

€ TRAINING

Managing and Negotiating with Consultants
and Contractors



23 - 27 September 2024
Geneva (Switzerland)



Managing and Negotiating with Consultants and Contractors

REF: P1220 DATE: 23 - 27 September 2024 Venue: Geneva (Switzerland) - Fee: 5940 Euro

Introduction:

The Managing and Negotiating with Consultants and Contractors training program is designed to equip professionals with the skills and strategies necessary to effectively oversee and collaborate with external partners in project execution. It emphasizes the importance of clear communication, contract management, and relationship-building in achieving project objectives.

Program Objectives:

At the end of this program the participants will be able to:

- Evaluate Bids and Proposals to select the best-fit contractor & consultants.
- Prepare and understand Key Clauses in Contract Documents.
- Apply different payment structures.
- Negotiate as a principled negotiator.
- Manage the boost the performance of consultants & contractors.

Targeted Audience:

- Engineering Project Professionals.
- Project Management Professionals.
- Construction and Contract Professionals.
- Buyers Professionals.
- Purchasing Professionals.
- Financial Personnel.

Program Outlines:

Unit 1:

Establishing the Need for External Advice:

- Understand, Identify, and Defining the Business Need.

- Prepare a Cost-Benefit Analysis.
- Defining the Statement of Work or Terms of Reference TOR.
- Leading EPC Contractors with a Global Presence.
- Market Rates of Technical Contractors and Management Consultants.

Unit 2:

Preparing for the Tendering :

- Conduct Sourcing Analysis.
- Develop a Contracting Strategy.
- Prepare a Tender Document.
- Establish Service Level Agreements.
- Conduct Tender Briefing.

Unit 3:

The Bidding and Bid Evaluation Processes:

- The Competitive Tendering Process.
- Pre-qualification.
- Proposal and Bid Evaluation.
- Contract Pricing & Price Adjustments.
- Cost Analysis of Proposals and Bids.
- Tender Clarification.

Unit 4:

Contract Development and Negotiation:

- Understanding the Concept and Principle of Contract Law.
- Model Contract Formats - Specific for Consults and Contractors.
- Important Contract Terms to be Included.
- Pre-negotiation Process.



- Negotiating the Contract Terms - Finance Considerations, Progress Reporting, and Payment.
- Confidentiality, IPR, Insurance, and Warranties.

Unit 5:

Contract Award and Performance Evaluation

- Awarding of Contract.
- Monitoring Progress and Performance.
- Tracking Progress in Achieving Consultancy Savings.
- Managing Risks and Change Control.
- Contract Administration.
- Evaluating and Learning from Engagements.