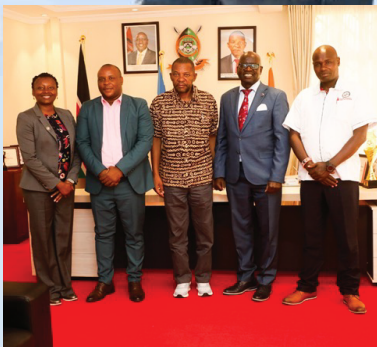




**KENYA INSTITUTE OF SUPPLIES MANAGEMENT**  
*Promoting Professionalism in Supply Chain Management*

# The Monthly Bulletin

January 2025



Elevating Supply Chain Management in Taita Taveta County



**KISM Progresses the Pan-African Supply Chain Center of Excellence**



KISM Embarks on a Digital Transformation Journey

**ADS**



Membership Application

Register NOW on the KISM Self-Care Portal



Standard Tender Document

Save the Date! Preparation of Standard Tender Documents



Unlock Your Career

Apply NOW for CPSP-K Classes at the Kenya College of Supply Chain Management



World Bank Procurement

Opportunity to apply for... at the World Bank



# Our Courses

Founded by the Kenya Institute of Supplies Management (KISM) and registered under TVET Authority, the school, now invites applications from persons interested in pursuing Supply Chain Management courses offered, which include;

## Kenya Institute of Supplies Examination Board (KISEB) Courses

1. Associate in Procurement and Supply of Kenya (APS-K)
2. Certified Procurement and Supply Professional of Kenya (CPSP-K)

Enroll Now...

## Chartered Institute of Procurement and Supply (CIPS) Courses

- CIPS Level 2 Certificate in Procurement and Supply Operations
- CIPS Level 3 Advanced Certificate in Procurement and Supply Operations
- CIPS Level 4 Diploma in Procurement and Supply
- CIPS Level 5 Advanced Diploma in Procurement and Supply
- CIPS Level 6 Professional Diploma in Procurement and Supply

## Fee Structure

CIPS	Tuition fee per unit	Virtual fees per unit	Tuition fee (All units)	Virtual fees (All units)
Dip (Day/Eve/Sat)	Ksh. 7,000	Ksh. 7,000	Ksh. 56,000	Ksh. 56,000
Adv. Dip (Eve/Sat)	Ksh. 7,000	Ksh. 7,000	Ksh. 56,000	Ksh. 56,000
Prof. Dip (Eve/Sat)	Ksh. 8,400	Ksh. 8,400	Ksh. 58,800	Ksh. 58,800

KISEB	In-person fees per unit	Virtual fees per unit	Tuition fee (All units)	Virtual fees (All units)
APS I	Ksh. 5,000	Ksh. 5,000	Ksh. 35,000	Ksh. 35,000
APS II & III	Ksh. 7,000	Ksh. 7,000	Ksh. 49,000	Ksh. 49,000
CPSP I & II	Ksh. 8,000	Ksh. 8,000	Ksh. 48,000	Ksh. 48,000
CPSP III	Ksh. 8,500	Ksh. 8,500	Ksh. 51,000	Ksh. 51,000

**Study mode:** Open, Distance and E-Learning (ODEL)

**Intake:** Ongoing

[Register Now](#)

# Karibu CIPS!

# ELEVATING SUPPLY CHAIN MANAGEMENT IN TAITA TAVETA COUNTY



H.E Andrew Mwadime, Governor of Taita Taveta County (Centre), Mr. John Karani MBS – KISM Chairman (Right), Ms. Mary Mutugi, OGW – Director KISM (left)

**T**he Chairman of the Kenya Institute of Supply Chain Management (KISM) Mr. John Karani, MBS paid a courtesy visit to H.E Andrew Mwadime, Governor of Taita Taveta County.

**The meeting focused on the vital role of supply chain management professionals in driving local development while addressing various key areas that are crucial for the elevation and empowerment of the profession within the county.**

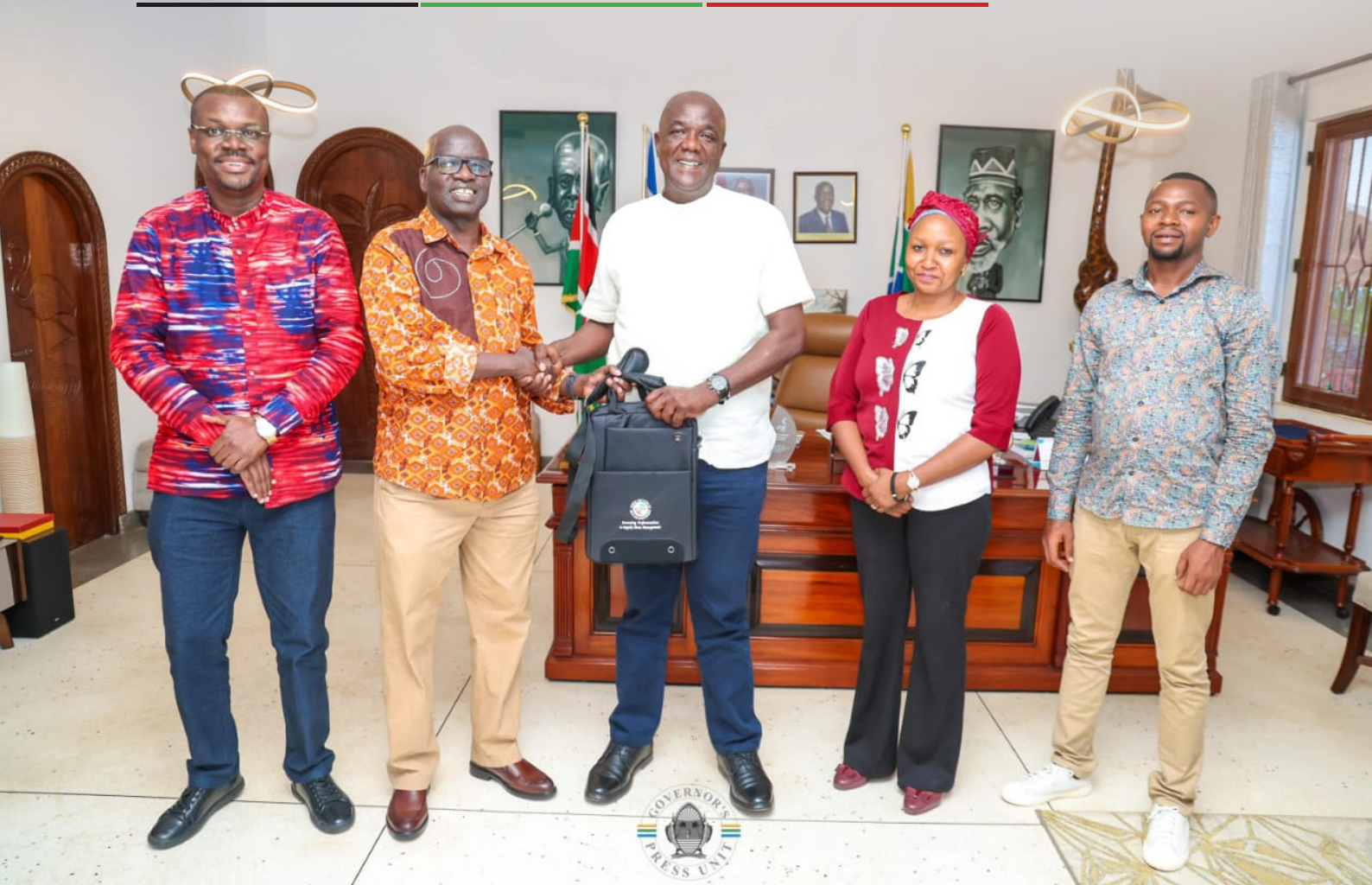
Key discussions centered on elevating the profession within the county. This included collaborating with the County Public Service Board to establish a formal framework for the recruitment and advancement of SCM practitioners. The meeting also emphasized the importance of affirmative action to empower local professionals and the need for a robust ethical framework to maintain high professional standards.

Furthermore, the Governor and the Chairman reviewed the need for advisory and technical

support from KISM on complex matters, ensuring that local authorities can tap into the expertise of the Institute. Professional development emerged as a focal point, with proposals for financial assistance for trainings and subscriptions, enabling professionals to acquire the knowledge and skills necessary to excel in their roles. The possibility of utilizing KISM's in-house training programs for staff development was also discussed as a practical solution to enhance competency in SCM practices.

In an effort to reinforce compliance with the Supply Chain Management Act of 2007, the conversation explored pathways to ensure that employment practices within the county align with national standards. As a way forward, both parties expressed a mutual desire for deeper cooperation on the highlighted areas and any emerging frontiers that may arise in the future. This collaboration is pivotal in creating a thriving ecosystem for supply chain professionals in Taita Taveta County, ultimately contributing to the prosperity of the region.

## KISM PROGRESSES THE PAN-AFRICAN SUPPLY CHAIN CENTER OF EXCELLENCE



H.E. Gideon Maitha Mung'aro, Governor Kilifi County (Centre) Mr. John Karani MBS – KISM Chairman (left), CPSP Jeniffer Cirindi – Council Member KISM (Right), Mr. Kenneth Matiba, MBS – KISM CEO (left) and County Staff

**The Kenya Institute of Supply Chain Management (KISM) is thrilled to announce significant progress in the establishment of the Pan-African Supply Chain Center of Excellence.**

**This ambitious project aims to serve as a hub for research, training, and innovation in supply chain management across the African continent.**

Led by John Karani – MBS, MKISM, Chairman of the Institute, and Council Member CPSP Jeniffer Cirindi – MKISM, KISM leadership recently held a successful

follow-up meeting with the Governor of Kilifi County. This crucial meeting focused on securing a suitable location within the county for the construction of this vital Center.

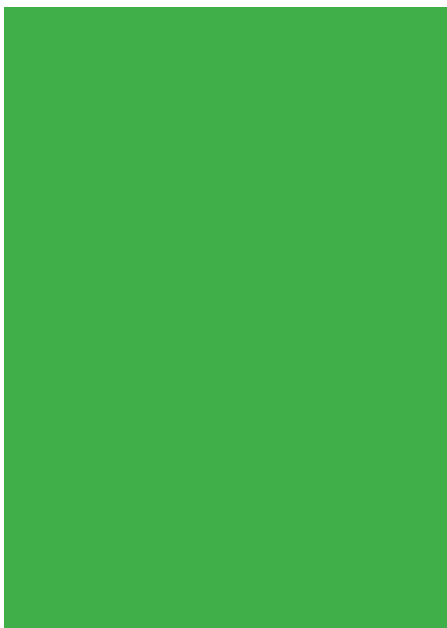
The establishment of the Pan-African Supply Chain Center of Excellence will have a profound and positive impact on the region. Key benefits include creation of numerous employment opportunities for local residents, particularly in construction & operations, and research. It will serve as a premier training ground, enhancing the skills and expertise

of supply chain professionals across Africa and significantly contribute to regional economic growth and development.

Beyond securing a location, KISM and the Kilifi County Government agreed on a comprehensive framework for cooperation. The framework will focus on the Institute providing guidance and support to the county government in ensuring compliance with the Supply Chain Management Act of 2007 and

offering tailored training programs and workshops to enhance the skills and knowledge of county staff in various aspects of supply chain management.

This significant development marks a crucial step forward in realizing KISM's vision of a Pan-African supply chain ecosystem that drives economic growth, fosters innovation, and empowers professionals.





# PROCUREMENT FOR WORLD BANK FINANCED PROJECTS: *FOUNDATION CLASS*

24<sup>TH</sup> FEBRUARY – 7<sup>TH</sup> MARCH 2025 AT SAROVA WHITESANDS HOTEL, MOMBASA

## INTRODUCTION

World Bank is continuously enhancing the capacity of its clients in various countries through training programs on the Bank's procurement framework adopted in 2016. The Bank in partnership with KISM has conducted these trainings to equip practitioners with strategic procurement approaches that deliver quality and value for money.

This 10-day foundation class has been organized to equip beginners handling World Bank projects with skills to respond quickly to emerging needs and determine the best value for money to ensure quality outcomes and sustainability over the life of a project. The workshop is designed to support countries implementing World Bank projects to develop strategies and plans that meet organizational and national needs and ensure successful implementation. The training will highlight market research needs analysis; selection methods for goods works and non-consulting services; procurement cycle planning; evaluation of bids; and contract management.

## TARGET GROUP

The workshop targets senior, mid-level, and other officials involved in the implementation of projects funded directly or indirectly by World Bank. Specifically, the program is structured to guide accounting officers, procurement and supply chain management staff, members of committees involved in procurement processes, contract implementation teams, project managers and administrators, and user department staff involved in planning and managing procurement activities. The training will also significantly benefit project accountants and finance personnel supporting procurement processes in donor-funded projects.

## GENERAL TRAINING OBJECTIVE

At the institutional level, this course aims to assist national and county government ministries, departments and agencies (MDAs), and public sector entities to increase their efficiency and cost-effectiveness in conducting, monitoring, and reporting procurement under World Bank-funded projects. Participants will acquire the pre-requisite knowledge on internationally accepted best procurement practices.

## TRAINING APPROACH

- i. The course is learner-oriented. The methodology includes short lectures given by highly experienced experts followed by individual exercises and group assignments contained in the modules.
- ii **Pre-programme Preparation**  
Each participant is requested as part of his/her pre-programme preparations to prepare a brief report describing: A specific procurement related problem, which occurred in his/her agency or country.

Each participant is invited to bring a copy of the Loan/Credit Agreement, the Project Appraisal Document (PAD) and a *Bidding Document* to be analyzed and discussed.

## TRAINERS

Training team will comprise Senior Procurement Advisors from the World Bank and Senior KISM Trainers.

## PROGRAMME COMMENCEMENT

Participants are expected to arrive on Sunday 23<sup>rd</sup> February, 2025 so that the course commences on Monday 24<sup>th</sup> February, 2025.

## TRAINING CERTIFICATE & TRAINING MATERIALS

- a. A certificate of participation will be issued to participants who **COMPLETE THE TWO- WEEK TRAINING**
- b. Training presentations and working documents will be sent to participants via e-mail.

## FINANCIAL ARRANGEMENTS

### a. Training Fees:

	KSHS.	KSHS.	USSD	USSD
	+16% VAT	VAT inclusive	+16% VAT	VAT inclusive
KISM Member	160,000/	185,600/	1600	1856/
KISM Non-Member	180,000/	208,800/	1800	2088/

### b. How to pay:

**BANK NAME** : STANDARD CHARTERED  
**BRANCH** : WESTLANDS  
**ACCOUNT NAME** : KENYA INSTITUTE OF SUPPLIES MANAGEMENT  
**ACCOUNT NUMBER** : KSH-0102096929100  
: USD-8702096929100  
**SWIFT CODE** : SCBLKENXXX

**MPESA PAYBILL**  
**BUSINESS NUMBER** :552500  
**ACCOUNT NUMBER** :YOUR NAME WITHOUT SPACING

**Evidence of payment** must be produced during registration on the first day of the course. All payments should be made in form of; Banker's cheque (Personal cheques will not be accepted), bank deposit slip, money order, M-Pesa payment reference, and evidence of funds transfer. LSOs and Commitment Letters are not ACCEPTABLE

## REGISTRATION

Participants should report to the venue at 7.30 am on Monday, 24<sup>th</sup> February 2024 for registration. Please note that participants are expected to register daily

## WEATHER

Current temperatures in the Coastal region of Kenya range from 23°C (73°F) at night while temperatures will quickly climb through the morning and afternoon hours to an average afternoon high of 31°C (88°F). The average daily temperature is 27°C (81°F).

## LAPTOP/IPAD

Each participant/nominee is encouraged to come along with a Laptop/iPad to be used for assignments during the programme. There will be no hard copies of standard documents.

## PROGRAMME BOOKINGS

**Book online via [events.kism.or.ke](https://events.kism.or.ke).**  
**For workshop inquiries and registration, please contact 0111024800/+254769878227 or e-mail [programs@kism.or.ke](mailto:programs@kism.or.ke)**

## REACH US



Email: [programs@kism.or.ke](mailto:programs@kism.or.ke)  
Website: [www.kism.or.ke](http://www.kism.or.ke)



KISM Towers, 12th Fr, Ngong Road  
P.O Box 30400 - 00100, Nairobi



+254 111 024 800  
+254 769 878 227

# Council Member Engagements



"As stewards of financial integrity and risk management, we are committed to providing vigilant oversight, ensuring the Institute's robust governance and sustainable growth."

~

*Jeremiah Nthusi, OGW, MKISM  
Council Member, KISM*



"We are committed to upholding the highest standards of corporate governance, ensuring the Institute's sustainability and enhancing the value of membership for all our professionals."

~

*Moses A. Omondi, MKISM  
Council Member*



"From accreditation to fee structures and data management, we are making significant strides in advancing our profession and supporting our members."

~

*Mark Kanda, MKISM  
Council Member*





"Our 2025 CPD calendar is designed to empower members at every stage of their careers, from young professionals to seasoned experts. With diverse topics, accessible formats, and a focus on quality, we're investing in your growth and success."

~  
*Maryanne Karanja, MKISM,  
Council Member*



"With a clear vision and a strategic plan, we are building a stronger future and are committed to upholding the highest standards."

~  
*Fidel Muema, MKISM,  
Council Member*



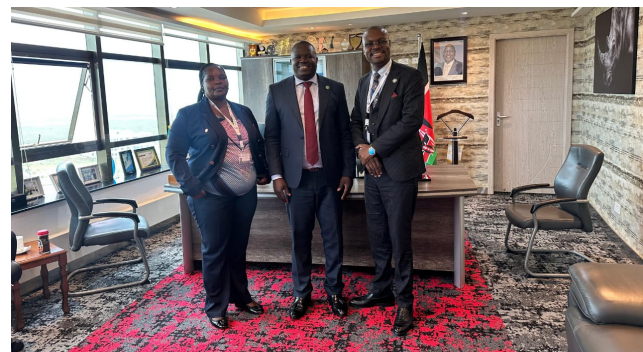
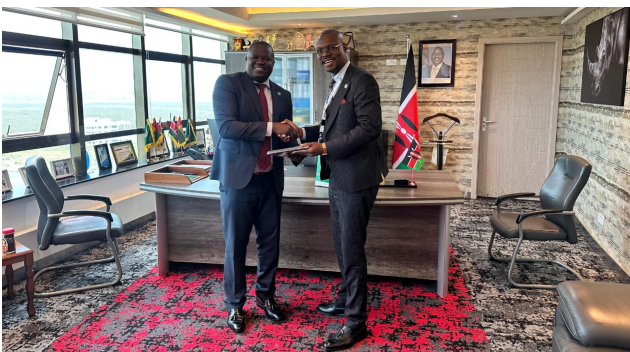
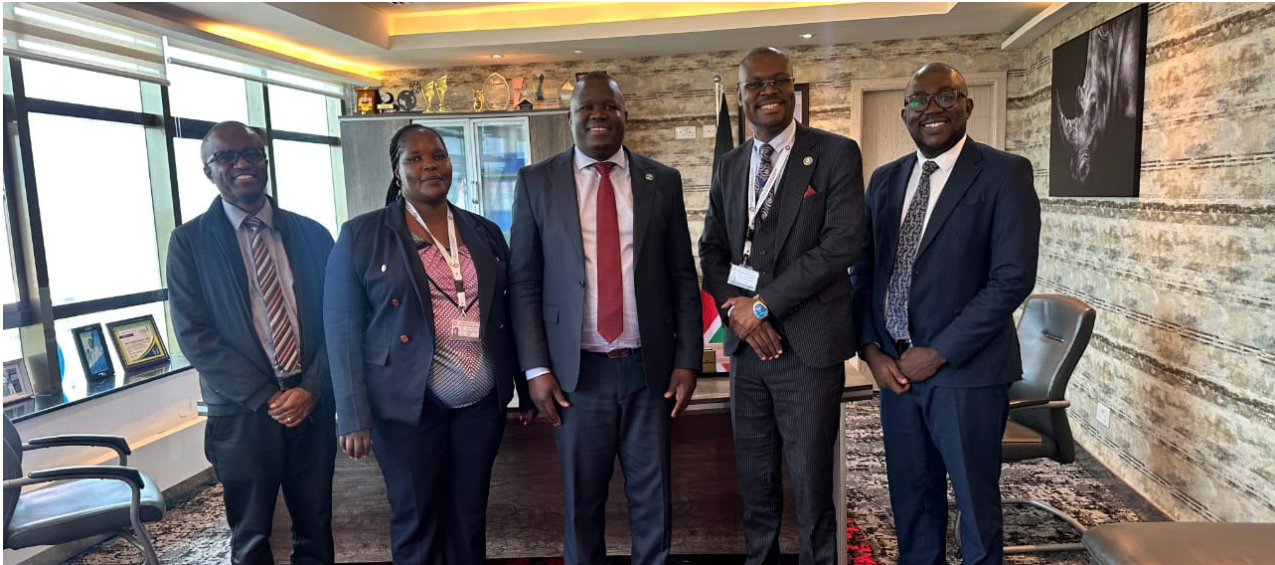
"From achieving near-perfect implementation of our 2024 work plan to strategically planning for our future with the 2025-2029 plan and regional chapter development, KISM is committed to progress and member engagement."

~  
*Jennifer Njiru, MKISM,  
Council Member*

*“Digital transformation is not just about adopting new technologies; it’s about leveraging innovation to create a more sustainable future. By going green in our digital strategies, we empower not only businesses but the world to thrive in harmony with the planet.”*



# KISM EMBARKS ON A DIGITAL TRANSFORMATION JOURNEY



Mr. John Okwiri, OGW (CEO Konza, Centre) Mr. Kenneth Matiba, MBS (CEO KISM -right), Ms.Naomi Jelimo (Director KISM) and KISM Staff

**The Kenya Institute of Supply Chain Management (KISM) is embarking on a significant digital transformation journey to enhance service delivery to its members and improve operational efficiency. In a strategic partnership with Konza Technopolis, a leading technology hub in Kenya, KISM is modernizing its internal Information and Communications Technology (ICT) systems.**

A recent meeting at Konza Technopolis brought together KISM CEO Ken Matiba, MBS, MKISM, and Konza Technopolis CEO John.P. Okwiri, OGW, MKISM, along with their respective management teams. This meeting served as a crucial platform to develop a comprehensive roadmap for KISM's digital transformation agenda.

Leveraging Konza Technopolis' expertise in cutting-edge technologies, this collaboration will see KISM modernize its IT infrastructure, explore cloud computing solutions, and streamline its services through digital platforms. This includes enhancing data security, improving operational efficiency, and developing robust data analytics capabilities.

By embracing digital technologies, KISM aims to provide a more seamless and efficient experience for its members, improve service delivery, and position itself as a leading institution in the evolving landscape of supply chain management. This strategic partnership represents a significant step forward in KISM's commitment to leveraging technology to achieve its goals and serve its members better.

# KISM AND KENYA DEFENCE FORCES COLLABORATE TO ENHANCE SUPPLY CHAIN PROFESSIONALISM



**T**he Kenya Institute of Supply Chain Management (KISM) recently achieved a significant milestone in its commitment to professionalizing the supply chain sector. KISM CEO Mr. Kenneth Matiba, MBS, MKISM, along with the Institute's technical staff, were hosted by Brigadier BKJ Korir, COMDT CAU DHQ, of the Kenya Defence Forces (KDF) during the rollout of a five-day registration and licensing exercise for supply chain professionals within the KDF.

This initiative represents a crucial step towards ensuring full compliance with the provisions of the Supplies Practitioners Management Act, 2007. By facilitating the registration and licensing of supply

chain professionals within the KDF, KISM is actively contributing to the enhancement of professionalism and good governance within the defense sector.

KISM extends its sincere gratitude to the Kenya Defence Forces for their invaluable cooperation and support in this important endeavor. This collaboration exemplifies the commitment of both organizations to upholding the highest standards of professionalism and ethical conduct within the supply chain sector.

Register Now

# How To Apply

## Application procedure

- Download the application form at <https://kism.or.ke/downloads/>
- Pay the application fee of **Ksh. 2,500** via M-Pesa to the KISM Standard Chartered Bank Account; **Paybill. 329329**. Account No. **0102096929100**
- Fill the form, including the transaction code, scan and submit it via [college@kism.or.ke](mailto:college@kism.or.ke)



## The Kenya College of Supply Chain Management

(KCSCM)



### For more details:

+254111024800/+254717004842

school@kism.or.ke

www.kism.or.ke

KISM Towers, 2<sup>nd</sup> floor,  
Ngong Road, Nairobi

Scan Here



f @ d kismgt

# Karibu KCSCM!

# SENSITIZATION AND FEEDBACK SESSION WITH THE MILITARY SUPPLY CHAIN PRACTITIONERS



**A**nother significant step forward in promotion of professionalism was marked today during a sensitization session. The CEO KISM held the session with the military officers to assess the progress made in the registration and capacity development programme with the institution. Led Brigadier BJK Korir, Camp Commandant DHQ CAU, the officers provide positive feedback on exercise and demonstrated to excellence in service through the supply chain management practice.

can anticipate structured support in their career advancement. The developing partnership between KISM and KDF holds significant promise, paving the way for tangible benefits and ensuring that military professionals in procurement and supply chain management receive due recognition for their skills, experience, and qualifications. KISM appreciates Government support in this programme.

The session served as a vital forum for addressing the concerns of military personnel and establishing clear pathways for their professional growth. With firm commitments from KISM and KDF, officers

# FOSTERING REGIONAL COLLABORATION: KISM SUPPORTS THE DEVELOPMENT OF THE UGANDAN SUPPLY CHAIN PROFESSION



**T**he Kenya Institute of Supply Chain Management (KISM) recently hosted a delegation of supply chain professionals from Uganda. Their visit aimed to gain valuable insights from KISM's experience in establishing and operating a successful professional body, as Ugandan professionals embark on their own journey to create a similar organization.

Recognizing the critical role of professional bodies in elevating industry standards and fostering professional development, the Ugandan delegation sought guidance from KISM on various aspects of body formation. These included navigating the legal and regulatory framework, developing effective

membership structures and benefits, implementing sound governance and administrative practices, establishing robust professional development programs, and effectively advocating for the interests of the supply chain profession within the Ugandan context.

This valuable exchange provided a platform for knowledge sharing and collaboration, enabling Ugandan professionals to learn from KISM's experiences and apply these learnings to their own endeavors. This collaborative effort will undoubtedly contribute to the growth and development of the supply chain profession in Uganda.

# Save the Date!

10th – 14th Feb 2025



**KENYA INSTITUTE OF SUPPLIES MANAGEMENT**

*Promoting Professionalism in Supply Chain Management*

## PREPARATION OF STANDARD TENDER DOCUMENTS

- ✓ 10th - 14th February 2025
- ✓ Pridelnn Paradise, Mombasa
- ✓ Member: Ksh 60,000 + VAT  
Non Member: Ksh 65,000 + VAT

**BOOK NOW**



Call for Enquiries  
**+254-111-024-800**



To reserve your space  
**[events.kism.or.ke](https://events.kism.or.ke)**



**30**  
CPD Hrs



# KISM EMBRACES A NEW ERA OF RISK MANAGEMENT



**T**he Institute embarked on a significant initiative to enhance its operational resilience and ensure long-term success by implementing a new Risk Management Framework, to support in navigating the complexities of the modern supply chain landscape.

The CEO Kenneth Matiba, MBS, MKISM led comprehensive sensitization program for all KISM staff. The in-house training was facilitated by the Institute's own expert team, emphasizing on the importance of proactive risk identification, assessment, mitigation, and monitoring across all aspects of KISM's operations. By embracing a robust risk management approach, KISM aims to:

- i. Enhance operational efficiency by minimizing disruptions and ensuring the smooth delivery of services to its members.
- ii. Improve decision-making by providing a framework for informed choices based on a thorough understanding of potential risks and their impact.
- iii. Strengthen financial stability by proactively mitigating potential financial risks and ensuring the long-term sustainability of the Institute.
- iv. Enhance reputation and trust by demonstrating a commitment to the highest standards of professionalism and ethical conduct.

This initiative underscores KISM's dedication to continuous improvement and its commitment to serving its members with excellence.

# IN HOUSE TRAININGS



**W**ith our commitment to building capacity among our members and enhancing the competencies within various sectors, we successfully facilitated in-house training sessions for Kenya Pipeline Corporation (KPC), the Insurance Regulatory Authority (IRA), and the Kenya National Highways Authority (KENHA).

These tailored training programs were designed to address the specific needs and challenges faced by each organization, with a focus on integrating best practices in supply chain management and related fields. By engaging directly with these institutions, KISM aims to equip participants with

the practical skills and knowledge necessary to optimize their operations and drive efficiency within their respective domains.

Customizing the training content ensures that it is relevant and immediately applicable, thus increasing the likelihood of successful implementation within each organization. This direct approach not only strengthens KISM's relationships with these key entities but also reinforces its role as a leading provider of professional development in the supply chain sector.

We encourage organizations to request for such trainings through [training@kism.or.ke](mailto:training@kism.or.ke)



# NEW MINI-VAN TO ENHANCE KISM'S TRAINING AND OUTREACH PROGRAMS



**In a strategic move aimed at enhancing operational efficiency and reducing transport costs, the Kenya Institute of Supply Chain Management (KISM) has officially acquired an 11-seater mini-van. This significant addition to the institute's transportation fleet marks a pivotal step towards optimizing mobility for staff, and stakeholders involved in KISM's extensive training and outreach programs.**

The unveiling of the mini-van took place on 9th January 2025, during a brief ceremony held at the

institute's headquarters. The event was graced by the Chairperson of KISM Mr. John Karani, MBS, alongside the Chief Executive Officer Mr. Kenneth Matiba, MBS and other members of staff, all of whom gathered to celebrate this milestone. The acquisition of the new vehicle symbolizes KISM's commitment to improving logistical capabilities, ensuring that resources are effectively allocated, and facilitating seamless communication among various departments.



# KENYA INSTITUTE OF SUPPLIES MANAGEMENT

Promoting Professionalism in Supply Chain Management

Ref. No. SEC/00-26

10<sup>th</sup> December, 2024

## MEMBERSHIP/LICENSES FOR THE YEAR 2025

Dear Distinguished Members,

We hope this email finds you well.

As we approach the end of the year 2024, we want to appreciate you for your commitment and continued support to the attainment of Institute 's mandate. We have made great milestones within the profession and we look forward to a more fruitful and engaging 2025.

To ensure that we start the year 2025 seamlessly, we request that you may kindly take note of the following critical information.

### 1. **Renewal of Membership and Licenses for the Year, 2025.**

Your continued membership is crucial to the growth and success of our esteemed institution. Please Log into <https://member.kism.or.ke/> to renew your membership/licenses for the Year 2025.

Kindly note that **ALL PAYMENTS** shall only be accepted through the **E-CITIZEN** via **PAYBILL NO. 222222, ACCOUNT NO.** is inbuilt in our ERP SYSTEM and will be auto-generated.

More information on the **E-CITIZEN** can be obtained through <https://accounts.ecitizen.go.ke/>

#### **IMPORTANT:**

**In case of any challenges on Membership Issues, please contact Ms. Ruth Randa (Phone No.0723684691) and/or Ms. Mary Mutugi, OGW (Phone No.0722245199).**

### 2. **CPD Guidelines**

Please familiarize yourself with the Approved the Supplies Practitioners Management (Continuous Professional Development Programs) Guidelines – 2024, Published Vide Gazette Notice No. 118.

Adherence to the CPD Guidelines is essential for maintaining your good professional standing as required under the Supplies Practitioners Management Act. The CPD GUIDELINES are herein attached, and the same can be accessed via **KISM Website; [www.kism@or.ke](http://www.kism.or.ke)**.



# KENYA INSTITUTE OF SUPPLIES MANAGEMENT

Promoting Professionalism in Supply Chain Management

## **IMPORTANT:**

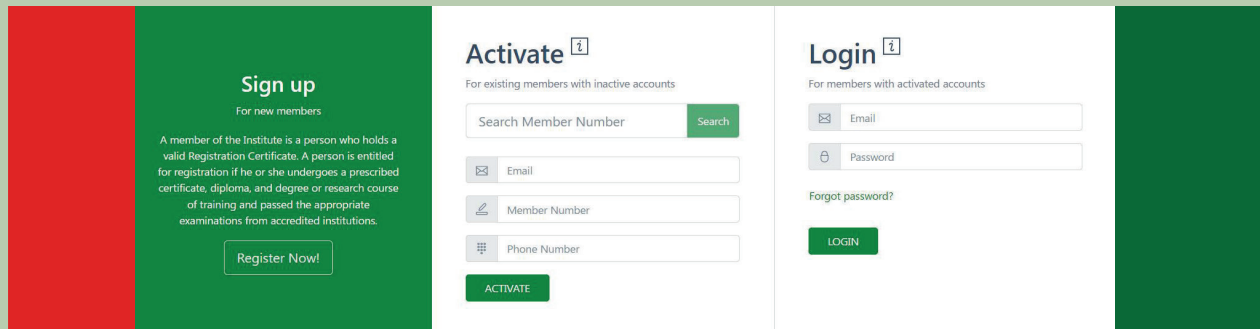
**In case of any challenges on CPD Issues, please contact Ms. Edith Kariuki (Phone No.0720707136) and/or Dr. Ezekiel Chirchir (Phone No.0720767654).**

*We deliver-as-one, in service to the Nation!*

**Wishing You All, Happy Jamhuri Day, 2024**

## **KISM SECRETARIAT**

Dated 11<sup>th</sup> December, 2024  
KISM Towers  
Nairobi, Kenya



# MEMBER SELF-CARE PORTAL

## How to Activate your Account

Here is an opportunity for you to manage your KISM Membership account. We have made it easy for you to update your profile so as to allow us serve you more efficiently!



1. Visit <http://member.kism.or.ke/#/login> and click on MY ACCOUNT tab
2. Input your membership number, your email & cellphone number and click on ACTIVATE.
3. An activation code will be sent to your phone.
4. Upon activation an OTP (one-time password) is shared to help in the second step of login.
5. Once Logged-in click on Edit then fill-in the required fields the click on next.
6. Update the remaining fields. i.e Contacts, Certification, Work, Referees, Specialization, Convictions

## How to Register as a KISM Member:

Here is an opportunity for you to join KISM and be part of the Supply Chain Management professional community. We have made the membership registration process super-fast and easy

1. Visit <http://member.kism.or.ke/#/login> and click on MY ACCOUNT tab.
2. Click on REGISTER NOW!
3. Fill the online registration form and create an account.
4. Check your email for login details.
5. Attach all the required documents i.e ID, Passport Photo, CV, Certified educational or/and professional certificate.
6. Download the Pro-forma invoice and make payment.
7. Sign and submit your application
8. You will receive communication on the application's progress



For further enquiries please reach out to us through our email [membership@kism.or.ke](mailto:membership@kism.or.ke) or call us on 0111024800



**KENYA INSTITUTE OF  
SUPPLIES MANAGEMENT**

*Promoting Professionalism in Supply Chain Management*

# 2025 CPD CALENDAR

**CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) CALENDAR**

[www.kism.or.ke](http://www.kism.or.ke)

THEMATIC AREA	DATES	DURATION	TARGET GROUP	CPD HRS	CHARGES (MEMBER)	CHARGES (NON-MEMBER)
<b>JANUARY</b>						
Procurement of Legal Services: Introduction	29th January	2 hours Virtual	Senior procurement leaders; heads of procurement; contract managers; project managers; legal advisors, and other senior professionals involved in the selection and contracting of consultants.	2	1,500	1,500
<b>FEBRUARY</b>						
Preparation of Standard Tender Documents	10th – 14th February	5 Days Mombasa	Procurement and supply chain managers, officers, assistants, and specialists; user departments; consultants; administrators; in-house legal officers; departmental heads; in the procurement process in both the public and private sectors.	30	60,000	65,000
Effective Stock Taking: Best Practices	18th February	2 hours Virtual	Supply chain management professionals, senior managers, accounting officers, project managers, warehousing staff, project managers, stores and warehousing personnel, users of stores materials, etc.	2	1,500	1,500
Procurement for World bank financed projects: Foundation Class	24th Feb– 7th March	10 Days Mombasa	Managers (professionals) in world bank/donor funded projects, Procurement and supply chain directors; senior managers; auxiliary staff supporting donor funded project; project engineers; architects; contractors; quantity surveyors; consultants and contractors involved in the implementation of construction projects under world bank and other donor funded projects	30	160,000	180,000
<b>MARCH</b>						
Procurement of Legal Services: The Process	6th March	2 hours Virtual	Senior procurement leaders; heads of procurement; contract managers; project managers; legal advisors, and other senior professionals involved in the selection and contracting of consultants.	2	1,500	1,500
Overview of Public Procurement laws (Acts & Regulations)	10th -14th March	5 Days Mombasa	Procurement and Supply Chain Management Professionals, administrators, project managers, quantity surveyors, architects, engineers, user departments, engineers, stores officers	30	60,000	65,000
Enhancing Supplier Relationship management	24th –28th March	5 Days Kisumu	Procurement and purchasing professionals; operations personnel; warehouse and supply chain management practitioners; professionals in logistics functions; administration officers; compliance officers	30	60,000	65,000
<b>APRIL</b>						



THEMATIC AREA	DATES	DURATION	TARGET GROUP	CPD HRS	CHARGES (MEMBER)	CHARGES (NON-MEMBER)
Women in Procurement & Supply Chain Management	31st March – 4th April	5 Days Mombasa	Women in Procurement & Supply Chain Management, Accounting Officers, Women in leadership positions and constitutional offices, user departments, women Chief Executive Officers and all other stakeholders/ partners supporting women in supply chain	30	60,000	65,000
Supplier Onboarding Process: A modern approach	7th -11th April	5 Days Eldoret	Accounting officers, Chief Executive officers, Procurement and Purchasing Professionals; Operations personnel; warehouse and supply chain management practitioners; professionals in humanitarian, warehousing & logistics functions; administration officers; compliance officers, Procurement & supply chain management professionals; user department; administration & finance officers.	30	60,000	65,000
Understanding the strategic Potentials of Public Private Partnerships (PPP)	14-18 April	5 Days Naivasha	Government officials; business leaders; legal experts; financiers; project managers; administrators; departmental heads; user departments and all personnel involved in implementation of PPPs.	30	60,000	65,000
Risk Vulnerability in Supply Chain	16th April	2 hours Virtual	Supply Chain Directors, Supply chain practitioners, inventory & stock controls officers, accounting officers, logistics officers, audit and risk assessors	2	1,500	1,500
ESG & DEI for sustainable and inclusive supply chains	22nd – 25th April	4 Days Naivasha	Procurement, sourcing and category sourcing managers; logistics and operations managers; directors/ heads of departments; professionals focused on sustainability corporate social responsibility and ESG Compliance; DEI managers and specialists; human resources manager; compliance and risk management officers; CSR managers in public, private and non-governmental organizations; quality assurance and auditors; consultants, and advisors in supply chain, ESG and DEI; researchers; educators and policymakers in supply chain, environmental studies, and social sciences.	24	48,000	53,000
<b>MAY</b>						
The Future of Logistics: Embracing Technology and Sustainability in Global Supply Chains”	2nd May	2 hours Virtual	Supply chain practitioners, logistics & transport experts, accounting officers, clearing & forwarding officers, stores & warehousing officers, port operations officers, ICT & other	2	Free	Free

THEMATIC AREA	DATES	DURATION	TARGET GROUP	CPD HRS	CHARGES (MEMBER)	CHARGES (NON-MEMBER)
			technology officers, sustainability champions, sponsors, environmentalists, among others.			
Mastering Procurement Processes and Procedures: County Perspective	5th – 9th May	5 Days Nanyuki	All actors in Supply Chain management in County Governments; CE-CMs, senior & mid-level managers; user departments; Evaluation committees, inspection & Acceptance committee, Warehousing, inventory, Stock taking officers, suppliers; administrators; county coordinators, Town, Municipal and City Managers	30	60,000	65,000
Transformative Leadership and Strategy for the C-Suite	19th – 23rd May	5 Days Kigali	Accounting Officers, CEOs, Governors & their Deputies, CECMs, Chief officers, Directors, and COOs; senior and mid-level managers in procurement and supply chain management, production, logistics, and warehousing; operations managers and administrators; finance managers and departmental heads.	30	160,000	180,000
Strategic logistics and stock visibility in international trade	19th – 23rd May	5 Days Mombasa	Senior & mid-level managers in procurement and supply chain management, production, logistics, and warehousing; operations managers and administrators; finance managers and heads of departments	30	60,000	65,000
Sensitization on electronic government procurement (EGP) system	26th – 30th May	5 Days Machakos	Professionals involved in public procurement and regulatory compliance; suppliers and vendors; supply chain and procurement managers and officers; auditors, compliance officers; IT professionals and data analysts.	30	60,000	65,000
Health & Safety; and Security Issues in Stores and warehousing	28th May	2 hours Virtual	Heads of procurement, stock controllers, stores personnel, user department personnel, supply chain practitioners, engineers etc	2	1,500	1,500
<b>JUNE</b>						
Procurement for World Bank Financed Projects: Intermediate Course	2nd – 13th June	10 Days Kisumu	Managers (professionals) in world bank/donor funded projects, Procurement and supply chain directors; senior managers; auxiliary staff supporting procurement; project engineers; architects; contractors; quantity surveyors; consultants and contractors involved in the implementation of construction projects.	30	160,000	180,000
Mental Health in supply chain practice	10th June	2 hours Virtual	Supply chain practitioners, warehousing & stores staff, evaluation committees, inspection & acceptance committee, user department staff and all staff directly or indirectly involved in procurement functions	2	Free	Free

THEMATIC AREA	DATES	DURATION	TARGET GROUP	CPD HRS	CHARGES (MEMBER)	CHARGES (NON-MEMBER)
Inventory, Warehousing & Asset Disposal Management	16th – 20th June	5 Days Naivasha	All staff involved in inventory management, warehousing and disposal of assets; members of inspection and acceptance committees; members of disposal committees; heads of departments; heads of supply chain management; procurement officers; scm officers; scm assistants; accountants and finance officers in both public and private sector.	30	60,000	65,000
Revolutionizing Shipping Logistics: The Role of Digitalization in Global Supply Chains	23rd – 27th June	5 Days Mombasa	Logistics Managers, import and export staff, shipping agents, tax experts, clearing & forwarding personnel, supply chain practitioners, humanitarian support staff, sponsors, donors, logistics & transport personnel, emergency responses staff, Risk & Crisis managers, public servant in emergency response areas, among others	30	60,000	65,000
<b>JULY</b>						
Big Data Analytics & its Application in Supply Chain Management	30th June – 4th July	5 Days Naivasha	Directors/heads of departments; data analysts and data scientists; operations and production managers; IT professionals supporting supply chain functions; procurement, warehousing and logistics managers; category sourcing managers; administrative officers/assistants; supply chain advanced students or researchers in supply chain management; operations or data science consultants and advisors in supply chain and data analytics; policy makers; project engineers and all other staff initiating, driving, or supporting supply chain management activities in public, private and non-governmental organizations.	30	60,000	65,000
Building Resilient Humanitarian Supply Chains: Lessons from Recent Disasters	10th July	2 hours Virtual	Heads of procurement, Humanitarian and logistics Directors, supply chain staff, stores & warehousing officers, logistics officers, donor staff, sponsors and partners of humanitarian activities, etc.	2	Free	Free
E-procurement training for supply chain optimization	21st – 25th July	5 Days Kisumu	Procurement and supply chain professionals; purchasing managers, buyers, finance and compliance officers; IT professionals in procurement systems; operations and inventory managers; category sourcing managers; administrative officers/assistants; directors; heads of departments; consultants and analysts and all other staff initiating, driving, or supporting supply chain management activities and supply chain IT systems in public, private and non-governmental organizations.	30	60,000	65,000

THEMATIC AREA	DATES	DURATION	TARGET GROUP	CPD HRS	CHARGES (MEMBER)	CHARGES (NON-MEMBER)
Mastering the Consultant Selection Process	28th July–1st August	5 Days Mombasa	Senior procurement leaders; heads of procurement; contract managers; project managers; legal advisors, and other senior professionals involved in the selection and contracting of consultants.	30	60,000	65,000
<b>AUGUST</b>						
Heads of Procurement & Supply Chain Forum	11th – 15th August	5 Days Mombasa	Heads of Procurement & supply chain management, Accounting officers, Supply chain practitioners, humanitarian and logistics experts, among others	30	60,000	65,000
Ethics and Integrity: procurement Perspective	20th August	2 hours Virtual	Students and fresh graduates in Supply Chain Management	2	Free	Free
Professionalizing Health SCM Conference	25th – 29th August	5 Days Mombasa	Heads of procurement and supply chain management; county executive committee members; members of committees involved in the procurement process; contract implementation teams; user department staff involved in procurement activities; project accountants and finance personnel supporting procurement processes; production officers; suppliers; operations managers; and administrators	30	60,000	65,000
<b>SEPTEMBER</b>						
Humanitarian Supply Chain: Anticipating and Mitigating Disruptions in Crisis	1st – 5th September	5 Days Mombasa	Humanitarian & logistics Managers, supply chain practitioners, humanitarian support staff, sponsors, donors, logistics & transport personnel, emergency responses staff, Risk & Crisis managers, public servant in emergency response areas, among others	30	60,000	65,000
Contract Management and Negotiation	8th – 12th September	5 Days Naivasha	Procurement and supply chain directors/managers; chief supply chain officers/managers; chief officers and directors in county governments involved in projects; all levels of procurement and supply chain actors; administration and contract managers; departmental heads; project engineers/managers/developers; corporation secretaries/legal officers; architects; contractors; ADR Practitioners	30	60,000	65,000
Project management: A procurement Perspective	17th September	2 hours Virtual	Procurement and supply chain directors/managers; chief supply chain officers/managers; chief officers and directors in county governments involved in projects; all levels of	2	1,500	1,500

THEMATIC AREA	DATES	DURATION	TARGET GROUP	CPD HRS	CHARGES (MEMBER)	CHARGES (NON-MEMBER)
			procurement and supply chain actors; administration and contract managers; departmental heads; project engineers/managers/developers; corporation secretaries/ legal officers; architects; contractors; ADR Practitioners			
Procurement for World Bank Financed Projects: Advanced Course	22nd – 3rd September	10 Days Diani	Managers (professionals) in world bank/donor funded projects, Procurement and supply chain directors; senior managers, mid-level, & other officials involved in the implementation of projects funded directly or indirectly by the World Bank. Accounting officers, engineers, architects, procurement & Supply chain management practitioners, members of committees involved in procurement processes, contract implementation teams, user departments staff involved in planning and managing procurement activities; projects accountants and finance personnel supporting procurement processes in donor-funded projects	30	160,000	180,000
<b>OCTOBER</b>						
Budgeting & Forecasting for Strategic Supply Chain Planning	13th -17th October	5 Days Eldoret	Senior and mid-level managers involved in procurement & production planning; supply chain managers; finance managers; administrators; operations managers; suppliers & contractors; user departments; programme managers/officers	30	60,000	65,000
Emotional Intelligence in supply chain practice	22nd October	2 hours Virtual	Supply Chain Directors, supply chain Practitioners, User department personnel, Engineers, stores staff, Directors, Supply chain auditors, compliance & investigation officers, among others	2	1,500	1,500
Contract Management Under World Bank Procurement Regulations	27th – 31st October	5 Days Kisumu	Managers (professionals) in world bank/donor funded projects, Procurement and supply chain directors; senior managers, Procurement officers; contract managers; project managers; legal officers; engineers; chief officers; municipal and city managers; monitoring and evaluation officers; government officials involved in world bank-funded projects; consultants and contractors working on world bank projects	30	80,000	90,000
<b>NOVEMBER</b>						
Managing Inventory Project	4th November	2 hours Virtual	Project Directors, Asset & Inventory Officers, Warehouse staff, supply chain officers, accountants, stores	2	1,500	1,500

THEMATIC AREA	DATES	DURATION	TARGET GROUP	CPD HRS	CHARGES (MEMBER)	CHARGES (NON-MEMBER)
			clerk, clerks of works, site supervisors, etc.			
Enhancing professionalism and Integrity in Supply Chain Management	10th – 14th November	5 Days Kisumu	Procurement and supply chain practitioners and actors; procurement auditors; financial auditors; policy makers; executives; professionals working in regulatory functions;	30	60,000	65,000
			public relations practitioners; media personnel; human resource practitioners			
Supply Chain Audits & Investigations	19th November	2 hours Virtual	Procurement and supply chain practitioners; policymakers; executives; audit managers; professionals working in regulatory functions; audit managers	2	Free	Free
National Dialogue	24th – 28th November	5 Days Mombasa	Supply chain practitioners, Accounting Officers, Chief Executives Officers, Operational Managers, Humanitarian & Logistics professionals, administrators, transport & logistics experts, etc.	-	60,000	65,000
<b>DECEMBER</b>						
Procurement of Complex and Specialized Projects	1st – 5th December	5 Days Mombasa	Procurement and supply chain directors/managers, chief supply chain officers/managers; chief officers and directors in county governments involved in projects; all levels of procurement and supply chain actors; departmental heads/senior managers; project engineers/managers/developers; contract management teams; architects/contractors/quantity surveyors/consultants; company secretaries/legal officers/ADR practitioners	30	60,000	65,000
Procurement for World Bank Financed Projects: Refresher Course	8th – 12th December	5 Days Kisumu	Graduates of Foundation, intermediate and advanced world bank class, Managers (professionals) in world bank/donor funded projects, Procurement officers; contract managers; project managers; legal officers; engineers; chief officers; municipal and city managers; monitoring and evaluation officers; government officials involved in world bank-funded projects; consultants and contractors working on world bank projects	30	80,000	90,000



Thank you for raising the bar!

2nd Edition of

# The Women in Procurement and Supply Chain Management Conference (WIPSCMC)

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