



# Institute for Capacity Development (ICD)

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## Integrated Advanced Project and Contract Management

On completion of the course, participants should be able to:

- Align finance, procurement and ESG functions within project lifecycles.
- Develop risk-adjusted project budgets.
- Design compliant procurement plans and manage contracts.
- Identify and mitigate environmental and social risks.
- Build integrated monitoring dashboards.
- Strengthen governance and accountability in project delivery

## Target Groups

- Project managers.
- Finance Officers
- Procurement Officers
- Engineers
- Rural development officers
- NGO staff
- Community leaders
- Government planners

## Course Outline

- Foundations of Integrated Project Management
- Understanding the Project Ecosystem
- Introduction to Project Management
- Definition and project lifecycle
- Difference between operations and projects
- Project success factors
- Stakeholder roles in cross-functional projects
- Project Governance Framework
- Roles of finance, procurement, and E&S units
- Accountability structures
- Steering committees and reporting lines
- Governance in donor-funded vs government-funded projects
- Project Life Cycle Phases:
  - Initiation
  - Planning

- Execution
- Monitoring & Controlling
- Closure
- Stakeholder Mapping and Engagement
- Identifying internal and external stakeholders
- Community engagement strategies
- Managing political and regulatory interests
- Project Planning, Budgeting & Financial Management
- Financial Discipline in Projects
- Project Scope & Work Breakdown Structure (WBS)
- Defining deliverables
- Linking WBS to budgets
- Cost centers and activity-based costing
- Project Budgeting Techniques
- Capital vs operational expenditure
- Cash flow forecasting
- Contingency planning
- Inflation & exchange rate risk adjustments
- Financial Controls & Compliance
- Internal control systems
- Segregation of duties
- Audit readiness
- Fraud risk management
- Donor & Public Sector Financial Reporting
- Reporting templates
- Disbursement tracking
- Value-for-money analysis
- Procurement & Contract Management in Projects
- Theme: Transparent and Efficient Procurement Systems
- Procurement Planning
- Procurement methods (open, restricted, direct)
- Procurement schedules linked to project timelines
- Thresholds and approval processes
- Tendering & Evaluation
- Preparing bidding documents
- Evaluation criteria (technical & financial)
- Avoiding conflicts of interest
- Contract Management
- Types of contracts (lump sum, unit rate, cost-plus)

- Performance guarantees
- Managing variations and claims
- Dispute resolution mechanisms
- E-Procurement & Digital Controls
- Digital procurement systems
- Audit trails
- Transparency tools
- Environmental & Social Risk Management in Projects
- ESG Compliance & Sustainable Project Delivery
- Environmental & Social Safeguards Frameworks
- Environmental Impact Assessment (EIA)
- Social Impact Assessment (SIA)
- International ESG standards
- Climate risk integration
- Risk Identification & Mitigation
- Environmental risks (pollution, biodiversity loss)
- Social risks (displacement, labor issues, gender impacts)
- Mitigation planning
- Grievance Redress Mechanisms
- Community complaint systems
- Conflict resolution
- Documentation and reporting
- Monitoring Environmental & Social Indicators
- KPIs and sustainability metrics
- Compliance audits
- ESG reporting
- Integrated Risk Management, Monitoring & Project Closure
- Financial risk
- Procurement risk
- Environmental & social risk
- Reputational risk
- Risk matrix development
- Monitoring & Evaluation (M&E)
- Logical framework approach
- KPIs and performance tracking
- Dashboard development
- Progress reporting
- Project Performance Measurement
- Earned Value Management (EVM)

- Cost variance & schedule variance
- Impact measurement
- Project Closure & Lessons Learned
- Financial closure
- Contract closure
- Final audit
- Action Planning

Dates: 04<sup>th</sup> – 15<sup>th</sup> May 2026

Duration: 2 weeks

Course Costs: US\$9000 per 5 delegates

Venue: Windhoek, Namibia