



## **DIRECTORATE OF RESEARCH & CONSULTANCY**

### **ADVANCED PROCUREMENT & SUPPLY CHAIN MASTERY: VALUE CREATION & COST CONTROL**

**Duration: Two Days**  
**Venue Best Western Plus Hotel**

#### **Course Overview**

Procurement has evolved from a transactional function into a strategic enabler of organisational performance, cost optimisation, and risk management. In today's environment characterised by global supply disruptions, digital transformation, sustainability demands, and stricter regulatory oversight organisations must adopt modern procurement practices to remain competitive and compliant.

An effective procurement function not only ensures value for money, but also strengthens supplier resilience, transparency, accountability, and ethical sourcing. It plays a critical role in cost control, service delivery, and organisational sustainability.

This programme is designed to equip participants with practical, forward-looking skills in procurement and supply chain management, integrating best practices, digital tools, governance frameworks, and strategic sourcing techniques. Participants will gain the ability to align procurement with organisational strategy, manage supplier performance, mitigate risks, and leverage technology for efficiency and transparency.

#### **Learning Objectives**

By the end of the course, participants will be able to:

- Position procurement as a strategic partner within the organisation
- Apply modern procurement methods, including strategic sourcing and category management
- Conduct robust supplier evaluation and performance management
- Design and implement effective negotiation strategies
- Strengthen compliance with procurement regulations and governance frameworks
- Procurement ERP systems
- Develop procurement plans aligned to organisational strategy and budgets
- Incorporate sustainable and ethical sourcing (ESG principles)

#### **Target Audience**

This programme is ideal for:

- Procurement, purchasing, and contracts professionals
- Finance and audit personnel involved in procurement oversight
- Supply chain and logistics staff
- Project managers and operational managers
- Staff involved in tendering, vendor management, or contract administration

#### **Training Methodology**

| Programmes Offered | [www.zcas.ac.zm](http://www.zcas.ac.zm) |



This highly practical and results-oriented training is based on adult learning concept. The facilitators will give plenty of input and then help participants to make sense of the themes through discussion and practice. It incorporates short inspiring demonstrations; role play, case studies and much practice to enhance learning. There will be ample time for Q&A, discussions with -return to work- action planning. The course will reinforce key concepts within an inspiring and engaging learning environment.

## Course Outline

| Day One  |  |               |
|--|--|---------------|
| Procurement Planning & Budgeting   |  | Time          |
| <p><b>Learning Outcome</b></p> <p>To build a shared understanding of procurement and transition into strategic planning and budgeting.</p> | <ul style="list-style-type: none"> <li>• Open Discussion of Procurement Experiences</li> <li>• Procurement as a strategic and transactional function</li> <li>• Global disruption impacts</li> <li>• Procurement Planning &amp; Budgeting</li> <li>• Trade-offs: cost vs continuity vs quality</li> <li>• </li> </ul>  | 08:30 - 10:30 |
| Health Break   |  | 10:30 - 11:10 |
| Modern Procurement Processes & Compliance  |  | Time          |
| <p><b>Learning Outcome</b></p> <p>To introduce structure to procurement processes and highlight differences in complexity</p>              | <ul style="list-style-type: none"> <li>• Procurement cycle:</li> <li>• Planning → Sourcing → Evaluation → Award → Contract</li> <li>• Procurement Methods               <ul style="list-style-type: none"> <li>○ Open International Bidding</li> <li>○ Open National Bidding</li> <li>○ Limited Bidding</li> <li>○ Direct Bidding</li> </ul> </li> <li>• Public procurement compliance frameworks</li> <li>• Government to Government Procurement</li> </ul> | 11:00 - 13:00 |
| Lunch break  |  | 13:00 - 14:00 |
| Supplier Evaluation, Negotiation & Relationship Management   |  | Time          |
| <p><b>Learning Outcome</b></p> <p>To develop negotiation skills in a high-pressure, real-world context.</p>                                | <ul style="list-style-type: none"> <li>• Case Studies and Simulations</li> </ul>   | 14:00 - 16:30 |
| Day Two  |  |               |
| Sustainability, ESG & CSR  |  | Time          |
| <p><b>Learning outcome</b></p> <p>To explore ethical and sustainability considerations in procurement.</p>                                 | <ul style="list-style-type: none"> <li>• Cost vs ESG in a crisis?</li> <li>• Plenary Discussion</li> </ul>   | 08:30 - 10:30 |
| Health Break   |  | 10:30 - 11:00 |
| Contract Management & Legal Frameworks   |  | Time          |
| <p><b>Learning outcomes</b></p>  | <ul style="list-style-type: none"> <li>• Contract Management Principles</li> </ul>   | 11:00 - 13:00 |

|  |   |               |
|--|---|---------------|
| To understand contract risks and key elements of effective contracts.                        | <ul style="list-style-type: none"> <li>• Drafting and interpreting contracts</li> <li>• Managing contract performance</li> <li>• Variations and change management</li> <li>• Dispute resolution mechanisms</li> <li>• Crisis Simulation <ul style="list-style-type: none"> <li>○ Supplier failure</li> <li>○ Transport disruption</li> <li>○ Currency volatility</li> </ul> </li> </ul> |               |
| <b>Lunch break</b>   |   | 13:00 - 14:00 |
| <b>ERP Systems</b>   |   | <b>Time</b>   |
| <b>Learning Outcome</b><br>Learn the principles of managing risks in the procurement process | <ul style="list-style-type: none"> <li>• ERP systems in procurement</li> <li>• Integration of processes</li> <li>• Real-time visibility and control</li> <li>• Link ERP to all sessions: <ul style="list-style-type: none"> <li>○ Planning</li> <li>○ Procurement cycle</li> <li>○ Contracts</li> <li>○ Risk</li> </ul> </li> </ul>   | 14:00 - 16:00 |
| <b>Certificate Presentation</b>  |   | 16:30 - 17:00 |

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*Aspire, Acquire, Prosper*