

International Workshop on Contract Management with special focus on Contractual Risks

Meet the presenter



Manoj Nair

Manoj Nair is a Solicitor Supreme, Court England and Wales (NP), having over 20 years of experience in dealing with Corporate, Civil, Construction and Labour Laws. He has extensive knowledge and experience in all aspects of contract drafting, contract negotiations, contract/procurement management, project finance, risk management, outsourcing contracts, international commercial contracts, proposal writing, statement of work (SOW) and vendor management.

The author of the book, "Ten Rules to Succeed in Interviews", Manoj has worked with some big names in the corporate sector as advisor and consultant, during the year 2000 to 2003 like Central Bank of India, HSBC Bank, SCHIL Capital India Ltd (subsidiary of Sumitomo Mitsui Bank), MAFCO, Mantri Group, Ceat Ltd, India Gillatine Ltd and many other companies.

As an international trainer, he has facilitated international seminars in Malaysia, Norway, U.K, U.A.E, Qatar, Kuwait, Yemen, Bahrain, Sri Lanka and Bangladesh among others. Manoj is currently the India Representative for **British Legal Centre** (a UK based Company helping lawyers to understand British Law).

He was admitted to the roll of advocates in December 1996 - from 1996 to 2000 he was working with one of the leading law firms in India Mulla & Mulla Craigie Blunt and Caroe where he was exposed to contract, banking, civil, corporate and commercial laws.

Workshop Title: International Workshop on Contract Management with Special Focus on Contractual Risks

Date: 26th -27th July 2018

Venue: Nairobi, Kenya

Duration: 2 Full Days

Cost: USD 795 (Discounts for group registration apply)

Workshop Introduction

This two day Contract Management training course is designed to enhance the performance of personnel involved in procurement contracts, equipping them with the tools to analyse contractual risks, with emphasis on how to avoid and deal with contractual risk. The course will help participants understand complex contractual terms and conditions in simple English language.

The 2 day interactive workshop will be conducted using a mixture of practical and theory syndicate sessions followed by group discussion. Delegates are encouraged to email or bring contracts which they are familiar with - which can be discussed in the end before closing of the workshop.

The workshop will enable participants to:-

- Understand the principles of contract management
- Examine the business environment to foresee how the supplier/contractor may perform
- Legal requirements of contracts and their implications
- Have knowledge of contractual clauses

- Understand Risk transfer through contracting terms and conditions
- Have an overview of legal aspects of contracts and how this might be used to advantage
- Effectively negotiate procurement contracts
- Effectively handle claims, variations and disputes
- Examine the steps involved in Pre-Award, Award and Post Award phase.
- Lessons learnt and Best Practices.

Day-1	Day-2
<p>Introduction to Contract Management</p> <ul style="list-style-type: none"> • Definition of Contract Management • When does Contract Management Commence • Four Key Components of Contract Management <ul style="list-style-type: none"> ○ Setting up the Contract Team ○ Managing Service Performance ○ Managing Relationship ○ Contract Administration <p>Contract/Formation of Contracts</p> <ul style="list-style-type: none"> • Contracts • Offer or Proposal • Rejection of an offer / Counter offer. • Acceptance • Consideration • Essentials of Valid Contract • Free Consent • Quasi Contracts • Performance of Contract • Breach Of Contract /Remedies • Battle of Forms <p>Understanding Clauses which deal with Contractual Risk - How to minimise and transfer the risk</p> <ul style="list-style-type: none"> • Indemnity • Limitation of Liability/Total Liability Cap • Third Party Liability • Force Majeure • Damages, Liquidated Damages/ Penalty • Consequential Damages • Negligence/Gross Negligence and Wilful misconduct • Non-payment by Client • Confidentiality • Exclusive Remedy Provisions • Governing Law <p>Contracting Methods</p>	<p>Contracting Pricing Arrangements</p> <ul style="list-style-type: none"> • Uncertainty and Risk in contracting • Fixed Price Contracts • Contract reimbursable Contracts • Time and Materials contracts <p>Plan Procurements</p> <ul style="list-style-type: none"> • Planning documents • Requirement documents • Procurement management plan <p>Conduct Procurements</p> <ul style="list-style-type: none"> • Vendor participation • Advertising and bidder conferences • Proposal evaluation techniques • Negotiations • <p>Administer and Close Procurements</p> <ul style="list-style-type: none"> • Procurement team • Vendor relationship management • Monitoring performance • Contract change controls • Contract amendment • Progress reports • Payment Terms • Termination • Lessons learned • Procurement audits • Negotiated settlements • Claims and Dispute

<ul style="list-style-type: none"> • Contracting Methods • Simplified Methods • Formal Competitive Methods • Sealed Bidding • Key steps in Source Selection • Reverse Auction • Negotiation with Sole/Single Source 	
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✓ There will be a fully paid for tour of the Nairobi animal orphanage on 21/07/2018-after the training- so, participants can make their travel arrangements with this in mind.

About the Organization

Asset Africa Institute (www.assetafrica.co.ke) -AAI- specializes in the research, design and delivery of high quality and affordable training programs for development workers worldwide. Over the years, AAI has provided consultancies and training to such reputable organizations as: Federal University, Birnin Kebbi-Nigeria, Norwegian Church Aid-Zambia, ACOMIN-Nigeria, Salvation Army-Tanzania, Love Botswana Outreach Mission, Islamic Relief-Somalia, Cornerstone Development-Uganda, IOM-South Sudan, DCA-Ethiopia, Africa Rice Center -Benin, Rwanda Union of the Blind, Sasakawa Africa Association-Ethiopia, Harare Institute of Technology-Zimbabwe, CARE-International-Mali, Mazommo Construction Company-Liberia, CARE-International-Niger, UNDP-Somalia, HEAL Africa-DRC, Diakonia, NGO Safety-Somalia, County Government of Siaya-Kenya, Oxfam GB-Yemen, Generations for Peace-Jordan, CBR Africa Network-Uganda, Victoria Finance PLC-Tanzania, PSI-Benin among others.

For further information, kindly contact;

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