

Donor-Funded Project Procurement and Contract Management Course

2 – 6 May 2027
Accra

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Ref: 2094_253395 **Date:** 2 – 6 May 2027 **Location:** Accra **Fees:** 6000 Euro

Overview

Donor-Funded Project Procurement and Contract Management Course is a one-week intermediate course for project and procurement professionals who leave with a Donor-Funded Procurement Control Pack. Participants apply donor-funded project procurement, project procurement planning, financing requirement mapping, donor bid evaluation controls, donor-funded contract management, and procurement audit trail preparation. The course uses strategy maps, review matrices, tender files, evaluation reports, contract plans, and closeout records. Agile Leaders Training Center delivers this course in donor-funded procurement control.

Who Should Attend

- Project teams responsible for procurement planning and delivery under financing agreements
- Procurement teams responsible for market approach, tendering, evaluation, and award
- Contract teams responsible for performance, variations, payments, and closeout
- Finance teams responsible for eligible expenditure and payment evidence
- Audit and compliance teams responsible for approvals, records, and review readiness

The course assumes participants support funded projects or procurement at work and leaves out legal advice, one donor's certification, jurisdiction-specific tender law, grant accounting, and specialist engineering supervision.

Departments and Industries

The course supports departments that plan, procure, administer, and review contracts in externally financed projects.

- Project and program management
- Procurement and contract management
- Finance, audit, and compliance
- Infrastructure and public services
- Healthcare and development organizations

Learning Objectives

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

- Analyze applicable financing and procurement requirements.
- Build a risk-based project procurement plan.
- Apply transparent tender and evaluation controls.
- Use review, approval, and award records.
- Diagnose contract, payment, and variation risks.
- Evaluate closeout and audit-trail readiness.

Course Agenda

Day 1: Map Financing and Procurement Rules

- Financing Agreement Requirement Map
- Applicable Procurement Framework Matrix
- Project Procurement Responsibility Chart
- Prior and Post Review Decision Grid
- Procurement Integrity and Conflict Register

Day 2: Plan the Project Procurement

- Project Procurement Strategy Canvas
- Procurement Plan and Package Schedule
- Market Risk and Capacity Assessment
- Procurement Method Selection Matrix
- Review and No-Objection Tracker

Day 3: Tender, Evaluate, and Award

- Standard Procurement Document Checklist
- Tender Requirement and Evaluation Alignment Test
- Bid Opening and Clarification Record
- Bid Evaluation Report Structure
- Award Approval and Publication File

Day 4: Administer Funded Contracts

- Risk-Based Contract Management Plan
- Milestone, Deliverable, and Payment Register
- Variation Order and Approval Workflow
- Contract Performance and Remedy Dashboard
- Complaint, Noncompliance, and Escalation Log

Day 5: Practice Review and Closeout

- Suggested Exercise: Diagnose a Procurement Plan Gap
- Suggested Exercise: Challenge a Bid Evaluation Report
- Suggested Exercise: Review a Contract Variation File
- Suggested Exercise: Test an Expenditure Audit Trail
- Capstone Exercise: Complete a Donor-Funded Procurement Control Pack

Practical Exercises

The course uses suggested activities with fictional financing terms, procurement packages, bids, contracts, payments, and review evidence.

- Suggested activity: map approvals and procurement methods for an infrastructure project.
- Suggested activity: test evaluation criteria and scoring evidence for healthcare supplies.
- Suggested activity: assess a variation, payment, and delay scenario in a works contract.
- Suggested activity: assemble an audit-ready closeout file for a development-services package.

FAQs

Who suits donor-funded project procurement, and what does the course assume?

Project, procurement, contract, finance, audit, and compliance professionals responsible for externally financed activities suit donor-funded project procurement. The course assumes experience supporting procurement, contracts, payments, or project records.

How does donor-funded project procurement differ from general procurement training?

Donor-funded project procurement connects financing-agreement requirements, approved methods, review points, standard documents, eligibility, complaints, contract records, and expenditure evidence, while general procurement training covers broader organizational sourcing practices.

What should a project procurement plan include?

A project procurement plan should identify packages, scope, value, risk, market conditions, method, selection approach, review requirements, schedule, responsibilities, approvals, contract type, and implementation dependencies.

What is a no-objection or donor review point?

A no-objection or donor review point is a documented financing-agency review required by the applicable agreement or procurement framework before a specified action proceeds. Teams should verify the current requirement for each package rather than assume one universal process.

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How should donor-funded contract records support audit readiness?

Donor-funded contract records should connect the approved plan, tender documents, evaluation, award, contract, deliverables, payments, changes, performance decisions, complaints, approvals, remedies, and closeout evidence through a traceable file.

Conclusion

Participants take back a Donor-Funded Procurement Control Pack. It combines a rule map, procurement strategy, package plan, review tracker, tender checklist, evaluation file, award record, contract-management plan, variation log, payment evidence, and closeout index. The pack helps project teams connect financing conditions to procurement decisions and contract evidence from planning through closure.