Mastering Administrative Law and Public Sector Tenders Training Course



07 - 11 Dec 2026

Cairo

3700 € (Per Person)

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Course Introduction / Overview:

This comprehensive training course provides an in-depth exploration of the complex world of public sector procurement and administrative law. It's designed to equip professionals with the knowledge they need to navigate the legal and regulatory frameworks governing government contracts and public tenders. Participants will get an understanding of the principles of administrative law, the full tendering lifecycle, and the critical legal aspects of bidding and contracting. This course goes from the planning stage of a tender to the final contract award and management, emphasizing transparency, fairness, and accountability. It's an important program for anyone involved in government relations or public procurement. BIG BEN Training Center is proud to offer a program that not only focuses on core legal principles but also incorporates the latest changes in procurement regulations and best practices. The course is built on the works of leading scholars in administrative law, like Cass R. Sunstein, co-author of Nudge: Improving Decisions About Health, Wealth, and Happiness, who has written extensively on regulation and public policy. Our curriculum uses practical examples and real-world case studies, ensuring that participants can apply their knowledge in their professional roles immediately.

Target Audience / This training course is suitable for:

- Procurement and contracting professionals.
- Legal advisors and corporate lawyers.
- Public sector managers and civil servants.
- Supply chain and logistics officers.
- Compliance and risk management officers.
- Business development and sales professionals.
- Auditors and financial controllers.

Target Sectors and Industries:

- Government agencies and ministries.
- Public administration and municipalities.
- Defense and aerospace.
- Healthcare and pharmaceuticals.
- Information technology and telecommunications.
- Construction and infrastructure.
- Consulting and professional services.

Target Organizations Departments:

- Procurement and Contracts.
- Legal and Compliance.
- Supply Chain Management.
- Finance and Audit.
- Administration.
- Business Development.
- Project Management.

Course Offerings:

By the end of this course, the participants will have able to:

- Understand the principles of administrative law in the public sector.
- Navigate the public tendering process from start to finish.
- Draft and review tender documents and proposals.
- Identify and mitigate legal and contractual risks.
- Ensure compliance with procurement regulations and ethical standards.
- Manage contract negotiations and disputes.
- Addresses bid protests and legal challenges.
- Implement best practices for transparent procurement.
- Apply principles of good governance to public tenders.

Course Methodology:

BIG BEN Training Center's approach to this training course is highly interactive and practical, with an emphasis on hands-on learning and real-world application. We move beyond simple lectures, using a variety of teaching methods that engage participants and reinforce key concepts. Case studies based on actual public tender scenarios are central to the curriculum, allowing attendees to apply their knowledge of administrative law and procurement rules in a simulated environment. Group workshops encourage teamwork and collaboration, helping participants develop communication and problem-solving skills essential for complex procurement. The program also uses role-playing exercises to practice negotiation and dispute resolution. Additionally, we integrate interactive sessions focused on the latest e-procurement platforms and regulatory changes, providing a clear and comprehensive look at the modern tendering landscape. Feedback is an important part of our methodology, with instructors providing personalized insights and guidance throughout the course to help each participant grow as a public procurement professional.

Course Agenda (Course Units):

Unit One: Principles of Administrative Law and Public Procurement.

- Foundations of administrative law and its relevance.
- Key principles of public procurement, including fairness and transparency.
- Regulatory frameworks and legal sources.
- The role of government agencies in contracting.
- International and regional procurement agreements.
- Ethical considerations and conflicts of interest.
- Understanding the procurement of lifecycle.

Unit Two: The Public Tendering Process.

- Procurement planning and needs assessment.
- Preparing and issuing tender documents.
- Types of tendering procedures, from open to restricted.
- Supplier qualification and evaluation.
- Bid submission and opening.
- Evaluation criteria and scoring.
- Communicating with bidders.

Unit Three: Contract Award and Management.

- The contract award decision.
- Drafting and negotiating public contracts.
- Managing contract performance.
- Dealing with variations and amendments.
- Contract termination.
- Dispute resolution mechanisms.
- Performance monitoring.

Unit Four: Legal Challenges and Risk Mitigation.

- Bid protests and legal challenges.
- Administrative tribunals and court review.
- Identifying and managing legal risks in tendering.
- Consequences of non-compliance.
- Anti-corruption and anti-fraud measures.
- Due diligence in supplier selection.
- Risk mitigation strategies.

Unit Five: Modern Trends and Best Practices.

- E-procurement and digital platforms.
- Sustainable and ethical procurement.
- Innovations in public contracting.
- Best practices for transparency and accountability.
- Case studies of successful and unsuccessful tenders.
- Navigating changes in regulations.
- Future of public sector tenders.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

Given the need for public accountability and efficient service delivery, what is the optimal balance between a rigid, rule-based procurement system and one that allows for innovation and flexibility in public tenders?

What unique qualities does this course offer compared to other courses?

This course stands out because it provides an integrated and practical approach to administrative law and public procurement. It moves beyond the theoretical, offering a curriculum that blends legal principles with real-world application. We understand that navigating public tenders requires more than just a passing knowledge of the rules, which is why we place a significant emphasis on skills like risk mitigation, negotiation, and dispute resolution. Our focus on practical application through realistic case studies, role-playing, and interactive sessions ensures that participants don't just learn a concept, they master a skill. We also make a point of keeping our content current, so it reflects the latest legal and regulatory shifts in the world of public contracts. This forward-thinking approach, combined with the professional expertise of BIG BEN Training Center, makes for a program that is both academically sound and immediately useful in a professional setting.