

TANZANIA EDUCATION AUTHORITY



EDUCATION PROJECTS AND PROGRAMS SUPPORT POLICY

JULY, 2015

List of Acronyms

HESLB	- Higher Education Student's Loan Board
MDAs	-Ministries, Departments and Agencies
MoEVT	-Ministry of Education and Vocational Training
NACTE	- National Council for Technical Education
PMO-RALG	-Prime Minister's Office Regional Administration and Local Government
TCU	-Tanzania Commission for Universities
TEA	-Tanzania Education Authority

1.0 INTRODUCTION

1.1 Establishment of the Authority and its mandate

Tanzania Education Authority (TEA) was established under section 5 (1) of the Education Fund Act No.8 of 2001 to manage the Education Fund. The Education Fund was established under the same Act with the intention of supplementing the Government's efforts in financing education.

According to section 4 (3) of the Act, the Education Fund shall be used for the purposes of improving quality, access and equity of education at all education levels in the Mainland Tanzania and higher education in Tanzania Zanzibar. Part III of the Act on Establishment, Powers and Functions of the Authority, Section 6 (d), (e) and (f) empowers Tanzania Education Authority as follows;

- (d) to promote education and training according to needs within the framework of overall national socio-economic development plans and policies;
- (e) to apply the money deposited into the fund for the purposes of improvement and promotion of education;
- (f) to develop and review periodically the formula for allocation and disbursement from the Fund to the different educational levels.

1.2 Citation, uses and overall objective of the Policy

1.2.1 There shall be a policy for support of education projects and programs. This Policy may be cited as the Education Projects and programs Support Policy of the Tanzania Education Authority which shall come into operation on such date it obtains Board approval.

1.2.2 This policy shall guide procedures and criteria of allocating resources to support education projects/programs so as to realize TEA's objectives of improving quality, increasing access and equity to education at all levels as stipulated in TEA enabling Act.

1.2.3 The Policy shall provide a framework for the Management from which reference is inferred for program support decisions. It shall also assist Management in supervising, monitoring, and evaluating education projects and program supported by the Authority.

1.2.4 The policy shall guide the Board and the Authority in protecting and promoting interests of education stakeholders by directing support to education projects and programs of high impact.

1.2.5 The Policy shall operate in tandem with other relevant operational manuals and guidelines.

PART II

2.0 THE SALIENT FEATURES

2.1 TEA's Vision

To be a leading strategic financial and material resources interventionist in the education sector.

2.2 TEA's Mission

We secure financial and material resources for the Education Fund and effectively and efficiently deploy those resources to support educational projects and programs for the realisation of improved quality, access, and equity of education.

2.3 TEA's Core Values

Committed to transparency, objectivity and equitable treatment in offering quality services to the Authority's stakeholders with due integrity, courtesy, speed, team spirit and professionalism.

2.4 TEA's Objectives

TEA objectives of establishment are to:

- a) To provide funds to supplement the provision of education to all levels;
- b) To advise the Government on new sources of revenue for the purpose of ensuring adequate and stable flow of money into the Fund;
- c) To raise the quality of education and increase access and equality;
- d) To promote education and training according to needs within the framework of overall national socio-economic development plans and policies;
- e) To apply the money deposited into the Fund for the purpose of improvement and promotion of education;
- f) To develop and make periodic review of the formula for allocation and disbursement of financial resources of the Authority to different educational levels expect that, at least fifty percent of the financial resources shall be provided to finance basic and secondary education levels;
- g) To develop and make a periodic review of the resources allocated for facilitation of education to students with disabilities;
- h) To monitor the use of the funds disbursed and ensure adherence to the objectives of the Fund other than funds allocated to HESLB, TCU and NACTE;
- i) To receive gifts, donations, grants or other moneys on behalf of the Fund;
- j) To sponsor and provide facilities for higher learning and to establish relationship or association with institutions both nationally and internationally;
- k) To apply the monies deposited into the Fund for the purpose of giving effect to the mandate of TEA, HESLB, TCU and NACTE provided that the Authority shall consult with institutions referred to in this section in the application of the monies deposited into the Fund.

2.5 Institutional set up

Institutional structure that guides support to education projects/Program shall comprise of Directorate responsible for Education Support, Education Support Committee, Award Committee of the Board and TEA Board.

2.5.1 Directorate of Mobilisation and Education Support

The Directorate shall be responsible for identifying educational needs and managing the whole process of supporting educational projects.

2.5.2 Education Support Committee

There shall be a committee of education support which shall be known as Education Support Committee constituting of members from TEA Management Team. The Committee shall be responsible for reviewing proposed projects and program for support and provide recommendations to the management.

2.5.3 Award Committee of the Board

Award Committee is the Board's organ for the formulation of policies strategies that are necessary to ensure the objectives and equitable distribution of the Fund's resources. The Committee will continue to recommend to the Board for approval of education support issues.

2.5.4 TEA Board

The TEA Board is responsible for the performance of the functions and management of the affairs of the Authority that include setting policies and procedures for the use of the Fund. The Board will continue to approve issues pertaining to education support.

PART III

3.0 POLICY ISSUES

3.1 The Education Projects & Program Support Policy Statement

This Policy intends to provide guidance on procedures and criteria for supporting education projects and programs which will improve quality, access and equity in all levels of education.

3.2 The Education Projects and Program Support Philosophy

The philosophy of this Policy is to undertake strategic interventions in needy/ identified key areas in order to improve quality, increase access and equity of education at all levels.

3.3 Priority Areas of Support from the Education Fund

To ensure effectiveness and impact of the Education Fund, the Authority shall identify priority areas for support in collaboration with relevant Ministry that are geared towards achieving improved quality, increased access and equity of education.

The identified priority areas of support shall be subject to periodical reviews.

3.4 Needs Identification

There shall be two approaches in identifying educational needs for support.

3.4.1 Application based approach: whereby applications for support are received from education institutions.

3.4.2 Project proposal development approach: in which projects are initiated by TEA in collaboration with relevant Authority, pertinent stakeholders or development partners.

3.5 Modality of Supporting Education Projects & Programs

TEA shall support projects which are socially and economically viable after undertaking comprehensive needs assessments and appraisal that will meet TEA objectives and ensure sustainable means of reviving funds to the Education Fund.

3.5.1 Formula for Allocation of Funds

The Board shall develop and review periodically the formula for allocation and disbursement of funds from the Fund to different education levels. Before any allocation the Authority shall consult the key stakeholders including MoEVT and PMO-RALG and ensure that the allocation and formula thereof are accordance with the framework of overall national socio-economic development plans and policies.

However, funds received in accordance with Section 13 (a) and (b) for wit such sums not less than two per centum (2.0) % of the annual Government Recurrent budget less than the amount payable in defraying the National debt as additional funding to education levels and Skills Development Levy shall be allocated to the following formula as stipulated under schedule III of the Amended Act;

SN	INSTITUTION	PERCENTAGE %
1.	Higher Education Students' Loans Board	64
2.	Tanzania Education Authority	30
3.	National Council for Technical Education	3
4.	Tanzania Commission for Universities	3

The Authority shall ensure that at least 50 % of the financial resources shall be provided to finance Basic and Secondary education. The Authority shall also ensure that priority is given to allocate resources for facilitation of education to students with disabilities. The distribution of resources to different education levels shall be in accordance to the formula approved by the Board from time to time.

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

3.5.3 Grants:

Grants shall be provided to the education institutions with most critical needs and to the thematic areas as may be determined from time to time

which have high impact to the educational development in accordance with the National Education Development Plans.

3.5.4 Loans

The Authority will issue concessional loans on educational projects/ program that are technically and socio-economically viable according to TEA priority areas. Appraisal process shall be guided by the TEA Investment Policy and Manual.

3.5.5 Beneficiaries of Loans and Grants shall be required to sign an agreement with TEA for quality assurance, control and adherence to TEA guidelines.

3.6 Eligibility for Support from the Education Fund

There shall be two aspects of eligibility for support namely: (i) eligibility for educational institutions/ schools; and (ii) eligibility of programmes and projects from MDAs and innovative projects from other relevant institutions.

3.6.1 Eligibility of Educational institutions/ schools

Educational institutions or schools qualifying for support from the Education Fund shall be those registered by relevant authorities such as education institutions/schools shall have students/pupils and be in operation. Those relevant authorities include:

3.6.1.1 Universities - by Tanzania Commission for Universities (TCU)
(with at least provisional registration).

3.6.1.2 Technical colleges - by National Council for Technical
Education (NACTE) (with at least provisional
registration).

3.6.1.3 Teachers colleges, secondary schools and pre & primary
schools - by Ministry of Education and Vocational
Training (with full registration).

3.6.2 Eligibility of MDAs and other relevant institutions

The Authority shall consider extending support to eligible education programmes and projects emanating from MDAs and other relevant institutions which have mandate to develop and undertake national education programmes. Such MDAs shall be required to obtain approvals of the programme or projects from the MoEVT or PMO-RALG as the case may be. All programmes related to curriculum development shall obtain approval from TIE.

Eligible institutions shall be those registered with relevant bodies.

3.7 Disbursement of Funds

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

3.7.1 Disbursement of funds to Supplier/ Contactor/ Consultant

Disbursement of funds for TEA approved projects/program shall be effected directly to the 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.

3.7.2 Disbursement of funds direct to beneficiaries

Disbursement of funds for TEA approved projects/program especially payment of allowances and other expenses during training programs shall be effected directly to trainees upon proven signed registration and attendance list and submission of relevant receipts. 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.

In any other case payments direct to beneficiaries shall be done in such a manner as shall be approved by the Board.

3.8 Procurement Framework

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

3.9 Record Keeping and Disclosure Requirement

Education institutions and schools receiving TEA funding shall be required to keep their records and ensure accessibility in accordance with TEA Procurement Policy.

3.10 Monitoring and Evaluation of Fund Assisted Educational Projects

The Authority shall conduct monitoring and evaluation of Fund Assisted Educational Projects to ensure effective and efficient utilisation of the support and adherence to the objectives of the Fund.

PART IV

4.0 GENERAL ASPECTS

4.1 Policy Review

This Policy shall be reviewed at any time when deemed necessary.

4.2 Education Support Records and Custody

All project and program information shall be recorded in the system and maintained by the directorate responsible for education support and administrative unit (Registry). The administrative unit (Registry) shall adhere to the National Records and Archives Management Policy and observance to standard and best practices.

4.3 Ethical Responsibility

In resources/funds allocation to educational institutions, staff and beneficiaries shall comply with TEA ethical policies.

4.4 Education Projects and Programs Support Manual

There shall be an Education Support Manual that gives work instructions and guide the execution of education support activities.

4.5 Performance Reports

Management shall prepare monthly and quarterly performance reports to be submitted to the relevant Authorities.