BLACKBIRD FOR TRAINING

Strategic Procurement and Contract Management

31 May – 4 June 2027
Accra (Ghana)



Strategic Procurement and Contract Management

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Introduction

The Strategic Procurement and Contract Management course focuses on managing procurement activities and contracts in a structured way that supports cost efficiency, compliance, supplier performance, and business continuity. Procurement is not only a purchasing process. It is a strategic function that affects value creation, risk control, operational performance, and long-term supplier relationships.

This course explains how to plan procurement requirements, analyze supplier markets, prepare procurement strategies, manage tendering processes, evaluate suppliers, negotiate terms, and monitor contract performance. It also covers contract administration, risk management, compliance, dispute prevention, and supplier relationship improvement.

The course is delivered over five connected days. It begins with the foundations of strategic procurement, then moves into sourcing and supplier evaluation, tendering and negotiation, contract management and compliance, and finally supplier performance and continuous improvement. The content is aligned with the provided course topic.

Course Objectives

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

- Understand the principles of strategic procurement and contract management.
- Link procurement activities with organizational goals and operational needs.
- Analyze procurement requirements and supplier markets.
- Develop practical sourcing and procurement strategies.
- Prepare tendering and supplier evaluation processes.
- Apply effective negotiation approaches.
- Understand key contract terms and administration requirements.
- Manage contract performance, obligations, and deliverables.
- Identify procurement and contract risks.
- Improve compliance with policies and contractual requirements.
- Monitor supplier performance using clear indicators.
- Develop improvement actions for procurement and contract practices.



Course Outlines

Day 1: Foundations of Strategic Procurement.

- Concept of strategic procurement and its role in organizational performance.
- Difference between operational purchasing and strategic procurement.
- Procurement cycle from need identification to contract closure.
- Linking procurement plans with business objectives.
- Common procurement risks and control points.
- Roles of procurement teams, users, suppliers, and contract owners.

Day 2: Sourcing Strategy and Supplier Evaluation.

- Analyzing procurement needs and specifications.
- Understanding supplier markets and sourcing options.
- Developing sourcing strategies based on value, risk, and availability.
- Preparing supplier prequalification and evaluation criteria.
- Assessing supplier capability, compliance, cost, and reliability.
- Practical application on preparing a supplier evaluation matrix.

Day 3: Tendering, Negotiation, and Awarding.

- Preparing tender documents and bid requirements.
- Managing tendering processes and clarification stages.
- Evaluating technical and commercial proposals.
- Preparing negotiation objectives and strategies.
- Managing award decisions and approval requirements.
- Practical application on reviewing bids and preparing negotiation points.

Day 4: Contract Management, Compliance, and Risk Control.

- Understanding key contract terms, obligations, and deliverables.
- Managing contract administration and documentation.
- Monitoring compliance with contractual requirements.
- Managing changes, claims, variations, and extensions.
- Identifying contract risks and mitigation actions.
- Practical application on reviewing a contract performance issue.



Day 5: Supplier Performance and Continuous Improvement.

- Defining supplier performance indicators.
- Monitoring delivery, quality, cost, responsiveness, and compliance.
- Managing supplier relationships and performance reviews.
- Addressing underperformance and corrective actions.
- Capturing lessons learned from procurement and contract execution.
- Integrated application linking procurement strategy, supplier evaluation, contracting, performance, and improvement.

Why Attend this Course: Wins & Losses!

- Improve the ability to manage procurement strategically.
- Strengthen supplier selection and evaluation practices.
- Improve tendering and negotiation preparation.
- Reduce procurement and contract-related risks.
- Support better cost control and value creation.
- Improve contract administration and compliance.
- Strengthen supplier performance monitoring.
- Improve coordination between procurement, users, finance, and contract owners.
- Reduce disputes caused by unclear obligations.
- Support better decision-making in sourcing and awarding.
- Build practical tools for procurement and contract follow-up.
- Develop a structured approach to continuous improvement.

Conclusion

The Strategic Procurement and Contract Management course provides a practical framework for managing procurement and contracts as connected business functions. It covers the main stages of the procurement and contract cycle, starting with planning and needs analysis, then sourcing strategy, supplier evaluation, tendering, negotiation, contract administration, supplier performance, and continuous improvement.

The program follows a clear sequence that helps participants understand how procurement decisions affect cost, quality, compliance, risk, and operational continuity. It also explains how effective contract management supports stronger supplier performance, clearer obligations, better control, and fewer disputes.

By the end of the course, participants will have a practical understanding of how to plan procurement activities, evaluate suppliers, manage tendering processes, administer contracts, monitor performance, and improve procurement outcomes. The course supports stronger value creation, better risk management, improved compliance, and more effective supplier and contract performance.

