MERCURY

Contract and Tender Management

7 – 11 December 2026
Accra (Ghana)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

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Ref: 121259_1071980 **Date:** 7 – 11 December 2026 **Location:** Accra (Ghana) **Fees:** 5300 Euro

Introduction

Contract and Tender Management is essential for professionals handling procurement, vendor relations, and project execution. This course equips participants with the knowledge to manage contracts efficiently and handle tenders effectively. It covers best practices in tender preparation, evaluation, and compliance. Participants will learn strategies to mitigate risks, ensure transparency, and optimize procurement processes. The course emphasizes practical frameworks for decision-making and negotiation. By the end, participants will be able to manage contracts and tenders with confidence and precision.

Targeted Groups

This Contract and Tender Management course targets professionals seeking specialized knowledge and skills:

- Procurement officers
- Project managers
- Contract administrators
- Legal advisors in business contracts
- Supply chain specialists
- Finance professionals handling procurement budgets
- Government and private sector tendering teams

Course Objectives

Participants will achieve the following objectives by Contract and Tender Management:

- Understand the contract lifecycle and tendering process
- Develop skills to prepare, review, and manage contracts
- Learn compliance and legal considerations in tenders
- Enhance vendor selection and evaluation techniques
- Apply negotiation strategies effectively
- Identify risks and implement mitigation measures
- Improve documentation and reporting practices
- Optimize procurement workflows for efficiency
- Gain insight into contract performance monitoring
- Strengthen decision-making in procurement and tender management

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Targeted Competencies

Participants will gain the following competencies during the program:

- Proficient contract drafting and review skills
- Knowledge of tendering procedures and regulations
- Effective vendor management and relationship building
- Risk assessment and mitigation strategies
- Negotiation and dispute resolution skills
- Compliance monitoring and auditing capabilities
- Efficient documentation and reporting techniques
- Strategic decision-making in procurement
- Project coordination and execution skills
- Ability to analyze and evaluate tender submissions

Studying Scenarios

In this training, participants will develop their skills through the analysis of the following scenarios:

- Evaluating real-life tender submissions
- Managing contract amendments and renewals
- Negotiating terms with suppliers
- Identifying and mitigating procurement risks
- Handling disputes and claims effectively
- Ensuring compliance with tender regulations
- Streamlining contract approval workflows
- Monitoring supplier performance and delivery schedules

Course Content

Unit 1: Introduction to Contract and Tender Management

- Definition and importance of contract management
- Types of contracts and tenders
- Key stakeholders in procurement
- Legal and regulatory frameworks
- Contract lifecycle overview
- Introduction to tender procedures
- Roles and responsibilities in contract management

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Unit 2: Tender Preparation and Planning

- Understanding requirements and specifications
- Market analysis and supplier identification
- Preparing tender documents
- Setting evaluation criteria
- Risk assessment during tender preparation
- Timeline and scheduling strategies
- Cost estimation and budgeting considerations

Unit 3: Tender Evaluation and Vendor Selection

- Methods for evaluating bids
- Scoring and ranking techniques
- Shortlisting suppliers
- Conducting technical and financial assessments
- Negotiation strategies with vendors
- Contract award decision-making
- Ensuring fairness and transparency

Unit 4: Contract Execution and Management

- Drafting and finalizing contracts
- Contract negotiation techniques
- Compliance monitoring and reporting
- Managing contract modifications
- Performance evaluation of suppliers
- Addressing disputes and claims
- Effective communication with stakeholders

Unit 5: Risk Management and Strategic Procurement

- Identifying contractual and procurement risks
- Risk mitigation strategies
- Legal and ethical considerations
- Supplier relationship management
- Performance monitoring and KPIs
- Continuous improvement in procurement processes
- Strategic decision-making in contract management

Final Insights & Key Takeaways

Participants will leave with practical skills to manage contracts and tenders efficiently. They will gain confidence in optimizing procurement processes while ensuring compliance and minimizing risks.