

**FACTORS INFLUENCING PROCUREMENT PLANNING AMONG HUMANITARIAN NON
GOVERNMENTAL ORGANIZATIONS IN KENYA: A CASE OF SAVE THE CHILDREN**

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ABSTRACT

This study aimed to establish factors influencing procurement planning among humanitarian NGOs in Kenya. The study focused on top management support, budgeting procedure, employee capacity and E-procurement technology. This study employed a descriptive research design. The target study population included employees from the three levels, top management, middle level employees and employees in non-managerial positions at Save the Children Africa headquarters in Nairobi Westlands who comprised of 75 employees from the finance department, procurement and logistics, IT and Human resource department. A census approach was employed. Statistical Package for Social Sciences computer software was used for analysis. Both descriptive and inferential analysis was conducted. The study conducted content analysis on the qualitative data collected using open ended questions and interview guide. Descriptive analysis involved frequencies, percentages, mean and standard deviation. Inferential statistics involving correlation and regression was used to derive conclusions and generalizations regarding the population. Correlation results revealed that top management support, employee capacity, budgetary procedure and e-procurement panning had a positive and significant effect on procurement planning among humanitarian NGOs in Kenya. The study also recommends the humanitarian NGOs in Kenya to ensure their employees have the necessary academic qualifications so as to effectively engage in procurement planning. The study recommends the humanitarian NGOs in Kenya to be conscious of price fluctuations and cost of quality goods as they affect procurement planning.

Key Words: Procurement planning, Top management support, Budgeting procedure, Employee capacity, E-procurement technology

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