



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT
NATIONAL CONSTRUCTION COUNCIL
(Baraza la Taifa la Ujenzi)



**TRAINING OPPORTUNITIES FOR CONSTRUCTION
INDUSTRY PERSONNEL**
January to June 2022



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**TRAINING OPPORTUNITIES FOR
CONSTRUCTION INDUSTRY PERSONNEL
January to June - 2022**

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MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Dear Sir/Madam,

National Construction Council (NCC) is pleased to present its training programmes particularly for practitioners in the Construction Industry for the period starting from January to June 2022. One of the major functions of the Council is to provide and promote training for persons engaged in or aspiring to be engaged 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 and improved performance of the Construction Industry. Training allows acquisition of knowledge and skills much needed for the quality and productivity improvement thereby enhancing competitiveness and ensuring value for money to industry clients.

NCC has extensive experience of implementing practical oriented training facilitation to the Construction Industry. The core areas of training have been in procurement, contract administration, and project management, cost estimating, legal aspects of contracts, technical auditing, arbitration, claims management and Public Private Partnership (PPP) and on the job training programmes for contractors' staff.

Since 2000, NCC 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 given the opportunity to evaluate the respective training course. Comments from participants are incorporated to regularly reviewed course content, course material and training strategy/methodology.

Interested individuals, firms and institutions 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 OFFICER

ABOUT NATIONAL CONSTRUCTION COUNCIL

BACKGROUND

The National Construction Council (NCC) is a government institution under the Ministry of Works and Transport (Works Sector) established through the National Construction Act, Cap 162, RE 2008.

Its establishment was prompted by the need to have an institution for providing strategic leadership for the development, growth and expansion of the construction industry in Tanzania.

MANAGEMENT

The corporate affairs of the NCC are directed and controlled by a Council of 15 members. The members are appointed from public and private institutions directly or indirectly engaged in construction industry. The chairperson of the Board is appointed by the President of the United Republic of Tanzania. The day to day operations of NCC are supervised by the Chief Executive Officer who is assisted by Directors of Directorates and Heads of Units.

MISSION

To promote the development, growth and expansion of the construction industry in Tanzania with emphasis on the development of the local capacity and competitiveness.

VISION

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

OUR STRENGTHS

- The Council has extensive experience in conducting trainings to stakeholders in the Construction Industry.
- The Council has professional staff with indepth understanding and practical experience in the various areas of training to local and international context.
- The Council has a network of world class training facilitators that it cooperates with.

SCHEDULED COURSES

Course on Conduct and Practice of Arbitration

Objectives of the course are: To create awareness on the various methods of settling commercial disputes, particularly Alternative Dispute Resolution Mechanisms. To create awareness on Arbitration Act 2020, and its regulations 2021. To equip participants with practical knowledge on Arbitration as a means of resolving commercial disputes.

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 dealing with commercial contracts.

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. Equally, for those who do not wish to attend the course but would like to sit for the examination, it is possible. You will only be required to pay fee of Tshs. 375,000.00 Early booking and confirmation is essential.

Dates and Location: 27th - 29th April 2022- Dar es Salaam

Course on Construction Contracts Administration

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

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.

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 Location: 21st - 25th February 2022 - Arusha
20th - 24th June 2022-Mwanza

3.0 Course on Practical Aspects of Procurement of Works

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 enabling environment for employers to make objective decisions in awarding works to competent contractors and consultants respectively.

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, 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.

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 Location: 24th - 28th January 2022 - Arusha

Course on Building Maintenance

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

Course Content:

- 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.

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.

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 Location: 11th - 15th April 2022 - Arusha

Course on Project Cost Estimation for Road works

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.

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 Project Management and Report preparation.

Due to increased spectrum of the training package, participants are encouraged to come with laptop computers.

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 May 2022 - 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. Rural Water Supply and Sanitation Agency - RUWASA Kigoma Region (Course on Micro-Soft Project), December 2021.
2. Rural Water and Sanitation Agency (RUWASA) Kigoma Region, Course on Microsoft Project November 2021
3. Energy and Water Utilities Regulatory Authority (EWURA) (Contract Management and Preparation of Terms of Reference), December 2020.
4. Rural Water Supply and Sanitation Agency - RUWASA Kigoma Region (Course on Construction Contract Administration), October 2020.
5. Tanzania Airports Authority (TAA) (Construction Contract Administration), March 2020.
6. Arusha Urban Water and Sanitation Authority (AUWSA) (Course on Construction Contract Administration), August 2019.
7. Tanzania Airports Authority (TAA) (Construction Contract Administration), May 2019.
8. VETA, Morogoro (Technical Audits for Construction Projects) December 2017.
9. Irrigation and Rural Roads Infrastructure to Local Government Authorities (Kilombero, Kiteto, Kongwa, and Mvomero Districts) on Procurement of Consulting Services,) November 2015.

10. Kibaha Town Council (Construction Contract Management) March 2014.
11. Tanzania Ports Authority (TPA) (Construction Contract Administration) October 2013.
12. Mwanza City Council (MCC) (Construction Contract Management and Advanced Computer Skills) April, 2012.
13. Mtwara-Mikindani Municipal Council (Road Maintenance Prioritization and use of Electro-Magnetic Distance Measurement Equipment and Geographic Positioning System) June, 2012.
14. Zanzibar Water Authority (ZAWA) (Construction Contract Management and Supervision) February 2012.
15. Ngorongoro Conservation Area Authority (Tender Evaluation) November 2011.
16. Zanzibar Water Authority (ZAWA) (Construction Contract Administration and Dispute Resolution) December 2010.
17. Iringa and Mufindi District Council (Procurement and Contract Administration) August, 2008.
18. TANROADS Officials (Price Adjustment in Works Contracts) March, 2008.
19. Kilolo District Council (Procurement and Contract Administration) June, 2007.
20. Morogoro Municipal Council under Sustainable Morogoro (SUMO) Project sponsorship (Cost Estimation - Roadworks) May 2007.
21. Agricultural Marketing Systems Development Programme (AMSDP) under the Prime Minister's Office (Procurement

- and Infrastructure Maintenance) April 2007.
22. Morogoro Municipal Council under Sustainable Morogoro (SUMO) Project sponsorship (Contract Management) December, 2006.
 23. Mwanza City Council (Procurement and Contract Administration and Project Cost Estimation) July, 2006.
 24. Agricultural Marketing systems Development Programme - AMSDP under the Prime Minister's Office (Procurement and Contracts Administration) June, 2006.
 25. Agricultural Marketing systems Development Programme - AMSDP under the Prime Minister's Office (Procurement and Contracts Administration) July, 2005.
 26. TANROADS Regional Managers Mtwara and Lindi (Contracts Management) June, 2005.
 27. 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 20 years

- Building Maintenance Engineering and Management
- Construction Project management and Site supervision
- Works Procurement and Bidding Strategies
- Procurement, Selection and Management of Consultants
- Construction Contract Management
- Construction Safety Management
- Construction Engineering and Technology
- Pavement Maintenance Management
- Contract Management and Administration
- PPP for Built Infrastructure
- Construction Risk and Claims management
- Construction Design Management
- Construction Corporate Management
- Construction Cost Modeling and management
- Infrastructure Maintenance Planning and Optimization
- Estate and Built Facilities Management
- Construction Equipment and Plant Management

Eng. Tumaini Lemunge

Civil Engineer

Areas of Expertise for 26 years

- Procurement Management
- Construction Contract Administration
- Technical and Procurement Auditing
- Negotiation techniques for Works.

Qs. Elias F. Kissamo

Quantity Surveyor

Areas of Expertise for 16 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 16 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 14 years

- Procurement Management
- Construction Contract Administration
- Technical and Procurement Auditing
- PPP for Infrastructure Development

Qs. Anitha Mallewo

Quantity Surveyor

Areas of Expertise for 10 years

- Procurement Management
- Construction Contract Management and Administration
- Project Management
- Construction Estimation and Cost Management
- Claims Management
- Technical, Procurement and Compliance Audit
- Coordination of Alternative Dispute Resolution
- Cost Estimation for Building and Road works

Arch. Andzimye Matovelo

Architect

Areas of Expertise for 8 years

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

- Construction Contract Administration

Eng. Geoffrey Mwakasenga

Civil/Structural Engineer

Areas of Expertise for 14 years

- Water Infrastructures & Resources Engineering Expert
- Construction Project Management
- Procurement of Works
- Construction Contract Administration
- Procurement Audit and Technical Audit of Projects and built facilities
- PPP for Infrastructure Development.

Dora Hemed Mwipopo

Civil Engineer

Areas of Expertise for 3 years

- Construction Project Management
- Supervision of Roadworks construction and maintenance
- Supervision of Building construction and maintenance
- Supervision of water supply construction project.
- Construction quantities and costs estimation.

Evanca N. Nyagano

Civil Engineer

Areas of Expertise for 3 years

- Construction Project Management.
- Supervision of Roadworks construction and maintenance.
- Construction costs estimation.

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 to be 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

- Onlineregistrationonourwebsite:<http://www.ncc.go.tz>
- Booking form below

Course Title:
Surname:
Other Names:
Title: (e.g., Miss, Mr. Mrs. Dr. Etc)
Male/Female:
Organization:
Occupation:
Phone No:
Telephone:
Fax:
E-Mail:
Post Office Address:
Expectations:

F. PHOTOS AND REMARKS FROM PARTICIPANTS



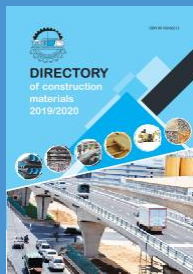
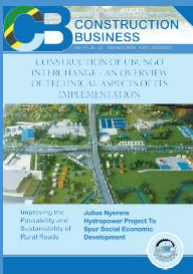
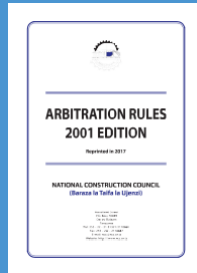
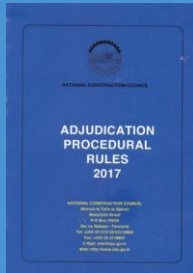
Participants to a course in Contract Administration, Mwanza, May 2021



Participants in session during Conduct and Practice of Arbitration in Dar es Salaam, September 2020

- *The courses are very useful, as they are a blend of theory and case studies*
- *I like the practical aspects of the course materials, they help me relate to actual experiences I have had in my career*
- *These courses have enabled us to improve the way we implement construction projects in our Council*

“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