



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



WORKSHOP ANNOUNCEMENT
ON
BEST PRACTICES IN MANAGING CLEANING, SECURITY,
REPAIR AND LEASING CONTRACTS

(23rd – 27th April 2019 - IAA Arusha Campus, Arusha)

1.0 COURSE BACKGROUND

The contract management is very important part of the survival of businesses. Effective contract management system improves the performance of the organization and reduces contractual risk. Cleaning, security, repair, leasing, and other services form part of outsourcing strategy where a management decided to transfer non-core functions to efficient external providers. Contract management for outsourcing services needs great attention particularly cleaning, security, repair & maintenance, and leasing where service providers form part and parcel of the day to day operations. This workshop aims to build the capacity of procurement practitioners and contract supervisors to assess contractual risks, develop plans to monitor the performance of service providers. The participants will learn the different fundamental criteria of contract management for services and they will also learn the necessary skills and techniques required to execute better contractual relationship.

2.0 COURSE CONTENTS AND FACILITATION

The training will be delivered by competent and experienced facilitators in public procurement, contracts, and laws both from inside and outside the Institute. Teaching methodology will include classroom lectures, case studies, video presentations, and pictures. The training will address the following issues:

- Day One** : Procurement Contracts Management: Underlying Principles; and Introduction to Service Contracts
- Day Two** : Developing Performance Specifications; and Bidding Documents and Evaluation for Service Contracts;
- Day Three** : Legal Aspect of Contracts Management; and Appointment of Contract Supervisor (qualifications & functions);
- Day Four** : Contract Monitoring – Performance Output/Service Level; and Enhance Contractual Relationship to Reduce Complaints;
- Day Five** : Manage Performance Review

3.0 COURSE RATIONALE

This course is therefore, designed to equip with the knowledge and skills in contracts management for cleaning as well as security services in both public and private organizations.

4.0 TARGET PARTICIPANTS

The course is relevant to public and private entities nationally and internationally but specifically meant to procurement practitioners, HR & Administration staff, IT staff, Tender Boards, store officers, and other staff from user departments. Participants will be awarded with certificates, qualifying them to claim for 'CPD' hours from professional bodies.

5.0 FEES & MODE OF PAYMENT:

The fee for the course is **TZS 900,000/=** (say **Nine Hundred Thousand only**) per participants to cover for tuition fee, training materials, tea/coffee lunch and a day tour to Meserani Park. 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 registration is highly encouraged and appreciated.**

6.0 DATE, DURATION AND VENUE:

This course will be conducted in Arusha City from **Tuesday, 23rd – Saturday, 27th March 2019 (Five days)** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

7.0 CONTACT PERSONS

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

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