FIDIC CONTRACT MANAGEMENT AND ADMINISTRATION COURSE

Introduction

This Executive Course in FIDIC Contract Management and Administration is designed to equip participants with the advanced knowledge, practical competencies, and strategic capabilities required to manage FIDIC contracts throughout the entire project lifecycle—from project planning and contract formation to implementation, claims management, dispute avoidance, contract close-out, and post-project evaluation. Participants will gain a comprehensive understanding of the FIDIC contract suite, contract administration procedures, risk allocation principles, financial management, variations, extensions of time, payment certification, claims preparation, and dispute resolution mechanisms. The successful delivery of infrastructure and capital investment projects depends on robust contract management, effective governance, sound commercial decision-making, and strategic risk allocation. In today's increasingly complex project environment, the FIDIC Conditions of Contract have emerged as the internationally recognized standard for the procurement, administration, and delivery of engineering, construction, and infrastructure projects across both the public and private sectors. Widely adopted by multilateral development banks, government agencies, international financiers, and leading engineering organizations, FIDIC provides a comprehensive contractual framework that promotes transparency, accountability, equitable risk sharing, and successful project outcomes.This executive programme is ideal for professionals seeking to enhance their expertise in international contract administration while aligning their practices with globally recognized FIDIC standards and the expectations of international development partners, funding institutions, and major infrastructure programmes.

Course Objectives

- Explain the philosophy, structure, and application of the FIDIC Conditions of Contract.

- Distinguish between different FIDIC contract forms and select the most appropriate contract for specific projects.
- Administer construction contracts effectively throughout the project lifecycle.
- Allocate and manage contractual risks appropriately.
- Interpret contractual provisions and fulfil contractual obligations.
- Manage project schedules, variations, and payment processes.
- Prepare and evaluate contractual claims professionally.
- Apply dispute avoidance and dispute resolution techniques.
- Strengthen contract governance, compliance, and documentation practices.
- Apply international best practices in infrastructure contract management.

Course Modules

> Module 1: Foundations of FIDIC Contracting
- Evolution and Global Development of FIDIC Conditions of Contract
- International Application of FIDIC Contracts Across Infrastructure Projects
- Principles of Fair Risk Allocation in Construction Contracts
- Roles, Responsibilities and Obligations of Contracting Parties
- Structure and Key Components of FIDIC Contract Documents
- Overview of the FIDIC Rainbow Suite of Contracts

> Module 2: Selecting the Appropriate FIDIC Contract
- Understanding the Red, Yellow, Silver, Green, Gold and Emerald Books
- Criteria for Selecting the Most Appropriate FIDIC Contract
- Comparative Analysis of Different FIDIC Contract Forms
- Matching Contract Types to Project Delivery Methods
- Contract Selection Based on Risk and Procurement Strategy

> Module 3: Contract Formation and Interpretation
- Preparation and Review of Contract Documentation
- General Conditions and Particular Conditions of Contract
- Principles of Contract Interpretation and Legal Construction
- Contractual Rights, Duties and Performance Obligations
- Contract Commencement Procedures and Mobilization Requirements

> Module 4: Risk Management Under FIDIC Contracts
- Principles of Contractual Risk Allocation and Management

- Employer, Contractor and Shared Risk Responsibilities
- Risk Identification, Assessment and Mitigation Strategies
- Managing Unforeseen Events and Exceptional Circumstances
- Developing Effective Risk Registers and Response Plans

> Module 5: Effective Contract Administration
- Roles and Responsibilities of the Contract Administrator
- Establishing Efficient Contract Administration Systems
- Managing Contract Correspondence and Official Communications
- Issuing Contract Notices and Maintaining Legal Compliance
- Records Management and Documentation Best Practices
- Monitoring Contract Performance Throughout the Project Lifecycle

> Module 6: Programme and Time Management
- Project Planning and Programme Development Techniques
- Progress Monitoring and Performance Measurement
- Managing Project Delays and Schedule Disruptions
- Recovery Planning and Acceleration Strategies
- Preparation of Progress Reports and Project Updates

> Module 7: Managing Extensions of Time
- Contractual Grounds for Extensions of Time
- Notice Requirements and Procedural Compliance
- Assessment and Evaluation of Time Extension Claims
- Managing Concurrent Delays in Construction Projects
- Time Impact Analysis for Delay Assessment

> Module 8: Financial Administration and Payment
- Contract Pricing Principles and Cost Management
- Interim Payment Certification and Payment Procedures
- Valuation of Completed Works and Variations
- Performance Securities, Guarantees and Financial Instruments
- Preparation and Settlement of Final Accounts

> Module 9: Managing Contract Variations
- Procedures for Initiating and Approving Contract Variations
- Valuation Methods for Variations and Change Orders

- Change Management Throughout the Project Lifecycle
- Documentation and Record Keeping for Contract Changes
- Managing Cost and Time Implications of Variations

> Module 10: Claims Preparation and Assessment
- Principles of Contractual Claims Management
- Notice Requirements and Claims Submission Procedures
- Documentation and Evidence Supporting Contract Claims
- Evaluation and Determination of Contract Claims
- Negotiation Strategies for Claims Settlement

> Module 11: Preventing Contractual Disputes
- Common Causes of Construction Contract Disputes
- Early Warning Systems and Preventive Measures
- Stakeholder Collaboration and Relationship Management
- Effective Communication Throughout Contract Implementation
- Building a Culture of Dispute Avoidance

> Module 12: Dispute Resolution Mechanisms
- Engineer's Determinations Under FIDIC Contracts
- Functions of the Dispute Avoidance and Adjudication Board (DAAB)
- Mediation and Alternative Dispute Resolution Techniques
- Arbitration Procedures in International Construction Contracts
- Selecting Appropriate Dispute Resolution Mechanisms

> Module 13: Legal and Regulatory Considerations
- Fundamentals of Construction Contract Law
- Contractual Liability and Legal Responsibilities
- Warranties, Defects Liability and Performance Obligations
- Force Majeure and Exceptional Risk Events
- Professional Ethics and Regulatory Compliance

> Module 14: Performance Securities and Insurance
- Performance Bonds and Advance Payment Guarantees
- Types of Construction Insurance Policies
- Managing Insurance Claims and Compensation Procedures
- Risk Transfer Through Securities and Insurance

- Financial Protection of Project Stakeholders

> Module 15: Managing International Infrastructure Contracts

- Governance Frameworks for International Infrastructure Projects
- Performance Measurement Using Key Performance Indicators (KPIs)
- Digital Contract Management and Information Systems
- Contract Audits, Compliance Reviews and Performance Evaluation
- Continuous Improvement and International Best Practices