

**Challenges Facing Public Institutions in the Procurement Planning Process
A Case of Mpwapwa District Council**

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The study focused on assessing challenges facing public institutions in the procurement planning process. The objectives of the study were to examine the roles under taken by different stakeholders during procurement planning in Mpwapwa District Council, explore the challenges in procurement planning process and find out level of awareness of staffs on annual procurement plan. Data was collected using questionnaires, interview and documentary review. The study used purposive and convenience sampling strategies to draw representative samples and 32 respondents were involved in the study. Roles under taken by stakeholders during procurement planning process includes; plan the procurement and disposal by tender activities of the procuring entity, implement procurement plan, consolidates procurement work plan for the entity, updates the procurement plan. Challenges include corruption, inadequate training, lack of enough consultation, inadequate skills by user departments to accurately state their requirements as well as limited skilled personnel and finally majority of the respondents show that they are aware of the procurement planning process. The study recommended that user departments should determine their annual requirements and submit to procurement management unit (PMU) on time, PMU should be provided with sufficient manpower to prepare and implement the annual procurement plan effectively. In addition, enough funds should be provided to carry out procurement planning process.