

**FACTORS AFFECTING THE EFFECTIVE PROCUREMENT IN NON  
GOVERNMENTAL ORGANIZATIONS: A CASE STUDY OF ARIDLAND  
DEVELOPMENT FOCUS KENYA (ALDEF- K)**

**BY**

**NUH RONE ABDULLAHI**

**BBM/DL/112/23501**

**THE RESEARCH PROJECT SUBMITTED IN PARTIAL FULFILLMENT OF  
REQUIREMENT FOR THE AWARD OF DEGREE IN BUSINESS MANAGEMENT  
(PURCHASING AND SUPPLIES OPTION) TO Mount Kenya UNIVERSITY**

**MAY, 2014**

**DECLARATION**

## ABSTRACT

The study is aimed at determine the factors affecting the effective procurement in an NGO with reference to Arid land Development Focus Kenya (ALDEF- K) in Wajir. The study focuses on the management and activities of the staff of arid land Development Focus Kenya (ALDEF- K) in Wajir. the objective of the study was: To establish the extent to which training affect effective procurement in NGOS, to establish the extent to which staff involvement affects effectiveness of purchasing in NGOS, to determine the extent to which staff involvement affects effectiveness of purchasing in an NGO, to find out the extent to which tendering process affect effective procurement in an NGO.

The researcher adapted a descriptive research design as there are variables which could be quantified but can only be described in descriptive statistics.

The method of data collection through questionnaires while sampling design was simple random and stratified sampling. The researcher selected 40 respondents from 80 out of total population of the staff in the Organization. Quantitative and qualitative techniques of data analysis will be used to collect Data and the findings presented through charts, tables and graphs for simple understanding of the findings.

The findings were that many of the respondents felt that inventory management affects the effectiveness of the Procurement in NGOs to a large extent. They were of the opinion that with a good inventory management process, the whole process would not only be efficient but reliable.

They were of the opinion that Information Technology is crucial for the proper functioning of the procurement process in any organization. Most of the respondents were of the opinion that it affects the performance of Procurement in NGO. Many of the respondents were of the opinion that to a large extent, tendering process ensures that the right supplier is chosen by the organization and this will ensure that goods and services are available.

Recommendation are that there is need for the purchasing the organization to develop a good stock policy with clear maximum and minimum levels in order for the organization to be supplied well by the required amount of stock and to reduce the cases of stock outs.