

# **Integrated Procurement, Contract, and Financial Management**

## **5-Day Training Plan**

### **Day 1 – Fundamentals of Public Procurement**

#### **Objective**

Understand procurement principles, rules, and planning.

#### **Key Topics**

- Procurement principles: transparency, fairness, accountability
- Procurement cycle overview
- Procurement planning
- Roles and responsibilities in procurement

#### **Activities**

- Icebreaker: participants share procurement challenges
- Group discussion on procurement principles
- Case study: planning a procurement activity

#### **Outputs**

Participants will be able to:

- Explain procurement principles
  - Identify steps in the procurement cycle
  - Prepare a basic procurement plan
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### **Day 2 – Procurement Methods and Processes**

#### **Objective**

Learn procurement methods and bidding procedures.

#### **Key Topics**

- Procurement methods:
  - Open tender
  - Restricted tender
  - Request for quotations

- Direct procurement
- Preparation of bidding documents
- Bid evaluation basics

### **Activities**

- Exercise: choose appropriate procurement method
- Group work: preparing simple tender documents
- Role play: evaluation committee meeting

### **Outputs**

Participants will be able to:

- Select appropriate procurement methods
  - Prepare simple bidding documents
  - Understand bid evaluation steps
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## **Day 3 – Contract Management**

### **Objective**

Understand how to manage contracts after award.

### **Key Topics**

- Contract types
- Contract implementation
- Monitoring contractor performance
- Managing variations and disputes
- Contract closure

### **Activities**

- Case study: managing a delayed contract
- Group discussion on contract risks
- Exercise: contract monitoring checklist

### **Outputs**

Participants will be able to:

- Monitor contract implementation
  - Identify contract risks
  - Apply contract management tools
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## **Day 4 – Financial Management and Procurement Integration**

### **Objective**

Understand financial controls and their link with procurement.

### **Key Topics**

- Budgeting and procurement planning
- Payment procedures
- Financial controls
- Record keeping and documentation
- Fraud prevention

### **Activities**

- Exercise: linking procurement plan to budget
- Case study on financial mismanagement
- Discussion on internal controls

### **Outputs**

Participants will be able to:

- Link procurement with budgeting
  - Understand financial approval processes
  - Identify financial control mechanisms
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## **Day 5 – Integration, Risk Management, and Best Practices**

### **Objective**

Integrate procurement, contracts, and finance systems.

### **Key Topics**

- Integrated procurement management

- Risk management
- Procurement monitoring and reporting
- Ethics and integrity
- Lessons learned and best practices

### **Activities**

- Group simulation: full procurement process
- Risk identification exercise
- Action plan preparation

### **Outputs**

Participants will be able to:

- Apply integrated procurement systems
- Identify and manage risks
- Develop improvement action plans