory frameworks • Types of contracts used in the public sector
- Module 2: Contract Planning and Risk Allocation (09:45 - 11:15) • Developing procurement plans and defining scope • Selecting appropriate contract types (lump sum, unit rate, performance-based) • Risk identification, allocation, and pricing mechanisms
- Module 3: Legal and Operational Aspects (11:30 - 01:00) • Key legal provisions: terms, obligations, variations, termination • Common causes of disputes and how to avoid them • Contract registers and documentation practices
- Module 4: Workshop - Reviewing Sample Contracts (02:00 - 03:30) • Group analysis of sample contract clauses and risk points

Day 2: Performance, Compliance, and Contract Close-Out

- Module 5: Contract Performance Monitoring (07:30 - 09:30) • Developing and applying KPIs and Service Level Agreements (SLAs) • Tracking deliverables and managing contractor relationships • Performance review templates and reporting
- Module 6: Change, Claims, and Dispute Resolution (09:45 - 11:15) • Managing scope changes, extensions, and price variations • Handling claims, delays, and escalation procedures • Dispute resolution mechanisms: negotiation, arbitration, litigation
- Module 7: Contract Closure and Lessons Learned (11:30 - 01:00) • Closeout procedures, final payments, and documentation • Post-contract reviews and audits • Institutionalizing lessons for continuous improvement
- Module 8: Final Q&A and Certification Wrap-Up (02:00 - 03:30) • Participant reflections, action planning, and feedback • Issuance of course certificates

Certification

Participants will receive a Certificate of Completion in Contract Management in Public Procurement, validating their ability to manage public sector contracts in compliance with international best practices and procurement laws.

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