TANZANIA EDUCATION AUTHORITY

EDUCATION SUPPORT MANUAL

JULY, 2022

LIST OF ACRONYMS

BOQ	Bill of Quantity
DCS	Director of Cooperate Services
DRMESM	Director of Resource Mobilization and Education Support Management
ESC	Education Support Committee
FAM	Finance and Accounting Manager
FDCs	Folk Development Colleges
GRN	Goods Received Note
ICT	Information Communication Technology
ID	Identification Number in the Oracle System
ISO	International Organization for Standardization
LSM	Legal and Services Manager
M&E	Monitoring and Evaluation
MDAs	Ministries, Departments, and Agencies
MoEST	Ministry of Education, Science and Education
NACTE	National Council for Technical Education
NACTE	National Council for Technical Education
NGO	Non-Government Organisation
P.O. Box	Postal Office Box
PMEM	Planning, Monitoring and Evaluation Manager
PMP	Performance Monitoring Plan
PMU	Procurement Management Unit
PO-RALG	President’s Office Regional Administration and Local Government
PPA	Public Procurement Act
PPRA	Public Procurement Regulatory Authority
RMAM	Resource Mobilisation and Advocacy Manager
STEM	Science, Technology and Mathematics
TCU	Tanzania Commission for Universities
TEA	Tanzania Education Authority
VTCs	Vocational Training Centres

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PART I

1.0 INTRODUCTION

Tanzania Education Authority (TEA) has developed a number of policies in order to effectively carry out its activities. These policies among others include Education Projects and Programs Support Policy. To facilitate execution of this policy, the Education Support Manual was prepared and shall guide execution of all activities related to TEA projects/Programs support.

The Education Support Manual describes roles and responsibilities at different stages of implementation of education and training projects and programs. The roles and responsibilities explained include:

1.1.1 Identification of priority areas of support;

1.1.2 Setting aside funds for supporting education institutions projects/programs;

1.1.3 Undertaking projects/programs appraisal,

1.1.4 Allocation of funds to qualified educational projects/programs,

1.1.5 Procurement of goods, works and services,

1.1.6 Projects/programs management,

1.1.7 Projects/programs Monitoring and Evaluation, and;

1.1.8 Projects/programs Auditing.

1.2 Title and commencement

This Manual may be cited as the *'Tanzania Education Authority (TEA) Education Support Manual'* and shall come into operation on such a date on which it shall be approved by the Board of TEA. It sets forth guidelines and procedures that shall be used while supporting Education and Training Projects and Programs. It is also an aide to the Management in overseeing execution of project/programs support functions and the Board in making informed decisions.

1.3 Objectives and Purpose of the Manual

As stipulated in the Education Support Policy, the Manual aims at enabling TEA to undertake meaningful strategic interventions in identified needy areas in order to improve quality, increase access and equity of education at all levels. It shall operate in line with the approved Education Projects and Programs Support Policy of the Authority from where it derives its existence.

This Manual furnishes the Management with strategic guidance and procedures on execution of supported project/program. It also stipulates clearly approaches to provision of support, modalities, agreements, time frame, eligibility criteria, applicable fees and terms and conditions on specific interventions.

1.4 Manual Review, Amendments and Additions

This Manual is a living document and may be reviewed, amended as and when necessary by the direction of the Board and Director General acting under the powers delegated by the Board. All reviews to this Manual shall obtain approval of the TEA Board prior to its implementation. Such amendments shall be in the form of circular instructions or otherwise. Holders of copies of the Manual shall be required to keep them up to date by noting all such amendments.

1.5 Education Support Management

This Manual shall ensure that the Authority's fund assisted projects and programs shall bring positive and sustainable results so as to bridge the gap in delivery of equitable access to quality education. For that reason, the process for implementation of educational projects and programs shall be effective, efficient, universal and systematic to enable the Authority realize its goals.

PART II

2.0 SUPPORTING EDUCATION AND TRAINING PROJECTS/PROGRAMS

To ensure effectiveness and impact of the Education Fund, the Authority has identified priority areas of support that are geared towards achieving improved quality, increased access and equity of education at all levels.

2.1 Priority Areas of Support from the Education Fund

The Authority shall identify priority areas of support and submit to the Board for approval on annual basis. The areas of support that shall be in-line with the National Education Sector Development plans, include but not be limited to:

2.1.1 Provision of teaching and learning materials and equipment, including but not limited to: Information Communication Technology (ICT) facilities, purchase of teaching and learning facilities, purchase of laboratory equipment, purchase of furniture and fittings, and workshop equipment.

2.1.2 Trainings and capacity building on specialized skills, including capacity building for academic staff, skills development in priority skills-sets and sectors, innovative training, internship and apprenticeship activities.

2.1.3 Curriculum development and review;

2.1.4 Application and exploitation of Information and Communication Technology (ICT) in learning;

2.1.5 Quality assurance and management;

2.1.6 Support to disadvantaged groups such as: disabled, orphans, youth from poor households, women etc, including support to students with special needs to equitably access quality education and skills development opportunities;

2.1.7 Support to female students by provision of conducive teaching and learning environment such as:

(i) construction expansion, and re-modelling of buildings including dormitories/hostels;

(ii) provision of teaching and learning materials and facilities;

(iii) provision of hygiene materials, facilities and life skills; and

(iv) support capacity building programs in science related fields.

2.1.8 Support promotion of Science, Technology and Mathematics (STEM);

2.1.9 Provision of incentives to schools with improved performance (School Incentives program); and

2.1.10 Construction, re-modelling and renovation of educational infrastructure including but not be limited to: construction of new schools, rehabilitation of schools, completion of unfinished construction projects, classrooms, pit latrines, power/energy connectivity, clean water, sanitation and hygiene, dormitories, laboratories, dining halls with kitchens, library, teachers' houses and administration buildings.

The Authority shall ensure that at least 50% of its allocation is directed towards support of education projects for basic education level.

The Authority shall review its areas of support after every two years or as need arises and as approved by the TEA Board. **ANNEX 1** provide details of the priority areas of support.

2.3 Approaches for Supporting Education Projects

TEA uses three approaches namely: Application-based, Project Development and Intervention-based to provide support to education projects and programs as explained below:

2.3.1 Application-based Approach:

In Application based approach, TEA receives applications for support from all levels of education. These applications are in form of Project Write-up or Filled-in the prepared Project Proposal Format. The Project Write-up format and TEA prepared Format are attached in **ANNEX 2.**

a). Endorsement of Application Documents

For application-based approach documents shall be endorsed by the relevant authorities according to levels of education as stipulated here below:

i). Pre-primary, Primary and Secondary Schools Levels

The prepared project documents must be signed by the Head of school or Chairman of the Board/ Committee of the School; and be verified and endorsed by District Executive Director. Applications should be forwarded to the Director General, Tanzania Education Authority, P.O. Box 34578, Dar es Salaam or as directed in the public notice issued by TEA.

ii). Universities and Technical Colleges Education Levels:

The prepared project documents from Universities and Technical Colleges signed by the Head of Institution, shall be forwarded directly to the Director General, Tanzania Education Authority, P. O. Box 34578, Dar es Salaam or as directed in the public notice issued by TEA.

iii). Applicants for Programs Related to Skills Development:

Applicants for programs related to skills development may be universities, technical colleges, vocational training centres, or employer-based/ informal (such as Organisations, NGOs, companies, etc).

The prepared project application documents for skills development must be signed by the Head of the Institution and should be forwarded to the Director General, Tanzania Education Authority, P.O. Box 34578, Dar es Salaam or as directed in the public notice issued by TEA.

b). Availability of Application Documents

Application format or Project Write-Up Format shall be available at TEA offices and are also attached as **ANNEX 2.** Moreover, the forms or format may also be downloaded from the TEA Website: *www.tea.or.tz*.

c). Application Timeframe

TEA shall from time to time announce appropriate time for applicants to submit their applications depending on the availability of funding opportunities.

However, generally, applications shall be received throughout the year or as per public notice issued by the Director General. This shall enable TEA to process applications and determine qualifying institutions for support.

2.3.2 Project Development Approach:

In Project Development Approach projects/programs are initiated and implemented by TEA and/or in collaboration with relevant Authority, pertinent stakeholders or development partners. Such arrangement shall be in form of:

a). Public-Private Partnership whereby TEA collaborates with institutions from Private sector to develop and implement projects or programs.

b). Public-Public Partnership in which TEA collaborates with Government Ministries, Departments and Agencies (MDAs) and any other institutions from Public sector to develop and implement projects or programs.

2.3.3 Interventions - based Approach:

In Interventions-based Approach, TEA may identify institutions with critical needs of support, and shall provide required support after undertaking critical situational analysis to determine relevant interventions or support required. TEA may also take on board other relevant stakeholders to jointly work in the intervention process.

2.4 Modality of Supporting Education and Training Projects & Programs

2.4.1 On annual basis, TEA shall establish amount of fund available for the Education Fund and set aside funds for supporting education institutions. Basing on available funds TEA shall examine its priority areas and provide support to education institutions according to prevailing critical needs and to areas with high impact.

2.4.2 TEA on the need basis shall inform the public on the earmarked priority areas of support, available funds, criteria for application and time frame for submitting applications or project proposals.

2.4.3 TEA shall support projects which are socially and economically viable after undertaking comprehensive needs assessments and appraisal that shall ensure high impact and sustainability of the Education Fund.

2.4.4 Notification of the award of grants and/or loans shall be made through official letters to beneficiaries.

2.4.5 There shall be a formula guiding allocation of resources to education institutions according to levels determined by needs and/or as per government priorities. The formula may be reviewed from time to time depending on availability of funds and/ or government directives. *Attached as* **ANNEX 3.**

2.4.6 There shall also be a formula guiding support to Fundraising Initiatives determined by needs and/or as per government priorities. This shall be stipulated in the Resource Mobilisation and Fundraising Manual.

2.4.7 The Authority shall develop an information management system to manage applications, allocation, disbursement of funds and beneficiaries' data.

2.4.8 Educational and Training institutions or schools qualifying for support from the Education Fund shall be those with full registration by relevant authorities, which are:

(i) Universities – by Tanzania Commission for Universities (TCU).

(ii) Technical Colleges – by National Council for Technical Education (NACTE).

(iii) Folk Development Colleges (FDCs), Teachers Colleges, Secondary Schools and Pre & Primary Schools –by Ministry of Education, Science and Technology.

(iv) Vocational Training Centres (VTCs) – by National Council for Technical and Vocational Education and Training (NACTVET).

(v) Employer-based/Alternative Training providers – by relevant Government agencies.

(vi) Other education agencies and institutions registered by relevant bodies such as Government Ministries, Departments, and Agencies (MDAs).

PART III

3.0 TYPES OF SUPPORT

The support to education and training institutions shall be in form of Grants and/or Loans at the rate to be approved by the Board from time to time.

3.1 Support in form of Grants

Grants shall be provided to the education and training institutions with most critical need and to the thematic areas with high impact to the educational development in accordance with the National Education Sector Development Plans.

Grants shall be provided to public and private institutions in areas of teaching and learning facilities and materials. However, grants for completion, rehabilitation or construction of strategic infrastructure such as teachers' houses, dormitories, classrooms, dining halls and pit latrines in destitute environment shall be provided to public institutions at basic education and skills development projects/programs only.

3.1.1 Requirements for Qualifying for Grant Support

The Education Fund shall be utilized to support identified priority areas in the form of grants as guided by **ANNEX 1.**

3.1.2 Grants Administration and approval structure

Grants administration and approval structure in support of education projects/programmes shall comprise of the following:

(i) Directorate of Resource Mobilisation and Education Support Management

The Directorate shall be responsible for appraising grants proposals. In conducting grants requests or intervention analysis, the technical staff under the respective directorate shall undertake a preliminary assessment of the application. The report shall be submitted to the Education Support Committee (ESC).

(ii) Education Support Committee (ESC)

Education Support Committee shall constitute all members of the TEA Management Team who shall be responsible for reviewing recommended applications and submit to the Award Committee of the Board.

(iii) Award Committee of the Board

The Committee shall receive and deliberate recommendations from Education Support Committee **(ESC)** and recommend to the Board.

(iv) TEA Board

The Board shall receive and deliberate on recommendations from the Award Committee. Upon satisfaction, the Board shall approve the grants requests and direct the Management to take appropriate actions.

3.1.3 Grants Performance Reports

The Directorate of Resource Mobilization and Education Support Management (DRMESM) shall prepare monthly, and quarterly Grants performance reports to be submitted to the Director-General.

3.2 Support in Form of Loans

The Authority shall issue concessional loans for infrastructure development projects to educational institutions that are technically and socio-economically viable according to TEA priority areas. Support in forms of loans shall be extended to public technical and universities; and private education institutions (primary schools, secondary schools, technical colleges and universities). Special consideration may apply to extend loans to strategic Government Education and training Agencies, after a thorough analysis on the impact of the support towards education sector in the country.

The related infrastructures funded under loans are rehabilitation, expansion or construction of classrooms, lecture theatres, hostels/dormitories, dining halls, library rooms, laboratory rooms, ICT rooms.

Loan Appraisal process shall be guided by the TEA Loan Policy and its Manual.

3.2.1 Definition of Terms related to Loans

(i) **Short Term Loans:** refers to a period of one to twelve months.

(ii) **Medium Term Loans:** refers to a period of more than twelve months but not exceeding thirty-six months.

(iii) **Long Term Loans:** refers to a period of more than thirty-six months but not exceeding sixty months.

3.2.2 Purpose of Loans

The purpose of providing loans to Education Institutions and Government Agencies is to support the institutions to maximize their potentials focusing on improving access, equity and quality of education at all levels.

3.2.3 Sources of Loanable Funds

The Authority shall create and maintain loans revolving funds, as determined by the Board, which shall be loanable to education institutions with eligible projects/programs.

3.2.4 Types of loans, loans period and interest rates

3.2.4.1 The Authority shall issue short, medium and long-term concessional loans on educational projects/ programmes that are technically and socio-economically viable.

3.2.4.2 The loans period shall be 1-12 months, 13-36 months and 37-60 months for short term, medium term and long term respectively.

3.2.4.3 Interest rates shall be 2%, 4% and 6% for short, medium and long-term loans respectively or as may be determined from time to time by the Board.

3.2.5 Eligibility

Educational and Training institutions, schools, and government agencies qualifying for loan from the Education Fund shall be those registered by relevant authorities and be in operation for at least five years. These relevant authorities include**:**

a) Universities which are under the Tanzania Commission for Universities (TCU).
b) Technical colleges which are under the National Council for Technical Education and Vocational Education and Training (NACTVET).
c) Government agencies, teachers' colleges, secondary schools, pre and primary schools which are registered by the Ministry of Education, Science and Technology (MoEST).
d) Other fully accredited/ registered Training providers.

3.2.6 Eligible Projects/Programs qualifying for Loans:

(a) The expansion, rehabilitation or remodeling of buildings

(i) Lecture theaters/ classrooms
(ii) Libraries

(iii) Laboratories/workshops
(iv) Hostels/dormitory for students
(v) ICT infrastructure

(b) Construction of new buildings

(i) Lecture theaters/ classrooms
(ii) Libraries
(iii) Laboratories/workshops
(iv) ICT infrastructure

(c) Projects/Programmes

Other educational projects/programmes whose implementation shall enable loan beneficiaries to repay the loans.

3.2.7 Loan Application Process

To access TEA loans, education institutions and government agencies should submit their applications considering the following:

3.2.7.1 Submission of project proposals

Submission of project proposal shall be done using TEA format and filled TEA Application Form accompanied by Non-Refundable Application fee to be determined by Board from time to time depending on the loan amount applied and the relevant documents for the application as described in the application form.

3.2.7.2 Endorsement of application documents

(i) Pre-primary, Primary and Secondary Schools Levels:

Application documents must be signed by the Head of school or Chairman of the Board of the school. For public schools, the application must be verified and endorsed by the respective Council Director. All applications should be forwarded to the Director General, Tanzania Education Authority.

(ii) Universities and Technical Colleges Education Levels:

Application documents from Universities and Technical Colleges must be signed by the Head of Institution the Application documents shall be forwarded directly to the Director General, Tanzania Education Authority.

(iii) Government Agencies

All applications from Governmenr Agencies elligible for TEA loan shall be endorsed by the Permanent Secretary of their parent Ministries, and then the application shall be forwarded to the Director General of Tanzania Education Authority.

However, for the matter of record, verification and authentication of registration and eligibility of applied projects/programs, TEA may formally consult relevant registration authorities such as Ministry of Education, Science and Technology (MoEST), the Tanzania Commission for Universities (TCU) for Universities, the National Council for Technical Education (NACTVET) for Technical Colleges or any other relevant authority.

3.2.8 Application Timeframe

Applications for loans shall be received throughout the year, and they shall be processed on quarterly basis. The response timeframe to the beneficiary shall be within one month from the date of receiving the application.

3.2.9 Loan Application Documentation and Legal Compliance Requirements

Loan applicants shall be required to submit the following documents: -

i). Certificate of Registration/Accreditation of the borrowing education entity;

ii). Project proposal using TEA format;

iii). Loan security in form of Collateral or Government Guarantee which provides commitment;

iv). If the Security is immovable fixed asset (s) provide title deed (s), TEA shall undertake valuation of the security and proof of insurance of the property. The collateral should not be school or institution premises.

The security to be preferred shall be first charge on fixed and immovable assets, which can be legally fore-closable in the open market at a value adequate to cover any risk of default.

The value of the offered security as depicted by current and professional valuation report shall be 150% of the value of the loan requested.

v). Proof of School/Institution land ownership (title deed/letter of offer etc.). TEA shall consult relevant Government authorities for verification.

vi). Audited Accounts for the past two years.

vii). Cash flow projection for the entire period of the loan (provide on separate paper).

viii). A proof that an education entity has the resources required to develop the planned project (if not fully funded by the Tanzania Education Authority).

ix). Repayment Schedule for the loan (on a separate paper).

x). Sustainability plan beyond TEA support.

xi). Consultant report that includes:

(a). Current cost estimates
(b). Bill of Quantity (BOQ) for construction;
(c). Building Permit;
(d). Architectural and Engineering drawings;
(e). Statement of commitment that no contract alterations such as drawings shall be made without the consent of the lender.

Upon submission and verification of the correctness of the above documents, successful beneficiary shall be required to sign a Loan and Performance Agreement with the Authority.

3.2.10 Analysis of Loan Risks

Before submission of the loan's application to the Education Support Committee (ESC), the respective loans officer shall conduct loans risk analysis and submit a report regarding the following risk factors;

(i) Background of the borrower.
(ii) Purpose of the loan.
(iii) Source of repayment.
(iv) Owner's background, the character of the management capability.
(v) Value of collateral and guarantee(s).
(vi) Cash flows and financial strength of the borrower, owner and guarantee(s).
(vii) Ability to penetrate market sectors and competitive forces.
(viii) Environmental laws.

3.2.11 Loans Administration and Approval Processes

Tanzania Education Authority has been providing loans to different Education institutions in order to increase access to Education. This section provides details on loans administration and approval processes.

3.2.12 Loans Administration and approval structure

Loans administration and approval structure in support of education projects/programmes shall comprise of Directorate responsible for Education Support, Education Support Committee (ESC), Award Committee of the Board and TEA Board, as clarified hereunder:

(i) Directorate of Resource Mobilisation and Education Support Management

The Directorate shall be responsible for appraising loan proposals. In conducting loan analysis, the technical staff under the respective directorate shall undertake a preliminary risk assessment to the applicant regarding track records and ability to repay the loan. The report shall be submitted to the Education Support Committee

(ii) Education Support Committee

Education Support Committee shall constitute all members of the Management Team who shall be responsible for reviewing recommended loan proposals and submit to the Award Committee of the Board.

(iii) Award Committee of the Board

The Committee shall receive and deliberate recommendations from Education Support Committee and recommend to the Board.

(iv) TEA Board

The Board shall receive and deliberate on recommendations from the Award Committee. Upon satisfaction, the Board shall approve the loan requests and direct the Management to take appropriate actions.

3.2.13 Loan Follow Up Committee

The Authority has experienced challenges in collection of loans repayments from institution as well as the management of the overdue loans. This has impacted negatively the sustainability of the Institutional Loans Scheme as only few beneficiaries have benefitted from it.

For ensuring that there is a close follow up, the Management shall apply professionalism and nominate dedicate staff to deal with loan management and collections to improve the efficiency in loan management.

The TEA Finance and Accounting Manager (FAM) shall be responsible to keep loan records and follow up on loan collection.

3.2.14 Collateral, Loan Cancellation, Rescheduling and Write-Off

This section provides details on collateral, loan cancellation, re-scheduling and write-off as provided here below:

3.2.14.1 Collateral Requirement

(i) Certificate of the right of occupancy

Loan security in the form of Collateral that covers 150% of the value of the loan, shall be appropriately appraised and adequately margined. The collateral should be in a name of school or institution premises or in the name of one of its Director or loan security in the name of another person who legally consented in writing for his property (ies) to be used for security of the loan.

(ii) By Guarantee Agreement

This type of loans security shall only apply to government institutions. The loans advanced to government institutions shall be secured by the Guarantee Agreement between the Director General of Tanzania Education Authority and the Permanent Secretary of the beneficiary's Parent Ministry.

3.2.15 Cancellation of loans

Cancelation of loans may be done in either of the following circumstances:

(i) Failure to comply with instructions given in the letter of notification of allocation within 90 days from the date of receipt.

(ii) In the event where the beneficiary misuses funds contrary to loans agreement.

(iii) In case the Authority detects that the information or documents submitted to secure loans were misstated.

3.2.16 Loan Rescheduling

If the beneficiary fails to service the loans as per agreement due to genuine reasons, on receiving an application for loan rescheduling Management after discussion with the beneficiary may prepare an addendum for rescheduling the loans which shall be signed between the two parties.

3.2.17 Loan Write-off

The loan may be written off in the event where the following circumstances arise:

(i) Failure of the beneficiary to repay the loan due to an act of “force majeure” provided that the beneficiary affected has taken all reasonable precautions to protect the situation.

(ii) Where legal measures have been taken against defaulters but the amount of money realized do not covers total outstanding loans.

TEA management shall follow all loan write off processes as provided by the CAP 348 Finance Act (2001) and as amended from time to time.

3.2.18 Loan Recovery

Recovery of Loans on the amount due shall depend on time, purpose and the following conditions: -

(i) If the loan becomes overdue, the beneficiary institution shall be notified in writing, calling its attention to repay the loan as per the agreement.

(ii) If the beneficiary Institution fails to respond to the first letter 60 days from the date when the first notification letter was served, a demand note shall be sent.

(iii) If the beneficiary Institutions fails again to respond within 60 days to the first demand note the final demand note shall be served.

(iv) After the final demand, the note has been served, and there is still no response from the beneficiary, legal action shall be taken to recover the amount due.

3.2.19 Loans Performance Reports

The Directorate of Resource Mobilization and Education Support Management (DRMESM) shall prepare monthly, and quarterly Loans performance reports to be submitted to the Director-General.

3.3 Projects Sustainability

TEA shall support projects which are socially and economically viable after undertaking comprehensive needs assessments and appraisal that shall ensure high impact and sustainability of the Education Fund. It shall be mandatory for all applicants for grants and loans to present a details plan and clarifications on ensuring sustainability of supported project beyond TEA financing. This shall be one of criteria for selection of institutions to be financed.

PART IV

4.0 SUPPORT EVALUATION, APPROVAL PROCESSES AND NOTIFICATION

4.1 After scrutiny of all project proposals in-line with TEA criteria, relevant Department shall submit a list of qualified projects to the Education Support Committee of the Management for review. After studying them, Management shall forward its recommendations to the Award Committee of the Board.

4.2 The Award Committee shall deliberate on Management's recommendations and if satisfied, shall forward the same to the Board for approval.

4.3 Upon Board approval, notification of the award of grants and/or loans shall be made through official letters to beneficiaries.

4.4 Beneficiaries of Grants shall be required to sign Grant and Performance Agreement; Loans beneficiaries shall be required to sign Loan and Performance Agreement with TEA for quality assurance, control and adherence to TEA guidelines.

Figure 1 provide an illustration of approval processes and notification.

Sample of Notification for Allocation Letter and Grant and Performance Agreement is attached as **ANNEX 4** and **5** respectively. Moreover, **ANNEX 8** provides detailed processes for education support approval processes.

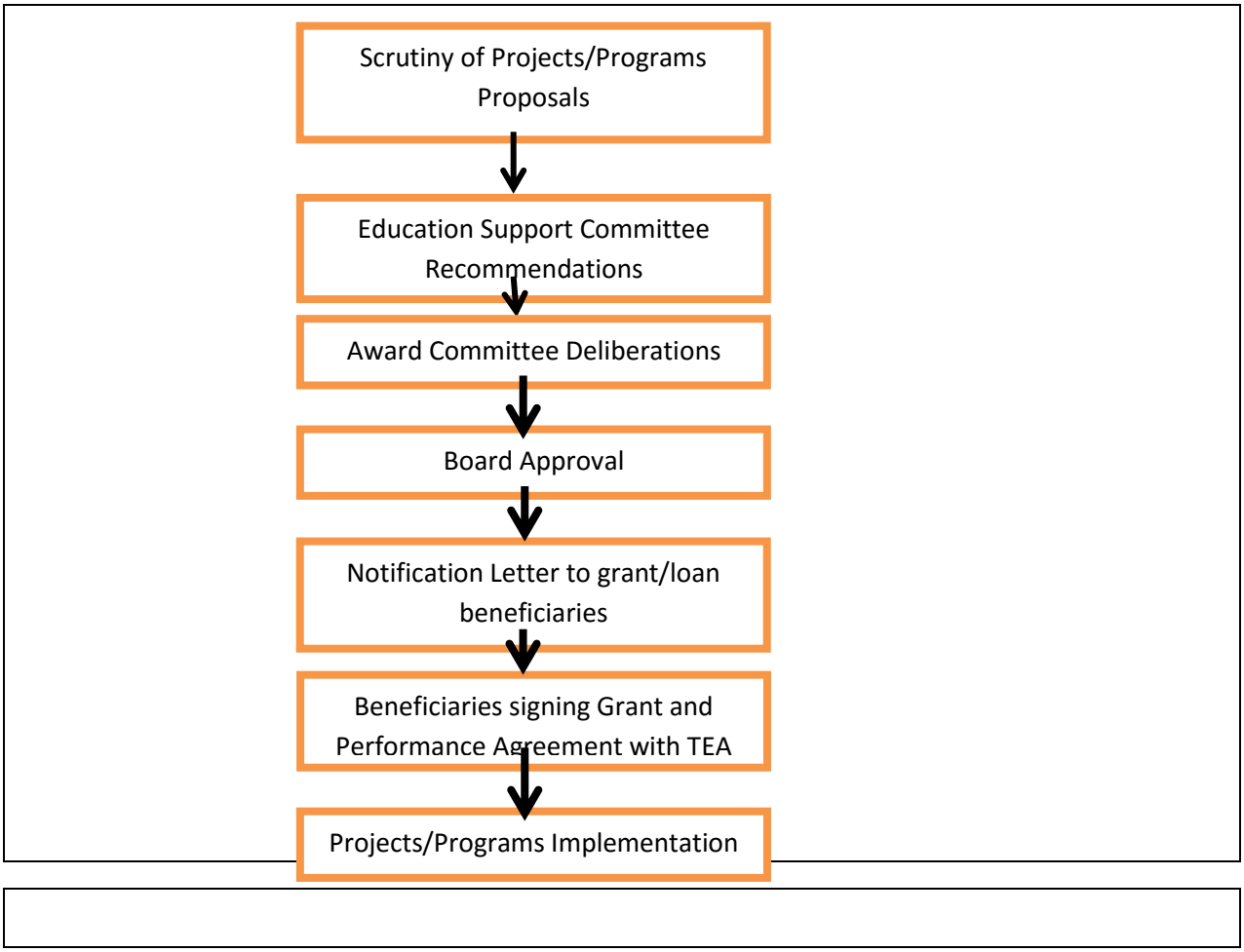


Figure 1: Support Approval Processes and Notification

PART V

5.0 PROJECT IMPLEMENTATION MODALITIES

Since its establishment of the Education Fund, the Authority has been undertaking different education projects such as construction of educational infrastructure, purchase of educational equipment, books and other teaching and learning materials at different levels of education in the Country. Throughout, project implementers have been required to use effective procurement method as stipulated in Public Procurement Act 2011 and Public Procurement Regulations 2013 as amended time to time. The modalities used for project implementation especially in the payments methods has been changing from time to time due to the changes in the operational environment and Government directives. Therefore, the Authority has identified effective modalities for implementation of projects, which shall be used alternatively as per consultation between Management and the Board and type of projects implemented.

5.1 First Modality: Use of Contractors and Consultants

During the period between 2002 and 2016, the Authority implemented its projects using the Contractors and Consultants Approach. This involved the hiring of Contractors to undertake the projects as well as consultants who represent the Authority in such construction work. This also involved beneficiaries of the Education Fund hiring Consultants and Contractors who undertaken the projects and certify the payments for the value of work done and illegible payment.

In this modality of project implementation, all the payments for the projects approved were made by the Authority through certificates raised by the Contractors and approved by the Consultants which were submitted by the beneficiary to the Authority.

However, before embarking on this modality, the Authority shall undertake a thorough analysis related to timeline of project, project cost-efficiency, possibility of community/ Local Government Authorities (LGAs) participation and ability of the Authority to ascertain the quality of the construction before handing over of the projects to the beneficiaries.

5.2 Second Modality: The use of Force Account

This modality has been adopted by the Authority as a new approach to all Government Construction Projects. The modality requires implementers to use local fundi and with involvement of community to create ownership of the project. The Method aimed at reducing construction costs and speeding up implementation of the Government construction projects of which before the costs were high and the speed was slow. In this modality procurements and payments shall be done by beneficiaries or implementing Institutions (schools) under the supervision of the respective Council Director; while TEA shall be responsible to transfer funds to schools and general supervision as per signed a Grant and Performance Agreement (GPA). Moreover, LGAs

shall also be responsible for supervision of the construction projects to ensure quality and value for money.

5.3 Third Modality: Centralized Payment Approach

The basic implementation modality shall remain to be the **Force Account** method as per PPRA guidelines, and the beneficiary schools shall implement the project under the supervision of the Council. However, payment of materials and labour shall be done centrally at TEA after receiving relevant claims and supporting documents from schools. The following table shows the variables for this modality.

SN	Variable	Proposed Modality
1.	Implementation Method	Force Account
2.	Project Identification	Application-based and intervention
3.	Approval Procedure	Through Award Committee to the TEA Board
4.	Project Supervisor	Council Director
5.	Project Execution	By Beneficiaries
6.	Diversity of projects	Few beneficiaries with multiple projects of high impact shall be funded in the pilot phase (concentrated with high impact)
7.	Fund disbursement	All payments shall be paid centrally to suppliers and Local Fundi by TEA (as per TEA Financial Regulations) after receiving a request for payments from Council Directors, verification and review of documents by relevant officers at TEA (DRMES, PMU, DCS) and provision of recommendation for approval of payments to TEA DG.
8	Monitoring	TEA conducts project monitoring
9	Quality Control	Council Director through Council Engineer
10	Selection of Local Fundi	Shall be done by Beneficiaries' Procurement Committee as stated in the Guidelines for implementing Construction works using Force Account.

SN	Variable	Proposed Modality
11	Selection of Suppliers	Shall be done by Beneficiaries Procurement Committee as stated in the Guidelines for Carrying out Construction works using Force Account.
12	Performance Contract	TEA signs performance contact with Council Director and School Board.
13	Procurement process	Done by Beneficiaries' Procurement Committee as stated in the Guidelines for carrying Construction works using Force Account.
14	Approval of all Payments	The implementing institution shall initiate payment request and forward to Council Director, who shall endorse and recommend to his/her satisfaction and submit the request to TEA. Upon receiving the request, TEA DG shall consult relevant officers (DRMES, MPMU or DCS) regarding scrutiny/approval of the received payment request.

PART VI

6.0 MANAGEMENT OF PROJECTS FINANCED BY DEVELOPMENT PARTNERS AND OTHER STAKEHOLDERS.

Due to increasing need for education support among education institutions, the Authority finds it necessary to involve other stakeholders in supporting education projects. Although the Authority has been involving other stakeholders in the financing of education projects/programs, the Authority does not have formal guidelines which formally direct what should be done. As a result, the Authority has been handling each case differently depending on the nature of the support provided. Presence of formalization of guidelines shall increase effectiveness in mobilizing resource from other stakeholders.

Utilisation of grants financed by development partners and other stakeholders shall follow TEA financial guidelines and government directives.

Details of the formalized procedures for managing projects financed through partnership with other stakeholders are provided in the **Resource Mobilization Manual.**

PART VII

7.0 RECORD KEEPING OF PROJECTS AND PROGRAMS

Management of projects and programs data and information is key to ensuring that project details such as mission and vision, goals and objectives, processes to be used, final product or service to be delivered, resources to be collected, technical help required are identified and maintained.

The Directorate of Corporate Services (DCS) through its units related to ICT and Statistics and Registry shall be responsible to provide support to ensure proper keeping of records for projects and programs.

7.1 Maintenance of Education Support Records

All projects/Programs information shall be recorded in the designated system and maintained. On the need basis, data stored in the systems shall be processed and analysed to support decision making.

The Authority shall ensure that records are created, acquired and maintained to meet policy, program, service, business and accountability that comply with International Standards on Records Management (ISO 15489). It shall ensure that decisions are documented throughout the evolution and execution of policies, programs and services. The information includes:

7.1 Application documents for project/programs support from each education institution shall be recorded in three different systems namely:

7.2 Filing system: hard and electronic forms of application information of each institution shall be filed in an individual file (hard and e-file) with individual reference number;

7.3 Project Management system: The Authority shall develop and manage the Project Management system, in which application and project implementation information of each institution shall be summarized and recorded electronically in this system whereas the ID number for the record shall be automatically generated.

7.4 All Project/Program information stored in the file and in the system shall be processed and be used in decision making for awarding of grant/loan support to education institution.

7.5 The file reference number and ID number shall be used as reference during appraisal of the Project/Programs for the institution that has applied for support or during retrieving of information.

7.2 Management of Records in the files and Project Management system shall be as follows:

7.2.1 For the hard and electronic Files, the Director of Corporate Services (DCS) shall be assisted by administrative unit (Registry) shall be responsible for systematic control of the Filing system through creation, receiving, reorganisation of files, flimsy, permanent records, register of files and it shall be responsible to provide access to records.

7.2.2 Project Management system: The Directorate responsible for education support in collaboration with DCS (ICT and Statistics section) shall be responsible for control, reorganisation of records in the system and generation of required statistics for internal and external uses.

7.2.3 Retention and Disposal of records: after ten years' the records in the files shall be deposited in the mini Archive under the control of Director General whereby the records shall be available for consultation. Other procedures for preservation in the National Archive or any other archival repository shall be as may have been established under the records and Archive Management Act No.3 of 2002.

PART VIII

8.0 PROCUREMENT MANAGEMENT: CENTRALIZED & DECENTRALIZED METHODS

Procurement of goods, services, and works and non-consultancy services for Fund Assisted Educational Projects/Programs shall be governed by the TEA Procurement Guidelines.

Where the project is funded by donor the procurement process shall be initiated in accordance with the PPA 2011. In case donor has set conditions for procurement of goods, services, and works and non-consultancy services TEA shall abide to the procedures provided they are not contrary to the general requirements of the PPA 2011.

The procurement process may either be initiated by the beneficiary or TEA on behalf of education institution using two approaches central and decentralized approaches.

8.1 Central Procurement

Central procurement shall be used when procuring for projects initiated by TEA and in bulky purchases where there is economic advantage. Under central procurement approach TEA shall manage procurement process through the existing system.

In line with requirement of PPA 2011 at the beginning of every financial year or any time deemed necessary; Procurement Management Unit, shall prepare procurement plan based on approved budget. The plan shall be reviewed and approved by Budget Approving Committee and the Board. Thereafter, procurement shall be carried out following procedures stipulated in the Act and related Regulations.

The TEA Tender Board shall be responsible for overseeing implementation of Procurement Plan by approving the procurement of goods, works, services, employment of consultants and disposal of used assets as specified by the Procurement Act No.7 of 2011 and its related Regulations.

The Limit of procurement authority is shown in **ANNEX 6.**

8.2 Decentralised Procurement (Procurement by education institutions)

This shall be used for projects initiated by Education institutions and/or projects of minor value. The TEA Education Institution Procurement Guidelines shall apply for procurement of goods and services for public and private schools.

8.2.1 Procurement of requirements for public colleges and higher learning institutions shall be undertaken by their respective PMUs and approving authorities within respective institutions in accordance with PPA 2011.

8.2.2 For all Primary schools, secondary schools and private colleges and higher learning institutions, the TEA Institutions Procurement Guidelines for education institutions shall be adopted.

8.2.3 The steps for procurement and respective supporting documents are shown in **ANNEX 6**.

8.3 Procurement set up for private education institutions and schools

The procurement structure for private institutions and schools comprise of:

8.3.1 Accounting Officer (Head of Institution/School);

8.3.2 Institution/School Procurement Committee (Tender Board),

8.3.3 Procurement Management Unit (A person(s) responsible for procurement),

8.3.4 User Department (originator of requirements) and

8.3.5 Evaluation Committee (Comprising of not less than three officials appointed by Accounting Officer).

Subject to the provisions Act, each unit shall operate independently in relation to their respective functions and powers in performance of their duties.

8.4 Procurement through Force Account Method

In a number of cases, Institutions managing projects and programs supported by TEA may opt to undertake procurement of works through Force Account Method. These Institutions shall be required to follow directives provided by the Public Procurement Act (2011) and its Regulations (2013)

Meantime, the Government through Public Procurement Regulatory Authority (PPRA) has developed a ‘Guideline for Carrying out Works under Force Account’. Therefore, all projects and programs supported by TEA which opt to undertake procurement works through Force Account Method shall be required to follow the Government Guidelines.

Details on processes to use Force Account Method is provided in the **PPRA Guideline for Carrying out Works under Force Account'.**

8.5 Approval of procurement

Any procurement by a school must be authorized by the Head of School and endorsed by an approving authority- School Procurement Committee (Tender Board), whose limit is appropriate to the value of the goods, works or services as stipulated in the Public Procurement Act (2011) and its Regulations (2013)

The Tender Board shall be responsible in overseeing the procurement process of the institution by soliciting, receiving, opening, evaluating and awarding of bids.

The Tender Boards shall compose of at least six members who are heads of department or persons of similar standing within the institution who shall be appointed by Head of institutions.

Among the six members of the Tender Board, one shall be the Chairman and another member preferably the head of the procurement unit be the Secretary of the Board. All appointed by the Head of the Institution. The Head of institutions are not members of the Tender Boards.

8.6 No Objection

Prior to award of contract to the supplier/service provider/consultant the education institutions/beneficiary must first obtain 'No Objection Letter' from TEA.

8.7 Record Keeping and Disclosure Requirement

Institutions receiving education support are required to maintain records on procurement proceedings and materials management. The records shall be useful during the monitoring and evaluation, impact assessment of fund assisted projects and auditing. The details of records to be maintained shall be based on the nature of procurement which includes consumable goods, non-consumable and books as outlined below.

8.7.1 Records for supply of goods and services - general

A complete set of procurement process containing description of goods/services, the method of selection of suppliers or service providers/ consultants, tender advertisement cuttings, minutes of tender board meeting which approved the tender, a copy of tender

document, evaluation and reward recommendation report, quotations and a copy of a contract of supply, copies of Local Purchase Order, delivery notes or performance certificates, goods received notes, supplier's invoice and acknowledgement receipts.

8.7.2 Consumable supplies

Items falling under this category are those which are received and consumed such as laboratory chemicals, writing materials, etc. In case they are not exhausted within the same year, they must be disclosed in the next accounting period as opening stock. Therefore, should be kept in separate ledger, preferably in four quire register for all items received. The receipt **(left hand)** side is to be recorded with the details contained on the Goods Received Note (GRN) submitted to TEA for payment. The GRN showing type of goods, quantity, unit price and total value, these details must appear in the register each on a separate column of the register.

The **right hand** side to be recorded with all issues or usage indicating the type, quantity, unit price and value of items issued per requisition or order. The issue price must be the cost price. Adjustment for breakages must also be made on the right hand side to show that stock of items has been reduced. At the end of the accounting period, the items remaining must be shown as stock at their cost or net realizable value. **ANNEX 7** ***Specimen I.***

8.7.3 Provision of non-consumable assets

Items falling under this category are those which does not change form upon usage, and they are expected to last for more than one accounting period, therefore their value shall be reduced by depreciation provided at the end of accounting period. Examples are Computers and Accessories and laboratory apparatuses.

Assets must be entered in the Fixed Assets register and posted in the general ledger under Equipment. See **ANNEX 7** ***Specimen II.***

Assets must be coded to distinguish them from others owned by the beneficiary. See **ANNEX 7** ***Specimen III.***

8.7.4 Provision of books

There must be maintained a library index/registers recording books, indicating their serial numbers and location. See **ANNEX 7 Specimen IV.**

Books lent to students and teachers must be recorded in the register indicating the date, name of borrower, book title, number of books and return date.

Books to be stamped as "***DONATED/PROCURED BY TANZANIA EDUCATION AUTHORITY***" See **ANNEX 7 Specimen V.**

8.7.5 Posting records in stores Ledger

Records for receiving and issuing materials from store must be entered in stores ledger.

8.8 Ownership of Fixed Assets

After allocation of procurement of fixed assets, beneficiaries/ institutions shall be required to sign an Agreement (with TEA) on transfer/ handover of ownership of supported fixed assets. The Agreement shall incorporate guidance in coding, record keeping, maintenance and disposal of the said assets.

8.9 Disposal of Used Assets

The disposal of public assets shall be governed by procedures specified in the PPA 2011, Financial Act 2001 and related Regulations. For the summary of procedure refer to the PMU Manual:

8.9.1 At the end of lifespan of equipment procured through Education Fund; the Heads of institution shall carry out an inventory of fixed assets to ascertain the existence and condition of individual assets. Fixed assets, which are no longer serviceable or not required, shall be identified and reported to TEA for disposal.

8.9.2 The School Board/Head of School shall confirm existence and condition of assets by filling Requisition for Disposal (TEA/F30) and raise a disposal advice TEA/F33) or Forms prepared by PPRA;

8.9.3 Before disposal action is completed the list of public assets shall be approved by TEA. The proposal to dispose public assets shall be submitted to the Board for endorsement;

PART IX

9.0 FINANCIAL MANAGEMENT

Management of funds is guided by the Government Finance Act and TEA Financial Regulations. Therefore, all payments shall be done in accordance with TEA Financial Regulations.

9.1 Disbursement of Funds

There shall be two aspects of disbursement of funds depending on type of undertaken programme, project, and activity.

9.1.1 Disbursement of funds to School/ Supplier/ Contactor/ Consultant

Disbursement of funds for TEA approved projects/programs shall be effected directly to the school, suppliers, contractors or consultants upon proven delivery of goods or services and presentation of certified relevant documents or in such manner as shall be approved by the Board. All payments shall be done in accordance with TEA Financial Regulations as follows:

9.1.1.1 Supply of goods

The documents which are required to be submitted by supplier include original Tax Invoice, copy of contract/ Purchase Order, Delivery Note, Material Inspection and Acceptance Report, Goods Received Note and Photographic Images of goods.

9.1.1.2 Works/services

Contractors/ service providers are required to submit original Tax Invoice of Completion, Materials/, Certificate for works, Contract Agreement between beneficiary and supplier/contractor, Contract or Local Purchase Order.

9.1.2 Disbursement of funds to Individuals

Disbursement of funds for TEA approved projects/program especially payment of allowances during training programs shall be effected directly to individuals upon proven signed registration and attendance list or in such manner as shall be approved by the Board.

However, for reimbursable expenses such as travelling and other eligible expenses shall be effected upon submission of receipts. All payments shall be done in accordance with TEA Financial Regulations.

9.2 Mode of Payment

Payment to all beneficiaries shall be done through cheque to be electronically deposited into their bank accounts. However, for payment such as training allowances to individuals, two modes can be applied which are: (i) cash payment after or (ii) e-payment system, after beneficiaries has been verified.

9.3 Supervision costs

Payment for supervision costs shall be provided to Schools as part of the project budget (grant) to enable the School Committee/Board and Council officers (such as District Education officer, District Engineers and others) who visits the project to supervise its implementation. The budget for this item depends on the type of project under implementation; however, it ranges from TZS. 500,000 to 2,000,000. The Supervision costs shall be used for transport expenses (bus fare or fuel) and meals.

9.4 Use of savings

During implementation some Institutions shall remain with savings in the project budgets. The institutions are allowed to utilise savings for implementation of other projects which shall have impact to the institution's equitable access to quality education, and falls within TEA's priority areas of support.

However, before utilisation of such savings, an institution shall request an approval from TEA. This request should be attached with schedule of materials, photos showing status of the project (before and after) and any other relevant documents/ evidence.

The request shall be subjected to critical analysis, and upon fulfilment of relevant criteria, the Management shall provide a *'Letter of No Objection'* to allow the institution to proceed with utilisation of savings. This letter shall provide directives to be adhered by an institution.

The Management through the Education Support Committee (ESC) shall have mandate to analyse, process and approve requests use of savings resulted from the projects implementation, which are less than **TZS 10,000,000.00 (Ten Million Shillings only);** and subsequently, a 'Letter of No Objection' can be provided by the Director General, after deliberations of the Education Support Committee (ESC) and subsequent recommendation from the Director of Resource Mobilisation and Education Support

(DRMESM) attached with report/minutes documenting deliberations and approvals from the ESC. All requests approved by the Management shall be reported to the Board for noting.

However, for requests exceeding **TZS 10,000,000.00 (Ten Million Shillings only)**, the Management shall analyse, process and submit the requests to the Award Committee. The Award Committee shall deliberate on the requests and upon satisfaction, they shall recommend to the Board for Approval. Thereafter, the requests shall be submitted to the Board for deliberations and subsequent approvals.

Upon approval by the Board, the Management shall provide a *'Letter of No Objection'* to allow the institution to proceed with usage of relevant savings. This letter shall provide directives to be adhered by an institution.

In some instances, for approval of utilisation of savings in terms of cash or materials which does not exceed 1 percent (1%) of the project value, the Council Directors can provide such approval upon receiving a written request from relevant School (s) attached with minutes of the School Board or Committees which deliberate and recommended utilisation of such savings. The Council Directors shall be responsible to report to TEA on all such approvals, for TEA Management to take up to the Award Committee and Board for noting.

9.5 Labour charge for local fundis

Basing on experience in implementation of projects using Force Account at Primary and Secondary School levels. It is estimated that between 14 to 15 percent of the total costs of materials shall be used for labour charge for local fundis.

9.6 Change of modality of project implementation and/or Re-allocation of funds

During implementation of projects some Institutions may encounter a number of challenges that oblige them to change modality of implementation of the project or re-allocate funds within the project budgets. Change of modality of project implementation or re-allocation of funds is normal in project implementations.

However, before undertaking of such actions, an institution shall request an approval from TEA for change of modality and/or re-allocation of funds. This request should be attached with relevant evidences such as proposed changes, budget re-allocation, schedule of materials, photos showing status of the project (before and after) and any

other relevant documents/ evidence, as may be directed by Director General/technical experts. The requests shall be subjected to critical analysis and verification.

The Management through the Education Support Committee (ESC) shall have mandate to analyse, process and submit the requests to the Award Committee. The Award Committee shall deliberate on the requests and upon satisfaction, they shall recommend to the Board for Approval. Thereafter, the requests shall be submitted to the Board for deliberations and subsequent approvals.

Upon approval by the Board, the Management shall provide a *'Letter of No Objection'* to allow the institution to proceed with change of modality and/or re-allocation of funds. This letter shall provide directives to be adhered by an institution.

PART X

10.0 PROJECTS/ PROGRAMS QUALITY ASSURANCE, AUDIT AND GOVERNANCE ISSUES

This Section provides details on issues related to programs quality assurance, audit and governance.

10.1 Monitoring and Evaluation

The Authority shall conduct regular monitoring and evaluation of Fund Assisted Educational Projects to ensure adherence to the objectives of the Fund. M&E activities shall be used to routinely track projects progress with a view of strengthening the performance of projects/programs and ensure that they achieve intended results. The assessment of program performance shall look at continued program relevance, effectiveness, efficiency, impact and sustainability**.**

The Performance Monitoring Plan (PMP) shall be a key tool for monitoring and measuring progress of projects/programs. Follow up and supervision activities shall continue so as to keep track of projects/programs implementation.

The Project Performance Monitoring Plan (PMP) shall, therefore, derive from project hierarchy and indicators summarized in the logic model. The PMP shall also incorporate additional project details and specific information on data necessary to measure indicators, the logistic of data collection and broad guidelines of data analysis, interpretation and dissemination of results.

The following exercise shall be conducted to each project/program:

(i) **Baseline Assessment**

The process of collecting or obtaining Initial project data which shall serve as a basis for comparison with subsequently acquired data shall be undertaken. TEA shall ensure that all projects initial data is well documented and availed during subsequent project evaluation processes.

(ii) **Quality assurance and value for money project monitoring**

Monitoring focusing on efficiency and effectiveness of projects/programs, measuring output against input shall be conducted.

10.1.1 Monitoring delivery and utilization of facilities

Monitoring which involves making sure that all goods and services are delivered in a cost effective manner and as per requirements shall be undertaken. The exercise shall also ensure that goods are well kept and are in use.

10.1.2 Pre and Post disbursement visits

There shall be two visits to the Fund Assisted projects; namely: pre-disbursement visits and post-disbursement visit. Pre-disbursement visit is undertaken to projects for the purpose of TEA to familiarize with project site and provision of awareness to key stakeholders; while post disbursement visits shall be undertaken after disbursement of funds and aim at tracking progress of projects and provision of on-site technical advices.

Payments to projects shall be done after pre-disbursement visits and subsequent Monitoring and Evaluation recommendations for payment is made.

10.1.2.1 Objectives of the Visits

(i) To share and have a common understanding of the concept of Force Account procurement method in implementation of TEA funded projects.

(ii) To inform the Councils and schools Authorities and communities on their roles in handling TEA funded projects.

(iii) To identify and recognize donors and contributors who supports Education developments in the areas surrounding TEA funded projects.

(iv) Where possible to monitor performance of on-going projects within the area.

10.1.2.2 Significance of Pre-Disbursement Visits

The previous TEA commonly used procurement of works method, did not involve directly the surrounding communities in the process of implementation of construction projects. Change from previous procurement method to force account method has increased need for community participation in implementation of TEA projects.

10.1.2.3 Visits issues description

During visits teams shall hold meetings with District Executive Directors, District Education Officers, School Board Members, Ward & Village Authorities and school administration. The check list (Q&A) of tools of analysis during pre and post disbursement visits are attached as **ANNEX 9**.

The visit provided opportunity for discussions with Local Authorities, school administrations and Communities Leaderships.

10.1.2.4 Management of TEA funded projects

(i) The pre-disbursement visits enable the Council and School Authorities to understand TEA expectations and procedures when implementing TEA funded projects.

(ii) Pre-disbursement visits also aims at employing transparency in sharing of information in handling of TEA funded projects to ward/villages authorities.

10.1.3 Formative Evaluation

Formative evaluation or process evaluations shall be used as a way of determining whether program activities/components are contributing towards achieving intended results. Formative Evaluations shall be used to provide ongoing feedback that can be used to improve program performance. The evaluation shall be conducted through interviews and open ended questionnaires. Annual and End of the Program reports shall be prepared to identify major findings. Information obtained shall be shared among all parties involved in program implementation and at the same time shall be used to improve program implementation.

10.1.4 Summative Evaluation

Summative evaluation on the other hand shall be done focusing on program goals and objectives. At the end of the Program period, a summative evaluation shall be conducted to take a look at the program achievements, challenges, missed opportunities, failures, and lessons learnt. Lessons learnt shall be used to improve on program implementation. Moreover, information gathered shall be shared among main players namely: TEA, MoEST, and PO-RALG.

10.1.5 Tracer Study

Teachers/students to be trained during execution of the program shall be tracked down by Tracer studies. Here impact on target groups shall be traced back to elements of program so as to identify effective and ineffective project components. Major areas in tracer studies include issues related to gained knowledge and skills necessary to fulfilling objectives, and whether the gained knowledge is now imparted effectively to beneficiaries.

10.2 Auditing

The Authority's internal and external auditors shall have the right to access and review records relating to the project and programs support. Grantee and Loanee shall be required to cooperate fully with both internal and external auditors' queries, including grants and loans verification.

The Internal Audit Section shall plan annual Audit schedules which shall be approved by TEA Board.

10.3 Reporting and Feedback Mechanisms

All Institutions managing projects and programs funded by the Education Fund shall be required to provide frequent progress feedback reports to TEA on agreed basis such as weekly, monthly, quarterly, semi-annual or annual or as when feedback is needed.

The feedback in written or electronic format including photos, videos etc can be provided through e-mail, project system or submission of hard copies to the Director General, Tanzania Education Authority, P.O. Box 34578, Dar es Salaam.

Basing on Audit and physical monitoring findings, TEA shall also from time to time provide feedback to the Institutions benefiting from the Education Fund on the performance of their projects and noting areas of concern for them to make improvements.

10.4 Publicity of Education Support Projects/ Programs

Publicity of projects and program is key in ensuring that public is aware of the TEA activities as well as a strategy to attract other financiers. Therefore, supported projects and programs shall form part of the TEA Communication Strategy.

Directorate responsible for education support in collaboration with Public Relations and Communications section shall prepare an action plan for publicity and branding of all supported projects and programs.

10.4 Integrity and Code of Ethics in Supporting Education Projects

In resources/funds allocation to education institutions, staff and beneficiaries shall comply with TEA Integrity and Code of Ethics policies.

10.5 Grievances and Complaints Handling

TEA acknowledge stakeholders right to complain and actively solicit feedback from them. It is TEA's policy to promote the highest standard of service to the stakeholders to ensure that all complaints are resolved in a satisfactory and timely manner.

Being committed to an efficient and fair resolution of complaints by stakeholders, TEA has developed **TEA Complaints Handling Manual**, which is available at the TEA office reception or Website (*www.tea.or.tz/downloads*).

10.5.1 Complaints and Grievances Handling Procedures

The complaints and grievances handling procedure following this process:

(i) Complaints addressed to TEA can be submitted to Complaints Handling Desk through telephone, post, email or 'mfumo wa serikali wa kupokea na kushughulikia malalamiko' (malalamiko@tea.or.tz).

(ii) The Management shall process the complaints and dealt with it and provide feedback to the person who submitted his/her complain.

(iii) In case the issue is above the Management, the it shall be submitted to the TEA Board, which, shall form an ad hoc independent committee which incorporates members from TEA Board, Management and independent members from other organizations, to review the matter.

The Independent Committee is formed to ensure that the appeals or complaints are dealt with in the principles of transparency, accountability, professionalism and integrity.

After the Committee's thorough analysis of appeals or complaints, it may overrule or sustain the decision by the Education Support Committee and provide relevant directives.

(iv) Dissatisfaction with the decision by the above bodies should be referred to the Permanent Secretary-Ministry of Education, Science and Technology (MoEST) or if deem necessary to legal system and shall be dealt with according to the laws of Tanzania.

Detailed processes are provided in the **TEA Complaints Handling Manual.**

10.6 Performance Reports

Management shall prepare monthly, quarterly and annual performance reports for internal uses and/or to be submitted to the relevant external Authorities and stakeholders.

10.7 Education Support Management

All projects and programs shall be managed under the Directorate of Resource Mobilisation and Education Support.

The Directorate shall manage the projects as directed by this Manual and other TEA Guidelines which provide focus on education support procedures, funds allocation procedures and procedures for management of projects/programs.

The Directorate shall report status of project implementation to the Management on monthly basis. The Management shall constitute an Education Support Committee (ESC) that shall be responsible for reviewing education support selection criteria,

tracking progress of fund assisted projects/programs and report to the Award Committee of the Board.

APPENDICES

ANNEX 1

PRIORITY AREAS OF SUPPORT FOR ISSUING GRANTS AND LOANS

a) Areas qualifying for grants and/or Loans support

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	Employer Based/Alternative	Education Regulatory bodies
1. Teaching and learning materials/equipment					
• Books and other teaching and learning materials	✓	✓	✓	✓	
• Laboratory/workshop equipment	✓	✓		✓	
• Fixtures and fittings for Classroom, lecture room & dormitory	✓	✓	✓	✓	
2. Trainings and capacity building on specialized skills, including capacity building for academic staff/in-service teachers, skills development in priority skills-sets and sectors, innovative training, internship and apprenticeship activities	✓	✓	✓	✓	✓
4. Curriculum Development					
• Review of existing curricula	✓	✓		✓	
• Development of new curricula	✓	✓		✓	
5. Information Communication Technology					
• Staff training on ICT	✓	✓	✓	✓	
• ICT infrastructure and facilities	✓	✓	✓	✓	
6. Science, Technology and Mathematics (STEM) Subjects/ programs	✓	✓	✓	✓	✓
7. Quality Assurance and Management				✓	✓
8. Basic Education Support Programme (BESP)					
• School Incentives	✓	✓	✓	✓	✓
• Rehabilitation and re-modeling of National Schools	✓	✓	✓	✓	✓
9. Gender Equity Projects/programs (i) Support new or existing Female STEM programs (ii) Provide support to innovative programs that support female in STEM (iii) Support the provision of gender friendly teaching and learning materials. (iv) Provision of Boarding facilities for female students from difficult environment: construction of dormitories/Hostel facilities, Fixtures and Fittings and Boarding facilities	✓	✓	✓	✓	✓

Areas of Support	Universities / Technical institutions	Teachers Colleges/ Secondary Schools	Pre-and primary Schools	Employer Based/Alternative	Education Regulatory bodies
10. Support to students/trainees with disabilities (i) Support the provision of teaching and learning materials. (ii) Provision of Boarding facilities for students with disabilities from difficult environment: construction of dormitories/Hostel facilities, Fixtures and Fittings and Boarding facilities	✓	✓	✓	✓	✓

b) Areas qualifying for Loan

Areas of Support	Universities/ Technical institutions	For Non-Government Institutions/Schools		
		Teachers College	Secondary Schools	Pre and Primary Schools
1. Expansion and Remodeling of buildings				
• Lecture rooms/ classrooms	✓	✓	✓	✓
• Library	✓	✓	✓	
• Laboratories/workshops	✓	✓	✓	
• Hostels for female students	✓	✓	✓	
• ICT infrastructure	✓	✓	✓	
2. Construction of new buildings				
• Lecture rooms/ classrooms	✓	✓	✓	
• Library	✓	✓	✓	
• Laboratories/workshops	✓	✓	✓	
• ICT infrastructure	✓	✓	✓	

ANNEX 2

GUIDELINES FOR APPLYING FOR SUPPORT IN FORM OF GRANT AND LOAN

a). Grants Project Write-up Format

The project write up to be submitted shall be in the following format:

I. Background:

- Name of school,
- Location,
- Nature of ownership of the institution (public or private),
- Contacts: e-mail, postal address, telephone number, fax
- Registration status,
- Date of commencement of operations,
- Number of students by gender,
- Courses/subjects offered,
- Number of available teachers/lecturers,
- Any other relevant information.

II. Project objectives

III. Situational/environmental analysis:

- Description of the project and rationale for support (including available facilities/ infrastructures and shortage).
- Environmental analysis (SWOT analysis).
- Financial requirement for the project.
- A project plan (summary of scheduled activities indicating the time frame and cost)
- Expected output/results
- Medium and long-term plan and budget
- Attach a copy of the Strategic or Corporate Plan, if available

b). Loan Project Write-up Format

The project write up to be submitted shall be in the following format:

I. Background:

- Name of school,
- Location,
- Nature of ownership of the institution (public or private),
- Contacts: e-mail, postal address, telephone number, fax
- Registration status,
- Date of commencement of operations,
- Number of students by gender,
- Courses/subjects offered,
- Number of available teachers/lecturers,
- Any other relevant information.

II. Project objectives

III. Situational/environmental analysis:

- Description of the project and rationale for support (including available facilities/ infrastructures and shortage).
- Environmental analysis (SWOT analysis).
- Financial requirement for the project.
- A project plan (summary of scheduled activities indicating the time frame and cost)
- Expected output/results
- Medium and long-term plan and budget
- Financing structure i.e. debts and equity (owner's contribution for the project)
- Submission of Audited accounts for the past 2 years prior to the application
- Submission of a copy of cash flow projection for the entire period of the loan
- Details of repayment plan which include the sources of funds for loan repayment
- Bank statement showing one year transactions
- Attach a copy of the Strategic or Corporate Plan, if available

c). TEA Application Form for Grant and Loan Convention Projects Support

TANZANIA EDUCATION AUTHORITY

APPLICATION FORM FOR SUPPORT FROM EDUCATION FUND

GENERAL INSTRUCTIONS

Please read the following instructions carefully before completing this form.

1) This application form is obtained for free.

2) For application to be considered in the ensuing financial year, it must be submitted to Tanzania Education Authority between 1st August and the last day of February of the following year. Our financial year runs from 1st July to 30th June.

3) The application must be submitted together with a proof of payment of non-refundable processing fees charged for each project as shown below :-

Loan		
1.	Up to TShs. 100,000,0000=	TShs. 60,000.00
2.	Between TShs. 100,000,000= and TShs. 1,500,000,000	TShs. 75,000.00
3.	Above TShs. 1,500,000,000=	TShs. 150,000.00

Payment can either be made direct to any CRDB Bank Branch, account No 01J1027639900 in the name of "Mfuko wa Elimu", and submit the original Bank deposit slip together with this application to the Director General, Tanzania Education Authority, Bima Road, Plot No…., Mikocheni B Area, P. O. Box 34578 Dar es Salaam, or pay direct at our officers. In all cases an official receipt shall be issued.

4) The areas qualifying for support are indicated in the ANNEX . Please read the instructions carefully and choose the area for support needed accordingly.

5) Parts A, C and D must be completed by all applicants. Details on specific project(s) of support are indicated on part B. Please complete *only* the project(s) applicable to your request.

6) The application form can be downloaded from our website www.tea. or.tz

7) The Authority is not obliged to consider the application submitted. All applications shall be considered according to the applicable procedures and criteria and availability of funds.

PART A

1.0 Institution's/School's Particulars

1.1 Name of institution/school……..……

Year established:……

Registration number: ……Year registered:……

Accreditation status: ……Year: ……

1.2 Postal Address:
……

Tel: ……Fax: ……

E-mail: ……

Website: ……

1.3 Name of institution's contact person: ……
Title ……

Address……

Tel No: ……..Fax: ……..……

Mobile: …… …….E-mail: ……....

1.4 Physical Location:
Street: …….. Ward: …….

District: …….. Region: ……...

Zone: ……..... (*Applicable for primary and secondary schools)*

1.5 Type of ownership:
☐…Government owned

☐…Private owned

1.6 Name of owner(s) of
school/institution……

1.7 Students enrolment to-date:

	Number	**%**
Male		
Female		
Total		

PART B

Project Details
Project I – Text and Reference Books

1. Outline objectives of the support needed:
   ……
   ……
   ……
   ……
   ……
   ……

2. Books requirements
   ***(Attach list of books required per subject using this format*)**

S/N	Title	Author	Available	Needed	Book-student ratio		Unit cost	Total cost
					Current	Expected		
1.								
2.								
3.								

3. Does the school/institute have a library or appropriate room for books storage? ☐ YES ☐ No
   If Yes describe briefly the type of storage facility……

   ……
   ……
   ……
   ……

Project Details:
Project II – Laboratory Apparatus/Teaching Equipment/Aids

4. Outline objectives of the support needed:
   ……
   ……
   ……

5. Requirements

***(Attach list of items required per category using this format*)**

S/N	Item	Model/Type	Available Number	Requested	Unit cost	Total Cost
1.						
2.						
3.						
4.						

6. Availability of laboratory/ workshop or appropriate room for equipment storage ☐YES ☐ No.
   Describe briefly the type of storage facility

Project Details:

Project III – Workshop Equipment

7. Outline objectives of the support needed:
   ……
   ……..
   ……..……..……
8. Requirements

***(Attach list of items required per category using this format*)**

S/N	Item	Model/Type	Available Number	Requested	Unit cost	Total Cost
1.						
2.						
3.						
4.						

9. Availability of laboratory/ workshop or appropriate place for equipment storage ☐YES ☐ No
   If Yes describe briefly the type of storage facility……

   ……
   ……

   ……
   ……..

Project Details:

Project IV – Information Communication Technology (ICT) facilities

10. Outline objectives of the support needed:
    ……..……
    ……..……
    ……..
    ……..……

11. Availability of appropriate computer laboratory/room with the following: *(please tick)*
    a) Furniture
    b) Power
    c) Air conditioner/ ceiling fan
    d) Safety Grills

12. Availability of ICT Expert/personnel/trainer ☐ YES (*if yes attach CV)*
    ☐ NO

13. Description of the project and budget
    (Attach list of items required using this format eg computer hardware, LAN/WAN, or connectivity, specialised software)

S/N	**Item**	**Basic Specification**	**Available Number**	**Current ratio**	**Requested**	**Unit cost**	**Total Cost**
1**.**							
2.							
3.							

4.							

Project Details:

Project V – Curricula Review and Development

14. Outline objectives of the support needed:
    ……
    ……
    ……
    ……
15. Availability of Tracer-study report which established clear market situational analysis
    ☐ YES *(if yes attach copy)*
    ☐ NO

16. Availability of Approval by Regulatory Body NACTE or TCU
    ☐ YES *(if yes attach copy)*
    ☐ NO

17. Description of the project and budget

    (Attach list of items required)

S/ No	Curricula type /Level/PROGRAM	Amount

Project Details:
Project VI – Human Resources Development on specialised skills

18. Outline objectives of the support needed:
    ……
    ……
    ……
    ……

19. Availability of report on competence available and deficiency in relation to the job demand/ labour market
    ☐ YES *(if yes attach copy)*
    ☐ NO

20. Availability of detailed institutional training PROGRAM and budget
    ☐ YES *(if yes attach copy)*
    ☐ NO

Project Details:
Project VII – Pre-Entry Science PROGRAMS for female Students and Special PROGRAMS

21. Outline objectives of the support needed:
    ……
    ……
22. Availability of institutional policy in relation to PROGRAM.
    ☐ YES *(if yes attach copy)*
    ☐ NO

23. Availability of needs assessment report regarding the problem
    ☐ YES *(if yes attach the copy)*
    ☐ NO

24. Availability of detailed activity plan and budget
☐ YES *(if yes attach copy)*
☐ NO

Project Details:
Project VIII – Loan for Construction / expansion/ rehabilitation of buildings

25. Outline objectives of the support needed:
……..……
……..……
……..
……..……

26. Availability of Loan security ☐ Guarantor /Collaterals letter ☐, but not school/institution premises)

- If it is Guarantee provide commitment from the Guarantor
- If it is collateral provide title deed and valuation report (current)

27. Availability of School/Institution land ownership (title deed/letter of offer etc.)
☐ YES *(if yes attach the copy)*
☐ NO

- Business plan/Visibility study
- Provision of quarterly progress report for construction projects

28. Availability of Consultant report including cost estimates and technical drawings
☐ YES *(if yes attach the copy)*
☐ NO

29. Availability of Audited Accounts for the past three years ☐ YES *(if yes attach copy*)
☐ NO

30. Cash flow projection for the entire period of the loan (provide on a separate paper)
……..……

31. Repayment Schedule for the loan(provide on a separate paper)

32. no contract alterations such as drawing without the consent of the lender

PART C:

1. Expected results in the improvement of quality, equity and access to education.
……

……
……

……

……

……

PART D:

1. Outline efforts to create and ensure sustainability after the end of the project.
……

……
……

……

PART E

Project(s) Financial Requirements

(This is a summary of financial requirement for specific project from Part B)

S/N	Project	Financial Requirements in Tshs/US$			Total
		Requested Amount (Shs/U$)	Own Contribution (Shs/U$)	Other sources (if any)*	
1.					
2.					
3.					
4.					
5.					

* State other sources if available

39. Certification by the Management of the institution/school

I hereby certify that all information provided in this form is correct and true to the best of my knowledge and belief. I have / have not applied for financial support for a similar project.

I pledge to abide by the rules and regulations governing the finances disbursed towards the improvement of quality/access/equity of education in my institution/school as shall be given to me by Tanzania Education Authority.

40. **Application procedures**

(i) Application forms for pre-primary, primary and secondary schools must be signed by the Head of school or Chairman of the Board of the school and be verified and endorsed by the District Executive Director on the Tanzania mainland. The form should be forwarded to the Director General, Tanzania Education Authority, P.O. Box 34578, Dar es Salaam.

(ii) 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 forwarding letter shall be forwarded to the Tanzania Commission for Universities (TCU) and the National Council for Technical Education (NACTE), respectively. For Zanzibar, a copy should be forwarded to the Higher Education Fund Board.

…… ……

Name of applicant **Designation**

……

Official Stamp and Date

Please choose among the available support areas by ranking the areas that need support starting with number 1 for the higher priority area. Table 1 should be filled for grant applicant, Table 2 for loan and Table 3 for Programs)

Table 1

Areas qualifying for Grant Support

Areas of Support	Universities / Technical institutions	Teachers Colleges/ Secondary Schools	Pre-and primary Schools	Employer Based/Alternative	Education Regulatory bodies
1. Teaching and learning materials/equipment					
• Books and other teaching and learning materials	✓	✓	✓	✓	
• Laboratory/workshop equipment	✓	✓		✓	
• Fixtures and fittings for Classroom, lecture room & dormitory	✓	✓	✓	✓	
2. Trainings and capacity building on specialized skills, including capacity building for academic staff/in-service teachers, skills development in priority skills-sets and sectors, innovative training, internship and apprenticeship activities	✓	✓	✓	✓	✓
4. Curriculum Development					
• Review of existing curricula	✓	✓		✓	
• Development of new curricula	✓	✓		✓	
5. Information Communication Technology					
• Staff training on ICT	✓	✓	✓	✓	
• ICT infrastructure and facilities	✓	✓	✓	✓	
6. Science, Technology and Mathematics (STEM) Subjects/ programs	✓	✓	✓	✓	✓
7. Quality Assurance and Management				✓	✓
8. Basic Education Support Programme (BESP)					
• School Incentives	✓	✓	✓	✓	✓
• Rehabilitation and re-modeling of National Schools	✓	✓	✓	✓	✓
9. Gender Equity Projects/programs (v) Support new or existing Female STEM programs (vi) Provide support to innovative programs that support female in STEM (vii) Support the provision of gender friendly teaching and learning materials. (viii) Provision of Boarding facilities for female students from difficult environment: construction of dormitories/Hostel facilities, Fixtures and Fittings and Boarding facilities	✓	✓	✓	✓	✓
10. Support to students/trainees with disabilities (iii) Support the provision of teaching and	✓	✓	✓	✓	✓

Areas of Support	Universities / Technical institutions	Teachers Colleges/ Secondary Schools	Pre-and primary Schools	Employer Based/Alternative	Education Regulatory bodies
learning materials. (iv) Provision of Boarding facilities for students with disabilities from difficult environment: construction of dormitories/Hostel facilities, Fixtures and Fittings and Boarding facilities					

✓ Please choose only areas of support falling under your level of education.
■ Not applicable

Table 2

Areas qualifying for Loan Support

Areas of Support	Universities/ Technical institutions	For Non-Government Institutions/Schools		
		Teachers College	Secondary Schools	Pre and Primary Schools
1. Expansion and Remodeling of buildings				
• Lecture rooms/ classrooms	✓	✓	✓	✓
• Library	✓	✓	✓	
• Laboratories/workshops	✓	✓	✓	
• Hostels/dormitory for students	✓	✓	✓	
• ICT infrastructure	✓	✓	✓	
2. Construction of new buildings				
• Lecture rooms/ classrooms	✓	✓	✓	
• Library	✓	✓	✓	
• Laboratories/workshops	✓	✓	✓	
• ICT infrastructure	✓	✓	✓	

d) Application Form for Capacity Building and Skills Development Projects

1.1. Cover Page

The Cover Page must present a summary of the proposal, including;

i. Title of the Training programme (including short term or long term training program),
ii. Competitive sector,
iii. Funding window/ Level of Education,
iv. Strategic area,
v. Submitting Institution

1.2. Summary of the program

The summary of the program should include the following (not exceeding 500 words);

i. Title of the Training programme
ii. Statement of the problem
iii. justification and rationale
iv. Objectives of selected training programme,
v. Assessment methods
vi. Expected outcome
vii. Ways to track trainees' employability after the program
viii. Budget estimates

1.3. Training Provider Background

1.3.1. Training Provider Institutional Profile	**2017**	**2018**
Number of training programs that have been accredited/training program conducted		
Total number of staff with relevant qualifications		
Institutional capacity on first year enrollment		
Total number of first year enrolled		
Total number of short courses conducted		
Total number of trainees enrolled in short courses		
Completion rate for a cohort		
Number of graduates employed within 6 months of completion		

1.4 Problem Statement (Detailed description of the identified problem/need you are addressing and its significance)-*Do not exceed 200 words*

1.4.1 Needs assessment (Provide the evidence of the conducted needs assessment). *Do not exceed 200 words*

1.4.2 Rationale (Justification for undertaking training program on the sector and provide a rationalization statement for a targeted group(s).)- *Do not exceed 200 words*

1.5 Main Objective (Strategic goal) *A clear statement of general problem(s) or issue(s) at hand should be given (Do not exceed 50 words)*

1.5.1 Specific Objectives (*Specific objectives and target must be clearly stated in order to facilitate Monitoring and evaluation of the training program. It has to be SMART (Specific, Measurable, Achievable,*
Realizable and Time bound)

1.5.1.1 Specific Objective 1

Activities linked to the Specific Objective 1:

1	
2	
3	

Performance Indicator linked to Specific Objective 1:

	Indicator	**Baseline Data**	**Target Year 1**	**Target Year 2**	**Verification Method**
1					

1.5.1.2 Specific Objective 2

Activities linked to Specific Objective 2:

1					
2					
3					
Performance Indicator linked to Specific Objective 2:					
	Indicator	**Baseline Data**	**Target Year 1**	**Target Year 2**	**Verification Method**
1					
Specific Objective 3					
Activities linked to Specific Objective 3:					
1					
2					
3					
Performance Indicator linked to Specific Objective 3:					
	Indicator	**Baseline Data**	**Target Year 1**	**Target Year 2**	**Verification Method**
1					
Specific Objective 4					
Activities linked to Specific Objective 4					
1					
2					
3					
Performance Indicator linked to Specific Objective 4					
	Indicator	**Baseline Data**	**Target Year 1**	**Target Year 2**	**Verification Method**
1					

1.6 Selection & adequate description of methodology (Program design, expected number of trainees, Justification of the choice of area,

1.7 Action plan

(Provide action plan as per provided format)

1.8 Budget

1. Goods(specify and describe each item)			
	Quantity	Unit Price (Tshs)	Total Cost (Tshs)
Equipment 1			
Equipment 2			
Equipment 3			
Stationery			
Sub-total			
2. Works			
Type 1			
Type 2			
Type 3			
Sub-total			
3. Consulting services			
Outsource expert			
Sub-total			
4. Operating expenses (field work, management analysis and reporting)			
Team members (man days)			
Field attachment			
Sub-total			
Other cost related to the project 10% - (travelling cost, communication cost ……)			
Sub-total			
GRAND TOTAL			

1.9 Budget Narrative

(Provide a justification for major budget)

1.10 Curriculum Vitae for Training program Management Team

1.10.1. Key Personnel

Training program Manager CV

Should not exceed five pages including a brief description of the profession related to the training program

1.10.1.1.

Attach CV (of the Program Manager)

1.10.2. Key Personnel

Training program Trainers CV

Should not exceed five pages including a brief description of the profession related to the training program for each trainer

1.10.2.1.

Attach CV (of Trainer)

1.10.2.2.

Attach CV (of Trainer)

1.10.2.3.

Attach CV (of Trainer)

2.

2.1 Collaborating Institution

Attach MoU from the expected collaborating institution(s) (If the Training Provider plans to collaborate with another Institution (s) and Indicate the name of Institution(s)

1

2.

3.

2.2 Capacity Building

Outline how proposal shall build capacity of the organization.

2.3Past Performance

Describe training provider's ability to carry out similar program in the past. If relevant, include examples of curriculum and/or pedagogy.

2.4 Sustainability

Outline efforts to create and ensure sustainability after the end of the project.

2.5 Financing Arrangements

Provide concrete reasons why SDF financing is needed for this program instead of existing public/private sources of funding.

2.6 Financing Collaboration (Matching funding declaration)

List matching public/private funds, if any, and their purpose.

2.7 Tracer Study Plan

2.8 Commitment Letters from the Institution

Name and Position	**Signature**

ANNEX 3

FORMULA FOR ALLOCATION OF FUNDS TO EDUCATIONAL INSTITUTIONS AND SCHOOLS UNDER TEA SUPPORT

Formula for allocation and disbursement of financial resources of the Authority to different educational levels is expected that at least fifty percent (50%) of the financial resources shall be provided to finance basic and secondary education.

1.0 Guidelines in Supporting Educational Fund Raising Initiatives

It has been the practice of TEA to contribute towards fund raising initiatives based on the Management discretions as there has been no formal established criterion in place. This is due to the fact that initially, the numbers of funds raising events were few. However, for consistency and transparency the Management found it appropriate to develop criteria that shall guide future contributions towards funds raising initiatives.

Due to the increasing numbers of fund raising events being organized throughout the country, the management has developed contribution limit based on targeted amount of funds to be raised by respective organizers. The limits have taken into consideration the current position of resources flowing into the Education Fund and the fact that the Authority shall also continue to support education institutions from all over the country irrespective of regions and districts initiatives.

Contribution limit based on targeted amount to be raised during Fund raising

S/NO	Project Value (in million Tshs.)	Contribution (in million Tshs.)
1	Up to 500	15
2	501 to 1,000	30
3	1,001 to 2,000	45
4	Over 2,000	60

ANNEX 4

SAMPLE OF NOTIFICATION FOR ALLOCATION LETTER

UNITED REPUBLIC OF TANZANIA

TANZANIA EDUCATION AUTHORITY

(Mamlaka ya Elimu Tanzania) (TEA)

Unapojibu tafadhali taja:

Kumb. Na: AC…….. **Tarehe……**

Anuani **……**

Kuh: **RUZUKU KWA AJILI YA MRADI WA ……..KATIKA ……**

Tafadhali rejea kichwa cha habari hapo juu.

2. Bodi ya Mamlaka ya Elimu Tanzania (TEA) katika kikao chake cha …… kilichofanyika tarehe …….., imeidhinisha kiasi cha Shilingi **……** ……. kwa ajili ya kufadhili …….. katika …….. Aidha, ili kuendelea kujikinga na magonjwa ya kuambukiza mnashauriwa kuongeza miundombinu ya kuweza kupata maji tiririka nje ya madarasa hayo kwa ajili ya wanafunzi kunawa mikono kwa maji tiririka na sabuni.

3. Ujenzi huo utatekelezwa na ……. kwa kusimamiwa na Mkurugenzi kwa kutumia Kanuni 167 (1) ya PPA *"Force Account Guidelines'*, Kanuni ambayo ujenzi/ukarabati unafanyika kwa kutumia mafundi wa moja kwa moja *(Direct Labour),* pamoja na Kanuni 168 ambayo nguvu za wananchi zinatumika *(Community participation in procurement).*

4. Kwa mujibu wa kanuni hizo, maamuzi ya kumchagua Fundi/Mafundi ujenzi na kujaza kwa makini *"Unpriced Schedule of Materials"* mliyotumiwa pamoja na manunuzi ya vifaa vya ujenzi kwa bei ya soko yatafanywa na Shule kwa usimamizi wa Halmashauri. Aidha, ili kuwezesha Mamlaka kukamilisha taratibu za kuweka fedha katika Akaunti ya Shule kwa ajili ya utekelezaji mradi, na pia kurahisisha ufuatiliaji wa matumizi ya fedha hizo, nyaraka zote zikiwemo *"Schedule of Materials"* yenye gharama halisi na maamuzi mbalimbali ya vikao

ziwasilishwe Mamlaka ya Elimu Tanzania kwa ajili ya uhakiki ndani ya wiki moja baada ya kupokea barua hii kama ifuatavyo:

i. Barua kutoka ofisi ya Mkurugenzi wa Halmashauri inayowasilisha nyaraka muhimu.
ii. Taarifa za Vikao/Maamuzi mbalimbali ikiwa ni pamoja na uteuzi wa Fundi/Mafundi ujenzi na Mkataba kati ya Shule na fundi ujenzi;
iii. *'Approved Schedule of Materials'* ikiwa na gharama za vifaa vya ujenzi kwa bei ya soko;
iv. Ramani ya …….. kama ilivyowasilishwa na Mamlaka ya Elimu Tanzania kwa ajili ya rejea.

5. Tunaambatisha rasimu ya mkataba wa utekelezaji *'Grant and Performance Agreement'* kati ya Mamlaka ya Elimu Tanzania na Halmashauri kwa ajili ya ……ili upitiwe kabla ya kusainiwa na pande zote mbili. Tunaambatisha pia ramani kwa ajili ya ujenzi na "*unpriced schedule of materials"* kwa ajili ya kujazwa gharama zitakazotumika kwa ajili ya kutekeleza mradi.

6. Aidha, unatakiwa kuwasilisha maoni yako ndani ya siku tano (5) baada ya kupokea barua hii. Iwapo rasimu ya mkataba huo itaridhiwa mtufahamishe mapema iwezekanavyo, wakati huo mkiandaa nakala 4 halisi za kisheria na kuzisaini kwa upande wenu na kuzirejesha zote nne (4) Mamlaka ya Elimu Tanzania kwa ajili ya kusainiwa. Zoezi hilo lifanyike ndani ya wiki moja ili kuwezesha malipo kufanyika haraka. Ujenzi unatarajiwa kuanza mara baada ya malipo na kutarajiwa kukamilika ndani ya kipindi cha miezi minne.

7. Kwa lengo la kuwezesha malipo kufanyika baada ya mkataba kusainiwa, tunaomba kutumiwa taarifa sahihi za kibenki za Shule ya Msingi Azimio zinazoonesha: **Jina la Akaunti (kama linavyoonekana kwenye *'bank statement'),* Namba ya Akaunti, Jina la Benki na Tawi la Benki.**

8. Aidha, unashauriwa kuwa na mpango kazi (Project Implementation Program), Mchanganuo wa mahitaji ya ujenzi (Schedule of Materials) uliothibitishwa na Mhandisi wa Halmashauri "*Log book", "stores ledger book"* pamoja na kitabu cha wageni (visitor's book) eneo la mradi (site) kwa kipindi chote kwa ajili ya matumizi ya Mhandisi wa Halmashauri na wageni wengine wanaotembelea mradi. Pia, izingatiwe kuwa katika utekelezaji wa mradi huu, gharama za ufuatiliaji na usimamizi wa mradi zisizidi kiasi cha Shilingi **1,000,000/= (Milioni Moja tu).** Fedha hizi ni kwa ajili ya matumizi ya chakula, maji ya kunywa, na nauli kwa wanakamati wanaosimamia mradi.

9**.** Mwalimu Mkuu/Mkuu wa Shule anashauriwa kukiri mapokezi ya fedha mara baada ya kuingiziwa fedha kwenye akaunti ya Shule akiambatisha risiti halisi ya thamani ya fedha hizo, akiri pia tarehe ya kufunguliwa kifungu FFARS, kutuma taarifa za maendeleo ya utekelezaji wa mradi kila mwisho wa mwezi mara baada ya ujenzi kuanza akiambatisha nyaraka zinazothibitisha malipo yote yaliyofanyika (i.e. *payment supporting documents-payment*

voucher, receipts, invoice etc.) na picha za rangi ili kuonesha uhalisia wa kazi iliyofanyika kwa kipindi chote cha utekelezaji mpaka mradi kukamilika.

10. Aidha, baada ya mradi kukamilika, anatakiwa kuwasilisha taarifa ya kukamilika kwa mradi pamoja na cheti cha Mhandisi kinachothibitisha kukamilika kwa mradi huo (Certificate of Project Completion).

11. Tunawatakia utekelezaji mwema.

……..
MKURUGENZI MKUU

Nakala: Katibu Mkuu,
Wizara ya Elimu, Sayansi na Teknolojia,
S.L.P 10,
DODOMA.

Katibu Mkuu,
Ofisi ya Rais,
Tawala za Mikoa na Serikali za Mitaa,
S.L.P 1923,
DODOMA.

Katibu Tawala,
Mkoa wa Pwani,
S.L.P 30080,
RUFIJI.

Mwalimu Mkuu/Mkuu wa Shule,
Shule ya Msingi/Sekondari,
S.L.P ……..,
…….

ANNEX 5

SAMPLE OF GRANT AND PERFORMANCE AGREEMENT

Ref. No. AC……..

TANZANIA EDUCATION AUTHORITY

GRANT AND PERFORMANCE AGREEMENT

BETWEEN

TANZANIA EDUCATION AUTHORITY (TEA)

AND

……..

(FOR …… AT ……)

GRANT AND PERFORMANCE AGREEMENT

THIS AGREEMENT is made this **……**Day of **…… 2021**

BETWEEN

TANZANIA EDUCATION AUTHORITY (TEA) of P.O. Box 34578 Dar es Salaam (hereinafter referred to as **"the Funding Financier"** which expression, unless the contrary intention is shown, shall include its Assigns, and, or Successors in Title, on the one part,

AND

…… of P.O Box…….., **……** for construction/rehabilitation/procurement of …….. at **……..,** of P.O Box …… , Tanzania, (hereinafter referred to as **"the Funding Beneficiary"**) which expression, unless the contrary intention is shown shall include its Assigns and or Successors in Title, on the other part, and jointly referred to as "parties"

WHEREAS the Funding Financier is a body corporate established by the Education Fund Act [Cap 412 R.E.2002] under which the Education Fund has been established for the purpose of improvement of access, equity and quality of education at all levels;

WHEREAS the Funding Beneficiary is the owner of **…….** with **Registration number EM/S……..,** and owner of the construction site area (Land) which is situated at ……

WHEREAS the Funding Beneficiary proposes to undertake a project (**hereinafter referred to as "the Project"**) **for …… at ……** as more specifically described in **"attachments"** hereto referred as the **"Technical Description**", **AND WHEREAS** the Funding Beneficiary, is desirous of obtaining a funding from the said Funding Financier in the sum of **TZS. ……/= (……...) for ……. at ……,** payable to the Funding Beneficiary or as otherwise determined by the Authority; additional classrooms can be built upon submission of request in writing to the Funding Financier to increase scope of the project.

WHEREAS the Funding Beneficiary undertakes to honor this agreement, use grant and perform the activity as more specifically described in the action plan for implementation of the project in accordance with this agreement.

AND WHEREAS, the Funding Financier has agreed to fund the Project and the Funding Beneficiary has agreed to execute the project on terms and conditions set out in this agreement;

NOW THEREFORE, the parties are desirous that this Agreement be mutually and strictly respected by the parties and legally binding.

NOW THEREFORE this **AGREEMENT WITNESS** by the Parties as follows:

ARTICLE I

DEFINITION OF TERMS
WORDS AND TERMS

"Agreement" shall mean this Grant and Performance Agreement.

"Business/Working Day" means in relation to the doing of any action in a place, any day other than a Saturday, Sunday, or public holiday in that place.

"Completion Date" means the date specified under article 3.

"Funds" shall mean the amount of money to be issued pursuant to this Agreement and subsequent amendments.

"Funding Beneficiary and **Funding Beneficiary's personnel"** extend to the Funding Beneficiary's officers, employees, volunteers, agents and subcontractors.

"Fund Details" means the grant details contained in this Agreement.

"Other Contributions" means financial or in-kind resources (with in-kind resources valued at market rates) for the Project, other than the Funding.

"Parties" means the Funding Financier and Funding Beneficiary.

"Project" means the initiative and related activities as more particularly described in the document.

"Project implementer" means a school designated to implement the project which is "…….

Words of the masculine gender shall be understood to include correlative words of the feminine and neuter genders. Unless the context shall otherwise indicate, the singular shall include the plural and the word "person" shall include corporations, companies and associations, including public bodies, as well as natural persons.

ARTICLE II

SCOPE OF THE AGREEMENT

1. The following documents attached hereto shall be deemed to form an integral part of this agreement:-

   (i) Letter of Notification for Allocation of grant,

   (ii) ……. architectural drawings and

   (iii) Approved schedule of materials.

2. This agreement represents the parties' entire agreement in relation to funds provided under it and the relevant activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing. Information contained in or under this agreement may be used for public reporting purposes.

3. If there is any inconsistency between the body of this agreement and any sub documents, the body of this agreement prevails to the extent of the inconsistency.

ARTICLE III

DURATION OF THE AGREEMENT

1. This agreement commences on the date this agreement is signed by the parties, or if signed on separate days, the date of last signature ("**Commencement Date**").

2. The Funding Beneficiary undertakes to complete the agreed project within a period of four Months from the date of receipt and actual of funds.

ARTICLE IV

FUNDING DETAILS

1. Funding Financier will provide the Funding Beneficiary with the funds at the times and in the manner specified in an attachment, subject to Funding Financier continuing to have sufficient funds allocated to the project.
2. Without limiting Funding Financier's rights, Funding Financier may demand payment/refund in whole or in part if Funding Financier considers that there was poor performance of this agreement.

3. The fund allocated for construction of ……. at …….. …….l of ……, shall be disbursed in lump sum (single installment) by Funding Financier to the school bank account once this agreement is signed as follows

    (i) Bank Name ….……..

    (ii) Bank Branch ……..

    (iii) Account Number …….

    (iv) Account Name ……

4. The funds disbursed to Funding Beneficiary shall be acknowledged by submitting original payment receipt to the Funding Financier within **Seven (7)** days the funds are received.
5. The Funding Beneficiary if at any time during the term of this agreement or on expiry or termination of this agreement, there remains an amount of Funding that has not been used in accordance with this agreement, the Funding Beneficiary shall request the Funding Financier in writing to use the remaining amount for other project provided that the Financier's permission shall not unnecessarily be withheld.

6. Other Funding

    6.1 The Funding Beneficiary must give Funding Financier full details of any financial assistance in connection with the project under this agreement, which the Funding Beneficiary receives from another government source or any other source within 14 days.

    6.2 Upon notices of other financial assistance by the Funding Beneficiary in connection with this project, the Funding Financier may terminate this agreement and call for refund of its funds by the Funding Beneficiary.

ARTICLE V

FUNDING BENEFICIARY 'S OBLIGATIONS

1. The Funding Beneficiary agrees to comply with all applicable laws, regulations, government policies and other directives during implementation of this agreement.

2. The funding Beneficiary agrees to carry out the project within the project period, in accordance with this agreement, with due care and skill, quality of service and workmanship shall be of a high professional standard and in a timely manner.

ARTICLE VI

FUNDING EXPENDITURES

1. All expenditures on the construction project shall be endorsed by the Council Director and kept for Funding Financier verification.

2. The funds shall be used only for the project and in accordance with the budget and the plans set out in the approved project document and its attachments.

3. Project implementer shall be allowed to spend funds not exceeding **TZS**…**……/=** (…….) for monitoring and supervision of the project for the entire duration of the project.

4. Council Director, the Chairman of the School Board/Committee and Head of School shall be responsible to ensure that funds received are spent in accordance with approved project documents, approved budget and they shall be accountable jointly or severally for mismanagement of the funds received under this agreement.

5. No part of the funds can be used for implementation of either additional activity or different project without obtaining approval from the Funding Financier.

ARTICLE VII

FINANCIAL AND ACCOUNTING RECORDS

1. Funding Beneficiary agrees to keep financial and accounting records relating to the implementation of this agreement for the period of 5 years after expiry or termination of this agreement**.**

2. The Funding Beneficiary agrees to keep separate, accurate and up-to-date accounts records of all payments-in and payments-out of the funds received by it.

3. The Funding Financier shall have the right to review, at any time, the Funding Beneficiary books of accounts and records that relate to the management and holding of the funds, the right to take copies of all such books of account, records and to conduct audit or to authorize in writing on that behalf to conduct audit.

4. The provisions of **Article VII (3)** does not detract the statutory powers of Audit bodies to conduct audit on public funds, and the Funding Beneficiary agrees to do all things necessary to ensure that Funding Financier is able to comply with any lawful request of the Audit bodies relating to this agreement.

ARTICLE VIII

PROCUREMENT PROCESS AND PROHIBITION

1. The Funding Beneficiary agrees to comply with the requirements of the Public Procurement Act No.7 of 2011 and its Regulations of 2013 as amended from time to time and any other applicable laws in the United Republic of Tanzania.

2. The Funding Beneficiary shall while undertaking procurement strive to achieve highest standard of equity taking into consideration overall principle of public procurement, economy, efficiency, equal opportunity, transparency, fairness, and accountability.

3. The Funding Beneficiary agrees to maintain all procurement documents in accordance with **Article VII (1)** of this agreement.

4. The following are prohibited during procurement process or after: -

4.1 Involvement of the Funding Beneficiary or the Funding Financier employees in fraud and corruption including bribery in the implementation of the project or this agreement.

4.2. The Funding Beneficiary shall not procure from a member of its staff or a person who have direct influence in the implementation of the project or this agreement.

4.3. The Funding Beneficiary or the Funding Financier employee shall declare conflict of interest that he/she may have during procuring process.

4.4. The Funding Beneficiary or the Funding Financier shall not accept gratuity in any form, any offer of employment or anything of value as inducement in connection with any procurement proceedings.

4.5. The Funding Beneficiary shall not include any condition which is likely to favour tenderer during procurement proceedings.

5. Any officer of the Funding Beneficiary or Funding Financier who engage in corrupt or fraudulent practices during procurement proceedings under this agreement shall be reported to **The Prevention and Combating of Corruption Bureau (PCCB)** and any other relevant authorities.

ARTICLE IX

REPORT, NOTICES AND MEETINGS

1. The Funding Beneficiary agrees to submit the final report on project implementation at the completion of project.

2. The Funding Financier shall immediately report to the relevant authorities against any loss, mis-use or abuse of funds if any.

3. The Funding Beneficiary during subsistence of this agreement agrees to provide to the Funding Financier with monthly progressive report on project implementation under this agreement.

4. Both parties agree to notify each other of any change or circumstances that may affect the ability of each other to undertake the project or to comply with this agreement.

5. All notices under this agreement must be in writing, signed by the party giving it and addressed to the other party appropriate representative within Seven **(7)** days

6. The Funding Beneficiary agrees to co-operate and to attend meetings with the Funding Financier in all matters relating to the performance of the Funding Beneficiary's obligations under this agreement.

ARTICLE X

MONITORING AND EVALUATION

1. The Funding Financier shall conduct monitoring and evaluation of the funded project to ensure effective and efficient utilization of the fund and adherence to the objective of the fund to the Funding Beneficiary.

2. Notwithstanding the provisions of **Article II (1)** of this agreement, the Funding Financier shall have the right to monitor achievements of the project for **Twenty-Four (24)** months after the completion date of the project and The Funding Beneficiary agrees to give maximum cooperation needed to that effect.

ARTICLE XI

CONFLICT OF INTEREST

1. The Funding Beneficiary or employee of Funding Beneficiary shall refrain from putting themselves in a position of conflict of interest in the performance of this agreement. The Funding Beneficiary or his employees shall be considered to have a conflict of interest for the purposes of this agreement, if acquired or acquires any form of interest that could conflict with the proper performance by the Funding Beneficiary or his employee under this agreement.

2. Where at any time during the continuance of this agreement the Funding Beneficiary or his employees acquires a conflict of interest under this agreement, the Funding Beneficiary shall immediately disclose the conflict of interest to the Funding Financier and refrain from taking part, or any further part in the performance of this agreement pending further advice from the Funding Financier.

ARTICLE XII

WARRANTIES AND INDEMNITIES

1. The Funding Beneficiary represents and warrants that it's funding application: all statements made in its application for funding were, when made, and remain, correct, complete and not false or misleading in any way.

2. The Funding Beneficiary will indemnify Funding Financier (including Funding Financier's officers, employees and agents) against any loss or liability incurred by Funding Financier, including legal costs arising from or in connection with any act or omission of the Funding Beneficiary or the Funding Beneficiary's personnel under or in connection with this agreement.

ARTICLE XIII

PUBLICITY

The Funding Financier reserves the right to publicize and report on the awarding of the funds, and may do this by amongst other means, including the Beneficiary's name, the amount of the funds and the title and a brief description of the Project in media releases, general announcements about the Programme and annual reports.

ARTICLE XIV

TERMINATION

1. This Agreement may be terminated by; -

   1.1 Mutual agreement between the parties.

   1.2 Expiration of the agreement.

   1.3 Prior to the closing date due to a change in Government Policy or directives.

ARTICLE XV

GOVERNING LAW

This Agreement shall be construed and governed by the Laws of Tanzania.

ARTICLE XVI

DISPUTE SETTLEMENT

1. Any dispute between the parties arising out of the implementation of the provisions of this Agreement shall be settled amicably.

2. Any dispute not amicably settled within 30 days shall be referred to arbitration under Act No. 2 of 2020.

ARTICLE XVII

FORCE MAJEURE

Neither parties shall be held default in the performance of the obligation under this agreement, in the circumstances of force majeure. For the purpose of this agreement force majeure includes war, civil commotion and riots, floods and change in Government policies. In the event of force majeure, the parties shall undertake to consult each other in order to agree on appropriate cause of action in the given circumstances.

ARTICLE XVIII

AMENDMENT AND ASSIGNMENT

1. This Agreement may be amended from time to time as may be agreed upon in writing by both parties. No additions, variations or consensual cancellations of the terms of this agreement shall be of any force or effect unless it is in writing and signed by both parties.

2. A part may only assign its rights or novate its rights and obligations under this Agreement with the prior written consent of the other part.

IN WITNESS WHEREOF the parties hereto have set their hands and seals in the manner and on the date herein appearing.

SEALED with the Common Seal of the said **TANZANIA EDUCATION AUTHORITY (TEA)** in the presence of us this **……**day of **……** 2021.

NAME: -_____

SIGNATURE: _____

POSITION: DIRECTOR GENERAL

POSTAL ADDRESS: P.O Box 34578 Dar es Salaam**.**

IN THE PRESENCE OF:

NAME: -_____

SIGNATURE: _____

POSITION: -_____

POSTAL ADDRESS: P.O. Box 34578, Dar es Salaam.

SEALED with the Common Seal of the said **……** in the presence of us this**…….** day of**……..…....**2021.

NAME: _____

SIGNATURE: _____

POSITION: _____

POSTAL ADDRESS: P.O. BOX ……..

Witnessed by the said **……** in the presence of us this……. day of …… 2021.

NAME: _____

SIGNATURE: _____

POSITION: _____

POSTAL ADDRESS: P.O. BOX ……

Witnessed by the said **……** in the presence of us this……. day of ……. 2021

NAME: _____

SIGNATURE: _____

POSITION: _____

POSTAL ADDRESS: P.O. BOX ……...

ANNEX 6

TANZANIA EDUCATION AUTHORITY

PROCUREMENT PROCEDURES FOR INSTITUTIONS/SCHOOLS

The following procedures, limits and documentation shall apply for procurement of goods and services to comply with the Public Procurement Act No 21 of 2004.

1.0 Formulation of the Tender Boards

1.1 The institutions/schools shall establish Tender Boards to advise the head of schools/ institutions on procurement matters.

1.2 The Tender Board shall be responsible in overseeing the procurement process of the institution/school by soliciting, receiving, opening, evaluating and awarding of bids.

1.3 The Tender Boards shall compose of at least six members who are heads of department or persons of similar standing within the school/institution who shall be appointed by Head of schools /institutions.

1.4 Among the six members of the Tender Board, one shall be the Chairman and another member preferably the head of the procurement unit be the Secretary of the Board. All appointed by the Head of the School/Institution.

1.5 The Head of schools/institutions are not members of the Tender Boards.

2.0 Authority limits

The following authority limits shall apply to institutions/schools in procurement of services and goods.

a) Procurement of goods and works:

Maximum Limits

METHOD OF PROCUREMENT	GOODS	WORKS
International Competitive	No limit	No limit
National Competitive Bidding	Up to Tshs. 800,000,000/=	Up to 1,600,000,000/=
Restricted Tendering	Up to Tshs. 80,000,000/=	Up to 200,000,000/=
Competitive Quotation	Up to Tshs. 80,000,000/=	Up to 100,000,000/=
Single Source Procurement	Tshs. 5,000,000/=	Up to 8,000,000/=
Minor Value Procurement	Up to Tshs. 2,500,000/=	Up to Tshs. 2,500,000/=
Force Account	Up to Tshs. 5,000,000/=	N/A

b) Selection and employment of consultants:

Maximum Limits

METHOD OF PROCUREMENT	LIMITS
International Competitive Selection	No Limit
National Competitive Selection	Up to 100,000,000/=
Restricted Competitive selection	Up to 50,000,000/=
Single Source Selection	Up to 30,000,000/=
Individual Selection	Up to 15,000,000/=
Minor Value Procurement	Up to 1,000,000/=

3.0 Sample of Documents

1.1 REQUESTS FOR QUOTATION FORM

(Name of school /institution)

Tele: P.O Box ---------

Fax; ----------

E-mail: ----------

RFQ NO: ---------- Date: ----------

To:

Dear Sir/Madam,

SUB: REQUEST FOR QUOTATION.

1) The (insert n*ame of school/institution*) has received funds from Tanzania Education Authority towards the cost of supply of (insert *description of goods/services)*

2) Please insert below your most competitive prices for supply (insert brief *description of goods/services)*

S/N	PARTICULARS	UNIT	QTY.	TOTAL PRICE

(*Attach a list if the space is not sufficient*)

Conditions/Instructions of supply:

1. The selected supplier shall be required to supply the goods to school/institution premises without additional cost.

2. In evaluating quotations, price, specification conformity and timely delivery of goods shall be the criteria for receiving the award.

3. Bidder must submit documentary evidence on company registration, TAX ID Number, valid business registration, registration statutory bodies etc.

4. Bidding shall be contacted in accordance with bidding procedures contained in the Public Procurement Act 2004 and its related Regulations.

5. Other conditions and terms of payment to be shown in form of contract/LPO.

6. The school/institution does not bind itself to accept any quotation and may reject all.

7. The completed quotation form submitted in wax sealed envelope marked clearly "**QUOTATION FOR SUPPLY----------"** must be delivered to the following address by registered post or deposited at the address below on or --------- hours local time date-------

   Address Quotation must be delivered to:
   (Insert full address and contact details of school/institution)

Signed by ---------- Head of school/institution

3.2 QUOTATIONS ANALYSIS FORM

*(Name of school/institution**)***

QUOTATIONS ANALYSIS FORM

NO.	DESCRIPTION	Unit	QTY.	SUPPLIER 1	SUPPLIER 2	SUPPLIER 3	SECRETARY OF SCHOOL/ INSTITUTION TENDER BOARD RECOMMENDATION
				Price	Price	Price	
	TOTAL PRICE						

REASONS FOR SELECTION OF SUPPLIER:

(Tick *appropriate reason*)

1) LOWEST PRICE
2) BEST QUALITY
3) EARLY DELIVERY
4) RELIABLE SERVICE
5) SINGLE SOURCE
6) BEST DESIGN

MEMBERS OF SCHOOL/INSTITUTION TENDER BOARD RECOMMENDATIONS

SIGNATURE **NAME**

(1) …… ……

(2) …… ……...

(3) …… ……

3.3 GOODS RECEIVED NOTE (GRN)

(*Name of institution/school*)

GOODS RECEIVED NOTE

GRN NO: ----------

SUPPLIER: ---------- DATE: ----------

---------- ORDER/CONTRACT NO: ------

INSPECTION REPORT NO: ---

Item No.	Stores Code	Particulars	unit	Quantity		Unit Rate	Value	Ledger Folio
				Ordered	Received			

I certify that the above goods have been received in good order and condition in accordance with the terms of order.

Received by: ---------- Signature: ---------- Designation: ----------

Approved by: ---------- Signature: ---------- Designation: ----------

The stock has been posted:

Date: ---------- Signature: ---------- Designation: ----------

Copies to: TEA, SUPPLIER, BOOK COPY

ANNEX 7

TANZANIA EDUCATION AUTHORITY

FUND ASSISTED EDUCATIONAL PROJECTS DISCLOSURE REQUIREMENTS

1.0 INTRODUCTION

Tanzania Education Authority intends to enhance its internal controls of its operations; among the controls is to reinforce uniformity in record keeping and disclosure requirements of support obtained from the Education Fund. The records kept and disclosure of support shall be used during monitoring, evaluation and impact assessment of Fund Assisted Projects.

In case the beneficiary of funds has in place the records sufficing the disclosure intended; shall only be required to ensure that the transactions are correctly recorded in the existing records. Where such records do not exist, the beneficiary is required to maintain these records.
In that context, the following records are to be kept in the proposed formats.

2.0 Provision of goods and services - general

2.1 A complete set of procurement process containing the method of selection of Suppliers or Consultants. For example, tender advertisement cuttings, minutes of tender board meeting which approved the tender, a copy of tender document, evaluation and reward recommendation report, quotations and a copy of a contract of supply.

2.2 Copies of Local Purchase Order, delivery notes or performance certificates, goods received notes, supplier's invoice and acknowledgement receipts.

3.0 Provision of consumable supplies

3.1 Items falling under this category are those which are received and consumed within the same accounting period, they are therefore not expected to last for more than one accounting period. Such items may include laboratory chemicals, in case they are not exhausted within the same year, they must be disclosed in the next accounting period as opening stock.

3.2 Therefore should be kept separate ledger, preferably in four quire register for all items received. The receipt (left hand) side is to be recorded with the details contained on the Goods Received Note (GRN) submitted to TEA for payment. The GRN shows type of goods, quantity, unit price and total value, these details must appear in the register each on a separate column of the register.

3.3 The right hand side to be recorded with all issues or usage indicating the type, quantity, unit price and value of items issued per requisition or order. The issue price must be the cost price.

3.4 Adjustment for breakages must also be made on the right hand side to show that stock of items has been reduced.

3.5 At the end of the accounting period, the items remaining must be shown as stock at their cost or net realizable value.
See **Specimen I**

4.0 Provision of non-consumable assets

4.1 Items falling under this category are those which does not change form upon usage, and they are expected to last for more than one accounting period, therefore their value shall be reduced by depreciation provided at the end of accounting period. Examples are Computers and Accessories and laboratory apparatuses.

4.2 Assets must be entered in the Fixed Assets register and posted in the general ledger under Equipment. See **Specimen II**

4.3 Assets must be coded to distinguish them from others owned by the beneficiary. See **Specimen III**

5.0 Provision of books

5.1 There must be maintained a library index/registers recording books, indicating their serial numbers and location. See **Specimen IV**

5.2 Books lent to students and teachers must be recorded in the register indicating the date, name of borrower, book title, number of books and return date.

5.3 Books to be stamped as **"DONATED/PROCURED BY TANZANIA EDUCATION AUTHORITY**" See **Specimen V**

Specimen I: STORES LEDGER

ITEM: Laboratory Equipment/Text Books

SN	**RECEIPTS**						**ISSUES**				
	DATE	GRN	QTY	UNIT PRICE	VALUE	REQUISITION NOS.	DATE	QUANTITY	UNIT PRICE	VALUE	BALANCE
1	1/02/14	0712	200	10,000	20,000	0035	7/02/14	100	10,000,000	10,000	1 00

Specimen II: FIXED ASSETS REGISTER

EQUIPMENT

	PARCICULARS					**DEPRECIATION**		
	ITEM	INVOICE	QTY	UNIT PRICE	VALUE	DEPRECIATION	BOOK VALUE	CODE
1	Computer	0348	20	1,500,000/=	30,000,000/=			TEA/UDSM/ICT/CPU/001,

Specimen III: ASSET CODE

TEA/UDSM/ICT/CPU/001 – TEA/UNIVERSITY OF DAR ES SALAAM/INFORMATION COMMUNICATION TECHNOLOGY/CENTRAL PROCESSING UNIT/RUNNING NUMBER 001

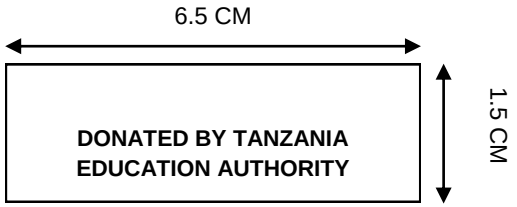
TEA/MHS/ICT/MON/007 – TEA/MIDLAND HIGH SCHOOL/INFORMATION COMMUNICATION TECHNOLOGY/MONITOR/RUNNING NUMBER 007

TEA/TUDAR/TB/022 - TEA/TUMAINI UNIVERSITY DAR ES SALAAM/TABLE/RUNNING NUMBER 022

Specimen IV: LIBRARY INDEX

SN	**PARTICULARS**							
	TITLE	**AUTHOR**	**QTY**	**UNIT PRICE**	**VALUE**	**ISBN**	**LOCATION**	**REMARKS**
1	Geography for Secondary Schools	TIE	50	3500	175,000/=	0-596-000768-9	Library	

Specimen V: STAMP



Note: The size of character (alphabet) should be 8.5

ANNEX 8

EDUCATION PROJECTS/PROGRAMS SUPPORT INTERNAL PROCESSES

1.0 PRE – BOARD APPROVAL

No.	Activity	Responsible
1.	In Application based approach applications for funds are received at the reception and stamped. They are filed and routed by registry to the Director General.	REGISTRY
2.	In Proposal Development Approach TEA identifies and develops Projects to be funded and initiates Project funding process. The identified projects are filed and routed by registry to the Director General.	DRMES/ DCS
3.	In loan projects analysed **LOAN** projects from DRMES are sent to **DCS** for Financial & Feasibility Appraisal	DCS
	a). DCS may inquire for additional information and more clarification of Financial status from the beneficiary and financial institutions as find appropriate;	
	b). DCS produces evaluation summary and recommends where the loan is honoured or not;	
	c). DCS sends back the project to DRMES with recommendations and evaluation summary for further processes.	
4.	DRMES conducts physical pre- award visits to some projects where necessary, to assess its authenticity and validity before recommending for award.	DRMES
5.	DRMES sends analysed **Grant /Loan** projects with advice and Evaluation Summary to the Education Committee/Director General for approval.	DRMES
6.	The Director General studies DRMES recommendations and the Evaluation Summary and may do the following:	DG/ Education Committee
	a) Approves the request, to be sent to the Award Committee, or;	
	b) Inquire clarity/more information, direct review, correction or modifications.	
7.	DRMES studies the Director General comments/directives and works on the recommendations as follows:	DRMES/ Award Committee
	a) The request that is approved by the Education Committee/Director General is incorporated into a paper for consideration as "new request" to be submitted to the Award Committee.	
8	Award committee recommendations are forwarded to TEA Board for approval.	LSM/DRMES /Board

2.0 POST – BOARD APROVAL (GRANT)

No.	Activity	Responsible
1.	CS submits Board approved allocation to DRMES who in collaboration with PICO make Public notification for fund allocated projects through "Press Release", Newspapers' Advertisement etc.	LSM/DRMES / PICO

No.	Activity	Responsible
2.	DRMES prepares "**Notification letters"** to inform beneficiaries of the fund allocated grant support. The letters enclose customised TEA Standard Procurement Procedures.	DRMES
3.	DRMES involves PMU for Procurement procedures/advice in management of procurement of goods, services, works and non-consultancy services.	PMU/ DRMES
4.	LSM prepares agreement between the recipient of grant and TEA to form part of notification letters.	LSM
5.	Notification letters of Tshs. 100,000,000/= and above, are routed to the Director General for signature whereas below Tshs. 100,000,000/= letters are signed by DRMES on behalf.	DRMES
6.	The Signed Fund Allocation Notification letters are routed to registry office for mailing to the beneficiaries'.	Registry
7.	Tender evaluation report and a copy of draft contract between beneficiary and identified contractor/supplier/consultant are received at the reception and routed to the Director General.	DG
8.	The Director General assigns DRMES to study the advertisement and evaluation of tender report and gives recommendations.	DRMES
9.	After verification of Tender Evaluation documents, DRMES prepares a **"no objection"** letter that allows the recipient of funds to proceed with the process of procurement of goods, services or works. The "No Objection" letters are routed by DRMES to registry office for mailing.	DRMES
10.	Demands of payment by supplier/service provider/contractor/consultant are received by TEA with tax invoice, delivery notes, goods received notes and certificate of works as appropriate, and are routed to the Director General.	Registry
11.	The Director General assigns DAF for verification and recommendation for payment.	DG
12.	DRMES verifies the demand for payment (tax invoices/demand notes) in collaboration with PMU and forwards it to Director General who approves payment and forwards to DFSS.	DRMES/ PMU
13.	DCS processes payment and the beneficiary collects payment on behalf of third party or introduce the provider of service to TEA.	DCS
14.	Routine Monitoring and Evaluation of Fund Assisted Educational Projects (FAEP) is conducted to track project progress and program performance throughout the project/program implementation period.	DRMES/ M&E

3.0 POST – BOARD APPROVAL (LOAN)

No.	Activity	Responsible
1.	DRMES in collaboration with PICO make Public notification for fund allocated projects through "Press Release", Newspapers' Advertisement etc.	PICO/DRMES
2.	DRMES forwards approved LOAN projects to CS who prepares:	LSM
	a). Contract between TEA and the Loan recipient;	

No.	Activity	Responsible
	b). Initiates loan contract signing activity.	
3.	DRMES involves PMU for interpretation and advice on Procurement procedures and management of goods, services, works and non-consultancy services.	PMU
4.	DRMES prepares Notification letter for Fund Allocation to the Loan recipient informing about the "**Loan Offer".** The Loan recipient needs to confirm acceptance of the offer and submit relevant original documents for signing of the loan agreement with TEA.	DRMES/CS
5.	The Notification letter encloses the following:	DRMES
	a). Draft loan contract between TEA and loan recipient;	
	b). Informs the loan recipient of the date for signing of the contract;	
	c). TEA Standard Procurement Procedures.	
6.	Notification letters for loans of Tshs. 100,000,000/= and above, are routed by DRMES to the Director General for signature whereas Notification letters which are below Tshs. 100,000,000/= are signed by DRMES on behalf.	DRMES/DG
7.	The signed Notification letters are routed to registry office for mailing.	DRMES/ Registry
8.	Loan recipient signs loan agreement with TEA.	LSM
9.	Tender evaluation reports are received from the beneficiary and filed by registry then routed to the Director General. The DG assigns DRMES to do the verifications of the information and study the recommendations. DRMES may collaborate with PMU.	DG/DRMES & PMU
10.	After verification of tender evaluation report DRMES writes to the recipient giving a "**No Objection**" letter that allows the recipient of loan to proceed with the process of procurement of goods, services or works as seen appropriate. The letters are routed to registry office for mailing.	DRMES & Registry
11.	Demands for payment by supplier/service provider/contractor/consultant with tax invoice, delivery notes, goods received notes and certificate of works from loan recipient are received at the reception and routed to the Director General.	Registry
12.	The Director General assigns DRMES for verification and recommendations for payment.	DRMES & DG
13.	DRMES verifies the demand notes/tax invoices in collaboration with PMU and routes the recommendations to the Director General for approval and forwards to DFSS for payment.	DCS/PMU
14.	DCS processes payment and the beneficiary collects payment on behalf of third party or introduced service providers.	DCS
15.	DCS records loan repayment made per each education institution and updates management on the loan repayment trend.	DCS
16.	DCS makes follow-up on loan repayment structure of every beneficiary as per loan agreement and inform Management.	DCS
17.	Routine Monitoring and Evaluation of Fund Assisted Educational Projects /Programs (FAEPs) are conducted to track project progress throughout the project implementation period.	DRMES/ M&E

ANNEX 9

PRE AND POST DISBURSEMENT VISITS ANALYSIS TOOL