CINPAA | INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

سينبا | التعاونية الدولية للتدريب والاستشارات



Training programme:

Certified Contract Manager

Delivered in several cities and dates



OUR INTERNATIONAL PARTNERS:

ISDE Law Business School High Performance Education
Higher Institute of Law and Business (ISDE)

Professional Development Institute
Professional Development Institute

Universidad Camilo José Cela
Camilo José Cela University

SEK EDUCATION GROUP

ISO 29993:2017 Learning services for non-formal education and training

ISO 9001:2015

Certified Contract Manager

About the programme:

This programme examines the contracting process and the responsibilities involved in managing contracts, connecting contractual principles with the decisions made across a contract's lifecycle.

Objectives:

Developing participants' skills, knowledge, values and professional approaches in:

a. Identify principles, definitions and major steps involved in the contracting process

b. Outline all contract preparation activities including planning, developing scope of work and identifying sourcing options

c. Recognize diverse types of contracts and the effect of each type on the risk allocation strategy

d. Develop criteria to invite, receive and evaluate bids

e. Apply contract administration tools and techniques to effectively manage the contract and avoid disputes during implementation

f. Resolve disputes collaboratively and amicably and outlining alternative dispute resolution methods

Target audience:

a. All those involved in any aspect of preparing,

b. Implementing,

c. Managing or administering contracts

d. Who are committed to prove their dedication to their professional growth.

e. Target Competencies

f. Contract preparation

g. Contract administration

h. Preparing and evaluating bids

i. Planning contracting process

j. Resolving contractual disputes

k. Managing contractors

Daily programme:

• Day 1: Principles of contracts and the contracting process

a. Defining a contract and the essential elements that make it binding

b. Express and implied contracts and their practical consequences for the parties

c. Principles, definitions and the major steps of the contracting process

d. Common problems in preparing and managing contracts and how to avoid them

e. Case study: analysing a contract dispute caused by unclear obligations

f. Day output: contracting process map with control points

• Day 2: Contract preparation and the scope of work

a. Stages of contract preparation and evaluation of internal and external resources

b. Contracting and sourcing methods supported by a decision analysis worksheet

c. Developing a clear scope of work and the problems caused by a badly written one

d. Setting evaluation criteria and drafting the terms and conditions of the contract

e. Workshop: rewriting a weak scope of work into measurable deliverables

f. Day output: scope of work and evaluation criteria

- **Day 3: Contract types, risk allocation and payment terms**

a. One or several contracts: choosing the packaging strategy for a requirement

b. Fixed price, cost reimbursable and time and material contracts compared

c. How each contract type allocates risk between the buyer and the contractor

d. Payment terms and their effect on cash flow and contractor performance

e. Case study: selecting the contract type for three requirements with different risk profiles

f. Day output: contract strategy and risk allocation matrix

- **Day 4: Tendering procedures and bidder pre-qualification**

a. Objectives of tendering, alternatives to tendering and tendering procedures

b. Evaluation of bidders and the setting of pre-qualification criteria

c. Preparing the invitation to tender and clear instructions to bidders

d. Receipt and opening of bids with controls that protect fairness

e. Workshop: drafting pre-qualification criteria and an invitation to tender

f. Day output: pre-qualification criteria and tender document checklist

- **Day 5: Bid evaluation and contract award**

a. Tender evaluation, pricing methods, whole life cost and value for money

b. Most Economically Advantageous Tender (MEAT), online reverse auctions and contract award

c. Weighting price and quality criteria to reflect the nature of the requirement

d. Documenting the award decision and informing unsuccessful bidders

e. Workshop: evaluating three bids using weighted MEAT criteria

f. Day output: bid evaluation report and award recommendation

- **Day 6: Contract administration, claims and dispute resolution**

a. Purpose of contract administration, the aspects to manage and the documents needed

b. Contract administration tools, the role of contract administrators and lessons learned

c. Breach of contract, money damages, equitable remedies, changes and variation orders

d. Alternative dispute resolution methods: negotiation, mediation and arbitration

e. Case study: handling a variation claim and resolving it through collaborative negotiation

f. Day output: contract administration plan and dispute resolution pathway

Training methods and certificates:

Our programmes are built on modern pedagogy that combines theoretical knowledge with practical application, in line with participants' needs and the demands of the workplace. Methods include:

· **Interactive workshops:** analysis of real data and group discussions that strengthen practical understanding.

· **Case studies:** examples from international organisations that highlight real successes and challenges.

· **Realistic simulations:** participants train through professional scenarios that mirror real situations requiring decisions and situation management.

· **Advanced tools and technologies:** hands-on practice with up-to-date training software and tools suited to each field.

Certificates:

On successful completion, participants receive a certificate issued by CINPAA, a training institute officially registered in the European Union, Spain and the United Kingdom.

CINPAA - Cooperative International for Training and Consulting

Our programmes are delivered within academic and professional partnerships, cooperation agreements and memoranda of understanding with a number of academic and professional institutions, including:

- **Camilo José Cela University - Spain**
- **ISDE - Law & Business School - International**
- **Professional Development Institute - United Kingdom**

These partnerships aim to exchange expertise, develop training content and raise programme quality in line with international best practice.

Kind regards,
International Programmes Department
"CINPAA" INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

Course details and registration

Course Details | Registration

Programme	**Certified Contract Manager**	Course Title
Language	**English**	Course Language
Venue	**Several cities and dates – see the table below**	Venue
Financial offer	**Sent separately, according to the number of participants and the delivery conditions.**	Financial Offer

Registration and confirmation:

To register, please use one of the following:

a. Complete the programme request form on our website.

b. Or send an email from your training department.

c. Or a nomination letter from your organisation.

Send your confirmation by:

Email	info@cinpaa.org
WhatsApp	+34 635 867 686

Our team is ready to advise on accommodation and logistics before and during your stay.

Planned programme dates:

City	Dates
Barcelona, Spain	20 - 25 Dec 2026
Barcelona, Spain	07 - 12 Mar 2027
London, United Kingdom	13 - 18 Jun 2027
Cairo, Egypt	12 - 17 Sep 2027
Madrid, Spain	12 - 17 Dec 2027

The programme can be delivered in other cities and on other dates to suit your organisation, at the length you need. The cities are listed on the last page.

سينبا التعاونية الدولية للتدريب والاستشارات | CINPAA – International Cooperative for Training & Consulting

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Scan to save our contact

Cities where we deliver our programmes:

This programme can be delivered in any of the following cities, and elsewhere on request.

Albania Tirana, Saranda	**Australia** Sydney	**Austria** Vienna, Hallstatt, Salzburg / Zell am See	**Azerbaijan** Baku
Bahrain Manama	**Belgium** Brussels, Bruges	**Bosnia and Herzegovina** Sarajevo	**Canada** Toronto, Montreal
China Hong Kong, Shanghai, Beijing, Guangzhou	**Croatia** Dubrovnik	**Cyprus** Nicosia, Limassol, Larnaca	**Czech Republic** Prague
Egypt Cairo, Sharm El Sheikh, Alexandria, Hurghada	**France** Paris	**Georgia** Tbilisi, Batumi	**Germany** Munich, Berlin, Düsseldorf, Frankfurt
Greece Athens, Rhodes	**Hungary** Budapest	**Indonesia** Bali, Jakarta	**Ireland** Dublin
Italy Rome, Florence, Milan, Venice, Como	**Japan** Tokyo	**Jordan** Amman, Aqaba	**Kuwait** Kuwait City
Malaysia Kuala Lumpur	**Maldives** Maldives	**Mauritius** Mauritius	**Montenegro** Budva, Kotor
Morocco Casablanca, Marrakech, Tangier, Rabat	**Netherlands** Amsterdam	**Oman** Muscat, Salalah	**Philippines** Manila
Poland Krakow, Warsaw	**Portugal** Lisbon, Porto	**Qatar** Doha	**Russia** Moscow
Saudi Arabia Riyadh, Jeddah, Dammam	**Serbia** Belgrade	**Slovenia** Ljubljana	**South Korea** Seoul
Spain Madrid, Barcelona, Valencia, Alicante, Benidorm, Malaga / Marbella, San Sebastian, Granada, Cordoba, Canary Islands, Seville, Bilbao	**Switzerland** Geneva, Luzern, Zurich, Interlaken, Zermatt, Lugano	**Thailand** Bangkok, Phuket	**Tunisia** Tunis
Turkey Istanbul, Antalya, Trabzon, Bursa, Izmir, Bodrum, Antakya (Hatay)	**United Arab Emirates** Dubai, Abu Dhabi	**United Kingdom** London, Edinburgh, Manchester, Birmingham	**United States** Miami, New York, Los Angeles, Washington