

## 1. INTRODUCTION

In all past Project Management courses, IET has been treating Contract Management as an integral of the Project Management. Following requests from practicing engineers and lawyers wanting treatise of Contract Management in relation to legal and enforcement implications, IET has adopted Contract Management Claim and Dispute Resolutions as a separate subject to stand on its own. This enables course participants to receive extensive information on the subject to include contracts specifics like classification, validity, features, and administration and construction risks.

**This course aims at addressing contract legal requirements.**

## 2. SUCCESSFUL CONTRACT MANAGEMENT

For a contract management to be successful, the client and the contractor must talk same language. A contract must be written in a language understood by all parties involved in the management of the project. The client must provide adequate resources in time and the contractor exercising good governance which targets use of skilled manpower. The contractor must use the expertise of identifying, monitoring and managing risks. A key to a successful contract management must be clear and providing adequate communication link between client and contractor. Good communication is always a make-or-break in managing relationships. The client/contractor relationship should recognize that a project is composed of diverse attitudes and behaviors which must be matched with project objectives and necessary therefore to seek solutions for the good of the project.

Managing a project is managing resources, and managing resources is managing money. In this aspect then, cost of project needs to be evaluated

against value for money. Value for Money (VfM) is a measure of effective, efficient and economic use of the resources.

## 3. COURSE OBJECTIVE

The Course objective is to equip the participants with knowledge of how to handle matters concerning the execution of a project targeting on resource management, Value for Money (VfM), Risk Management, level of communication. Attitudes and Behavior, occurrence, handling and resolving problems.

## 4. COURSE CONTENTS

- i) General principles of Contract Formation: Formation of Contract, Offer and Acceptance, Consideration, Intention to create legal relations, Terms of Contract, Discharge of Contract.
- ii) The course will then proceed with reference to the FIDIC Contracts 1999
- iii) Contract Documents and their interpretation, Conditions of Contract,
- iv) Preparation of Conditions of Contract,
- v) Responsibilities of the Main Parties,
- vi) Management of Projects,
- vii) Financial Clauses,
- viii) Risk Management,
- ix) Claims initiation,
- x) Management, Claims and Dispute Resolutions.

## 5. AWARD

- i) A soft copy Certificate of Training will be awarded on successful completion of the course.
- ii) **Professional Development Units (PDUs) will be accredited by Engineers Registration Board (ERB). Continuous Professional Development Programmes** are mandatory for all practicing professional engineers for the purpose of renewing Practicing License

## 6. TARGET GROUP

- i) Engineers
- ii) Lawyers
- iii) Managing Directors
- iv) Technical Managers
- v) Project Management Units
- vi) Procurement Officers
- vii) District, urban and Regional Water Utilities
- viii) General Public

## 7. COURSE FACILITATOR

Kumbwaeli W. Salewi (Dr.) is a Registered and Chartered Consulting Engineer. PhD WIU USA (2003). MBA –University of Nottingham Business School U.K. (1993). M.Sc. Eng (Civil Eng Structures) City University London U.K. (1980) B.Sc. Eng. Civil (Hons) University of Dar es Salaam (1977) FIET (T), FICE (UK), FASCE (USA) Member of ACET Tanzania, Tanzania Institute of Arbitrators and FIDIC Accredited Adjudicator and Arbitrator Tanzania.

## 8. COURSE FEE

Participation fee is 300,000 for Member, and 350,000 for Non-members. Virtual member 150,000/- and 200,000/- for Non-members.

### Mode of payments:

- a) Cheque payable to **The Institution of Engineers Tanzania.**
  - b) CRDB Bank A/C No. 01J1042971100, Tower CRDB PLC, Tower Branch A/C 01J1042971100
  - c) NBC Ltd, Samora Avenue Branch, A/C 012103002999
  - d) NMB PLC, Bank House, 20110083119
- ✚ **Name of Account:** The Institution of Engineers Tanzania
- ✚ Please send your proof of payment (bank slip) to WhatsApp No(s) 0738 133778, 0755 024369, 0742 319694 or emails: [trainings@iet.or.tz](mailto:trainings@iet.or.tz), [institutionofengineerstz@gmail.com](mailto:institutionofengineerstz@gmail.com)

## 9. VENUE AND DATES

- i) **Venue:** National College of Tourism, Dar es Salaam.  
ii) **Dates:** November 14- 15, 2024

### TENTATIVE TIME TABLE

TIME	ACTIVITY/TOPIC
<b>DAY 1</b>	
0830-0900	Arrival and registration of participants
0900-0920	Introduction of subject matter
0920-0940	General principles of Contract Formation
0940-1000	Formation of Contract, Offer and Acceptance Consideration
1000-1030	<b>HEALTH BREAK</b>
1030-1050	Reference to the FIDIC Contracts 1999
1050-1210	Contract Documents and their interpretation,
1210-1230	Conditions of Contract
1230-1300	Preparation of Conditions of Contract
1300-1330	<b>LUNCH BREAK</b>
1330-1350	Responsibilities of the Main Parties,
1350-1410	Management of Projects
1410-1430	Risks Management
<b>DAY 2</b>	
0900-0930	Financial Clauses,
0930-1030	Claims initiation
1030-1100	<b>HEALTH BREAK</b>
1100-1150	Management and Dispute Create legal relations, Discharge of Contract
1150-1245	Terms of Contract.
1245-1330	<b>LUNCH</b>
1330-1400	Resolutions
1400-1450	Course wrapping up
1450-1500	Closing

### REGISTRATION FORM

#### CONTRACTS MANAGEMENT, CLAIMS AND DISPUTE RESOLUTIONS NATIONAL COLLEGE OF TOURISM DAR ES SALAAM

November 14 - 15, 2024

#### PERSONAL PARTICULARS

Name: \_\_\_\_\_

Designation/Position \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Tel/Mob: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please send us your proof of payment and registration form to:  
Executive Secretary, Institution of Engineers Tanzania,  
OAS building, 6<sup>th</sup> Floor, CRDB, Azikiwe Street, Posta Mpya,  
P.O. Box 2938, Tel (+255) 22 2124265  
Mob: 0755 024369, 0745 552420, 0742 319694  
WhatsApp 0738 133778  
DAR ES SALAAM, TANZANIA  
Email: [trainings@iet.or.tz](mailto:trainings@iet.or.tz),  
[institutionofengineerstz@gmail.com](mailto:institutionofengineerstz@gmail.com),  
Website: [www.iet.or.tz](http://www.iet.or.tz)

## ANNOUNCEMENT

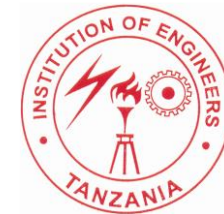
OF

### A PROFESSIONAL DEVELOPMENT COURSE

ON

## CONTRACTS MANAGEMENT

### CLAIMS AND DISPUTE RESOLUTIONS PHYSICAL & VIRTUAL



**PDU's will be awarded**

**Date:** November 14 - 15, 2024

**Venue:** National College of Tourism  
Dar es Salaam.