



MZUMBE UNIVERSITY

CONSULTANCY PROFILE



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FOREWORD

This booklet contains profile of Mzumbe University in the consultancy function. The objective of issuing the booklet is to provide the stakeholders of the University, with important information, regarding capacity of the university to offer quality advisory services.

Mzumbe University is the oldest training institution in Tanzania, accumulating experience of over 50 years in the field. Throughout these years the institution has undergone strategic transformations, from a Local Government School in 1953 into a Management Training Institution (the then Institute of Development Management IDM) in 1972 and finally into its present status of 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 is continuing to offer services to Ministries, Independent Departments, Agencies and Local Government Authorities. On the other side, i.e private sector, customers which obtain advisory services of the university include financial institutions, Non-Governmental Organisations (NGOs), National and Mult-national 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 management field. 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 and continuous collaboration and interaction with the private and public sectors has greatly enhanced the capability of the university in offering quality consultancy services that address the demands of the customers/ clients.

Among the top values espoused by the University is quality assurance. For this reason a full fledged Quality Assurance Department is in place.

It is my sincere hope that the information given in this booklet will keep you well informed about this University in offering consultancy services and thus, assist in forging a sustainable partnership for a better future.

Prof. Joseph Kuzilwa
VICE CHANCELLOR, MZUMBE UNIVERSITY
August, 2012

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 of 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 publication of various information products.

Mzumbe University traces its origins in 1953 when it started as the first Local Government School in the country, training Chiefs and 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 to be a centre of academic excellence in Management Sciences for knowledge acquisition and adaptation through training, research, consultancy, public service and outreach activities in Africa and beyond by the year 2015.

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 and preservation 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 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 three campuses located in three regions. The Mzumbe University Main Campus is located in Morogoro region. It lies 22kms South West of Morogoro Municipal centre and about 4 kms off the Tanzania – Zambia Highway. It is about 220 kms from Dar es Salaam, the capital and commercial city of Tanzania. The second campus is situated along the Olympio Street, Upanga area in Dar es Salaam. The third Campus is based in the Forest area in Mbeya City, a walking distance from the Tanzania/Zambia highway.

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 CURRENT MZUMBE UNIVERSITY CAPACITIES IN CONSULTANCY

3.1 The Human Resource Capacity

The Human Resource of the Mzumbe University combines 298 members of academic staff and 318 members of administrative staff as of July, 2012. These two categories of staff complement each in a well blended structure of the University to create synergies that facilitate increased high performance management of the University.

The 298 members of academic staff are appropriately trained and are highly competent with practical experience in their specialization disciplines. The disposition of the members of academic staff by rank shows that 32% have PhD qualifications or are pursuing PhD qualifications, 42% have Masters degrees while the remaining are pursuing masters degrees. The lecturer student ratio is approximately 1: 16.

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

The 313 members of administrative staff are also appropriately trained, are competent, experienced and well motivated members, distributed across all functional areas to provide needed support to the academic team.

3.2 SHORT COURSES

Being aware of the importance for skills and knowledge upgrading to match changing needs, the University is continuously in contact with the market in developing post experience short-term training programmes for a diverse range of organizations 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 clientele-tailored programmes addressing specific needs of each organization.

To ensure that the training programmes have the intended impact, the university conducts post course evaluations and where desired, follow-ups and backstopping are made to mentor the organizations and to assess the impact of the training.

The University has the capacity to conduct residential courses at the university 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 Shortcourses which have been conducted in the recent years*)

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

- 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;
- Socio-Economic Development
- Information, Communication & Technology (ICT) and
- Cross-Cutting Issues on Environment, Gender, HIV/AIDS and Poverty Alleviation

3.3 ADVISORY/CONSULTANCY SERVICES

The combined mix of disciplines of the faculty of the University and the practical experience that the faculty possesses provide a substantial body of expertise in several key areas where there is a demand for advisory work. The university provides as many as six (6) large scale consultancies every year.

In recent years the University has provided advisory services to the government in Capacity Needs Assessment (Ministry of Finance and Economic Affairs- Zanzibar); Performance Management Systems; Open Performance Review and Appraisal System (OPRAS); Nationwide Baseline Surveys on HIV/AIDS; Installation of Tanzania Output Monitoring System for HIV/AIDS and Capacity Building of Grassroots Microfinance Institutions.

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

- Public Administration and Human Resource Management,
- Performance Management;
- Accounting (Finance, Audit, Taxation and Financial Management);
- Procurement and Logistics Management;
- Economics, Project Preparation and Management, Monitoring and Evaluation;
- Legal Services;
- Marketing Management/ Strategies and Business Planning;
- Production and Operations Management;
- Socio-Economic Development
- Information, Communication & Technology (ICT) and
- Cross-Cutting Issues on Environment, Gender, HIV/AIDS and Poverty Alleviation

(See also Table 3.3.2 for some Selected Consultancies which have been provided in the recent years).

TABLE 3.3.1: SOME SELECTED SHORT COURSES CONDUCTED IN THE RECENT YEARS

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	YEAR	KEY CONSULTANTS INVOLVED
PUBLIC ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT					
1	Management Development Training for VCs, DVCs, Deans and Directors of African Universities	Association of African Universities (AAU) in Collaboration with European Union (EU)	TANZANIA Impart Management Skills to the Participants: <ul style="list-style-type: none"> • Leadership • Strategic Planning • Human Resource Mgt • Time Management • Quality Assurance • ICT • Financial Management etc 	2009- 2010	<ul style="list-style-type: none"> • Prof J. Kuzilwa (Strategic Planning) • Prof M. Mgasa (Faculty Administration) • Prof F. Kamuzora (ICT); • Prof E. Nkya (Economist) • Prof J. Itika (HRM) • Dr E. Matiku (HRM) • Dr J. Kimeme (Operations Mgt) • Dr. D. Kasilo (Financial Mgt)
2	Developing curriculum and conducting training in Human Resource Management for Senior and Principal Human Resource Managers of MDAs and Local Government Authorities in Mainland Tanzania	President's Office-Public Service Management (PO-PSM)	TANZANIA Impart Management Skills to the Participants: <ul style="list-style-type: none"> • Leadership • Strategic Planning • Human Resource Mgt • Time Management 	2004 & 2006	<ul style="list-style-type: none"> • Prof M. Njunwa • Dr L. Warioba • Mr E. Gibai
3	Open Performance Appraisal System (OPRAS) capacity building for 22 Executive Agencies in Tanzania	President's Office-Public Service Management (PO-PSM) Other Various Individual MDAs, Regions and Secretariats	TANZANIA Practical use of the Open Performance Appraisal System (OPRAS) <ul style="list-style-type: none"> • Agreement of Performance Objectives/ Targets/ Indicators • Mid-Year Review • Annual Review 	2005/2006 And to date	<ul style="list-style-type: none"> • Prof J. Kuzilwa (Self Assessment) • Prof E. Nkya (Economist) • Prof L. Shio (Organisational Systems) • Dr E. Matiku (HRM) • Mr R. Mfaume (HRM) • Mr. A. Makauki (Dev. Studies)
4	TNA and Designing Management Development, Change Management and Good Governance Courses for Directors of Referral Hospitals in Health Sector Reforming Hospitals & Health Secretaries	Ministry of Health	TANZANIA Training covered: <ul style="list-style-type: none"> • Management Skills • Leadership • Time Management • Marketing of Health Care Services • Financial Management 	2001- 2002	<ul style="list-style-type: none"> • Dr L. Warioba (HRM) • Mr E. Gibai (HRM) • Mr A. Maziku (Finance) • Mr J. Kikula (Marketing)

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	YEAR	KEY CONSULTANTS INVOLVED
5	Records Management for Staff of the Parliament of Tanzania	Parliament of Tanzania	TANZANIA <ul style="list-style-type: none"> Principles and procedures for effective records management 	November 2009	<ul style="list-style-type: none"> Prof Itika, Josephat Mr Mfaume Rashid
ACCOUNTING (FINANCE, AUDIT, TAXATION & FINANCIAL MANAGEMENT)					
1	Internal Auditing Courses (Practical Tools and Techniques) for the Chief Internal Auditors and other Senior/ Junior Internal Auditors from the Ministries, Regions and Independent Departments	Ministry of Finance and Economic Affairs- Accountant General's Department	TANZANIA Covered a number of key courses: <ul style="list-style-type: none"> Modern Internal Audit Internal Audit Planning Internal Audit Report Writing The Audit Process 	From 2006 to date	<ul style="list-style-type: none"> Mr Alloyce Maziku (Finance/ Auditing) Mr Ernest Mwasalwiba (Finance/ Auditing) Mr G. Komba (Finance/ Auditing) Mr S. Hassan (Language)
2	Financial Management/ Revenue Mobilisation Higher and Lower Level Staff of LGAs	Various Individual LGAs eg: Ilala MC; Lushoto DC; Ukerewe DC; Bunda DC, Serengeti DC; Mbeya CC etc	TANZANIA <ul style="list-style-type: none"> Good Practices and Procedures of Financial Management Revenue Enhancement Techniques Roles/ Responsibilities of various organs in Revenue Enhancement 	2006 to 2009	<ul style="list-style-type: none"> Mr Alloyce Maziku (Finance) Mr Ernest Mwasalwiba (Finance) Mr G. Nyamsogoro (Finance) Mr. H Mapesa (Finance) Mr D Meela (Finance) Dr B. Lukanima (Finance) Mr G. Komba (Finance) Mr S. Muba (Finance)
3	Design and Delivery of Training on Local Government Taxation, Revenue Collection and Transaction Costs in the Agricultural Sector for Local Authorities of Mbarali, Mbozi and Mbinga.	Agricultural Marketing Systems Development Programme (AMSDP)	TANZANIA. The training was geared towards imparting skills on how to harmonise and rationalize the taxation system within participating districts to enable enhanced revenue collection.	2005/2006	<ul style="list-style-type: none"> Dr D. Kasilo (Finance/ Taxation) Mr. S. Mbano (Economist) Mr N. Ngilangwa (Economist)
4	Risk Management Training including Development of Risk Register	Various MDAs eg TACAIDS, Ministry of Finance, Ministry of Infrastructure Development, President's Office-State House, Ministry of Foreign	TANZANIA <ul style="list-style-type: none"> The concept and techniques of risk management Embedding Risk Management in an Organisation Development of Risk Register 	From 2006 to date	<ul style="list-style-type: none"> Mr Alloyce Maziku (Finance/ Auditing) Mr Ernest Mwasalwiba (Finance/ Auditing)

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	YEAR	KEY CONSULTANTS INVOLVED
		Affairs, Ministry of Education and Vocational Training, Prime Minister's Office, Ministry of Justice and Constitutional etc			
5	Internal Audit Training to Members of Parliament	Ministry of Finance and Economic Affairs	TANZANIA Role of internal audit in promoting effective governance in the public sector	November, 2009	<ul style="list-style-type: none"> Mr Alloyce Maziku Mr E. Mwasalwiba G. Kafanabo
6	Training in Writing of Standard Internal Audit Reports to FMOs and Internal Auditors of MDAs, LGAs and RSs	PMO-RALG and Ministry of Finance	TANZANIA Writing of Standard Internal Audit Reports	May 2011 to June 2012	<ul style="list-style-type: none"> Mr Alloyce Maziku Mr E. Mwasalwiba G. Kafanabo Dr. G. Shumbusho
7	Training on Effective Communication and Report Writing Skills for National Audit Office (NAO) Auditors	National Audit Office (NAO)	TANZANIA Effective Communication and Report Writing Skills		<ul style="list-style-type: none"> Dr. G. Shumbusho Mr Alloyce Maziku Mr E. Mwasalwiba
8	Training on International Professional Practices Framework (IPPFs) to Internal Auditors of MDAs and LGAs	Ministry of Finance	TANZANIA Understand thoroughly the six (6) components of the IPPFs (3 mandatory and 3 recommended guidance)	July 2012 (to be completed in November 2012)	<ul style="list-style-type: none"> Mr Alloyce Maziku Dr E. Mwasalwiba Dr. E. Kihanga Mr. E. Malubi Mr. G. Komba Mr. E. Kafanabo
PROCUREMENT AND LOGISTICS MANAGEMENT					
1	Public Procurement Act (2004), Public Finance Act (2001) and Financial Reporting for Staff of the Parliament of Tanzania	Parliament of Tanzania	TANZANIA Be able to: <ul style="list-style-type: none"> exercise correct implementation of procurement laws and regulations interpret clearly and follow financial procedures as per the public finance Act/ regulations Follow current reporting standards eg IPSAS 	December 2009	<ul style="list-style-type: none"> Mr A. Maziku (Finance/ Procurement) Mr P. Nsimbila (Procurement) Mr Tlegray, B (Finance) Mr Komba, G (Finance)
2	Public Procurement Procedures and Audit Training to HODs and Tender Board/ PMU members of Ukerewe, Serengeti and Bunda District Councils	Sida- District Support Office Musoma	TANZANIA Be able to: <ul style="list-style-type: none"> exercise correct implementation of procurement laws and regulations develop and implement annual procurement plans, prepare tender documents, evaluate 	April 2007 and May 2008	<ul style="list-style-type: none"> Mr N. Mrope (Procurement) Mr A. Maziku (Finance) Mr P. Nsimbila (Procurement)

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	YEAR	KEY CONSULTANTS INVOLVED
			tenders and <ul style="list-style-type: none"> manage properly procurement monitoring and contracts in accordance with the Public Procurement Act (2004) 		
3	Various Public Procurement and Contract Management Assignments (Audits and Trainings) to LGAs and MDAs	Individual Local Government Authorities (LGAs) Eg Kisarawe DC; Rorya DC; Shinyanga DC; Shinyanga MC; Dodoma MC; Mbeya CC; Magu DC Ministry of Infrastructure Development, Ministry of Education Ministry of Transport etc	TANZANIA Be able to: <ul style="list-style-type: none"> exercise correct implementation of procurement laws and regulations develop and implement annual procurement plans, prepare tender documents, evaluate tenders and manage properly procurement monitoring and contracts in accordance with the Public Procurement Act (2004) 	In between from 2006 to date	<ul style="list-style-type: none"> Mr N. Mrope (Procurement) Mr A. Maziku (Finance) Mr P. Nsimbila (Procurement) Mr B. Mohammed (Procurement) Mr. A. Mlolere (Procurement) Dr. B. Lukanima (Finance) Mr. Magambo (Finance)
4	Family Planning Logistic Management Training for National Family Planning Programme and National AIDS Control Programme Personnel	Family Planning Unit (FPU), Ministry of Health	TANZANIA All Regions/Districts in Mainland Tanzania <ul style="list-style-type: none"> Conducted TNA in each region/district for Regional/District MCH Coordinator, Regional/District AIDS Control Coordinator; Conducted actual training on Management of the Tanzania FP and AIDS Control logistic systems for Regional and District level personnel; Final Evaluation at the end of the project. 	May 1994 to October, 1997	<ul style="list-style-type: none"> Mr N. Mrope (Procurement) Mr J. Kirway (Finance) Mrs Ruzibuka (Procurement) Mr Ruzibuka (Economist)
ECONOMICS, PROJECT PREPARATION AND MANAGEMENT					
1	Project Preparation and Appraisal	Various MDAs, LGAs	TANZANIA Principles and practical practices of Project Preparation and Appraisal	From 2005 to date	Prof J. Kuzilwa Prof. E. Nkya Prof. Nagu Mr N. Ngilangwa

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	YEAR	KEY CONSULTANTS INVOLVED
					Mr S. Mbano Mr E. Mushi
2	Monitoring and Evaluation	Various MDAs		From 2005 to date	Prof J. Kuzilwa Prof. E. Nkya Prof. Nagu Mr N. Ngilangwa Mr S. Mbano Mr E. Mushi
MARKETING MANAGEMENT/ STRATEGIES AND BUSINESS PLANNING					
1	Corporate Entrepreneurship Training for Senior Officers of the Agency	Tanzania Building Agency	Marketing and Entrepreneurship skills for senior officers of the agency <i>(one week course)</i>	Nov 2008	Mr G. Ituga (Marketing) Mr. B. Nsana (Marketing) Mr. E. Mnzava (Marketing)
2	Entrepreneurship Skills & Exposure Course	Tanzania Building Agency	Marketing and Entrepreneurship skills for junior staff of the agency <i>(one week course)</i>	July 2008	Mr G. Ituga (Marketing) Mr. B. Nsana (Marketing) Mr. E. Mnzava (Marketing)
3	Customer Services Management	President's Office- Public Service Management	Customer Services/ Care Management	2006	Mr J. Kikula (Marketing) Mr. G. Ituga (Mktg)
4	Business Management Skills Training for MFIs	Prime Minister's Office (Rural Financial Services Programme- RFSP)	Business Management including marketing and customer care management	2004	Dr Kasilo (Finance) Mr D. Meela (Finance)
CROSS CUTTING ISSUES ON ENVIRONMENT, GENDER, HIV/AIDS AND POVERTY ALLEVIATION					
1	Training and Development of District Specific Policies- Serengeti, Bunda & Ukerewe LGAs	Sida- District Support Office Musoma	Training and Ultimately Developing policies on: <ul style="list-style-type: none"> • Gender • Beach Management • Water Catchment Areas • HIV/AIDS 	2008	Mr H. Ngowi Mr. A. Makauki

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	KEY CONSULTANTS INVOLVED
PUBLIC ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT					
1	Installing Performance Management System in the Government of Tanzania	President's Office- Public Service Management	TANZANIA <ul style="list-style-type: none"> ○ Preparation of instruments, conducting testing and/or pilots and ultimately Installation of Performance Management System in the Government of Tanzania ○ Preparation of manuals and other documents for the PMS System in Tanzania • Conducting applicable training programmes ranging from top, middle and lower levels of management in PMS Systems 	2003- 2004	<ul style="list-style-type: none"> • Prof J. Kuzilwa (Input in Self Assessment, Strategic Planning and M & E) • Prof E. Nkya (Economist) • Prof L. Shio (Organisational Systems) • Dr E. Matiku (HRM)
2	Proper staff deployment involving reviewing organization structure, job descriptions, job specifications and allocations, schemes of service, incentive schemes; and operations manuals	National Audit Office (NAO) Tanzania	TANZANIA <ul style="list-style-type: none"> • Review of organization structure, staff deployment job descriptions, job specifications and allocations, schemes of service, incentive schemes; and operations manuals and making appropriate practical recommendations 	September to December, 2006	<ul style="list-style-type: none"> • Mr Kilasile (HRM) • Dr Kasilo (Finance) • Dr S. Kinemo (HRM) • Mr D. Maziku (Strategic Management) • Mrs E. Mwakasangula (HRM)
3	Study on Training Needs Assessment (TNA) and Training Provision at Local Government Authorities in Tanzania	Local Government Training Institute (LGTI) in Collaboration with JICA	TANZANIA Study current practices on Training Needs Assessment (TNA) and Training Provision at Local Government Authorities in Tanzania	March to June, 2012	<ul style="list-style-type: none"> • Prof. L. Shio • Mr. P. Faty • Mr. A. Maziku • Mr. N. Sola • Dr. Kunkuta • Dr. S. Kinemo
ACCOUNTING (FINANCE, AUDIT, TAXATION & FINANCIAL MANAGEMENT)					
1	Operationalisation of the Local Government Capital Development Grant (LGCDG) System to LGA Finance	PMO-RALG	TANZANIA To all Finance Committee members of 114 LGAs in Tanzania Mainland <ul style="list-style-type: none"> • Tenets of the 	February to May 2006	<ul style="list-style-type: none"> • Mr A. Maziku (Finance) • Dr D. Kasilo (Finance) • Mr D. Meela

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	YEAR	KEY CONSULTANTS INVOLVED
	Committee Members in Tanzania.		<p>LGCDG System, conditions for accessing CBG and CDG.</p> <ul style="list-style-type: none"> • Role of Finance Committee members and other Councilors in the LGCDG System. 		<p>(Finance)</p> <ul style="list-style-type: none"> • Mr N. Mrope (Procurement) • Mr S. Mbano (Economist) • Mr. T. Magambo (Finance) • Mr N. Ngilangwa (Economist)
2	Financial Controls in Local Governments in Tanzania	Ministry of Local Governments in Collaboration with British Council	<ul style="list-style-type: none"> • Review of Financial Procedures in Local Governments • Development of Financial Accounting & Management Regulations and Manuals • Awareness Training to key officials in the Local Government 	1997 to 1998	Mr D. Meela Mr A. Maziku Mr A. Mwakibete Mr T. Magambo Mr J. Chekani
3	Standardized Training Manual in Financial Management, Control and Internal Auditing for Local Government Authorities in Tanzania.	Prime Minister's Office- Regional Administration and Local Government (PMO-RALG)	Preparation of user-friendly training manual	October 2005 to February 2006	<ul style="list-style-type: none"> • Dr D. M. L Kasilo, Team Leader; • Mr Alloyce Maziku (Coordinator); • Mr Davis Meela and • Ernest Mwasalwiba
4	Study on Optimising Revenue Collection in Iringa Region District Councils Also Shinyanga District Council (in May 2012)	DANIDA/ District Agricultural Development Support- Iringa Regional Administration Secretariat	<ul style="list-style-type: none"> • Conducted a situational analysis of taxation and revenue collections in the six (6) LGAs of Iringa Region; • Identified Strengths and Areas for Improvement; • Drafted Action Oriented Recommendations for each LGA 	November 2004 to January 2005	<ul style="list-style-type: none"> • Prof J. A. Kuzilwa • Mr H. P. Ngowi • Mr S. Mbano • Mr A.K. Kiwango
5	Internal Audit Baseline Survey in the Government of Tanzania	JICA in collaboration with Ministry of Finance and Economic Affairs (MOFEA)	<ul style="list-style-type: none"> • Identify and document current status of internal audit in the Government of Tanzania • Recommend practical interventions for Strengthening Internal Audit in the GoT 	November to December 2009	<ul style="list-style-type: none"> • Mr Maziku, A.P. (Team Leader) • Mr Komba, G • Mr Muba Seif • Mr Nkinda, B • Mr Mwasalwiba, E • Mr Kafanabo, G

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	YEAR	KEY CONSULTANTS INVOLVED
6	Preparation of Internal Audit Handbook for the Government of Tanzania	JICA in Collaboration with Ministry of Finance	TANZANIA Pocket size, practical and user friendly internal audit handbook to guide auditors in the audit process	January 2011	<ul style="list-style-type: none"> Mr Alloyce Maziku Mr E. Mwasalwiba
7	Preparation of Enterprise Risk Management Framework and Risk Register for NECTA	National Examination Council of Tanzania (NECTA)	TANZANIA <ul style="list-style-type: none"> NECTA Risk Management Framework Risk Register (Departmental & Institutional) 	June 2012	<ul style="list-style-type: none"> Mr Alloyce Maziku Mr E. Mwasalwiba
8	Review of the Internal Audit Manual both for MDAs and LGAs in Line with International Professional Practices Frameworks (IPPF)	Ministry of Finance	TANZANIA Practical and user friendly internal audit manual in line with IPPFs	July 2012 (to be completed in November, 2012)	<ul style="list-style-type: none"> Mr Alloyce Maziku Dr E. Mwasalwiba Dr. E. Kihanga Mr. G. Komba Dr. D. Kasilo
9	Develop Guidelines on Implementation of Institutional Risk Management Framework in Public Sector	Ministry of Finance	TANZANIA Guidelines on Implementation of Institutional Risk Management Framework in Public Sector	July 2012 (to be completed in November, 2012)	<ul style="list-style-type: none"> Dr E. Mwasalwiba Mr Alloyce Maziku Mr. G. Kafanabo
PROCUREMENT AND LOGISTICS MANAGEMENT					
1	Financial Management and Procurement Manual for Prisons Department	Prisons Department	Designing, Collecting Information and Preparing the Financial Management and Procurement Manual for Prisons Department	2008	<ul style="list-style-type: none"> Mr Clipa Sylvano (Team Leader); Mr Amri Komunte Mr Peter Mbughuni
2	Procurement Audit for Procuring Entities (PEs)	Public Procurement Regulatory Authority (PPRA)	Carrying out procurement audits in relation to compliance with PPA (2004) and its related regulations for 30 MDAs and LGAs	October to December, 2009	<ul style="list-style-type: none"> Mr Mrope, N (Team Leader) Mr Maziku, A (A/Team Leader) Dr Lukanima, B Mr Meela, D Mr Nsimbila, P Mr Magambo, T Mr Tlegray, B Mr Sabi, J Mr Bakari, M Mr Mpapasingo
ECONOMICS, PROJECT PREPARATION AND MANAGEMENT					
1	Project and Management for Food Security and Poverty Alleviation	Southern African Development Community (SADC)/ European Union (EU)	Covered SADC Countries Develop capacities in planning, appraising,	2004 to 2005	<ul style="list-style-type: none"> Prof J. Kuzilwa Mr Epaphra Mushi Mr Jaraj Kikula

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	YEAR	KEY CONSULTANTS INVOLVED
			implementing, evaluating and monitoring projects aimed at food security and poverty alleviation.		
2	Preparation of Strategic Plan	Arusha Technical College	Assist the College to prepare its 5-Year Corporate Strategic Plan	September to December, 2010	<ul style="list-style-type: none"> Prof. Kamuzora Dr. Tundui Mr. G. Mwamanga
SOCIO-ECONOMIC DEVELOPMENT					
1	Country Review of UNDP Programme in Tanzania for the Country Cooperation Framework 1996-2001	UNDP, Tanzania Country Office	<p>TANZANIA Dar-es-Salaam, but with field studies in Mwanza and Zanzibar</p> <ul style="list-style-type: none"> Evaluation of the implementation of the UNDP's Country Cooperation Framework (CCF) for the period 1996-2001 and propose strategic direction for future cooperation 	February to March 2001	Prof Joseph Kuzilwa
2	Baseline Impact Assessment Study for Local Government Reform Monitoring and Evaluation	Prime Minister's Office- Regional Administration and Local Government (PMO-RALG)	<p>TANZANIA Countrywide study (All 114 Local Authorities in Mainland Tanzania)</p> <ul style="list-style-type: none"> Situational Analysis of Service Delivery by Local Authorities. Confined to five key services: Agricultural Support, Primary Health, Primary Education, Water, Feeder Roads. Development of Effectiveness and responsiveness indicators and indication of baseline values 	January to June, 2000	<p>Prof J. Kuzilwa (Team Leader) Prof L. Shio Prof E. Nkya Dr L. Warioba Mr B. Nsana Mr T. Magambo Mr. N. Sola Mr. Igulu Mrs S. Kinemo Mr A. Maziku</p>
3	Labour Market and Impacts on Investment Opportunities in Tanzania	Tanzania Investment Centre	<p>TANZANIA Study on Labour Market and Impacts on Investment Opportunities in Tanzania</p>	April to August, 2008	<ul style="list-style-type: none"> Prof Muna (Statistics)
4	Appraisal Study of the Organisational Development Needs of	Prime Minister's Office- Regional Administration and	<ul style="list-style-type: none"> Review of structure, job descriptions, communication 	2001 to 2002	<ul style="list-style-type: none"> Prof L. Shio (Organisation Systems)

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	YEAR	KEY CONSULTANTS INVOLVED
	Regional Secretariats in Tanzania	Local Government (PMO-RALG)	<ul style="list-style-type: none"> • channels etc; • Review of Financial Management Procedures • Recommending new structure for RS 		<ul style="list-style-type: none"> • Prof Nkya (Economist) • Mr R. Habi (HRM) • Dr L. Warrioba (HRM) • Mr N. Sola (Local Govt Admin) • Mr. A. Maziku (Finance) • Mr E Gibai (HRM) • Mr P. Faty (HRM)
5	Capacity Needs Assessment	Ministry of Finance and Economic Affairs (MOFEA)- Zanzibar	ZANZIBAR <ul style="list-style-type: none"> • Review of Structural Gaps, • Identify and Recommend Capacity Building Initiatives 	April to June 2009	Dr Kasilo, D (Team Leader) Dr Sessabo Mr Sola, N Mr Maziku, A (Coordinator)
6	Councillors' Oversight Coaching for Mvomero District Council	SNV/ Embassy of the Kingdom of the Netherlands	TANZANIA	June to October, 2010	Mr A. Mwakibete
INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT)					
1	ICT Needs Assessment	(i) At National Bureau of Statistics (NBS)- March 2012 (ii) At Capital Development Authority (CDA)- August 2012	TANZANIA Study current status of ICT (strengths and areas for improvement) Make practical recommendations	March to August 2012	Dr. Msanjila
CROSS CUTTING ISSUES ON ENVIRONMENT, GENDER, HIV/AIDS AND POVERTY ALLEVIATION					
1	Situation Analysis – Formulation of Health Sector HIV/AIDS STIs	Ministry of Health	<ul style="list-style-type: none"> ○ Surveillance of HIV/AIDS/STDs and Sexual Behaviour ○ Prevention of Mother to Child Transmission of HIV/AIDS ○ Behaviour Change Communication Interventions ○ HIV/AIDS Related Stigma and Discrimination ○ Situation Analysis of STIs Prevention Control in Tanzania ○ Blood Safety and Laboratory Services in HIV Prevention ○ Voluntary Counselling and HIV 	2003 to 2005	<ul style="list-style-type: none"> • Mr A. Simime (Health Systems) • Prof D Muna (Population & Statistics)

S/N	NAME OF ASSIGNMENT	CLIENT	COUNTRY/ KEY ASPECTS OF THE ASSIGNMENT	YEAR	KEY CONSULTANTS INVOLVED
			Testing VCT Services ○ Home Based Care and Psychosocial Support ○ Formulation of Health Sector Strategy for HIV/AIDS/STIs Research Coordination		
2	Assessment of Multisectoral HIV/AIDS Response within the District/Municipal Council Framework	TACAIDS	TANZANIA Project involved studying documented mechanism and structures for coordination of multi-sectoral HIV/IDS response	October 2001 to Feb 2002	<ul style="list-style-type: none"> • Mr A. Simime (Health Systems) • Dr R Gellejah (Health Admin) • Mr H. Ngowi (Economist) • Mr A Maziku (Finance) • Dr S. Kinemo (HRM)
3	Comprehensive Reproductive Health Commodity Security (RHCS) Assessment in Tanzania	Ministry of Health and Social Welfare/ UNFPA	TANZANIA Assessment of Reproductive Health Commodity Security	September 2011	<ul style="list-style-type: none"> • Dr. A. Kihombo • Dr. R. Gellejah • Prof. J. Kirway • Mr. A. Simime • Mr. P. Nsimbila • Mr. N. Mrope • Mr. A. Mlollele