MERCURY

Procurement and Contracting in Public Health Projects

1 – 12 November 2027
Zanzibar (Tanzania)



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Procurement and Contracting in Public Health Projects

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Introduction:

Effective procurement and contracting play a pivotal role in the successful execution of public health projects. These processes ensure the timely and cost-efficient acquisition of goods, services, and infrastructure to meet health system needs. With rising complexity in the health sector demands, professionals require in-depth knowledge of procurement procedures, contract negotiation, compliance, and ethical standards. This Procurement and Contracting in Public Health Projects course provides training in public health procurement strategies that align with donor requirements and local regulatory frameworks.

This Procurement and Contracting in Public Health Projects program emphasizes performance-based contracting, risk mitigation, and accountability. Learners will acquire practical tools and methodologies to manage procurement cycles efficiently in dynamic and resource-constrained environments. Participants with actionable skills to drive health project success through strategic procurement and robust contracting mechanisms.

Targeted Groups:

This Procurement and Contracting in Public Health Projects training targets professionals seeking specialized knowledge and skills:

- Procurement officers in health ministries or public health institutions.
- Project managers working in international development or humanitarian aid.
- Contract administrators in NGOs manage health programs.
- Supply chain and logistics professionals in the health sector.
- Public sector health planners and coordinators.
- Legal and compliance officers are involved in the health sector procurement.
- Donor-funded program staff are responsible for procurement compliance.
- Engineers and technical evaluators are working on public health tenders.
- Consultants are designing and implementing public health projects.
- Academics and researchers studying procurement systems in healthcare.

Targeted Competencies:

Participants will gain the following competencies during the Procurement and Contracting in Public Health Projects program:

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- Strategic procurement planning for health projects.
- Drafting and managing procurement documents.
- Vendor evaluation and selection.
- Contract negotiation and legal compliance.
- Monitoring procurement performance indicators.
- Mitigating procurement risks.
- Managing donor and stakeholder expectations.
- Ensuring ethical procurement conduct.
- Handling disputes and claims.
- Preparing documentation for audits and evaluations.

Course Objectives:

Participants will achieve the following objectives by the Procurement and Contracting in Public Health Projects course:

- Understand procurement frameworks in health systems.
- Analyze the procurement cycle in public health environments.
- Apply procurement methods suitable for different project contexts.
- Identify compliance and regulatory requirements in donor-funded projects.
- Draft accurate and effective tender documents.
- Evaluate bids using transparent and auditable criteria.
- Develop and manage contracts based on international best practices.
- Monitor contract performance to ensure accountability.
- Address ethical and legal issues in procurement processes.
- Resolve procurement disputes using practical approaches.
- Align procurement planning with project timelines and goals.
- Improve budgeting and cost estimation skills for procurement.
- Implement risk management strategies in health procurement.
- Strengthen negotiation and vendor management skills.
- Prepare for audits and reporting requirements confidently.

Course Content:

Unit 1: Introduction to Public Health Procurement:

- Overview of procurement in public health systems.
- Procurement types: goods, services, and infrastructure.
- Key actors and stakeholders in the procurement cycle.
- The linkage between procurement and public health outcomes.
- Challenges in low-resource or emergency contexts.
- Global trends and innovations in health procurement.
- Differences between public and private sector procurement.
- Case examples from the WHO and Global Fund projects.

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Unit 2: Procurement Planning in Health Projects:

- Procurement planning fundamentals.
- Aligning procurement with health project objectives.
- Forecasting and budgeting for procurement activities.
- Identifying needs and technical specifications.
- Developing procurement schedules and milestones.
- Risk identification in procurement planning.
- Tools for procurement forecasting in health systems.
- Integrating stakeholder inputs into procurement plans.
- Avoiding procurement delays through early planning.

Unit 3: Procurement Procedures and Methods:

- Open vs. restricted vs. direct procurement.
- National procurement laws and international guidelines.
- Competitive bidding and procurement thresholds.
- Prequalification and expression of interest.
- Framework agreements and emergency procurement.
- Evaluating Procurement Method Suitability.
- Standard procurement templates and documentation.
- Balancing speed, cost, and compliance.

Unit 4: Tendering and Bid Evaluation:

- Steps in the tendering process.
- Preparing effective bidding documents.
- Advertising and bid submission procedures.
- Clarifications and pre-bid meetings.
- Criteria for technical and financial evaluations.
- Scoring systems and weightings.
- Bid opening and evaluation committees.
- Avoiding bid rigging and favoritism.
- Preparing evaluation reports with transparency.

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Unit 5: Contract Development and Negotiation:

- Contract types in public health projects.
- Key elements of a procurement contract.
- Terms and conditions are essential for performance.
- Legal frameworks and enforceability.
- Price and payment mechanisms.
- Delivery timelines and penalties for delays.
- Drafting performance-based contracts.
- Negotiation skills for better contract outcomes.
- Finalizing contracts and obtaining approvals.

Unit 6: Contract Management and Performance Monitoring:

- Defining roles and responsibilities in contract management.
- Tools and KPIs for monitoring contract execution.
- Identifying and managing contract risks.
- Managing changes and contract amendments.
- Handling supplier performance issues.
- Coordination between procurement and technical teams.
- Documentation and audit readiness.
- Ensuring timely deliveries and milestones.
- Contract close-out procedures.

Unit 7: Legal, Ethical, and Compliance Considerations:

- Ethics in procurement: integrity and transparency.
- Common fraud risks in public procurement.
- Anti-corruption strategies and whistleblower protection.
- Legal challenges and remedies in contract disputes.
- International guidelines UNCITRAL, World Bank, etc..
- Donor compliance and procurement audits.
- National regulations and public financial management laws.
- Preventing conflicts of interest.
- Due diligence and vendor background checks.

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Unit 8: Procurement in Donor-Funded and Emergency Health Projects:

- Procurement rules of major donors USAID, EU, UN.
- Procurement procedures in emergency settings.
- Challenges in Humanitarian Procurement.
- Balancing speed and compliance in crises.
- Ensuring transparency under pressure.
- Emergency procurement planning templates.
- Role of NGOs and private partners.
- Rapid tendering and framework contracting.
- Coordination with government authorities.

Unit 9: Vendor and Stakeholder Management:

- Identifying and prequalifying vendors.
- Supplier relationship management.
- Tools for vendor performance monitoring.
- Managing expectations of stakeholders.
- Ensuring stakeholder participation in procurement.
- Contractual communication protocols.
- Supplier development and support.
- Feedback loops and continuous improvement.
- Managing multi-vendor procurement processes.

Unit 10: Audits, Reporting, and Lessons Learned:

- Preparing for internal and external audits.
- Procurement documentation and records retention.
- Reporting requirements for donors and funders.
- Using procurement data for performance improvement.
- Post-procurement evaluation and lessons learned.
- Procurement review tools and checklists.
- Integrating audit findings into plans.
- Ensuring sustainability in procurement systems.
- Capacity building for continuous improvement.

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Final Insights & Key Takeaways:

Strategic procurement and contracting are essential for delivering effective and sustainable public health interventions. This course equips professionals with practical tools and decision-making frameworks tailored for real-world health project environments. Through structured learning units, participants gain the expertise to manage procurement cycles with transparency, efficiency, and impact. The acquired competencies empower individuals to support public health goals while maintaining regulatory and ethical integrity.