



**THE UNITED REPUBLIC OF TANZANIA**  
**INSTITUTE OF ACCOUNTANCY ARUSHA**



**SHORT COURSE ANNOUNCEMENT**  
**ON**  
**PROCUREMENT MANAGEMENT FOR PROJECTS**

**(02<sup>nd</sup> – 13<sup>th</sup> September 2019 - IAA Arusha Campus, Arusha)**

**1.0 Course Background**

Properly managing all procurement activities not only keeps business operations running smoothly; it also saves money, time, and resources. Procurement management ensures that all items and services are properly acquired so that projects and processes can proceed efficiently and successfully. The purpose of project procurement management is to establish and maintain relationships with vendors of goods and services during the project life cycle. This unique function is an essential part of project management, which is concerned with overseeing designated sets of temporary operations. This course therefore, focuses on optimizing the development, management and maintenance of projects that consider procurement as a strategic function working to improve the organization's profitability. It enables the project team members to gain command of the key elements of a successful project and provides a guide to complementing project processes with prudent procurement management techniques.

**2.0 Course Contents**

During the course the following areas will be covered:

- (a) Introduction General overview of projects and project management;
- (b) Introduction to Project Procurement
- (c) Procurement Plan for projects
- (d) Conducting procurement processes;
- (e) Managing procurement contract
- (f) Closing procurement process;
- (g) Risk assessment and management; and
- (h) Contract negotiation skills

**3.0 Course Rationale**

- To recognize the importance of an organized and Best practices projects and project management;
- To identify and appreciate the current trends project procurement;

- To impart participants with skills on procurement planning, selection, administration and closing of projects/contracts
- To impart participants with skills on equitable risk allocation
- To equip participants with an in-depth understanding of project negotiation and general procurement execution.

#### **4.0 Target Group**

This course is meant for senior, middle level and junior officers with diverse experience and background from both government and non-governmental organizations as indicated below:

- Staff from MDAs and LGAs i.e. Ministries, Departments and Agencies; Parastatal Organizations and Local Government Authorities but specifically meant to Accounting Officers, Members of Tender Boards, PMU staff, and all executives responsible for planning and managing procurement functions.
- Project Accountants or Finance personnel involved in handling projects funds will find this course relevant especially in disbursement procedures.
- Economic Operators including Suppliers, Service Providers, Constructors and Consulting firms for public or donor funded financed projects will find the course useful.
- Those who seek practical approaches to operational challenges in projects and project procurement processes;
- Any other person involved in one way or another in managing projects.

#### **5.0 Methodology**

The training will be delivered by competent and experienced facilitators in Donor Funded projects, Public procurement Management and transport, logistics and supply chain management, both from inside and outside the Institute (experienced senior donor funded projects managers and consultants have been invited to join with facilitation team). The course will be conducted through lectures, discussions and case studies analysis.

#### **6.0 Training Award**

At the end of training participants will be awarded with certificates.

#### **7.0 Fees & Mode of Payment:**

The fee for the course is **TZS 2,000,000/=** (say **TZS Two Million only**) per participant to cover for tuition fee, training materials, tea/coffee and Lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early confirmation is highly encouraged and appreciated.**

#### **8.0 Date, Duration and Venue:**

This course will be conducted from **02<sup>nd</sup> – 13<sup>th</sup> September 2019** at the Institute of Accountancy Arusha, located at Njiru Hill-Arusha.

## 9.0 Contact Persons

For more details please don't hesitate to contact any of the following:

### Course Directors

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### Head of Department – Consultancy & Executive Development

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### Course Administrator

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### APPLY TO:

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