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COURSE BROCHURE

Consultant and Contractor Engagement and Negotiation Training Course

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Registered in the United Kingdom and Saudi Arabia

Consultant and Contractor Engagement and Negotiation Training Course

Consultant and Contractor Engagement and Negotiation is a 1-week training course for project managers, owners' representatives and procurement staff, in which each participant builds a consultant and contractor engagement playbook for one upcoming appointment. Owners now rely on outside designers, supervisors and builders for most project delivery, so the brief, the fee deal and the weekly relationship decide cost and quality. Jupiter Prime Training delivers consultant and contractor engagement and negotiation.

Why Consultant and Contractor Engagement and Negotiation Matters Now

Two groups set the tone. Owners and sponsors want firm budgets and fewer surprises, yet many appointments start from vague briefs and loose fee bases that invite variations. Consultants and contractors face tight margins and skills shortages, so they price risk carefully and pursue claims more readily. Owner teams that scope precisely, negotiate fees on clear deliverables and run disciplined performance meetings get the service they paid for; those that do not spend their contingency on avoidable changes and disputes. The course draws on the standard forms of the International Federation of Consulting Engineers FIDIC for consultancy and works appointments.

Who Gains Most from Consultant and Contractor Engagement and Negotiation

- Project managers who brief, appoint and direct design consultants and contractors
- Owners' representatives who supervise performance and approve payments on site
- Procurement staff who run selection and negotiate fees and rates
- Facilities and asset staff who engage maintenance contractors and specialist advisers
- Commercial staff who assess variations and claims from appointed firms

An owner's project team gains most when project managers and procurement staff attend together and agree one approach to briefs, fee bases and performance reviews.

Consultant and Contractor Engagement and Negotiation Capabilities

Participants learn to set up appointments that stay on track and to negotiate firmly but fairly whenever scope, fees or performance are in question.

- Specify a scope of services and deliverables schedule that limits later variations — sponsors and budget holders
- Weigh lump sum, time-based and percentage fee bases for each appointment — procurement panels
- Apply quality and cost evaluation to select consultants and contractors — tender committees
- Calculate fair values for variations and negotiate them on evidence — commercial leads
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Design performance meeting agendas and escalation steps for poor delivery — project directors

Key Consultant and Contractor Engagement and Negotiation Terms

- Scope of services — the written list of tasks, outputs and responsibilities a consultant or contractor is appointed to deliver.
- Fee basis — the method used to price consultancy work, such as lump sum, time charge or percentage of construction cost.
- Schedule of rates — agreed unit or hourly prices used to value work and variations under a contract.
- Variation — an instructed change to scope, quantity or timing that may alter the price or completion date.
- Quality-cost evaluation — a selection method that scores technical quality and price separately before combining them.
- Performance improvement notice — a formal warning that sets out shortfalls and the steps and time to correct them.

Consultant and Contractor Engagement and Negotiation Day by Day

Day 1: The Owner's Role in External Appointments

- FIDIC Consultancy And Works Appointments — Mapping Owner, Consultant And Contractor Roles
- Make Or Buy Decisions — Choosing Which Services To Appoint Externally
- Owner Risk Profile — Deciding How Much Risk To Pass On
- Case Studies From Infrastructure And Healthcare Projects — Lessons From Troubled Appointments
- Appointment Readiness Check — Setting Priorities For The Course

Day 2: Scoping and Selecting Firms

- Scope Of Services Drafting — Defining Tasks, Outputs And Exclusions
- Deliverables Schedule — Linking Outputs To Stages And Payments
- Expression Of Interest And Shortlisting — Narrowing The Field Efficiently
- Quality-Cost Evaluation Methods — Scoring Proposals Transparently
- Clarification Meetings — Testing Understanding Before Award

Day 3: Negotiating Fees and Rates

- Fee Basis Options — Comparing Lump Sum, Time Charge And Percentage
- Rate Build-Up Analysis — Challenging Overheads, Profit And Staffing
- Negotiation Planning — Setting Targets, Limits And Trade-Offs
- Value Engineering Proposals — Sharing Savings Without Losing Quality
- Appointment Terms Review — Agreeing Liability, Insurance And Payment

Day 4: Running the Appointment

- Performance Meeting Agendas — Reviewing Progress, Quality And Risks
- Key Performance Indicators For Advisers And Builders — Measuring What Matters
- Variation Valuation — Pricing Changes With Schedules Of Rates
- Claim Handling — Testing Entitlement And Evidence
- Performance Improvement Notices — Responding To Poor Delivery

Day 5: Practising the Consultant and Contractor Engagement Playbook

- Scope And Fee Negotiation Exercise For A Design Consultant — Applying Fee Basis Choices
- Contractor Variation Negotiation — Applying Valuation And Evidence
- Poor Performance Scenario — Applying Meetings, Notices And Escalation
- Peer Review Of Scope Documents — Tightening Wording Before Issue
- Consultant And Contractor Engagement Playbook — Presenting The Playbook For Challenge

Applying Consultant and Contractor Engagement and Negotiation After the Course

- Rewrite the scope of services for the next consultant appointment using the deliverables schedule format taught and agree it with the sponsor.
- Run the next contractor progress meeting with the new agenda and record performance indicators against agreed targets.

Consultant and Contractor Engagement and Negotiation Questions FAQ

What is consultant and contractor engagement and negotiation, and why does it matter now?

Consultant and contractor engagement and negotiation is how an owner scopes, selects, pays and directs outside firms. It matters now because owners depend on external firms for delivery while budgets are tight and firms price risk and pursue claims more firmly.

Which roles gain most from consultant and contractor engagement and negotiation training?

Project managers, owners' representatives and procurement staff gain most, because they brief, appoint and supervise outside firms. Facilities and commercial staff also benefit when they engage contractors or assess variations.

How does consultant and contractor engagement and negotiation training differ from a general negotiation course?

It applies negotiation to the full owner-side appointment cycle rather than to deals in general. A general negotiation course covers tactics and behaviour; this course adds scoping, selection, fee bases, variation valuation, performance meetings and handling poor delivery.

What do you bring back from consultant and contractor engagement and negotiation training?

You bring back a consultant and contractor engagement playbook for one upcoming appointment, covering scope, selection method, fee basis, negotiation plan and performance routine.

Consultant and Contractor Engagement and Negotiation: The Way Forward

The consultant and contractor engagement playbook first informs the scope and fee basis for the next appointment going to tender. Project managers, owners' representatives and procurement staff use it from briefing to final account. After the first appointment cycle, revisit the evaluation weights and performance indicators, because real delivery shows which criteria predicted good service.