



NATIONAL CONSTRUCTION COUNCIL

(Baraza la Taifa la Ujenzi)

Training Opportunities for Construction Industry Personnel 2019 – 2020



National Construction Council
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**TRAINING OPPORTUNITIES FOR CONSTRUCTION INDUSTRY
PERSONNEL 2019/2020**

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MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Dear Sir/Madam,

The National Construction Council (NCC) is pleased to present its 2019/2020 training programmes particularly for practitioners in the Construction Industry. One of the major functions of the Council is to provide and promote training facilities for persons engaged in or employed or to be employed in the construction industry.

Training is implemented also for the purpose of meeting the aspirations of the Construction Industry Policy (CIP). The CIP has singled out capacity and performance improvement both for the public and private players to be a major agenda in the development of the Construction Industry. Training allows acquisition of best practices much needed for the quality and productivity improvement; thereby enhancing competitiveness and ensuring value for money to industry clients.

The Council has been implementing a number of practical oriented training initiatives quite successfully. The core areas of training have been in procurement, contract administration, project management, cost estimating, legal aspects of contracts, technical auditing, arbitration, claims management, contractor training and Public Private Partnership (PPP) and on the job training programmes for contractors' staff.

Since 2000, the courses have attracted more than 5,000 participants including: Accountants, Architects, Engineers, Estate Managers, Insurance Agents, Lawyers, Local Government Councilors, Procurement Specialists, Quantity Surveyors, Building Surveyors, Construction Managers, Stock Verifiers, Technicians, Valuers and other professionals individually and in tailor-made groups.

To facilitate improvements and gauging effectiveness of the training courses conducted by NCC, participants are normally given the opportunity to evaluate the respective training course.

Potential participants or sponsors are welcomed to apply online through our website or by filling in the registration form at the back of this leaflet. For more information please contact us through the address in the cover page.

The Future Looks Brighter for Those Willing to Learn

**Dr. Matiko Samson Mturi
CHIEF EXECUTIVE OFFICE**

ABOUT NATIONAL CONSTRUCTION COUNCIL

BACKGROUND

The National Construction Council(NCC) is a government institution established under Act No. 20 of 1979 and became operational in 1981 and revised in 2008 ("National Construction Council Act, CAP 162, RE. 2008"). Its establishment was prompted by the need to have an institution for promoting the development of the construction industry in Tanzania.

MANAGEMENT

NCC is managed by a Council whose chairperson is elected by the President of the United Republic of Tanzania. The day to day management activities are handled by the Chief Executive Officer who is assisted by Heads of Departments.

MISSION

Provision of strategic leadership on development and expansion of the Construction Industry in Tanzania.

VISION

To be an outstanding provider of strategic leadership for the development of a sustainable and internationally competitive Tanzania Construction Industry.

OUR STRENGTHS

- The Council has broad experience in conducting trainings to stake holders in the Construction Industry.
- The Council has professional staff who are widely exposed to local and international context.
- The Council's professional staff is also committed to training Construction Industry related subjects.

A. GENERAL COURSES

1.0 Course on Conduct and Practice of Arbitration

The objectives of the course are: To create awareness on the various methods of settling disputes, particularly Alternative Dispute Resolution Mechanisms. To create awareness on the procedures for arbitration as means of resolving disputes in Construction Contracts; To equip participants with knowledge on Law and procedural aspects of Arbitration;

The Course Content: Settlement of dispute practice, Mediation in the Courts of Law, Law of Arbitration, Appointment of Arbitrators, Powers and Jurisdiction of the Arbitrator, Inter-locutory matters, Hearing procedure, Costs and Interest, Award and Challenges on Award. At the end of the course, participants will sit for an examination.

Participation is open to all those who are interested in the resolution of commercial disputes through arbitration and other alternative dispute resolution mechanisms. The course is of particular interest to: Architects, Engineers, Quantity Surveyors, Building Surveyors, Construction Managers Contractors, Estate Managers, Insurance personnel, Lawyers, Shipping industry personnel and other professionals.

The Course Fee is Tshs. 750,000.00 per participant. The fee is to cover for course materials, lunch, and refreshments. Participants should make their own travel and accommodation arrangements those who do not wish to attend the course but would like to sit for the examination only are also invited at a fee of Tshs. 375,000.00 Early booking and confirmation is essential.

Dates and Venue: 27th - 29th November 2019 – **Arusha**
27th – 19st May 2020 – **Mwanza**
25th – 27st November 2020 – **Dar es Salaam**

The Objective of the course is to help participants understand the administration of construction contracts so as to ensure successful completion of projects.

The Course Content: Management of Pre-Contract Phase (An overview of procurement process, drafting of contract document), Key Rights and obligations of the parties (from various contract forms, site meeting, progress reports), Risk management (best practices, Site possession and mobilization, Time management, Cost control and management, Quality management, Claims management, Contract closure and Disputes resolution techniques and CASE STUDIES.

After attending the course, participants will be equipped with knowledge and skills in;

- Preparation of contract documents
- Understanding the rights and obligations of contracting parties
- Preparation and evaluation of claims and Management of construction risks
- Understanding of aspect of Project Management (Scope, Time, quality management and Cost control management)
- Commissioning and contract closure
- Management of disputes

Participation to the course is open to all those who are interested in acquiring or sharpening their skills in administration of construction contracts including Architects, Engineers, Estate Managers, Quantity Surveyors, Building Surveyors, Construction Managers Lawyers, Contractors, Procurement Officers, Public and Private Clients.

The Course Fee is TShs. 1,000,000.00 per participant. The fee will cover expenses for lunch, mid-break refreshments and course notes. Participants should make own travel and accommodation arrangements. Early booking and confirmation is essential.

At the end of training Certificate of attendance will be provided to the participants together with professional development points (CPD, PDU etc)

Dates and Venue: 28th October – 8th November 2019– **Mwanza**
24th Feb – 28th Feb 2020– **Arusha**
27th July – 30th July 2020– **Dar es Salaam**

3.0 Course on Practical Aspects of Procurement of Works

The Objective of the course is to help participants understand the legal framework, principles and best practice of procurement of works. This should allow efficient and fair adjudication of tenders and consultancy proposals and create an enabling environment for employers to make objective decisions in awarding works to competent contractors and consultants respectively.

The course content: Public Procurement Act No. 7 of 2011 & its amendments of 2016 and its Regulations, Principles and Practice of Tendering for Works and Practical exercises, Preparation of Tender Documents (Clients), Interpretation of Qualification Information including financial statements, Evaluation and preparation of Tender Evaluation Reports, Negotiation of Contract and CASE STUDIES.

(Participants are advised to come with laptop computers and calculators, other secretarial facilities will be made available.)

Participation is open to all actors in the construction industry. Prospective participants include Engineers, Architects, Quantity Surveyors, Building Surveyors, Construction Managers, Accountants, Estate Agents and Managers, Planners, Procurement Officers, Supplies Officers, Members of Tender Boards and Procurement Management Units' Staff, Public and Private sector clients, Accountants and Accounting officers and any interested person..

The Course Fee is TShs. 750,000.00 per participant. The fee will cover expenses for lunch, mid-break refreshments and course notes. Participants should make their own travel and accommodation arrangements. Early booking and confirmation is essential.

At the end of training a Certificate of attendance will be provided to the participants together with professional development points (CPD, PDU etc)

Dates and Venue: 20nd – 24th April 2020 – Mbeya
24th – 28st August 2020 – Arusha

4.0 Course on Building Maintenance

The Objective of the course is to sharpen participants' skills especially in preventive and corrective maintenance in buildings.

The Course Content: An overview of Building Maintenance Management (*Existing Building Maintenance policy*) Inventory and Condition Survey, Planning Process for Building Maintenance Cost Estimation and Budget forecast for Building Maintenance Works Preparation of documents for maintenance works Management of maintenance contracts and CASE STUDIES. *Due to increased spectrum of the training package, participants are encouraged to come with laptop computers and scientific calculators.*

Participation to the course is open to all actors in the construction industry who in one way or the other are involved in Building works. Prospective participants include: Architects, Engineers, Quantity Surveyors, Estate Agents and Managers, District Engineers, Contractors, Consultants and Clients. Participants from both the Government and the private sector are invited. Certificates will be issued to the successful participants upon completion of the course.

The Course Fee is TShs. 750,000.00 per participant. The fee will cover expenses for lunch, mid-break refreshments and course notes. Participants should make own travel and accommodation arrangements. Early booking and confirmation is essential.

At the end of training Certificate of attendance will be provided to the participants together with professional development points (CPD, PDU etc)

Dates and Venue: 22th – 26th June 2020 – **Dar es salaam**
 26th – 30th October 2020 – **Arusha**

5.0 Course on Project Cost Estimation for Roadworks

The Objective of the course is to equip the participants with knowledge and skills on the rationale and procedures for determining realistic and competitive unit rates. Participants will as well be introduced to the application of **Microsoft Excel** as tools for project management, budgeting, determination of unit rates, preparation of work programmes and reports. This will in turn increase efficiency in projects management and facilitate cost control.

The Course Content: Pre-contract planning, Practical inventory and road condition survey, Interpretation of specifications for Roadworks Preparation of Bills of Quantities (BOQ), Preparation of unit rates and pricing, Estimating budgeting, unit rates, work programme by using Microsoft Excel and report preparation for. *Due to increased spectrum of the training package, participants are encouraged to come with laptop computers and scientific calculators.*

Participation to the course is open to all those who are interested in acquiring or sharpening their skills in Project Cost Estimation in Road works. Prospective participants include Civil Engineers, Technicians, Quantity Surveyors, Building Surveyors, Construction Managers Consultants, Contractors and Clients from both the public and the private sectors. Certificates will be issued to successful participants upon completion of the course.

The Course Fee is TShs. 750,000.00 per participant. The fee will cover expenses for lunch, mid-break refreshments and course notes. Participants should make own travel and accommodation arrangements. Early booking and confirmation is essential.

At the end of training Certificate of attendance will be provided to the participants together with professional development points (CPD, PDU etc)

Dates and Venue: 23rd – 27th March 2020 - **Dar es Salaam**
21st – 25th September 2020 - **Mbeya**

B. TAILOR MADE COURSES

In addition to the general courses, the Council has also been conducting courses tailored to suit specific clients' requirements. Recent past clients with the courses in brackets include;

1. VETA, Morogoro (Technical Audits for Construction Projects) December 2017.
2. Irrigation and Rural Roads Infrastructure to Local Government Authorities (Kilombero, Kiteto, Kongwa, and Mvomero Districts) on Procurement of Consulting Services,) November 2015.
3. Kibaha Town Council (Construction Contract Management) March 2014.
4. Tanzania Ports Authority (TPA) (Construction Contract Administration) October 2013
5. Mwanza City Council (MCC) (Construction Contract Management and Advanced Computer Skills) April, 2012.
6. Mtwara-Mikindani Municipal Council (Road Maintenance Prioritization and use of Electro-Magnetic Distance Measurement Equipment and Geographic Positioning System) June, 2012.
7. Zanzibar Water Authority (ZAWA) (Construction Contract Management and Supervision) February 2012.
8. Ngorongoro Conservation Area Authority (Tender Evaluation) November 2011.
9. Zanzibar Water Authority (ZAWA) (Construction Contract Administration and Dispute Resolution) December 2010.
10. Iringa and Mufindi District Council (Procurement and Contract Administration) August, 2008.
11. TANROADS Officials (Price Adjustment in Works Contracts) March, 2008.
12. Kilolo District Council (Procurement and Contract Administration) June, 2007.
13. Morogoro Municipal Council under Sustainable Morogoro (SUMO) Project sponsorship (Cost Estimation – Roadworks) May 2007.

14. Agricultural Marketing Systems Development Programme (AMSDP) under the Prime Minister's Office (Procurement and Infrastructure Maintenance) April 2007.
15. Morogoro Municipal Council under Sustainable Morogoro (SUMO) Project sponsorship (Contract Management) December, 2006.
16. Mwanza City Council (Procurement and Contract Administration and Project Cost Estimation) July, 2006.
17. Agricultural Marketing systems Development Programme - AMSDP under the Prime Minister's Office (Procurement and Contracts Administration) June, 2006.
18. Agricultural Marketing systems Development Programme - AMSDP under the Prime Minister's Office (Procurement and Contracts Administration) July, 2005.
19. TANROADS Regional Managers Mtwara and Lindi (Contracts Management) June, 2005.

Clients wishing to conduct tailor made courses should consult the National Construction Council for more details.

C. NCC PROFESSIONAL STAFF

NCC's pool of committed and well experienced professionals for its trainings is listed below:

DR. Matiko Samson Mturi

Civil Engineer

Areas of Expertise for 13 years

- Maintenance Engineering
- Construction Project management and Site supervision
- Construction safety management
- Construction Engineering and Technology
- Pavement Maintenance Management
- Contract Management and Administration
- PPP for Infrastructure
- Construction Risk and Claims management
- Construction Design Management
- Construction Corporate management
- Construction cost Modeling and management
- Infrastructure maintenance Planning and Optimization
- Estate management

DR. Frank N. E. Ngoiya

Civil Engineer

Areas of Expertise for over 30 years

- Contract Management;
- Procurement Procedures;
- Policy making;
- Construction Supervision;
- Technical Audit of projects;
- Procurement Audits;
- Public-Private-Partnership for infrastructure projects;
- Research Methods and Techniques;
- Technical reports writing and review of the technical reports;
- Geotechnical and road pavement materials engineering.

Qs. Hyacintha Makileo

Quantity Surveyor

Areas of Expertise for 29 years

- Procurement Procedures
- Construction Contract Administration
- Technical and Procurement Auditing

- Construction Claims Management
- Construction Estimation and Cost Management
- Public Private Partnership (PPP) Projects
- Settlement of Disputes

Eng. Wambura M. Wambura

Civil Engineer

Areas of Expertise for 26 years

- Procurement Management
- Construction Contract Administration
- Procurement Audit of Procuring Entities
- Technical Audit of Projects
- Application of Computers in managing Construction Projects

Eng. T. Lemunge

Civil Engineer

Areas of Expertise for 25 years

- Procurement Management
- Construction Contract Administration
- Procurement Audit of Procuring Entities
- Technical Audit of Projects

Qs. Elias F. Kissamo

Quantity Surveyor

Areas of Expertise for 13 years

- Procurement Laws and Procedures
- Construction Contract Administration
- Claims Management
- Technical and Procurement Auditing
- Construction Laws
- Alternative Dispute Resolution (ADR)
- Civil Litigation

Qs. Athanas Sugwa

Quantity Surveyor

Areas of Expertise for 13 years

- Procurement Management
- Construction Contract Administration
- Technical and Procurement Auditing
- Construction Estimation and Cost Management
- Local content

Eng. Moses Lawrence

Civil Engineer

Areas of Expertise 13 years

- Procurement Management
- Construction Contract Administration
- Procurement Audit of Procuring Entities
- Technical Audit of Projects
- PPP for Infrastructure Development

Eng. John F. Haule

Civil Engineer

Areas of Expertise for 13 years

- Procurement Management
- Construction Contract Administration
- Procurement Audit of Procuring Entities
- Technical Audit of Construction Projects

Qs. Anitha Mallewo

Quantity Surveyor

Areas of Expertise for 7 years

- Procurement Management
- Construction Contract Management and Administration
- Project Management
- Construction Estimation and Cost Management
- Claims Management
- Procurement Audit of Procuring Entities
- Technical Audit of Projects

Qs. Dorine Jackson

Quantity Surveyor

Areas of Expertise for 6 years

- Procurement Management
- Construction Estimation and Cost Management
- Construction Contract Administration
- Procurement Audit of Procuring Entities
- Technical Audit of Projects

Eng. Julius Mwita

Civil Engineer

Areas of Expertise for 7 years

- Procurement Management
- Construction Contract Administration
- Procurement Audit of Procuring Entities
- Technical Audit of Projects

Arch. Andzimye Matovelo

Architect

Areas of Expertise for 7 years

- Construction Project Management and Site supervision
- Construction Design Management
- Architectural Space composition
- Construction Contract Administration

D. TERMS AND CONDITIONS

1. TRAINING METHODOLOGY

A combination of classroom lectures, discussions, group work, case studies, best practices, assignments, presentations, role play, etc will be used in all courses.

2. BOOKING PROCEDURE

Booking form at the back of this leaflet or downloaded from our website: <http://www.ncc.go.tz> is filled and forwarded to our office through fax, post, email or physical delivery.

3. COURSE FEE

Course fee covers expenses for tuition, course notes, lunch and mid-break refreshments. Participants should make their own transport and accommodation arrangements. Payments should be made through the NATIONAL CONSTRUCTION COUNCIL account No. 20601100002, NMB Morogoro road branch. Early booking and confirmation is essential.

4. PARTICIPATION

Registered participants are required to report for training on time to avoid unnecessary compensation for training sessions missed. During the training the participants are expected to participate fully in all training related activities.

5. CERTIFICATION

At the end of training Certificate of attendance will be provided to the participants together with professional development points (CPD, PDU etc)

E. BOOKING FORM FOR THOSE WISHING TO ATTEND

- Online registration on our website: <http://www.ncc.or.tz>
- Booking form below

Course Title:

Surname:

Other names:

Title (e.g. Miss, Mr. Mrs. Dr. Etc):

Male/Female:

Organization:

Occupation:

Telephone:

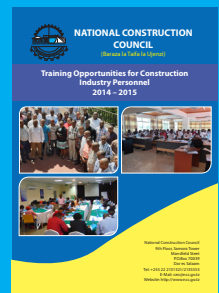
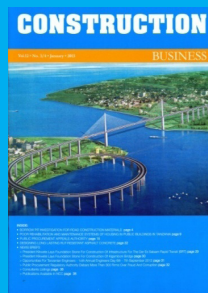
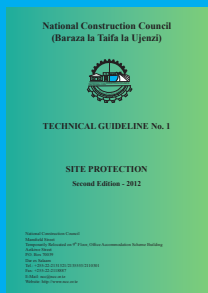
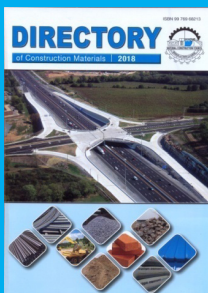
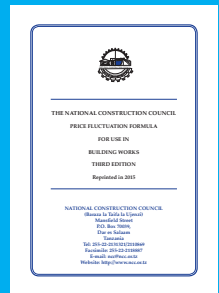
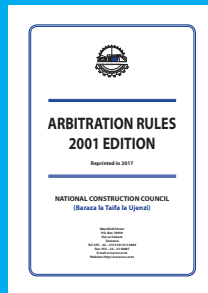
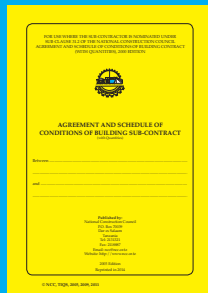
Fax:

E-Mail:

Post Office Address:

Expectations:

“Dedicate yourself to lifelong learning; Continuous Learning is a minimum requirement for success in any field.” By Denis Waitley



Some of Publications available at NCC