



Procurement Management Course

Course Objectives

On completion of the course, participants should be able to:

- Understand the principles and processes of effective procurement management.
- Apply procurement planning, sourcing strategies, and contract management techniques.
- Ensure compliance with procurement laws, policies, and ethical standards.
- Manage supplier relationships, risks, and performance in the procurement cycle.
- Use tools and techniques to improve procurement efficiency and transparency.

Target Audience

- All officers and managers involved in procurement.
- Project managers
- Project leaders,
- Contract managers
- Project Administrators,
- Procurement managers
- Acquisition professionals,
- Purchasing agents

Course Outline

- Introduction to Procurement Management
- Objectives of procurement
- Role of procurement in organizational success
- Public vs. private sector procurement
- Procurement Planning and Strategy
- Needs assessment and market analysis
- Developing procurement plans
- Sustainable and strategic sourcing
- The Procurement Cycle
- Requisition to payment (R2P) process
- Competitive bidding and tendering processes
- Procurement documentation and specifications
- Legal and Regulatory Frameworks
- National and international procurement laws
- Ethics and transparency in procurement
- Anti-corruption and audit readiness
- Supplier Selection and Evaluation

- Vendor prequalification and registration
- Supplier evaluation criteria and scorecards
- Contract negotiation and award processes
- Contract Management
- Types of contracts and key clauses
- Monitoring performance and resolving disputes
- Contract closure and lessons learned
- Risk Management in Procurement
- Identifying and mitigating procurement risks
- Fraud prevention and control mechanisms
- Contingency planning and crisis management
- Technology and E-Procurement
- Use of procurement software and platforms
- Benefits and challenges of e-procurement
- Digital records and data analytics in procurement
- Financial Aspects of Procurement
- Cost estimation and budgeting
- Value for money and life-cycle costing
- Financial reporting and procurement audits
- Action Planning

Dates: 16th – 27th February 2026

Duration: 2 weeks

Course Costs: US\$2850/delegate

Venue: Kigali, Rwanda