



MZUMBE UNIVERSITY

CONSULTANCY PROFILE



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FOREWORD

This booklet contains a profile of Mzumbe University in the context of the consultancy function. The objective of issuing the booklet is to furnish university stakeholders with essential insights into the university's capability to deliver top-tier advisory services.

Mzumbe University is the oldest training institution in Tanzania, with over 50 years of experience in the field. Throughout these years, the institution has undergone strategic transformations, from a Local government School in 1953 to a Management Training Institution (the then Institute of Development Management, IDM) in 1972, and finally to its present status as Mzumbe University in 2001. Under all these transformations, Mzumbe University has continued to offer consultancy services to its wide range of customers. The customers include both public and private institutions. In the public sector, the university has offered and continues to offer services to Ministries, Independent Departments, Agencies, and Local Government Authorities. On the other hand, i.e., the private sector, customers who obtain advisory services from the university include financial institutions, Non-Governmental Organisations (NGOs), and National and Multinational companies.

Mzumbe University has the competence and capacity to deliver top-notch/high-quality advisory services (or consultancies) within its mandate. The mandate of Mzumbe University is to assist in the preservation, transmission, dissemination, and enhancement of practical knowledge in the field of management. Thus, key management areas in which the university offers its advisory services are Public Administration and Human Resource Management; Accounting (Finance, Audit, Taxation and Financial Management); Procurement and Logistics Management; Economics, Project Preparation and Management; Legal Services; Marketing Management/ Strategies and Business Planning; Production and Operations Management; Information, Communication & Technology (ICT) and Cross-Cutting Issues on Environment, Gender, HIV/AIDS and Poverty Alleviation.

This long experience, along with continuous collaboration and interaction with the private and public sectors, has greatly enhanced the university's capacity to deliver high-quality consultancy services that meet the needs of customers/clients. Among the University's top values is quality assurance. For this reason, a full-fledged Quality Assurance Department is in place. I hope that the information in this booklet will keep you well informed about the University's consultancy services and thus help forge a sustainable partnership for a better future.

Prof. William Mwegoha
VICE CHANCELLOR,
MZUMBE UNIVERSITY
July 2025

1.0 INTRODUCTION

1.1 Profile of the University

Mzumbe University is established by the Mzumbe University Charter, 2007, established under section 25 of the Universities Act No. 7 of 2005. The University, as a training institution, boasts of over 50 years' experience in training in the administration of justice, management, economic and political sciences, and good governance. The training has been complemented by research and consultancy activities, as well as the publication of various information products.

Mzumbe University traces its origins to 1953, when it began as the country's first Local Government School, training Chiefs, Native Authority Staff, and Councilors. The level of training activities was elevated after independence to include training of Central Government officials, rural development officers and local court magistrates.

In 1972, the then Local Government School was merged with the then Institute of Public Administration of the University of Dar es Salaam to form the Institute of Development Management (IDM) as a higher learning institution for training professional managers in the public and private sectors. Following the natural growth of the Institute over the years of successful operation and the changing national and international human resource needs led the Government of the United Republic of Tanzania, in December 2001, to transform the Institute of Development Management- Mzumbe, into a full-fledged fourth public university in the Tanzania Mainland under the Act of Parliament No 21 of 2001. In December, 2006 the Mzumbe University Act No. 21 of 2001, was repealed by the Universities Act of Tanzania No. 7 of 2005 which was replaced by the Mzumbe University Charter, 2007

1.2 Vision of the University

It is espoused that “Mzumbe University is recognized as a leading institution in Africa for demand-driven knowledge generation, application, preservation and dissemination for socio-economic development by 2025”.

1.3 Mission of the University

As indicated by the Mzumbe University Charter, the mission of the University is: “to provide opportunities for acquisition, development, preservation and dissemination of knowledge and skills through training, research, technical and/or professional services”

1.4 The Functions of the University

In order to accomplish the noble mission of the University, the roles and functions of the University have been defined as follows:

- a) To provide facilities and opportunities for university education, research, training and consultancy services for the development of the human race generally, and of the people of Tanzania in particular.

- b) To assist in the preservation, transmission, dissemination and enhancement of knowledge generally and in particular in the fields of administration of justice, business management, public administration, accountancy and finance, economics and allied or complementary fields of learning.

1.5 Location

The University has four campuses located in four regions. The Mzumbe University Main Campus is located in the Morogoro region. It lies 22 km south-west of Morogoro Municipal centre and about 4 kms off the Tanzania–Zambia Highway. It is about 280 km from Dodoma, the Capital city, and 220 kms from Dar es Salaam, the commercial city of Tanzania. The second campus is situated along Olympio Street in Upanga and at Tegeta in Dar es Salaam. The third Campus is based in the Forest area in Mbeya City, within walking distance of the Tanzania/Zambia highway, and the fourth one is at Mkinga district in the Tanga region.

2.0 THE UNIVERSITY GOVERNANCE

2.1 Administration of the University.

The Mzumbe University Administration is hierarchically structured with the Chancellor at the top, followed by the University Council, the Senate, the Vice Chancellor, the Deputy Vice Chancellor (Academics), the Deputy Vice Chancellor (Administration and Finance), and the Faculties/Schools/Directorates/Institutes Boards.

3.0 The Human Resource Capacity

The Human Resource of Mzumbe University comprises 430 members of academic staff and 427 members of administrative staff as of June 2025. These two categories of staff complement each other within a well-balanced University structure, creating synergies that facilitate higher-performing management.

The 430 members of academic staff are appropriately trained and highly competent, with practical experience in their specialized disciplines. The distribution of academic staff by rank shows that 148 have PhD qualifications or are pursuing PhD qualifications, 202 have Master's degrees, and the remaining are pursuing master's degrees. The lecturer-to-student ratio is 1:30, on average.

The prominent areas of competence of Mzumbe University professors include Economics, Human Resource Management, Public Administration, Strategic Management, Finance, Mathematics and Statistics, Information Technology, Business Administration, Procurement Management, Accountancy, Law, Health Systems Management, Education, and Governance.

The 427 members of the administrative staff are also appropriately trained, competent, experienced, and well-motivated, distributed across all functional areas to provide the necessary support to the academic team.

3.1 SHORT COURSES

Being aware of the importance of upgrading skills and knowledge to match changing needs, the University is continuously in contact with the market to develop short-term post-experience training programmes for a diverse range of organisations in the public and private sectors.

The University has well-trained staff in experiential training, utilizing modern adult learning techniques. While some of the training programmes are generic, addressing wider management issues, the University also designs client-tailored programmes that address the specific needs of each organisation.

To ensure that the training programmes have the intended impact, the university conducts post-course evaluations and, where desired, follow-ups and backstopping to mentor the organisations and assess the impact of the training. The University has the capacity to conduct residential courses at its campuses in Morogoro, Dar es Salaam, and Mbeya. Unlimited capacity also exists for the University to plan and conduct non-residential short courses in other appropriate centres in the regions, districts and villages (See also Table 3.3.1 for some Selected Short courses which have been conducted in recent years)

The short-term skills courses are developed in the following key management areas:

- a) Public Administration and Human Resource Management;
- b) Monitoring and evaluation
- c) Accounting (Finance, Audit, Taxation and Financial Management);
- d) Procurement and Logistics Management
- e) Economics, Project Preparation and Management;
- f) Legal Services;
- g) Marketing Management/ Strategies and Business Planning;
- h) Production and Operations Management;
- i) Socio-Economic Development
- j) Information, Communication & Technology (ICT) and
- k) Cross-Cutting Issues on Environment, Gender, HIV/AIDS and Poverty Alleviation

3.2 ADVISORY/CONSULTANCY SERVICES

The combined mix of disciplines across the University's faculties, along with the practical experience of the faculty, provides a substantial body of expertise in several key areas where demand for advisory work exists.

In recent years, Mzumbe University has emerged as a key partner to the government, offering invaluable advisory services across a spectrum of critical sectors. Notably, the university has conducted a Study on the Impact of government Expenditure on Education

and the Water Supply Sector, a Capacity Needs Assessment for the Ministry of Finance and Economic Affairs in Zanzibar, and a Service Delivery Survey for the Gaming Board of Tanzania, facilitating a deeper understanding of resource requirements and strategic planning. Additionally, Mzumbe University has been at the forefront of implementing the Public Employee Performance Management Information System (PEPMIS), enhancing organisational efficiency and accountability within governmental departments.

Furthermore, Mzumbe University has played a pivotal role in shaping national policies, collaborating closely with esteemed partners such as PO-RALG and UNICEF. This collaboration has led to the development of significant frameworks, such as Tanzania's National Decentralisation Policy, which aims to promote effective governance and decentralisation. Moreover, the university's involvement in conducting studies to identify Lessons Learnt and Best Practices from various implemented activities underscores its commitment to evidence-based policy formulation and continuous improvement.

Beyond policy development, Mzumbe University has been actively engaged in Project Monitoring and Evaluation initiatives, ensuring the successful implementation of various projects. Noteworthy projects include conducting a scoping study of the Tanzania Extractive Industries in collaboration with the Ministry of Minerals and assisting in the preparation of the TEITI Report. Additionally, the university has provided expert guidance in developing Risk Registers and Risk Management Plans for organisations like the Pangani Basin Water Board and the Ministry of Education, Science, and Technology. This multifaceted approach demonstrates Mzumbe University's dedication to fostering sustainable development and effective governance practices at both local and national levels.

Thus, key management areas in which the university offers its advisory services are:

- i. Public Administration and Human Resource Management,
- ii. Performance Management;
- iii. Accounting (Finance, Audit, Taxation and Financial
- iv. Management);
- v. Procurement and Logistics Management;
- vi. Economics, Project Preparation and Management, Monitoring and Evaluation;
- vii. Legal Services;
- viii. Marketing Management/ Strategies and Business Planning;
- ix. Production and Operations Management;
- x. Socio-Economic Development
- xi. Information, Communication & Technology (ICT) and
- xii. Cross-Cutting Issues on Environment, Gender, HIV/AIDS, and
- xiii. Poverty Alleviation

(See also Table 3.3.1 and 2 for some Selected Short Courses and Consultancies which have been provided in recent years).

TABLE 3.3.1: SOME SELECTED SHORT COURSES CONDUCTED IN THE RECENT YEARS**PUBLIC ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT**

SN	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	DATE
1	Training on Comprehensive Capacity Needs Assessment and Developing 2016 /2017 Comprehensive Capacity Building Plan	Ministry of Natural Resources and Tourism	TANZANIA • Imparting knowledge of various topical issues in M&E	July 2016
2	Short course on Monitoring and Evaluation in Health Systems	Various Individual Public Sector Organisations	TANZANIA • Imparting knowledge of various topical issues in M&E	June 2015
3	Human Resource Information System Training (HR Orange)	Private and public individuals	TANZANIA • Imparting knowledge of various topical issues in HRM	July 2017
4	Training on Preparation and Evaluation of Performance Goals	Public and Private Institutions	TANZANIA • Imparting knowledge of various topical issues	August 2017
5	Capacity Building for Mbozi District Council Councilors	Mbozi District Council	TANZANIA • Imparting knowledge of various topical issues	August 2017
6	Training on preparing and implementation of HR policies, / Customer service, and workplace ethics	Zanzibar Newspaper Corp/ CRDB Bank	TANZANIA • Imparting knowledge of various topical issues	Aug- Sept 2017
7	Training on Proper Records Management to Registry Officers	Revolutionary government of Zanzibar	TANZANIA • Imparting knowledge of various topical issues	August 2017
8	Short Course Training on Leadership to the Council's Standing Committees' Chairpersons	Individual LGAs	TANZANIA • Imparting knowledge of various topical issues	September 2017
9	Capacity building for Iringa Municipal Council staff	Iringa Municipal Council	TANZANIA • Imparting knowledge of various topical issues	September 2017
10	Managing Individual Organisation Performance	Public & Private Institutions	TANZANIA • Imparting knowledge of various topical issues	September 2017
11	Customer Care and Workplace Ethics	Public and Private individuals	TANZANIA • Imparting knowledge of various topical issues	October 2017
12	Electronic Human Resources Management to Staff from the Ministry Responsible for Communication -DCC	Ministry Responsible for Communication	TANZANIA • Imparting knowledge of various topical issues	November 2017
13	Training on M & E and Data Analysis in the Health Sector	Deilotte Consulting Company Ltd	TANZANIA • Imparting knowledge of various topical issues	November 2017
14	Mastering Customer Service in the Digital World	Public and Private Individuals	TANZANIA • Imparting knowledge of various topical issues	November 2017
15	Ethics, Customer care and Technology	Various individuals	TANZANIA • Imparting knowledge of various topical issues	December 2017
16	Good Governance Training for the ward Administrative Officers	Ilala Municipal Council	TANZANIA • Imparting knowledge of various topical issues	December 2017
17	Leadership Training for the Councils' Standing Committees' Chairpersons	Individual LGAs	TANZANIA • Imparting knowledge of various topical issues	February 2018
18	Regional mentors on legal services on result-based monitoring & Evaluation and learning	Legal Services Facility (LSF)	TANZANIA • Imparting knowledge of various topical issues	March 2018

SN	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	DATE
19	Preparation before retirement, HRP, and Human Resource Function	Staff from TPB, TFS, and Shinyanga Municipal Council	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	October, 2019
20	Management of Labour Laws and Disciplinary Procedure	Individuals from 20 Local government Authorities (LGAs)	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	October, 2019
21	Training on Leadership Skills	Individuals from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	November, 2019
22	Consultancy on Leadership and Management for Regional and District Health Committees in Mwanza Region for the Aga Khan Hospital.	Aga Khan Hospital, Dar es Salaam	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	November, 2018
23	Training on Management of Local Projects	Karatu District Council.	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	December, 2019
24	Training on Management of Labour Laws and Disciplinary Procedures	DMOs and Health Secretaries from LGAs	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	December, 2019
25	Innovative Customer Service Techniques for Business Success	Individuals from Various Institutions	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	January, 2020
26	Training Needs Analysis (TNA) and Rewarding Systems for HR and Administrative Officers	Individuals from Various Institutions	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	February, 2020
27	Training on Soft Skills for Administration and Human Resource Management Professionals	Individuals from Various Institutions	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	February, 2020
28	Training on Corporate Governance for Board Members of the Tobacco Board	Tanzania Tobacco Board	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	April, 2020
29	Training on Procedures for Selection and Employment of Consultants for Members of PMU	Tanzania Shipping Agencies Corporation (TASAC)	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	June, 2020
30	Training on Stress Management to Staff of the Rural Energy Agency (REA)	Rural Energy Agency (REA)	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	June, 2020
31	Leadership and Management Strategies	MTUWASA	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	July, 2019
32	Strategic Positioning of HR and Management	Participants from various Institutions	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	November, 2020
33	Effective Office and Records Management for Improved Organisation	Participants from various Institutions	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	November, 2020
34	Strategic Positioning and Management of Human Resources for Improved Organisation Performance	Participants from various Institutions	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	November, 2020
35	Effective Office Administration and Management for Quality Service Delivery	Participants from the Public and Private organisations	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	December, 2020
36	Management of LGAs in Tanzania	LGAs of Tanzania	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	January, 2021
37	Management of Office, Records, and Registry Procedures for Improved Service Delivery	Participants from Public and Private Organisations	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	February, 2021
38	Management of Office Records and Registry Procedure for Improved Service Delivery	Participants from NSSF and TEA	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	March, 2021
39	Strategic Leadership and Management Techniques for Improving Organisational Performance	Managers and Assistant Managers of Tanzania Forest Services	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	April, 2021

SN	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	DATE
40	Strategic Positioning and Management of Human Resources for Improving Organisation Performance	Participants- from UDOM, DART, FCC, Mkuranga DC and AUWASA	TANZANIA • Imparting knowledge of various topical issues	April, 2021
41	Public Service Ethics, Culture and the Proper Use of ICT	Uongozi Institute	TANZANIA • Imparting knowledge of various topical issues	May, 2021
42	Mafunzo ya Maandalizi Bora ya Kustaafu	Chief of National Service Office	TANZANIA • Imparting knowledge of various topical issues	May, 2021
43	Implementation of Presidents Directives and the CCM Manifesto	Implementation of Presidents Directives and the CCM Manifesto	TANZANIA • Imparting knowledge of various topical issues	June, 2021
44	Strategic Leadership and Management Techniques for Improving Organisational Performance	Participants from the General Public	TANZANIA • Imparting knowledge of various topical issues	June, 2021
45	Namna Bora za Kutunza, Kuhifadhi Nyaraka za Kieletroniki na Kutumia Mifumo ya TEHAMA Serikalini kwa Usahihi	National Assembly and Law School of Tanzania	TANZANIA • Imparting knowledge of various topical issues	June, 2021
46	Governance, Leadership and Customer Care Management for Health Care Employees	Participants from Public and Private Institutions	TANZANIA • Imparting knowledge of various topical issues	June 2025
47	Training on Strategic Positioning of Human Resources Leadership for Improving Organisation Performance	Participants from the General Public	TANZANIA • Imparting knowledge of various topical issues	April/25
48	AI for HR Solutions. Strategic and Practical Approaches for Modern Workforce Management	Participants from Public and Private Institutions	TANZANIA • Imparting knowledge of various topical issues	July 2024
49	Training on Mastering 21st Century Leadership Competencies for Excellent Organisational Performance: Financial Management Mastery and Strategic Leadership	Participants from the General Public	TANZANIA • Imparting knowledge of various topical issues	March 2025
50	Training on Soft Skills for Human Resources and Administration Professionals	Participants from the General Public	TANZANIA • Imparting knowledge of various topical issues	December 2024
51	Training on Advancing Core Skills for Administrators, Committee Clerks, Executive Assistants, and Personal Secretaries	Participants from the General Public	TANZANIA • Imparting knowledge of various topical issues	December 2024
52	Training on Mastering Managerial Skills and Leadership Strategies for Achieving Organisational Success	Participants from the General Public	TANZANIA • Imparting knowledge of various topical issues	December 2024
ACCOUNTING (FINANCE, AUDIT, TAXATION & FINANCIAL MANAGEMENT)				
1	Training on Internal Controls and Risk Management to Permanent Secretaries of MDAs, Regional Administrative	UONGOZI Institute	TANZANIA • Imparting knowledge of various topical issues	Between 2016 and 2017
2	Risk-Based Internal Audit Training to Internal Auditors of MDAs and LGAs	JICA /Ministry of Finance and Planning	TANZANIA • Imparting knowledge of various topical issues in M&E	From 2015
3	Training and development of the risk management framework and the risk register	Ministry of Natural Resources and Tourism	TANZANIA • Imparting knowledge of various topical issues	2016 - January 2018
4	Audit Committee Training to REA	Rural Energy Agency (REA)	TANZANIA • Imparting knowledge of various topical issues	October, 2017
5	Training on Risk Management and Internal Control to Council Directors of Tanzania Mainland (Batches 1, 2 &3)	UONGOZI Institute	TANZANIA • Imparting knowledge of various topical issues	Aug- October, 2017
6	Training on Risk Management to Middle Management Staff of Tanzania Civil Aviation Authority (TCAA)	Tanzania Civil Aviation Authority (TCAA)	TANZANIA • Imparting knowledge of various topical issues	August 2017

SN	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	DATE
7	Project Monitoring and Evaluation Training - Kibaha Town Council	Kibaha Town Council	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	December 2017
8	Training on risk management and internal controls to Council Directors (4th Batch under Uongozi Institute)	UONGOZI Institute	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	February 2018
9	Provision of Training on Data Analysis	Various Individuals	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	February 2018
10	Training on risk management and preparation of the risk register for the Parliament of Tanzania	The Parliament of Tanzania	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	March 2018
11	Training on Risk Management for 1 staff member of the Agricultural Inputs Trust Fund	Agricultural Inputs Trust Fund	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	June 2018
12	Training on Internal Control for Public Sector Entities -TANESCO and Ministry of Minerals	Uongozi Institute	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	July, 2019
13	Facilitation of Risk Assessment to TFS Zonal Offices	Tanzania Forest Services	TANZANIA <ul style="list-style-type: none"> Conduct risk assessment and prepare Risk Register 	July, 2019
14	Financial Fraud Detection, Deterrence and Control	Individuals from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	August, 2019
15	CPA Review Classes for Prospective Candidates of NBAA Professional Examinations	MU Bachelor of Accounts Graduates and other candidates	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	November, 2019
16	Audit Committee Training to Members of the Joint Finance Commission	Joint Finance Commission	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	October, 2020
17	Lending and Management of Non-Performing Loans	Agriculture Inputs Trust Fund (AGITF)	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	May, 2021
18	Awareness Training on Business Continuity Plan	TANESCO	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	May, 2025
19	CPA Review Classes to Candidates Aspiring to Sit for CPA Examinations, November 2024	CPA Candidates from different HLIs	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	January, 2025
20	Training on Public Sector Fraud Risk Management	Participants from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	December, 2025
21	Developing Internal Auditing Manual Training	Participants from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	March 2025
22	Training on Developing Risk-Based Internal Audit Plan Compliant with New IIA's Global Internal Audit Standards	Participants from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	June 2025
23	Training on Developing an Internal Audit Manual Compliant with GIAS	Participants from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	June, 2025
24	Training on Developing Risk-Based Internal Audit Plan Compliant with New Iia's Global Internal Audit Standards	Participants from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	June, 2025
PROCUREMENT AND LOGISTICS MANAGEMENT				
1	Improving Regulatory Compliance in Public Procurement	Various Procuring and Disposing Entities in Zanzibar	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	April 2018
2	Training on the Procurement Act and its Regulations of 2011	Participants from Shinyanga Municipal Council	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	December, 2019
3	Training on Management of Strategic Project, Procurement and Contracts and Increasing Own Source Revenue	Honorable Councilors from LGAs	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	December, 2019

SN	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	DATE
4	Training on the Procurement Act, Regulations, Contract Management, and Preparation of the Annual Procurement Plan	Shinyanga Municipal Council	TANZANIA • Imparting knowledge of various topical issues	March, 2020
5	Training on Procurement Management Practices and Regulations to the GPSA Staff	Government Procurement Services Agency	TANZANIA • Imparting knowledge of various topical issues	July, 2020
ECONOMICS, PROJECT PREPARATION AND MANAGEMENT				
1	Revenue enhancement, investment opportunities, accountability and oversight of development projects in LGAs	Shinyanga Municipal Council	TANZANIA • Imparting knowledge of various topical issues	July 2017
2	Training on Monitoring and Evaluation (M&E) to TASAF Staff	TASAF	TANZANIA • Imparting knowledge of various topical issues	October, 2017
3	Training on Project Monitoring and Evaluation	TASAF	TANZANIA • Imparting knowledge of various topical issues	November 2017
4	Designing and delivering project management skills training for DMDP Participating Authorities and PO-LARG	Dar es Salaam Metropolitan Development Project	TANZANIA • Imparting knowledge of various topical issues	March, 2018
5	Training on Open Performance Review and Appraisal System	Kilimanjaro Christian Medical University College	TANZANIA • Imparting knowledge of various topical issues	July, 2019
MARKETING MANAGEMENT/STRATEGIES AND BUSINESS PLANNING				
1	Innovative Customer Care for Business Success	Participants from the General Public	TANZANIA • Imparting knowledge of various topical issues	July, 2019 October, 2019
2	Innovative Customer Techniques for Business Success	Participants from the General Public	TANZANIA • Imparting knowledge of various topical issues	November, 2019
3	Effective Office and Records Management for Improved Organisation and Innovative Customer Service	Participants from Various organisations	TANZANIA • Imparting knowledge of various topical issues	October, 2020
4	Innovative Customer Service	Participants from various Institutions	TANZANIA • Imparting knowledge of various topical issues	November, 2020
5	Customer Service Strategies for Quality Service Delivery	Participants from the Public and private organisations	TANZANIA • Imparting knowledge of various topical issues	December, 2020
6	Customer Service Strategies for Quality Service Delivery	Participants from Private and Public Organisations	TANZANIA • Imparting knowledge of various topical issues	February, 2021
INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT)				
1	GoT HoMIS Training for Selected Officials in the Health Sector in Tanzania	President's Office-Regional Administration and Local government	TANZANIA • Imparting knowledge of various topical issues in M&E	October 2016
2	Introduction to Computer Course	Students	TANZANIA • Imparting knowledge of various topical issues	August 2017
3	Mafunzo kuhusu namna bora ya kutumia mifumo ya TEHAMA kuandaa, kusambaza, na kuhifadhi nyaraka za kielektroniki Serikalini kwa usahihi	Individual Government Officials from five Public Organizations	TANZANIA • Imparting knowledge of various topical issues	August, 2019
4	Training on Computerised Accounting and Human Resources System	MU students	TANZANIA • Imparting knowledge of various topical issues	November, 2019
5	Mafunzo kuhusu namna bora ya kutumia mifumo ya TEHAMA kuandaa, kusambaza, na kuhifadhi nyaraka za kielektroniki Serikalini kwa usahihi	Participants from 14 Public Organizations.	TANZANIA • Imparting knowledge of various topical issues	December, 2019
6	Training on Web Hosting Skills and Computer Literacy – Beginners Level	Participants from various Institutions	TANZANIA • Imparting knowledge of various topical issues	December, 2019
7	Mafunzo kuhusu namna bora ya kutumia mifumo ya TEHAMA kuandaa, kusambaza,	Individuals from Various Institutions	TANZANIA	February, 2020

SN	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	DATE
	na kuhifadhi nyaraka za kielektroniki Serikalini kwa usahihi		<ul style="list-style-type: none"> Imparting knowledge of various topical issues 	
8	Electronic Record Management in the Digital Era	Participants from various Institutions	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	February, 2020
9	Advanced Word Processing and Office Management for Office Secretaries & Administrative Assistants	Participants from Various Institutions	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	June, 2020
10	Electronic Records Management, Digitisation of Records, and Security of Confidential Electronic Records	Participants from BRELA, IAA, and NIC	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	July, 2020
11	Electronic Records Management, Digitisation of Records, and Security of Confidential Electronic Records	Participants from UDART	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	August, 2020
12	Electronic Records Management, Digitisation of Records, and Security of Confidential Electronic Records	Participants from BRELA and Zanzibar Road Fund	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	September, 2020
13	Electronic Records Management, Digitisation of Records, and Security of Confidential Electronic Documents.	Participants (9) from Various Organizations	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	October, 2020
14	Electronic Records Management, Digitisation of Records, and Security of Confidential Electronic Documents.	Participants TRA (Ilala), PSSSF, and Kilwa DC	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	October, 2020
15	Electronic Records Management, Digitisation of Records, and Security of Confidential Electronic Documents and Advanced Word Processing	Participants from the Ministry of Agriculture, the Mining Commission, TEMESA, TPDC, Karagwe DC, and Kinondoni MC	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	December, 2020
16	Electronic Records Management, e-Office, and Security of Confidential Electronic Documents and Advanced Word Processing	4 Participants from Private and Public Organisations	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	February, 2021
17	Electronic Records Management, e-Office System, and Security of Confidential Electronic Documents.	9 Participants from the President's Office, TIRDO, Geita DC, and Mafia	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	February, 2021
18	E-Office System Administration and Information Systems Security	Participants from TPRI and the Ministry of Foreign Affairs	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	April, 2021
19	Microsoft Office, Management of e-Office system, Administration and Information Security for Executives' Assistants	Participants from the President's Office	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	April, 2021
20	e-Office System Administration and Information Security	Marine Services Company Limited	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	May, 2021
21	Codification of NECTA Fixed Assets	National Examination Council of Tanzania	TANZANIA <ul style="list-style-type: none"> Prepare codes for Fixed Assets of NECTA 	May, 2021
22	e-Office System Administration and IS Security Awareness	Registrar of Political Parties	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	May, 2021
23	Web Content Management (Ministry of Energy) and e-Office System Administration and IS Systems Awareness (ZBS)	Participants from the Ministry of Energy and other Individual Organizations	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	June, 2023
24	Electronic Records Management, e-Office System Administration, Digital Signature and Information System Security	Participants from Public Institutions	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	August, 2024
25	Training on Inventory Management, Decongestion, Retention, and Archiving of Records in Hybrid Systems to Enhance Organisation Performance	Participants from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	May, 2025
26	Electronic Records Management, e-Office System Administration, Digital Signature and Information System Security	Tanzania Revenue Authority	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	August 2024
27	Mafunzo kwa Vitendo ya Mfumo wa Ofisi Mtandao na Uzingatiaji wa Sheria ya	Participants from Public Institutions	TANZANIA	August 2024.

SN	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	DATE
	Matumizi Sahihi ya Mifumo Tumizi ya TEHAMA kwa Taasisi za Umma		<ul style="list-style-type: none"> Imparting knowledge of various topical issues 	
28	Electronic Records Management, e-Office System Administration, Digital Signature and Information System Security	Participants from Public Institutions	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	August 2024
29	Training on Innovate & Engage: Mastering the Art of Social Media Content Creation.	Students	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	April 2025
30	Training on Advanced Microsoft Office Applications	Students	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	April 2025
31	Training on Enhancing Digital Records and Cybersecurity Skills for Administrative Staff	Participants from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	April 2025
32	Soft Skills for career and personal development	Students	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	August 2024
CROSS-CUTTING ISSUES ON ENVIRONMENT, GENDER, HIV/AIDS AND POVERTY ALLEVIATION				
1	Training on Impact Measurement, Monitoring and Evaluation of HIV and AIDS Programmes.	TACAIDS	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	November 2017
2	Capacity Building (Training) on Environmental Impact Assessment to HoDs of Kibaha Town Council	Kibaha Town Council	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	November 2017
3	Capacity Building Training for Korogwe Town Council Personnel	Korogwe Town Council	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	February 2018
4	Capacity Building Training on Environmental and Natural Resources Management to the Staff of Kibaha Town Council	Kibaha Town Council	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	January, 2020
5	A Study into Public Participation in the Criminal Justice System and Expectations in Tanzania	Tanganyika Law Society (TLS)	TANZANIA <ul style="list-style-type: none"> Establish the level of people's participation in Justice System 	June, 2020
6	Research Study on the Evaluation of Judicial Accountability to the Public in Tanzania	Tanganyika Law Society (TLS)	TANZANIA <ul style="list-style-type: none"> Conducted primary research to evaluate the Accountability of the Judiciary to the Public of Tanzania 	June, 2020
7	Training on Implementation Research	Ministry of Health	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	October, 2024
8	Training on Mastering Front Desk Operations: Harnessing Customer Service Management, Protocol and Etiquettes for Exceptional Service in 21 Century World	Participants from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	March 2025
9	Training on Redesigning Speech Management Process in Public Sector: Speechwriting, Delivery and Administration	Participants from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	March 2025
10	Essential English Communication Skills Short Course	Participants from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	March 2025
11	Corruption And Corruption Control in Public Sector: Development of Institutional Anti-Corruption Strategy and Action Plans for the Year 2025/2026 School of Public Administration and Management	Participants from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	June, 2025
12	Training on the Use of Monitoring and Evaluation for Performance Excellence	Participants from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	June 2025
13	Training on Improvement Science and Quality of care in the health sector	Ministry of Health	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	May 2025

TABLE 3.3.2: SOME SELECTED CONSULTANCIES PROVIDED IN THE RECENT YEARS

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/KEY ASPECTS OF THE ASSIGNMENT	YEAR
PUBLIC ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT				
1	Review of Arusha International Conference Centre (AICC) Organisation Structure	International Conference Centre (AICC)	TANZANIA <ul style="list-style-type: none"> Review and prepare the Organogram of AICC 	August 2017
2	Consultancy assignment on Salary Survey	UNDP	TANZANIA <ul style="list-style-type: none"> Assessing the Salary scales and proposing salary levels 	December 2017
3	Research assistantship at the Gothenburg University assignment	Gothenburg University	TANZANIA <ul style="list-style-type: none"> Conduct Baseline research 	March 2018
4	Reviewing the Health Profession Legal Framework	Ministry of Health	TANZANIA <ul style="list-style-type: none"> Prepare the reviewed Legal framework for the Health Profession 	April, 2018
5	Access to Legal Aid Services in Tanzania after the Enactment of the Legal Aid Act of 2017 and its Regulations of 2018	Tanganyika Law Society	TANZANIA <ul style="list-style-type: none"> Primary research to establish access to Legal Aid in Tanzania 	January, 2021
6	Preparation of National Sugar Institute (NSI) Strategic Plan	National Sugar Institute (NSI)	TANZANIA <ul style="list-style-type: none"> Develop the Strategic Plan for NSI 	November, 2019
ACCOUNTING (FINANCE, AUDIT, TAXATION & FINANCIAL MANAGEMENT)				
1	Preparation of Risk-Based Internal Audit Handbook for the government of Tanzania,	JICA in collaboration with the Ministry of Finance	TANZANIA <ul style="list-style-type: none"> Prepare the Risk-Based Internal Audit Handbook 	February, 2015
2	Baseline Survey on the Status of Audit Committee in Tanzania	MoFP, in collaboration with JICA	TANZANIA <ul style="list-style-type: none"> Conduct a Baseline Survey on the Status of Audit Committees in Tanzania 	July, 2017
3	Risk Management Framework to the Ministry of Education, Science and Technology (MoEST)	Ministry of Education, Science and Technology (MoEST)	TANZANIA <ul style="list-style-type: none"> Prepare the Risk Management Framework for the Ministry of Education, Science and Technology 	December, 2017
4	Provision of consultancy service for the Preparation of Municipal Quality Assurance Plan	Songea Municipal Council	TANZANIA <ul style="list-style-type: none"> Prepare Municipal Quality Assurance Plan 	January, 2018
5	Risk Management and Auditing to members of Audit Committees, Risk Management Committee, and Risk Champions.	The Parliament of Tanzania	TANZANIA <ul style="list-style-type: none"> Train Members of the Parliament Audit Committee on Risk Management 	November, 2019
6	Risk Assessment to TFS's Directorate of Tree Seed Development	Tanzania Forestry Agency (TFS)	TANZANIA <ul style="list-style-type: none"> Assess the Risk on Tree Seed Development 	December, 2019
7	Development of Risk Management Framework and Risk Register for RUWASA	Rural Water Supply and Sanitation Agency (RUWASA)	TANZANIA <ul style="list-style-type: none"> Develop the Risk Register 	February, 2020
8	Consultancy Services for Carrying out Scoping study and Preparation of Extractive Industries Production and Performance Reports for Financial Years 2016/17 and 2017/18	Ministry of Minerals	TANZANIA <ul style="list-style-type: none"> Conduct scoping study, prepare the 9th scoping report and Final 9th and 10th TEITI Reports 	August, 2020

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	YEAR
9	Risk Assessment and Preparation of Fraud Risk Register for TFS Agency	Tanzania Forestry Services	TANZANIA <ul style="list-style-type: none"> Prepare the Fraud Risk Register for TFS 	July, 2020
10	Updating the Risk Register for the Ministry of Finance and Planning	Ministry of Finance and Planning	TANZANIA <ul style="list-style-type: none"> Prepare the updated Risk Register for the Ministry of Finance and Planning 	July, 2020
11	Updating of the Risk Register for the Ministry of Education, Science, and Technology	Ministry of Education, Science, and Technology	TANZANIA <ul style="list-style-type: none"> Prepare the updated Risk Register for the Ministry of Education, Science, and Technology 	August, 2020
12	Carrying out a scoping study of the Tanzania Extractive Industries and Preparation of the TEITI Report for the Fiscal Year 2018/19.	Ministry of Minerals	TANZANIA <ul style="list-style-type: none"> Conduct scoping study, prepare the 10th scoping report and Final 11th TEITI Report 	January, 2021
13	Developing Risk Register and Preparation of Risk Management Plan	Pangani Basin Water Board	TANZANIA <ul style="list-style-type: none"> Prepare the Risk Register for and the Risk Management Plan. 	April, 2021
14	Research for determining the impact of government Expenditure on Health, Education and Water Supply Sectors for the Ministry of Finance and Planning	Ministry of Finance and Planning	TANZANIA <ul style="list-style-type: none"> Tanzania/Research/, Data Collection, Analysis and Report Writing and Dissemination 	January, 2024
16	Consultancy to Conduct Service Delivery Survey for the Gaming Board of Tanzania	Gaming Board of Tanzania (GBT)	TANZANIA	February, 2025
17	Consultancy to Conduct Service Delivery Survey for the Gaming Board of Tanzania	Gaming Board of Tanzania (GBT)	TANZANIA	September, 2025
PROCUREMENT AND LOGISTICS MANAGEMENT				
1	Financial Management and Procurement Manual for the Prisons Department	Prisons Department	TANZANIA <ul style="list-style-type: none"> Designing, Collecting Information and Preparing the Financial Management and Procurement Manual for the Prisons Department 	July, 2025
2	Training on Project procurement for Public Sector Institutions: Strategies for Success	Participants from the General Public	TANZANIA <ul style="list-style-type: none"> Imparting knowledge of various topical issues 	April, 2025
ECONOMICS, PROJECT PREPARATION AND MANAGEMENT				
1	Effective regulation for equitable delivery of inputs (quality seeds, fertiliser, and pesticides) to small holder farmers in Tanzania	Agricultural Non-State Actors Forum (ANSAF)	TANZANIA <ul style="list-style-type: none"> Conduct a baseline survey on the delivery of Agricultural inputs 	July, 2017
2	Developing a Strategic Plan for Jakaya Kikwete Cardiac Institute (JKCI)	Jakaya Kikwete Cardiac Institute (JKCI)	TANZANIA <ul style="list-style-type: none"> Developing a Strategic Plan for Jakaya Kikwete Cardiac Institute 	July, 2017

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	YEAR
3	Feasibility of the Project of Enhancing Higher Learning Technical Institutions in Tanzania to Contribute to Achieving New Sustainable Development Goals	Dar-es-Salaam Institute of Technology (DIT)	TANZANIA <ul style="list-style-type: none"> Prepare the Feasibility Report on the Project of Enhancing Higher Learning Technical Institutions. 	August, 2017
4	Business Planning and Strategy Development	TechnoServe Tanzania	TANZANIA <ul style="list-style-type: none"> Prepare the Business Plan and Operationalization Strategy 	August, 2017
5	Citizens' Engagement in government Oversight in Natural Resources Management (CEGO-NRM)	Lawyers' Environmental Action Team (LEAT)	TANZANIA <ul style="list-style-type: none"> Assess the Citizens' Engagement in Natural Resources management 	November, 2017
6	Preparation of Strategic Plan for Bagamoyo District Council	Bagamoyo District Council	TANZANIA <ul style="list-style-type: none"> Develop the Strategic Plan for Bagamoyo District Council 	March, 2018
7	Preparation of Business Plans for four subsidiary Companies, an Insurance Broker, and LUKU aggregator Agency for Tanzania Posts Corporation-DC	Tanzania Posts Corporations	TANZANIA <ul style="list-style-type: none"> Prepare Business Plans for Tanzania Posts Corporation Subsidiaries 	May, 2018
8	Momba Saltworks Project: Market Analysis and Business Plan Development	Songwe Investment and Business Company Limited (SIBCO Ltd)	TANZANIA <ul style="list-style-type: none"> Prepare the Business Plan 	April, 2020
9	Project Monitoring and Evaluation	Arusha Technical College	TANZANIA <ul style="list-style-type: none"> Deliver the capacity building on M&E 	October, 2020
SOCIO-ECONOMIC DEVELOPMENT				
1	Study to Establish Lessons Learnt and Best Practices from TSCP Component II Implemented Activities	President's Office-Regional Administration and Local government (PO-RALG)	TANZANIA <ul style="list-style-type: none"> Conduct the baseline survey on best practices from TSCP 	March 2017
BUSINESS PLAN AND CUSTOMER SERVICE				
1	Preparation of a Business Plan for Tanzania Fisheries Corporation Operations for ten years	Ministry of Livestock and Fisheries	TANZANIA <ul style="list-style-type: none"> Develop a Business Plan for Tanzania Fisheries Corporation Operations for ten years. 	April 2019
2	Development of a Business Plan for Deep Sea Fishing Authority, Zanzibar	Deep Sea Fishing Authority	TANZANIA <ul style="list-style-type: none"> Develop a Business Plan for Deep Sea Fishing Authority, Zanzibar 	September, 2020
CROSS-CUTTING ISSUES ON ENVIRONMENT, GENDER, HIV/AIDS AND POVERTY ALLEVIATION				
1	Enhancing Youth employability and Entrepreneurship in Tanzania	UNIDO	TANZANIA <ul style="list-style-type: none"> Research the status of employability and entrepreneurship 	July, 2016
2	Study on Knowledge, Attitudes and Practices concerning Violence Against Children for UNICEF	Huddersfield University of UK/UNICEF	TANZANIA <ul style="list-style-type: none"> Baseline study on Knowledge, Attitudes and Practices concerning Violence Against Children 	December, 2016 to May 2017
3	Formulation of Annual Action Programme 2017, 11th European Development Fund	European Development Fund (EDF)	TANZANIA	March 2017

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	YEAR
	(EDF), Interventions for Tanzania in the Agriculture Sector (Agricultural Commodities)		<ul style="list-style-type: none"> Preparation of the Annual Action Plan for the Agriculture Sector 	
4	Enhancing Youth Employability through Enterprise Development	UNDP	TANZANIA <ul style="list-style-type: none"> Baseline study for enhancing Youth employability 	August 2017
5	Baseline Survey on Mobile Phone Coverage in Tanzania	UDA Consulting (Turkey)	TANZANIA <ul style="list-style-type: none"> Prepare a research report on the baseline survey on Mobile phone coverage in Tanzania 	November, 2017
6	Development of the National Decentralisation Policy of Tanzania	PO-RALG and UNICEF	TANZANIA <ul style="list-style-type: none"> Preparation of the Decentralisation Policy 	July, 2019