

Taratibu za
Kuomba, Kutenga na Kulipa Fedha
Kutoka Katika Mfuko wa Elimu

Kiswahili
English



Procedures for
Application, Allocation and Disbursement of Funds
from the Education Fund

Taratibu za **Kuomba, Kutenga na Kulipa Fedha** Kutoka Katika Mfuko wa Elimu

Utangulizi

Mfuko wa Elimu uliundwa kwa Sheria ya Mfuko wa Elimu Na. 8 ya mwaka 2001 kwa ajili ya kuongezea juu ya nguvu za Serikali na wadau wengine katika kuinua kiwango cha ubora wa elimu na kuongeza upatikanaji wake katika ngazi zote Tanzania Bara na ngazi ya Elimu ya Juu kwa Tanzania Zanzibar. Mamlaka ya Elimu Tanzania pia iliundwa chini ya sheria hiyo ili kusimamia Mfuko wa Elimu. Taratibu hizi zinakuongoza katika mchakato wa kuomba ufadhili kutoka katika Mfuko wa Elimu.

Maeneo ya Kipaumbele ya Ufadhili

Ili kuwezesha utendaji kazi kwa ufanisi na kuwezesha malengo ya Mfuko wa Elimu kutimizwa, maeneo yafuatayo yamepewa kipaumbele kwa ufadhili kwa sasa:

- i) Vifaa vya kujifunzia na kufundishia;
- ii) Mafunzo kwa wakufunzi katika fani Maalum;
- iii) Ukuzaji na uboreshaji wa Mitaala;
- iv) Matumizi ya Teknolojia ya Habari na Mawasiliano;
- v) Udhibiti na usimamizi wa viwango vya elimu;

- vi) Ufadhili kwa makundi maalum kama yatima, walemavu, wasiojiweza na wanafunzi wa kike;
- vii) Ujenzi, upanuzi na ukarabati wa majengo na uwekaji samani za mabweni

Angalizo: Maeneo ya Kipaumbele ya ufadhili yanaweza kubadilika kulingana na mahitaji na wakati.

Sifa za Mwombaji

Taasisi au shule inayoomba ufadhili wa TEA lazima iwe imesajiliwa na Mamlaka husika kama ifuatavyo;

- Vyuo Vikuu – Kamisheni ya Vyuo Vikuu Tanzania (TCU) (usajili wa muda).
- Vyuo vya Ufundi – Baraza la Taifa ya Vyuo vya Ufundi (NACTE) (usajili wa muda)
- Vyuo vya Ualimu, Shule za Sekondari, Msingi na za Awali – Wizara ya Elimu na Mafunzo ya Ufundi (usajili kamili).

Maeneo yanayoweza kufadhiliwa kwa Ruzuku au Mkopo

Mamlaka inatoa ufadhili kwa shule na taasisi za elimu, kwa njia ya ruzuku au mkopo, kama inavyoonyeshwa katika majedwali namba 1 na 2 hapa yafuatayo.

Jedwali Na. 1: Maeneo ya Ufadhili kwa Njia ya Ruzuku

| Maeneo ya Ufadhili | Vyuo Vikuu/ Taasisi za Ufundi | Vyuo vya Ualimu/Shule za Sekondari | Shule za Awali na za Msingi | Mamlaka za Udhibiti wa Elimu |
|--|-------------------------------------|--|-----------------------------------|------------------------------------|
| Vifaa vya kujifunzia na kufundishia | | | | |
| • Vitabu vya kiada na rejea na vifaa vingine vya kujifunzia na kufundishia | √ | √ | √ | |
| • Vifaa vya Maabara/karakana | √ | √ | | |
| • Samani za madarasa/ vyumba vya mihadhara | √ | √ | √ | |
| Mafunzo kwa Wakufunzi katika Fani Maalum | √ | √ | √ | |
| Ukuzaji na Uboreshaji wa Mitaala | | | | |
| • Kuboresha Mitaala iliyopo | √ | √ | | |
| • Kuandaa Mitaala Mipya | √ | √ | | |
| Teknojia ya Habari na Mawasiliano (TEKNOHAMA) | | | | |
| • Mafunzo ya TEKNOHAMA kwa walimu na wakufunzi | √ | √ | √ | |
| • Miundombinu na vifaa vya TEKNOHAMA | √ | √ | √ | |
| Udhibiti na Usimamizi wa Elimu | | | | √ |
| Ufadhili kwa Makundi Maalum | | | | |
| • Mafunzo maalum ya awali kwa wanafunzi wa kike wanaojiunga na kozi za sayansi katika vyuo vikuu na vya ufundi | √ | | | |
| • Programu maalum kwa ajili ya wanafunzi wa kike wanaochagua michepuo ya Sayansi | | √ | | |
| • Ujenzi na vifaa vya mabweni kwa shule zilizoko katika maeneo ya pembezoni | | √ | | |

√ Eneo linaloweza kupatiwa ufadhili.

□ Eneo lisiloweza kupatiwa ufadhili

Jedwali Na. 2: Maeneo ya Ufadhili kwa njia ya Mkopo

| Maeneo ya Ufadhili | Vyuo Vikuu/ Vyuo vya ufundi | Shule na Taasisi Binafsi za Elimu | | |
|--|--------------------------------|-----------------------------------|--------------------|--------------------------|
| | | Vyuo vya Ualimu | Shule za sekondari | Shule za awali na msingi |
| Ujenzi, upanuzi na ukarabati wa majengo | | | | |
| • Vyumba vya mihadhara/ madarasa | √ | √ | √ | √ |
| • Maktaba | √ | √ | √ | |
| • Maabara/karakana | √ | √ | √ | |
| • Mabweni ya wanafunzi wa kike | √ | √ | √ | |
| • Maabara ya Kompyuta | √ | √ | √ | |

√ Eneo linaloweza kupatiwa ufadhili.

□ Eneo lisiloweza kupatiwa ufadhili

Utaratibu wa Kutuma Maombi

- i) Taasisi na shule zinazoomba ufadhili kutoka Mfuko wa Elimu, zijaze fomu ya Maombi Na F1/03. na kuambatanisha mchanganuo wa mradi. Endapo taasisi au shule inaomba ufadhili wa miradi zaidi ya mmoja, fomu moja ijazwe kwa kila mradi katika eneo husika la fomu.
- iii) Fomu za Maombi kutoka shule za awali, msingi na sekondari, zisainiwe na Mkuu wa Shule au Mwenyekiti wa Kamati ya shule na kupitishwa na Mkurugenzi Mtendaji wa Wilaya kwa Tanzania Bara. Fomu hizi zitumwe kwa: Mkurugenzi Mkuu Mamlaka ya Elimu Tanzania S. L. P 34578, Dar es Salaam .
- iv) Fomu za maombi kutoka katika vyuo vikuu na vyuo vya ufundi itumwe moja kwa moja kwa: Mkurugenzi Mkuu, Mamlaka ya Elimu Tanzania. S. L. P 34578, Dar es Salaam, na nakala za maombi hayo zitumwe kwa Kamisheni ya Vyuo Vikuu Tanzania (TCU) au Baraza la Ithibati la Elimu ya Ufundi (NACTE), kulingana na usajili. Kwa Tanzania visiwani nakala itumwe kwa Bodi ya Mfuko wa Elimu ya Juu Zanzibar.

Muda wa Kutuma Maombi na Ada

Maombi ya ufadhili yatapokelewa kuanzia tarehe 1 Agosti hadi mwisho wa Mwezi Februari katika mwaka wa fedha. Mwaka wa fedha wa Mamlaka unaanzia tarehe 1 Julai hadi 30 Juni.

Fomu ziwasilishwe pamoja na uthibitisho wa malipo ya ada ya maombi isiyorejeshwa. Ada itatozwa kwa kila mradi utakaombwa kama ilivyoainishwa hapa chini:-

Jedwali Na. 3:

| Na | Kiwango cha mradi | Ada |
|---------------------------------------|--|--------------|
| Ruzuku kwa ajili ya kila mradi | | |
| 1. | Hadi Sh 80,000,000/= | Sh 25,000/= |
| 2. | Kati ya Sh 80,000,000/= na Sh 400,000,000/= | Sh 50,000/= |
| 3. | Zaidi ya Sh 400,000,000/= | Sh 95,000/= |
| Mkopo kwa ajili ya kila mradi | | |
| 1. | Hadi Shs 100,000,000/= | Sh 60,000/= |
| 2. | Kati ya Sh 100,000,000/= na Sh 1,500,000,000/= | Sh 75,000/= |
| 3. | Zaidi ya Sh 1,500,000,000/= | Sh 150,000/= |

Ada ilipwe kwenye akaunti Na 01J10276739900 ya "Mfuko wa Elimu". Malipo yanaweza kufanyika katika Tawi lolote la Benki ya CRDB au katika ofisi za Mamlaka ya Elimu Tanzania. Hati halisi ya malipo ya ada iambatanishwe na fomu ya maombi. Mamlaka itatoa stakabadhi kwa malipo hayo.

Fomu za maombi zinapatikana katika ofisi za Mamlaka ya Elimu Tanzania na katika ofisi za Wakurugenzi Watendaji wa Wilaya kwa Tanzania Bara, au Bodi ya Mfuko wa Elimu ya Juu Zanzibar. Fomu pia zinapatikana katika tovuti: www.tea.or.tz.

Muundo wa Mchanganuo

Mchanganuo wa Mradi utakaowasilishwa pamoja na fomu ya maombi uandaliwe kwa muundo ufuatao;

- i) Utangulizi :
 - Umiliki wa shule (binafsi au umma),
 - Usajili na tarehe ya kuanza mafunzo,
 - Idadi ya wanafunzi kwa jinsia
 - Masomo yanayofundishwa,
 - Idadi ya waalimu au wahadhiri
 - Taarifa yoyote muhimu.
- ii) Madhumuni ya Mradi
- iii) Uchambuzi yakinifu (situational analysis):
 - a) Maelezo ya mradi na hoja ya mahitaji ya ufadhili.
 - b) Uchambuzi yakinifu wa mazingira(SWOT analysis)
 - c) Mahitaji halisi ya fedha (Bajeti) kwa mradi
 - d) Mpango kazi
- iv) Matokeo tarajiwa
Mradi uainishe matokeo tarajiwa ya mradi
- v) Ambatanisha nakala ya Mpango Mkakati au Mkakati Mahsusi

Tathmini ya Maombi

- i) Mamlaka hutathmini miradi inayoombewa ufadhili kwa kutumia vigezo vilivyoainishwa na kuwasilisha mapendekezo kwenye Bodi ya Mamlaka ya Elimu Tanzania kwa uamuzi.
- ii) Taarifa ya miradi iliyokubalika kupatiwa ufadhili kwa njia ya ruzuku au mikopo itatolewa kwa waombaji kupitia barua rasmi na vyombo vya habari.

Taratibu za Manunuzi

Shule na Taasisi zilizopata ufadhili zinapaswa kufuata utaratibu wa manunuzi ufuatao:-

- i) Shule na Taasisi za elimu za umma zifuate Sheria ya Manunuzi ya Umma Na. 21 ya Mwaka 2004.
- ii) Shule na Taasisi za elimu zisizo za umma zifuate taratibu maalum za manunuzi zilizotayarishwa na Mamlaka ya Elimu Tanzania; ambazo nakala zake zinapatikana katika ofisi za TEA au katika tovuti: **www.tea.or.tz**.

Matumizi ya Fedha za Miradi

- i) Fedha za miradi iliyoidhinishwa na TEA zinalipwa moja kwa moja kwa wagavi wa vifaa na huduma, makandarasi au wataalamu washauri, baada ya kupata uthibitisho wa kupokea vifaa au huduma kutoka kwa shule au taasisi husika. Watatakiwa kuleta nyaraka halisi zifuatazo:-
 - Ankara ya Madai;
 - Hati ya Kuwasilisha Vifaa;
 - Hati ya Kupokea Vifaa;

- Nakala Halisi ya Mkataba baina ya shule au taasisi ya elimu na mgavi/mkandarasi;
 - Cheti cha kuthibitisha kukamilika kwa ujenzi au sehemu ya ujenzi wa majengo.
- ii) Malipo yanaweza kufanyika kwa awamu kulingana na makubaliano kati ya shule au taasisi na mgavi, baada ya
- iii) kuwasilisha nyaraka husika.
- iv) Maombi ya malipo ya awali yanaweza kukubaliwa kwa sharti kuwa shule au Taasisi iwasilishe kwa Mamlaka Hatifungani ya Benki kutoka kwa mgavi kama dhamana.

Usimamizi na Ufuatiliaji wa Miradi Inayofadhiliwa na Mfuko

Mamlaka ya Elimu Tanzania inao utaratibu wa ufuatiliaji na wa kufanya tathmini ya utekelezaji wa miradi ya elimu iliyoifadhili. Taasisi husika pia zinatakiwa kutoa taarifa za utekelezaji. Mkazo huwekwa katika kuhakiki ubora, kuthibitisha uwepo wa vifaa na matumizi sahihi pamoja na uwekaji wa kumbukumbu sahihi za vifaa na mali.

Utunzaji Kumbukumbu na Uwekaji Rekodi

Taasisi na shule zinazopata ufadhili, zinapaswa kuweka kumbukumbu kulingana na utaratibu wa TEA. Maelekezo ya utaratibu huo yameainishwa katika kipeperushi cha “Vigezo vya Utunzaji Kumbukumbu” kinachotolewa na Mamlaka ya Elimu Tanzania. Utaratibu huo unapatikana pia katika tovuti: **www.tea.or.tz**.

Procedures for **Application, Allocation and Disbursement of Funds** from the Education Fund

Introduction

The Education Fund was established by the Education Fund Act No. 8 of 2001 to supplement the Government efforts in financing education with the aim of facilitating the improvement of quality of education, increase access and equity at all levels in Tanzania Mainland and higher education in Tanzania Zanzibar. Tanzania Education Authority (TEA) was established under the same Act to manage the Education Fund. These procedures guide you through the process of applying for support from the Education Fund

Priority Areas for Support from the Education Fund

To ensure effectiveness and impact of the Education Fund, the Authority has identified priority areas for support. These are:

- i) Provision of teaching and learning materials and equipment;
- ii) Training of academic staff in specialised skills;

- iii) Curriculum development and review;
- iv) Application and exploitation of Information and Communication Technology;
- v) Quality assurance and management;
- vi) Support to disadvantaged groups such as disabled, orphans the indigent and female students;
- vii) Construction, expansion, remodeling of buildings and dormitory facilities for girls hostels.

N.B: These priority areas are subject to periodical reviews.

Eligibility

To qualify for consideration for the TEA support the applying educational institution or school should be registered by the relevant authorities;

- Universities – by Tanzania Commission for Universities (TCU) (with at least provisional registration).
- Technical colleges –by National Council for Technical Education (NACTE) (with at least provision registration)
- Teachers colleges, secondary schools and pre & primary schools –by Ministry of Education and Vocational Training (with full registration)

Areas qualifying for grants and/or Loans

TEA provides support to educational institutions in the form of grants and loans as shown in the following tables 1 and 2.

Table 1: Areas qualifying for Grant

| Areas of Support | Universities/ Technical institutions | Teachers Colleges/ Secondary Schools | Pre-and Primary Schools | Education Regulatory bodies |
|--|---|---|--|--|
| Teaching and learning materials and equipemnet | | | | |
| • Books and other teaching and learning materials | √ | √ | √ | |
| • Laboratory/workshop equipment | √ | √ | | |
| • Classroom and lecture room fixtures and fittings | √ | √ | √ | |
| Training of academic staff in specialized skills | √ | √ | √ | |
| Curriculum Development and Review | | | | |
| • Review of existing curricula | √ | √ | | |
| • Development of new curricula | √ | √ | | |
| Application and exploitation of Information Communication Technology | | | | |
| • Staff training on ICT | √ | √ | √ | |
| • ICT infrastructure and facilities | √ | √ | √ | |
| Quality Assurance and Management | | | | √ |
| Support to disadvantaged groups such as disabled, orphans and the indigent and female students; | | | | |
| • Pre- entry female Science programmes | √ | | | |
| • Support to female students in science based subjects | | √ | | |
| • Hostel facilities for female students in remote areas | | √ | | |

√ Applicable area of support.

■ Non applicable

Table 2: Areas qualifying for Loan

| Areas of Support | Universities/ Technical institutions | For Non-Government Institutions/Schools | | |
|--|--|---|----------------------|-------------------------------|
| | | Teachers College | Secondary Schools | Pre and Primary Schools |
| Construction, expansion and remodeling of buildings | | | | |
| • Lecture rooms/ classrooms | √ | √ | √ | √ |
| • Library | √ | √ | √ | |
| • Laboratories/workshops | √ | √ | √ | |
| • Hostels for female students | √ | √ | √ | |
| • Computer lab | √ | √ | √ | |

√ Applicable area of support.

□ Non applicable

Application Procedures

- i) All applicants for TEA financial support have to fill the TEA application form No F 1/03 and attach a Project Write-up. A institution applying for more than one project should fill in separate forms for each project.
- iii) Application form for pre-primary, primary and secondary school must be signed by the Head of school or Chairman of the Board of the school and be verified and endorsed by District Executive Director in the case of Tanzania Mainland. The form should be forwarded to the Director General, Tanzania Education Authority, P.O. Box 34578, Dar es Salaam.
- iii) Applications from Universities and Technical Colleges shall be forwarded directly to the Director General, Tanzania Education Authority, P. O. Box 34578, Dar es salaam and copies of which shall be forwarded to the Tanzania Commission for Universities (TCU) for Universities and the National Council for Technical Education (NACTE) for technical colleges, respectively. In the case of Zanzibar a copy should be forwarded to the Zanzibar Higher Education Fund Board.

Application Timeframe and Fees

In each financial year, applications will be received from 1st August to the end of February. Our financial year runs from 1st July to 30th June.

The application must be submitted together with a proof of payment of a non refundable application fee charged for each project as shown in table 3 below:-

Table 3:

| SNo | Amount per project | Fee |
|---|---|----------------|
| Grant application per single project | | |
| 1. | Up to TShs 80,000,000/= | TShs 25,000/= |
| 2. | Between TShs 80,000,000/= and TShs 400,000,000/= | TShs 50,000/= |
| 3. | Above TShs 400,000,000/= | TShs 95,000/= |
| Loan application per single project | | |
| 1. | Up to TShs 100,000,000/= | TShs 60,000/= |
| 2. | Between TShs 100,000,000/= and TShs 1,500,000,000/= | TShs 75,000/= |
| 3. | Above TShs 1,500,000,000/= | TShs 150,000/= |

Payment maybe be made to account No 01J10276739900 in any CRDB Bank Branch, in the name of “Mfuko wa Elimu” and submit the original Bank deposit slip together with the application form. Alternatively, payment may be made at TEA offices. An official receipt for the payment will be issued by TEA.

Application forms are available at TEA offices and at offices of District Executive Directors in Tanzania Mainland or at the Zanzibar Higher Education Fund Board. The forms may also be downloaded from the TEA Website: www.tea.or.tz .

Project Write-up Format

The project write up to be submitted with the application form shall be in the following format;

- i) Background:
 - Ownership (public or private)
 - Registration status and commencement date,
 - Number of students by gender,
 - Courses/subjects offered,
 - Number of teachers/lecturers,
 - Any other relevant information
- ii) Project objectives
- iii) Situational/environmental analysis:
 - a) Description of the project and rationale for support.
 - b) Environmental analysis (SWOT analysis).
 - c) Financial requirement for the project.
 - d) A project plan (summary of scheduled activities indicating the time frame and cost)
- iv) Expected output/results
- v) Provide medium and long-term plan and budget
- vi) Attach a copy of the Strategic or Corporate Plan

Evaluation and Notification

- i) The Authority evaluates each application using a set of pre- determined criteria and forwards its recommendations to the TEA Board for consideration.
- ii) Notification of the award of grants and/or loans is made through official letters to beneficiaries and the mass media.

Procurement Procedures

Beneficiaries of the TEA funding are required to abide with the following procurement procedures;-

- i) Public educational institutions must adhere to the Public Procurement Act No. 21, 2004.
- ii) Private educational institutions are to follow the Standard Procurement Procedures provided by TEA, a copy of which can be obtained from the TEA offices or downloaded from the TEA website: **www.tea.or.tz**.

Disbursement of Funds

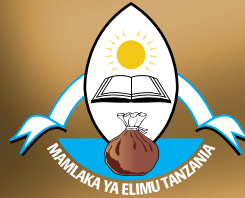
- i) Disbursement of funds for TEA approved projects is effected directly to the suppliers, contractors or consultants upon proven delivery of goods or services and presentation of certified relevant documents. The documents include;-
 - Tax Invoice,
 - Delivery Note,
 - Goods Receiving Note
 - Contract Agreement between beneficiary and supplier/contractor
 - Certificate for works.
- ii) Part payments may be effected in accordance to the contract terms entered between the institution and the suppliers and upon presentation of certified relevant documents.
- iii) Advance payment requests may be honoured. The institution has to avail the Authority with a bank guarantee of the supplier/contractor as collateral.

Monitoring and Evaluation of Fund Assisted Educational Projects

The Authority has an established mechanism for monitoring and evaluating the utilisation of resources on Fund Assisted Educational Projects. Special focus is placed on quality assurance, physical verification, effective use of the support as well as record and book keeping.

Disclosure requirements

Schools and institutions which receive TEA funding are strongly advised to keep their records in accordance with TEA format. Details of the format are provided in the TEA Disclosure Requirement leaflet. The same can be downloaded from the TEA website: **www.tea.or.tz**.



Anuani

Kwa maelezo zaidi ya utaratibu wa Maombi na maelekezo wasiliana na:

Mkurugenzi Mkuu

Mamlaka ya Elimu Tanzania
Ghorofa ya 2, Jengo la LAPF Millennium Towers,
Barabara ya Ali Hassan Mwinyi,
S.L. B 34578, Dar-es-salaam,

Simu: +255 22 2775486/68,

Fakisi: +255 22 2775516

Barua pepe: info@tea.or.tz

Tovuti: www.tea.or.tz

Contacts

For further information on Application procedures and guidelines please contact:

Director General

Tanzania Education Authority
2nd floor LAPF Millennium Towers,
Ali Hassan Mwinyi Road,
P.O. Box 34578, Dar-es-salaam,

Tel: +255 22 2775486/68

Fax: +255 22 2775516

Email: info@tea.or.tz

Website: www.tea.or.tz