



**UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF FINANCE**  
**PROCUREMENT AND SUPPLIES**  
**PROFESSIONAL AND TECHNICIANS BOARD**



# **CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) TRAINING PROGRAM CALENDAR**

**JANUARY – DECEMBER 2025**





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## Foreword from the Executive Director



The **Procurement and Supplies Professionals and Technicians Board (PSPTB)**, established under CAP 179 of Tanzanian law, regulates procurement and supply professionals and technicians. PSPTB is committed to promoting excellence, accountability, and ethical standards in Procurement and Supply Chain Management through training, certification, and regulation.

As part of our commitment to continuous improvement, we have developed a comprehensive **Continuous Professional Development (CPD)** training program to enhance expertise and foster the exchange of practical experiences. This initiative supports professionals and stakeholders in procurement, supply

chain, and asset management by ensuring they remain adaptable and competitive in an ever-changing global economy.

I sincerely thank all our members, partners, and stakeholders for their unwavering support of our mission. Together, we are shaping a dynamic and ethical profession that drives sustainable development, fosters innovation, and strengthens the economic landscape of Tanzania and beyond.

# PSPTB OVERVIEW

## 1.0 About PSPTB

The Procurement and Supplies Professionals and Technicians Board (PSPTB) is a regulatory professional Board established by the Act of Parliament, CAP 179 of the laws of Tanzania to oversee and regulate the practice and conduct of Procurement and Supply Professionals and Technicians. Section 7 of the PSPTB Act, among other functions, mandates the Board to train or provide training opportunities and conduct professional examinations leading to the grant of professional certificates and other awards of the Board in Procurement and Supply Chain Management. In that regard, the PSPTB has developed a professional Continuous Professional Development (CPD) Training program to impart and enhance knowledge, and skills and share practical experiences among professionals and stakeholders in procurement, supply chain, and asset management.



## **2.0 What We Do**

The Board is responsible for regulating professional standards and the conduct of professionals in procurement and supplies. To carry out and accomplish this responsibility, the enabling Act has mandated the PSPTB to perform the following specific functions:

- 1) To formulate and advise the government on overall policy relating to the profession of procurement and supplies;
- 2) To plan, direct, coordinate, monitor, and control personnel requirements in the procurement and supplies management profession;
- 3) To provide professional advice to and recognize all training institutions within the country offering courses in procurement and supplies, consultancy services in procurement and supplies management, materials handling, clearing and forwarding, packaging, professional warehousing management, contract management, and auctioneering;
- 4) To formulate, establish, and enforce the maintenance of standards of conduct and regulate the activities of procurement specialists, supplies professionals, procurement auditors, supplies and stock auditors, procurement technicians, and supplies technicians, and the practice of the profession of procurement and supplies management;
- 5) To train or provide opportunities for the training of persons in the principles; procedures and techniques of procurement and supplies management;
- 6) To conduct professional examinations leading to the grant of and to grant professional certificates and

other awards of the board in procurement, supplies, procurement audit, supplies and stock auditing, and other subjects relating to procurement and supplies management;

- 7) To effect registration of procurement and supplies professionals;
- 8) To keep and maintain a register for the registration of procurement and supplies professionals by the PSPTB Act;
- 9) To evaluate academic and practical qualifications for registration of persons under the PSPTB Act;
- 10) To sponsor, arrange, and provide facilities for conferences, seminars, discussions, and consultations on procurement and supplies management matters.
- 11) To prescribe fees payable to the Board.
- 12) To assist members of the public in matters touching upon, ancillary incidental or conducive to the practice of the profession of procurement and supplies management;
- 13) To carry out such other functions as may be conferred upon the board by any written law or as are necessary or expedient for the proper carrying out of its functions under the PSPTB Act.

These functions are core to PSPTB's existence, mandating it the authority to ensure that standards of conduct and code of ethics are adhered to in the performance of the procurement and supplies duties.

### 3.0 Vision, Mission, and Core Values

#### 3.1 Vision

Excellence in Procurement and Supply Chain Practices.

#### 3.2 Mission

Oversee the development of procurement and supply practices by regulating the profession and conduct of professionals to achieve the best value for money in procurement and supply chain management.

#### 3.3 Core Values

(a) **Integrity**

We are honest, ethical, and transparent in serving our customers.

(b) **Professionalism**

We competently provide quality and reliable services to improve our work efficiencies to the public.

(c) **Impartiality**

We behave in the best interests of the public by making fair and objective decisions.

(d) **Accountability**

We are answerable and liable for our conduct.

(e) **Innovation**

We embrace ideas that drive learning and positive changes that add value and improve our service delivery.

## **4.0 Our Training Philosophy**

PSPTB is committed to be excellence in Procurement and Supply Chain Management by developing, promoting, and regulating the procurement and supply profession and professionals efficiently and effectively. Our approach to both Professional Training and Development programs incorporates both technical and professional skills development through advanced instructional pedagogies, specific case studies, benchmarking, adult learning, practical embodiment skills, effective information transfer, and a positive learning environment. This is employed to make sure that professionals and stakeholders acquire proven ability to handle real-life situations and improve performance in the public and private sectors in achieving both individual and organizational self-reliance. We strongly believe in an open education system servicing all stakeholders within and outside the profession for imparting knowledge, skills, values, and attitudes.

The Board trusts that value for the money spent in training is demonstrated in the real working environment. The training will concentrate on supply driven Competence Based Training addressing professional gaps through Continuous Professional Development (CPD) and demand driven training through tailor made and on-the-job training or in-house training as demanded from time to time by stakeholders in the Public and Private Sector or individual based demand. The Board strongly believes in and embraces an open education system that accommodates all stakeholders within and outside the profession. The Board is committed to professional training by providing quality training and a conducive learning environment that meets the needs of its clients. This ensures value for money is achieved through

seeking regular feedback for continual improvement in its CPD training program.

## **5.0 Objective of the CPD training program**

This training program has been developed as an intervention strategy to enhance technical and professional practices in Procurement and supply chain management in the public and private sectors with the following operational objectives;

- (a) To curb technical and professional practice gaps resulting from professional dynamism.
- (b) Sharing practical experiences and cases of professional practice in procurement, supply chain, and asset management.
- (c) To update professionals and stakeholders on the current practices and changes in the profession.
- (d) To address the adherence to professional code of ethics and conduct in executing procurement and supply functions in the Public and Private sector.



## **6.0 Mode of Training**

The modes of training will be face-to-face and online through workshops and seminars based on the Board's arrangement and the professionals' demand from time to time in partial fulfillment of the professional practice and CPD among professionals and stakeholders in procurement, supply chain, and asset management.

## **7.0 Training materials and learning aids**

Training materials and learning aids will be prepared by the trainers and PSPTB to facilitate the Training Program Schedule in the respective training event. The training materials will be grounded from various sources that include reference books, online journals, statutes, standards, and guidelines. Also, trainers may employ learning aids such as computers, demo electronic systems, statutes, guidelines, circulars, best practices reports, and practical case studies.

## **8.0 Target group**

This training program is open to asset management, procurement, supply chain, warehouse, inventory, contract, logistics, and transport directors and managers; procurement, supply chain, warehouse, inventory, contract, logistics, transport, and asset management officers; procurement, warehouse, supply chain, inventory, contract and asset management assistants; auditors, lawyer, accountants, engineers, planners human resource and administrative officers; tender board members, tender evaluation committees; and all stakeholders involved in procurement, supply chain and asset management.

## **9.0 Training on Demand**

This CPD Training Program is open to targeted groups on the respective dates and regions with venues as may be communicated by PSPTB. In addition, professionals and stakeholders are invited to communicate with PSPTB for tailor-made or in-house training based on specific needs. The arrangement of such training depends on the institutional requirements on the theme and topics that curb the challenges in the working field.

## **10.0 Trainers' Qualifications**

Training shall be conducted by trainers with professional practice experiences and professional qualifications with Certified Procurement and Supply Professional and registered in the Approved or authorized category. In addition, for the theme with multi- discipline areas, more than one trainer will be employed to satisfy the demand for professionalism. Crosscutting issues like the professional code of ethics will be pre-requisite presentations to build awareness among professionals and stakeholders in every training event.

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# PSPTB TRAINING PROGRAM CALENDAR

## JANUARY – DECEMBER 2025

### 2.0 Theme, Learning outcome, contents and schedule

#### 2.1 Implementing Public Procurement Act of 2023 and Its Regulations of 2024: Emerging Challenges and Mitigation Strategies.



#### **Learning Outcome**

Apply current public procurement legislations in executing procurement and supply functions in the organization.

#### **Contents**

- (a) Overview of the Public Procurement and Supply Legal Framework

- (b) Public Procurement and supply Governance
- (c) Salient features of the Public Procurement Act and Its Regulations in the execution of procurement and supply management.
- (d) Features for sustainable procurement in the Public Procurement Act and its regulations
- (e) Emerging Challenges and mitigation strategies in implementing the Public Procurement Act and its regulations.
- (f) Code of Ethics and Conduct in Public Procurement

### **Target Group**

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

## Theme Schedule

Date	Location	Participa tion Fee	CPD	Delivery Mode	Number of Days
<b>6<sup>th</sup> – 10<sup>th</sup> January, 2025</b>	Mwanza	800,000	40	Physical	5
<b>07<sup>th</sup> – 11<sup>th</sup> April, 2025</b>	Dar Es Salaam	800,000	40	Physical	5
<b>25<sup>th</sup> – 29<sup>th</sup> August, 2025</b>	Arusha	800,000	40	Physical	5
<b>24<sup>th</sup> – 28<sup>th</sup> November, 2025</b>	Arusha	800,000	40	Physical	5

## 2.2 Mastering functions and disciplines of Asset Management



### **Learning Outcome**

Participants will master the scope of asset management and apply knowledge and skills to manage assets in the organization.

### **Contents**

- (a) Overview of asset management
- (b) Asset management life cycle
- (c) Legal framework and standards governing asset management
- (d) Asset verification and tracking
- (e) Application of asset management register
- (f) Procedures for asset disposal

- (g) Asset management records and documentation
- (h) Technological changes and approaches to asset management: the case of GAMIS and other available asset management systems
- (i) Emerging challenges and mitigation strategies of asset management
- (j) Code of ethics and conduct in asset management

### **Target Group**

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

### **Theme Schedule**

<b>Date</b>	<b>Location</b>	<b>Participation Fee</b>	<b>CPD</b>	<b>Delivery Mode</b>	<b>Number Of Days</b>
<b>27<sup>th</sup> – 31<sup>st</sup> January, 2025</b>	Arusha	800,000	40	Physical	5

## **2.3 Procurement Contract Vetting in Practices: Challenges and Mitigations Strategies**

### **Learning Outcome**

Participants will use contract management skills in vetting procurement contracts in the organization.

### **Contents**

- (a) Overview of procurement contract vetting
- (b) Key issues to consider in Procurement contract vetting
- (c) e-procurement contract vetting
- (d) Procurement contract vetting: challenges and intervention strategies
- (e) Code of ethics and conduct in vetting

### **Target Group**

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

## Theme Schedule

Date	Location	Participation Fee	CPD	Delivery Mode	Number of Days
10 <sup>th</sup> – 14 <sup>th</sup> February, 2025	Dar Es Salaam	500,000	24	Blended	3

### 2.4 Understanding and mastering Procurement Procedures in Public and Private perspectives

#### Learning Outcome

Apply knowledge and skills of the procurement process in the organization.

#### Contents

- (a) Overview of Procurement management
- (b) Compare and contrast procurement in the Public and Private sector
- (c) Value for Money Procurement
- (d) Strategic Procurement Planning
- (e) Tendering process
- (f) Evaluation process
- (g) Contract Negotiations
- (h) Procurement Contract Management
- (i) Procurement Risk Management
- (j) Sharing practical experience on the application of procurement procedure in public and private sector
- (k) Code of ethics and conduct

## Target Group

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

### Theme Schedule

Date	Location	Participation Fee	CPD	Delivery Mode	Number of Days
24 <sup>th</sup> – 28 <sup>th</sup> February, 2025	Moshi	800,000	40	Physical	5

## 2.5 Stores Operations and Procedures in Public and Private Perspectives

### Learning Outcome

Participants will apply appropriate procedures and techniques for effective store administration in the organization.

### Contents

- (a) Overview of Stores operations
- (b) Basic operations in a store or warehouse

- (c) Stores accounting, verifications, and Stocktaking
- (d) Store's location and layout
- (e) Safety and security measures in store operations
- (f) Application of e-system in store operations
- (g) Challenges and mitigation strategies in store management
- (h) Code of ethics and conduct

### **Target Group**

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

### **Theme Schedule**

<b>Date</b>	<b>Location</b>	<b>Participation Fee</b>	<b>CPD</b>	<b>Delivery Mode</b>	<b>Number of Days</b>
<b>17<sup>th</sup> – 21<sup>th</sup> February, 2025</b>	Dodoma	800,000	40	Physical	5
<b>27<sup>th</sup> – 31<sup>th</sup> October,</b>	Tanga	800,000	40	Physical	5

## 2.6 e-Procurement and e-Supply Chain Application in Practices: Practical cases of systems in Procurement and inventory Management.



### Learning Outcome

Participants will be able to apply technology and electronic systems to manage procurement and supply chain functions in the organization.

### Contents

- (a) Overview of Procurement and supply chain Management
- (b) Concepts of e-procurement and e-supply chain management

- (c) Legal Framework Governing e-procurement and e-supply chain management.
- (d) Application of e-procurement and e-supply chain: A case of NeST, GIMIS, and other available systems.
- (e) e-procurement and e-supply chain management: challenges and mitigation strategies.
- (f) Code of ethics and conduct in e-procurement and e-supply chain management

### **Target Group**

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

### **Theme Schedule**

<b>Date</b>	<b>Location</b>	<b>Participat ion Fee</b>	<b>CPD</b>	<b>Delivery Mode</b>	<b>Number of Days</b>
10 <sup>th</sup> – 14 <sup>th</sup> March, 2025	Arusha	800,000	40	Physical	5
02 <sup>nd</sup> – 06 <sup>th</sup> June, 2025	Mwanza	800,000	40	Physical	5

## **2.7 Procurement Contract Management: Practical Experience of Works, Goods and Services Contract.**



### **Learning Outcome**

Use appropriate contract management skills and techniques to manage procurement contracts for procurement of goods, works, and services.

### **Contents**

- (a) Overview of procurement contract management
- (b) Contract Formation
- (c) Appointment and responsibilities of the contract manager
- (d) Preparation of contract management plan
- (e) Key issues in contract administration

- (f) Contract management for procurement of Goods, works and services
- (g) Sharing practical experiences and cases for management for procurement of goods, works and services.
- (h) Procurement contract closure
- (i) Procurement contract documentation
- (j) Challenges and mitigation measures in Procurement Contract Management
- (k) Code of ethics and conduct.

### **Target Group**

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

### **Theme Schedule**

<b>Date</b>	<b>Location</b>	<b>Participation Fee</b>	<b>CPD</b>	<b>Delivery Mode</b>	<b>Number of Days</b>
<b>24<sup>th</sup> -28<sup>th</sup> March, 2025</b>	Mwanza	800,000	40	Physical	5

## 2.8 Inventory Control and Warehouse Management: Risks and Mitigations Strategies



### Learning Outcome

Apply knowledge and skills in inventory and warehouse management to manage stocks in business operations.

### Contents

- (a) Overview of inventory control and warehouse management
- (b) Inventory classification strategies
- (c) Inventory control procedures.
- (d) Codification and standardization of inventory
- (e) Valuation of inventory
- (f) Recording and records management
- (g) Inventory management risks

- (h) ISO standards and warehouse activities
- (i) Strategic decision for Warehouse location, layout, and facilities planning
- (j) Storage facilities and material handling equipment.
- (k) Stock taking and verification
- (l) Application of Inventory and warehouse management information system.
- (m) Performance evaluation of Inventory control and warehouse activities
- (n) Code of ethics and conduct in inventory and warehouse management

### Target Group

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

### Theme Schedule

Date	Location	Participation Fee	CPD	Delivery Mode	Number Of Days
21 <sup>st</sup> – 25 <sup>th</sup> April, 2025	Mwanza	800,000	40	Physical	5
15 <sup>th</sup> – 19 <sup>th</sup> December, 2025	Mwanza	800,000	40	Physical	5

## **2.9 Risk-based asset management Audit and effective responses to audit quarries: Focus on inventory and non-current asset**

### **Learning Outcome**

Grasp auditing skills and apply them in auditing and responding to quarries in asset management.

### **Contents**

- (a) Overview of Auditing, types, and sources of audit engagements.
- (b) Concepts of risk-based asset management audit
- (c) Risk-based asset management audit plan (preparation and implementation).
- (d) Risk-based asset management auditing process and working papers.
- (e) PE's preparation for risk-based asset management audit and exit meetings.
- (f) Preparation of effective and implementable responses to asset management audit findings
- (g) Determination of risks in asset management audit
- (h) Value for Money and Forensic auditing from in Asset Management perspective
- (i) Code of ethics and conduct in asset management auditing
- (j) Sharing experience of risk-based asset management audit findings.

## Target Group

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

## Theme Schedule

Date	Location	Participation Fee	CPD	Delivery Mode	Number Of Days
5 <sup>th</sup> – 9 <sup>th</sup> May, 2025	Tanga	800,000	40	Physical	5

## **2.10 Understanding and Mastering Procurement Procedures Under Development Partner Funded Projects.**



### **Learning Outcome**

Use appropriate procurement procedures in executing projects under development partner-funded projects.

### **Contents**

- (a) Overview of Development Partner funded projects.
- (b) Legal frameworks governing procurement under development partners' funded projects
- (c) Procurement procedures under development partners' funded projects

- (d) Procurement Contract management under development partner-funded projects
- (e) Challenges and mitigation strategies in implementing procurement under development partner projects.
- (f) Code of ethics and conduct

## Target Group

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

## Theme Schedule

Date	Location	Participation Fee	CPD	Delivery Mode	Number Of Days
<b>19<sup>th</sup> – 23<sup>th</sup> May, 2025</b>	Dodoma	800,000	40	Physical	5

## 2.11 Successful Procurement Contract Negotiation: Essential Skills and Strategies



### Learning Outcome

Apply negotiation skills and techniques for executing procurement contracts in the organization.

### Contents

- (a) Overview of the negotiation
- (b) Procurement contract negotiation process
- (c) Key consideration for negotiations
- (d) Skills and attributes of negotiators
- (e) Preparation of negotiation Plan

- (f) Preparing for procurement negotiation
- (g) Managing emotions during negotiation
- (h) Approaches and tactics for negotiation
- (i) Post-negotiation agreement
- (j) Code of ethics and conduct in negotiation

### **Target Group**

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

### **Theme Schedule**

<b>Date</b>	<b>Location</b>	<b>Participation Fee</b>	<b>CPD</b>	<b>Delivery Mode</b>	<b>Number of Days</b>
23 <sup>rd</sup> – 27 <sup>th</sup> June, 2025	Moshi	800,000	40	Physical	5

## 2.12 Strategic Procurement Planning in Public and Private Perspective: Key Issues, Challenges and Mitigation Strategies.



### Learning Outcome

Apply Strategic planning skills and techniques in executing procurement in the organization.

### Contents

- (a) Overview of strategic procurement
- (b) Strategic procurement planning
- (c) Strategic procurement planning Process
- (d) Strategic procurement planning vs annual procurement planning

- (e) Annual procurement plan (APP) preparation and implementation.
- (f) Application of SPP and APP in e-procurement
- (g) Monitoring and evaluation of the Strategic Procurement Plan and annual procurement plan
- (h) Lesson learned from Strategic procurement planning cases.
- (i) Code of Ethics and Conduct in procurement and supply chain management.

### **Target Group**

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

### **Theme Schedule**

Date	Location	Participation Fee	CPD	Delivery Mode	Number Of Days
<b>14<sup>th</sup> – 18<sup>th</sup> July, 2025</b>	Mbeya	800,000	40	Physical	5

## **2.13 Risk-based Procurement Audit and Effective Responses to Audit Quarries: Focus on e-Procurement systems.**



### **Learning Outcome**

Grasp auditing skills and apply them in auditing and responding to quarries in procurement management.

### **Contents**

- (a) Overview of Auditing, types, and sources of audit engagements.
- (b) Concepts of risk-based procurement audit
- (c) Risk-based procurement audit plan (preparation and implementation).

- (d) Risk-based procurement auditing process and working papers.
- (e) PE's preparation for risk-based procurement audit and exit meetings.
- (f) Preparation of effective and implementable responses to procurement audit findings.
- (g) Value for Money and Forensic auditing from a procurement perspective
- (h) Audit perspective in e-procurement
- (i) Code of ethics and conduct in procurement auditing
- (j) Sharing experience of risk-based procurement audit findings.

## Target Group

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

## Theme Schedule

Date	Location	Participation Fee	CPD	Delivery Mode	Number Of Days
<b>28<sup>th</sup> July – 01<sup>st</sup> August, 2025</b>	Mwanza	800,000	40	Physical	5

## **2.14 Effectively administering Specifications, Terms of Reference, Schedule of Requirement, Bill of Quantities and Drawings.**

### **Learning Outcome**

Apply procurement skills and techniques to administer specifications, terms of reference, schedule of requirements, bill of quantities, and drawings

### **Contents**

- (a) Concepts of Specifications, Terms of Reference, Schedule of Requirement, Bill of Quantities, and Drawings.
- (b) Key issues in preparing and administering Specifications, Terms of Reference, Schedule of Requirement, Bill of Quantities, and Drawings.
- (c) Application of e-procurement system in administering Specifications, Terms of Reference, Schedule of Requirement, Bill of Quantities and Drawings
- (d) Challenges and mitigation strategies in administering Specifications, Terms of Reference, Schedule of Requirement, Bill of Quantities and Drawings
- (e) Code of ethics and conduct

## Target Group

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

## Theme Schedule

Date	Location	Participati on Fee	CPD	Delivery Mode	Number Of Days
11 <sup>th</sup> – 15 <sup>th</sup> August, 2025	Morogoro	800,000	40	Physical	5

## **2.15 Understanding and Mastering Procurement under Public Private Partnership arrangement.**



### **Learning Outcome**

Use appropriate procurement skills and knowledge in executing projects under development partner-funded projects

### **Contents**

- (a) Overview of public-private partnership projects
- (b) Legal framework governing public-private partnership (PPP) project
- (c) Procurement procedure for public-private partnership (PPP) projects

- (d) Managing procurement contracts under public-private partnership (PPP)
- (e) Challenges and mitigation in public-private partnership contract
- (f) Code of ethics and conduct

### Target Group

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

### Theme Schedule

Date	Location	Participation Fee	CPD	Delivery Mode	Number of Days
<b>2<sup>nd</sup> – 04<sup>th</sup> September, 2025</b>	Mwanza	500,000	24	Blended	3

## **2.16 Mastering disposal procedures of the Asset**

### **Learning Outcome**

Grasp appropriate skills and knowledge and apply for asset disposal in the organization.

### **Contents**

- (a) Overview of asset management
- (b) Concepts of asset disposal
- (c) procedures of asset disposal and documentation.
- (d) Approaches to green asset disposal
- (e) Legal framework and standards governing asset disposal
- (f) Technological changes and approaches to asset disposal: the case of GAMIS and other available asset management systems
- (g) Challenges and mitigation strategies in asset disposal
- (h) Code of ethics and conduct in asset disposal.

### **Target Group**

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

## Theme Schedule

Date	Location	Participation Fee	CPD	Delivery Mode	Number Of Days
09 <sup>th</sup> – 11 <sup>th</sup> September, 2025	Arusha	500,000	24	Physical	3

## 2.17 Procurement Contract Management: Challenges and Success Strategies



### Learning Outcome

Use appropriate contract management skills and techniques to manage procurement contracts for goods, works, and services.

### Contents

- (a) Overview of procurement contract management
- (b) Contract Formation
- (c) Appointment and responsibilities of the contract manager
- (d) Preparation of contract management plan

- (e) Management of contract variations
- (f) Management of claims and payments
- (g) Procurement contract dispute resolution
- (h) Procurement contract termination
- (i) Procurement contract closure
- (j) Procurement contract documentation
- (k) Risk management in procurement contract
- (l) Challenges and mitigation measures in Procurement Contract Management
- (m) Code of ethics and conduct.

## Target Group

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

## Theme Schedule

Date	Location	Participation Fee	CPD	Delivery Mode	Number of Days
<b>22<sup>nd</sup> – 26<sup>th</sup> September, 2025</b>	Zanzibar	800,000	40	Physical	5

## 2.18 Risk Management Strategies in Procurement and Supply Chain



### Learning Outcome

Apply risk management skills and techniques in managing procurement and supply chain.

### Contents

- (a) Overview of procurement and Supply Chain Management
- (b) Overview of Risk management
- (c) Risk management framework (preparation and implementation)

- (d) Risk register (preparation and implementation)
- (e) Risks in procurement and Supply chain management.
- (f) Procurement and Supply chain risk mitigation strategies
- (g) Code of Ethics and Conduct.

## Target Group

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

## Theme Schedule

Date	Location	Participation Fee	CPD	Delivery Mode	Number Of Days
06 <sup>th</sup> – 10 <sup>th</sup> October, 2025	Iringa	800,000	40	Physical	5

## **2.19 Understanding and mastering management of Asset Register and Maintenance plan**

### **Learning Outcome**

Apply knowledge and skills in inventory and warehouse management to manage stocks in business operations

### **Contents**

- (a) Overview of asset management
- (b) Concepts of Asset register and maintenance plan
- (c) Key issues in preparing and updating the asset register
- (d) Preparing and implementing an asset maintenance plan
- (e) Application of asset register
- (f) Legal framework and standards governing asset register and maintenance plan
- (g) Technological changes and approaches to the management of asset register: the case of GAMIS and other available asset management systems
- (h) Challenges and mitigation strategies of management of asset register and maintenance plan.

## Target Group

Procurement Practitioners, supply chain Practitioners, warehouse Practitioners, inventory Management Practitioners, logistics Practitioners, transport Practitioners and asset management Practitioners, tender board members and tender evaluation committees as well as other professionals like accountants, planners, lawyers, engineers and other stakeholders.

## Theme Schedule

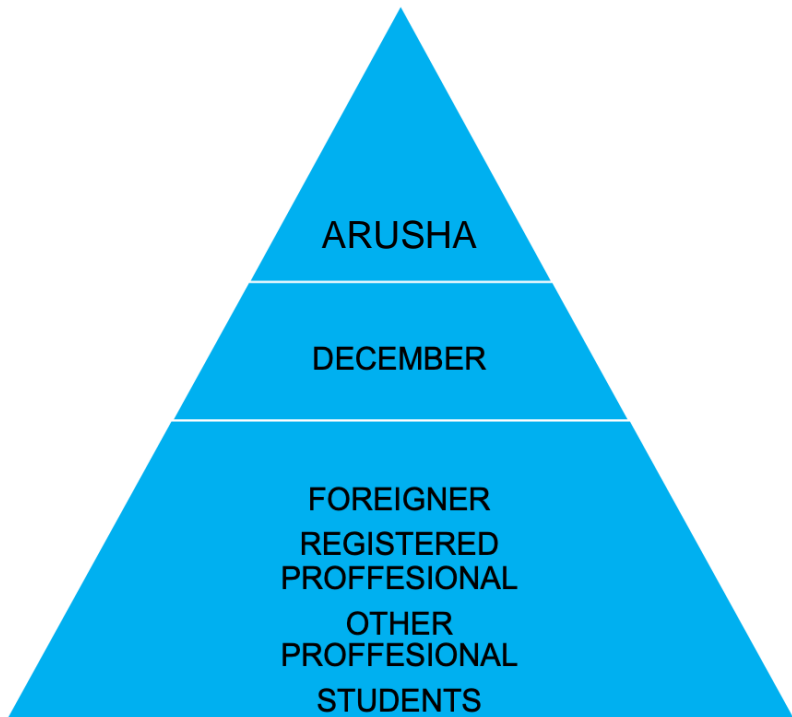
Date	Location	Participati on Fee	CPD	Delivery Mode	Number Of Days
03 <sup>rd</sup> – 08 <sup>th</sup> November , 2025	Morogoro	800,000	40	Physical	5

## 2.20 ANNUAL CONFERENCE

### Conference Outcome

Sharing skills and experiences among stakeholders in procurement and supply chain management

### Conference Schedule



*The diagram above shows the schedule of the conference with the location, date, and category of participants*



***Leaders who attended the 14<sup>th</sup> Annual Conference of 2023 at AICC Arusha***



