



UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE



REPORT OF THE 1st NATIONAL CONFERENCE FOR MONITORING AND EVALUATION WEEK

Main Theme: Monitoring, Evaluation and Learning for Advancing Socio-Economic Transformations: Opportunities and Challenges

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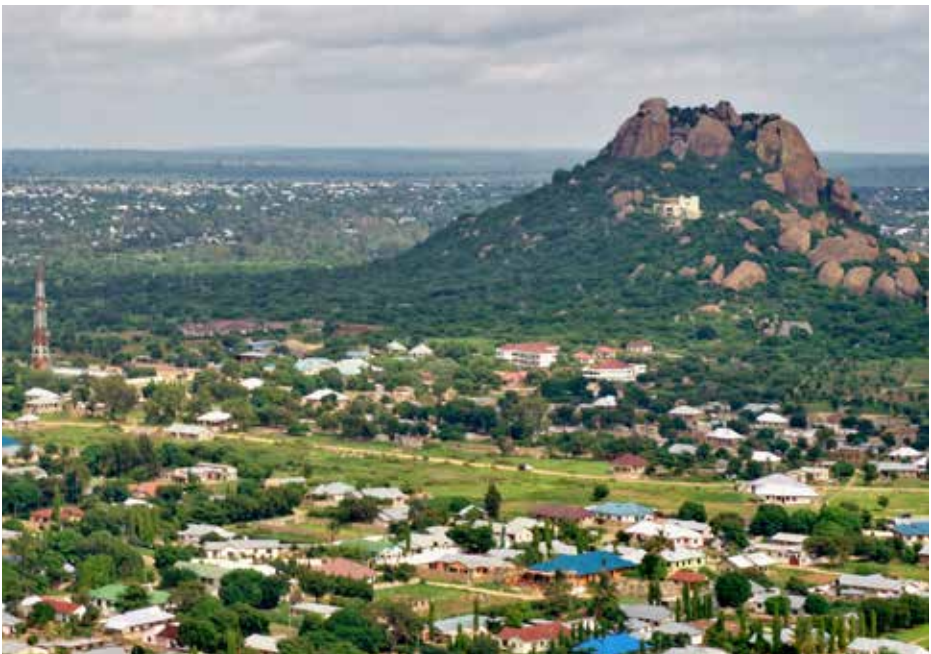
Dodoma aerial view



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LIST OF ABBREVIATIONS AND ACRONYMS

AfrEA	The African Evaluation Association
CAG	Controller and Auditor General
CSOs	Civil Society Organizations
DIME	Development Impact Evaluation
DUCE	Dar Es Salaam College of Education
ICT	Information Communication and Technology
KPIs	Key Performance Indicators
LGA	Local Government Organizations
MDA	Ministries, Departments and Agencies
M&EL	Monitoring and Evaluation Learning
MOFAIC	Ministry of Foreign Affairs
MP	Member of Parliament
NaCoNGO	National Council of NGOs
NMB	National Microfinance Bank
NBC	National Bank of Commerce
OUT	Open University of Tanzania
PMO	Prime Minister Office
POPSMGG	President's Office Public Service Management and Good Governance
PORALG	President's Office Regional Administration and Local Government
RAS	Regional Administration Secretariat
RITA	Registration, Insolvency and Trusteeship Agency
SDGs	Sustainable Development Goals
TanEA	Tanzania Evaluation Association
TCB	Tanzania Commercial Bank
TFS	Tanzania Forestry Services
TMDA	Tanzania Medicines Authority
TPSF	Tanzania Private Sector Foundation
UCSAF	Universal Communications Fund
UN	United Nations
UNICEF	United Nations Children's Fund
WB	World Bank

FOREWORD

The President's Office, Public Service Management and Good Governance (POPSMGG) working in partnership with Tanzania Evaluation Association (TanEA) to organize the 1st Monitoring and Evaluation Learning week in Tanzania since ever. The 1st M&EL week main Theme "Monitoring, Evaluation and Learning for Advancing Socio-Economic Transformations" is in the recognition of Monitoring and Evaluation (M&E) as an important profession in supporting effective development management as the country's policies, projects and programmes are geared towards attaining National Development Vision 2025, African Union Agenda 2063, and Sustainable Development Goals 2030. The objectives of the M&EL week conference were to bring together for the first time the M&E professionals and practitioners to dialogue and share experiences, promote M&E practice and profession, and advocate for the demand and use of monitoring and evaluations in the government.

Participation of a wide range of M&E stakeholders at the conference including the Government, Private Sector, and the Academia shared a light for the need of strengthening M&E profession and practice so that it increases its contribution on managing development for results (MD4R). Tanzania Evaluation Association is committed to work with all stakeholders to embrace M&E including the Government, Parliament, Private Sector, CSOs, Development Partners, etc whom shares a common goal on MD4R.

We would like to thank the Government of Tanzania and all Development Partners whose support enabled the 1st M&EL week to be conducted successfully. It may not be possible to mention all the supporters here, we acknowledge the sponsorship by Tanzania Forest Reserve Agency, Tanzania Roads Agency (TANROADS), Universal Communications Fund (UCSAF), Registration, Insolvency and Trusteeship Agency (RITA), Tanzania Medicines and Drugs Authority (TMDA), National Bank of Commerce (NBC), Tanzania Commercial Bank (TCB), National Microfinance Bank (NMB) and Viettel (Halotel), Tanzania.

We extend our appreciation to the distinguished keynote speakers, paper presenters, session chairs and all participants. Much appreciation to the organizing committee for their commitment and work for the success of this event. We express our gratitude to the Government through the POPSMGG for paving the way to strengthening monitoring and evaluation in the country.

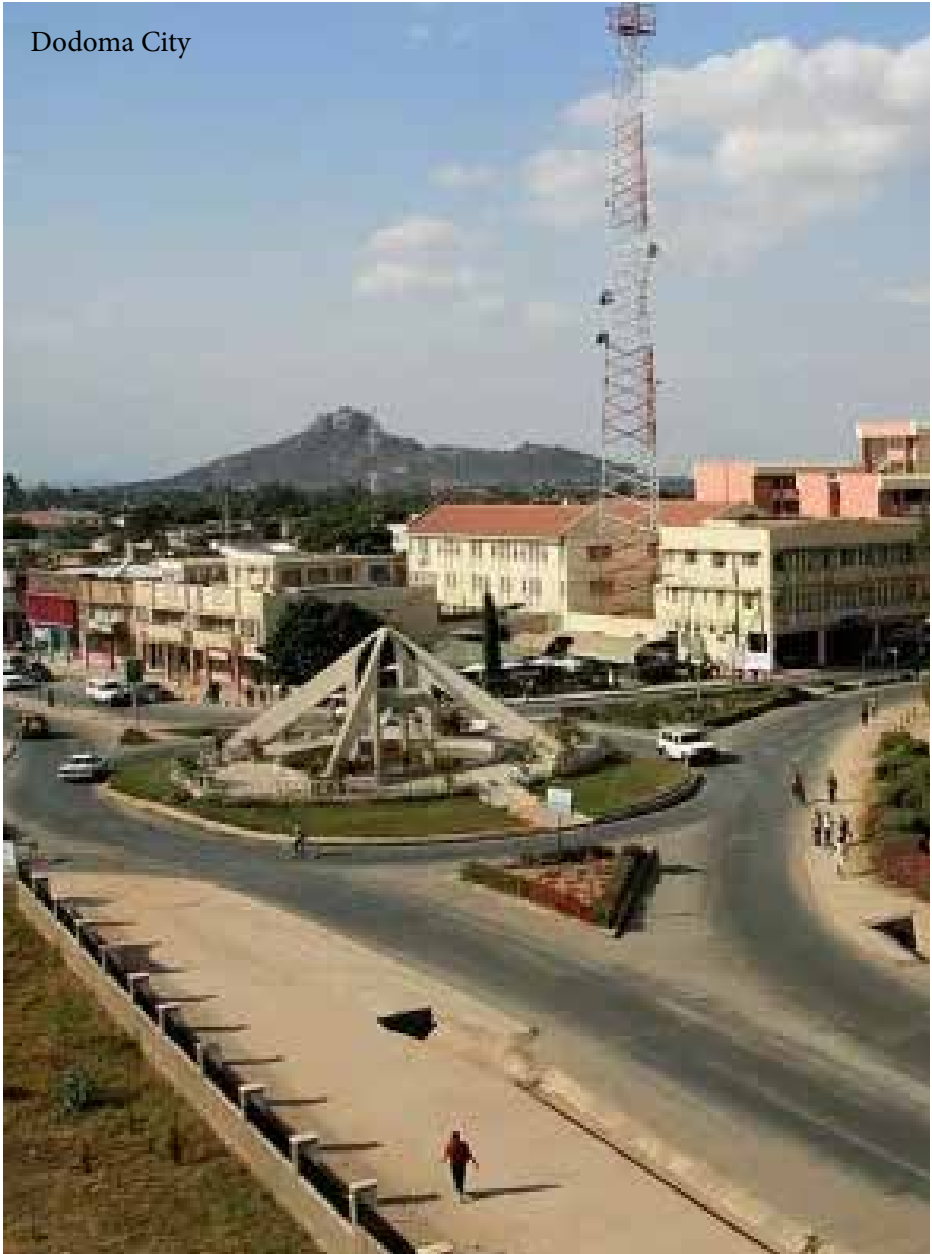


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1.0. INTRODUCTION

The first national conference for monitoring and evaluation week took place in Dodoma from 27 to 28 April 2022. This report provides an overview of the conference planning, management activities, paper presentations, discussions, recommendations and conclusions. Chapter one outlines the origins of organizing a Monitoring and Evaluation Learning (M&EL) conference and building an understanding of the real meaning and role of Monitoring and Evaluation. In addition, the scope of the forum, and the methods used to facilitate the forum are explained.

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CHAPTER ONE

1.1. RATIONALE OF THE CONFERENCE

The Government's main responsibility is to ensure that social welfare is enhanced by improving access to essential social services such as health services, food security, infrastructure, quality education, protection and security. In providing these services the Government uses a variety of resources that require effective management to ensure that the value of the resources used is consistent with the results obtained. The Monitoring and Evaluation System is one of the most important tools in ensuring that resources are used effectively for the intended results. Thus, the source of Monitoring and Evaluation is in the determination of nations and governments around the world to plan, implement and manage policies and development plans for results (Results Based Management). This will make it possible for the government to be responsive to the stakeholders' demands, good governance, accountability, transparency, effectiveness, and delivery of services.

Monitoring is a feature in the system that involves collecting data on the implementation of development projects (routine data) to get the realities of the implementation of various activities on a regular basis including Planning, Projects and Program for the intended purposes. This monitoring aims to identify challenges in project implementation in order to take appropriate action early to prevent impacts that could affect project / program outcomes. In addition, the Evaluation aims to measure the actual outcome of the planning, program, strategies, policies and project outcomes by comparing the expected outcomes with the evaluation criteria.

Monitoring and Evaluation is still a relatively young area in Government. However, the Government has continued to make various efforts to ensure that this area is improved and managed properly. Among other things, it has improved the structures of its Institutions by establishing M&EL Components and Units under the Policy and Planning Departments including the introduction of various guidelines. Despite all the Government's efforts in improving Monitoring and Evaluation issues, there is still a challenge of the lack of a culture of Monitoring and Evaluation in some Government Institutions. Thus, there is a need to leverage existing capacities to build a holistic M&E approach and develop a culture of evidence-based policy and decision making. One of the strategies to build that culture is to bring together the experts and stakeholders of Monitoring & Evaluation to share experiences and techniques to implement and manage M&E.

To that end, the Office of the President, Public Service Management and Good Governance (POPSMGG) in collaboration with the Tanzania Monitoring and Evaluation Professionals Association (TanEA) organized the first National Conference with the slogan "Accountability for Development". This conference was held on 27- 28 April, 2022 in the PSSSF conference hall, Makole, Dodoma and opened by Hon. Kassim Majaliwa Majaliwa, Prime Minister of the United Republic of Tanzania and finally closed by Hon. Deogratus Ndejemi, Deputy Minister of State, Office of the President, Public Service Management and Good Governance.

1.2. CONFERENCE PREPARATION

Tanzania Association of Monitoring and Evaluation Professionals (TanEA) came up with the idea of partnering with POPSMGG in organizing for the first time the Monitoring and Evaluation Week in Tanzania. The aim was to bring together experts and various stakeholders in Monitoring and Evaluation to share experiences and techniques in implementing and managing Monitoring

and Evaluation issues and ultimately strengthen the culture of conducting Monitoring and Evaluations in Tanzania. Due to the importance of the event, POPSMGG agreed to co-operate with TanEA and appointed a Monitoring and Evaluation Technical Committee which included members from the Office of the President - State House, PORALG, POPSMGG, Prime Minister's Office, Ministry of Finance and Planning, National Bureau of Statistics, Office of the Controller and Auditor General, Government Web Authority, Judicial Commission and Parliamentary Office. This committee was tasked with advising on how best to organize Monitoring and Evaluation Week.

1.3. CONFERENCE PARTICIPANTS

The conference brought together different category of participants which included M&E experts, government officers from Ministries, Departments and Agencies (MDA), evaluators, policymakers, international development and aid organizations, academic/research institutions (academia, students, research fellows from University of Dodoma and Institute of Development Planning -College of Development Planning), non-governmental and civil society organizations (in M&E space). MDA participants comprised of Directors of Policy and Planning Departments, Assistant Directors and Officers from Division and Monitoring and Evaluation Units, Officials from Regional Secretariats (Dodoma, Singida, Iringa and Morogoro), Municipalities (Dodoma, Kongwa, Bahi, Chamwino, Mpwapwa, Kondoa, Iringa and Iringa Rural), Councils (Mvomero, Gairo, Morogoro Municipality, Kilosa, Municipal and Manyoni). Other local and international participants participated online.



By and large, the conference attracted 295 equivalent to 98.3% participants out of the earmarked 300. Out of this number 31% were women and 69% men. Additionally, there were 18 submissions of papers (86%) out of the 21 expected (Appendix No. 1).

1.4. METHODS USED TO ORGANIZE THE CONFERENCE

In making the 1st MEL a success, the following methods were used: -

1.4.1 Preparatory Committee

The national organizing committee was formed with the aim of coordinating the preparations for M&EL Week. The Committee consisted 29 members (24 members from POPSMGG and five (5) from TanEA); In addition, TanEA entered into agreement with PlusMore Company which was responsible for providing expertise and experience in organizing and supervising the activities of Monitoring and Evaluation Week. The organizing committee in collaboration with Plusmore was involved in finding a venue for the conference, preparing the conference budget, organizing various sessions to discuss conference preparations including requesting conference facilitation from various stakeholders and organizations and preparing invitation letters. Map out and assess the best performing institutions in the area of Monitoring and Evaluation and thereafter provide them with awards.

1.4.2 Call for Abstracts Committee

The literature review committee grew to a total of six (6) members who are Mr. Hassan Kitenge and Ms. Sakina Mwinyimkuu (POPSMGG), Dr. Francis Mwaijande (Mzumbe University and TanEA-CAE), Prof. Deus Ngaruko (Open University of Tanzania), Dr. Almas Mazigo (DUCE), Dr. Mursali Millanzi (Mzumbe University). The committee was involved in receiving abstracts, analyzing and communicating with the earmarked presenters on areas that needed improvement and ultimately verifying their availability. Finally, a total of 18 abstracts were received and approved for writing full paper. All the 18 papers were presented in the conference. After this process was completed, the abstracts were slotted into the programme structure for development of the final conference programme.

1.4.3 Involvement of PlusMore in Coordination

Recognizing the contribution of the private sector especially in organizing major events involving multiple stakeholders, TanEA entered into an agreement with PlusMore which is a private company engaged in organizing and facilitating various events including governmental events. The company was involved in preparing the conference budget, developing and implementing conference fundraising strategies, duplicating all conference needs, finding the right service providers such as celebrities, waiters, ICT specialists and decorators. Activities done by PlusMore were coordinated by the National Organizing Committee.

1.4.4 Involving Institutions in Funding the Conference

In addition to 4.5m in the audited financial report, POPSMGG contributed 15m indirect costs related to the Guest of Honour, RC and Security committee, POPSMGG Minister delegation audited that followed Government audit practice. The initial conference planned for four (4) days at a cost of Tsh 200million. However, the conference was reduced to 2 days with a reduction of participants and some other events due to budget constraints. The total cost of the conference amounted to **TZS 56,848,560 (US\$ 24,717)** collected from sponsors and participation fee. However, it seemed practical to seek funding to make the forum a success rather than relying on participation fees. Various stakeholders of Monitoring and Evaluation including Viettel, UN Resident's Office, and Honorable Ambassadors from various countries were invited to the resource mobilization meeting that was held at the Bank of Tanzania, in Dar es Salaam. Letters were sent to stakeholders requesting for their participation and sponsorship to the event. Among the sponsoring institutions were Tanzania Forest Service Agency (TFS), Universal Communications Service Access Fund (UCSAF), Registration, Insolvency and Trusteeship Agency (RITA), Tanzania Medicines and Medical Devices Authority (TMDA), National Bank of Commerce (NBC), Tanzania Commercial Bank (TCB), Viettel (Halotel), NMB Bank PLC, United Nations Development Programme (UNDP), Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA), HOPECA, POPSMGG, UNICEF and ECO MAKAZI, **See Appendix IV for more details.**

1.4.5. Key Note Address

Keynote speakers composed of TanEA Chairman Prof. Deus Ngaruko, Mr. Ludovick Utouh-the former CAG and Executive Director of Wajibu Institute of Public Accountability (WIPA), APNODE Chairman, Hon. Joseph Kakunda (MP) and Urs Nagel from UNICEF Eastern and Southern Africa Regional Office, Nairobi. All the speakers underscored the importance of M&E and accountability in public/government institutions and cooperation between government and private sectors in M&E to economic transformation and development.



1.4.6. Prize Giving

A total of five (5) institutions were awarded prizes based on selection criteria for effectiveness in implementing and supervising Monitoring and Evaluation activities in their respective institutions. The selection of these organizations was due to the results of the Institutional Readiness Assessment in M&E. On the whole, government institutions seemed to be doing better than institutions in other sectors. The awards were presented to encourage the best performing institutions to continue doing so and to encourage other institutions to emulate and increase efforts in improving and fully implementing Monitoring and Evaluation activities in those institutions. Awarded institutions include the Tanzania Forest Services Agency (TFS), the Tanzania Roads Agency (TANROAD), Universal Communications Fund (UCSAF), Registration, Insolvency and Trusteeship Agency (RITA), Tanzania Medicines and Drugs Authority (TMDA) and E-GA.



In addition, in recognition of the contribution made by the sponsors in making the conference a success, the Organizing Committee prepared prizes for the stakeholders who contributed to the success of this activity. The sponsors were Tanzania Forest Reserve Agency, Tanzania Roads Agency (TANROADS), Universal Communications Fund (UCSAF), Registration, Insolvency and Trusteeship Agency (RITA), Tanzania Medicines and Drugs Authority (TMDA), National Bank of Commerce (NBC), Tanzania Commercial Bank (TCB), National Microfinance Bank (NMB) and Viettel (Halotel), Tanzania.

2.0 CONFERENCE OPERATIONS

This section describes the content of the conference which includes Opening, Themes, Seminars/workshops and discussions held during the Conference.

2

CHAPTER TWO

2.1. OPENING ADDRESS

The conference was opened by Hon. Kassim Majaliwa Majaliwa, Prime Minister of the United Republic of Tanzania. Other government officials were Hon. Jenister Mhagama, Minister of State, Office of the President, Public Service Management and Good Governance and Hon. Deogratius Ndejemi, Minister of State Office of the President - President, Public Service Management and Good Governance. Generally, all leaders emphasized the importance of improving and strengthening Monitoring and Evaluation in Government Institutions to achieve a National Vision aimed at Good Governance, Strong Economy and a Better Life for the People.



The opening session was preceded by an introductory remark from the Chairman of the Board of M&E Experts (TanEA), Professor Deus Ngaruko, who is also the Vice Chancellor of the University-Academic, Open University of Tanzania.



Permanent Secretary, President's Office Public Service Management and Good Governance (POPSMGG), Dr. Lauren. J. P Ndumbaro gave a brief overview of the welcome by introducing participants in front of the Leaders and thanked the official guest for agreeing to set aside time and come to open the Conference.

He also thanked the various Government and Private Institutions and Scholars from various universities and colleges for coming in large numbers to participate in the conference. He emphasized that the forum was an opportunity for them to share experiences and learn the basics of Monitoring and Evaluation. Finally, he welcomed Hon. Jenister. J. Mhagama,(MP), Minister of State, President's Office Public Service Management and Good Governance (POPSMGG).



Hon. Jenister Mhagama (MP) introduced the participants to the Guest of Honour and discussed the objectives of the conference and the expected results from the conference. The Minister urged the participants, especially the Monitoring and Evaluation Experts, Researchers and Policy makers to share their

experiences and expertise in order to achieve the purpose of the conference. The Minister thanked and congratulated the organizers of the conference for the good preparations they have made. The Minister thanked all the sponsors who contributed to the situation and resources in making the conference a success and finally invited the Guest of Honour to address to the participants and officially open the conference.



Hon. Kassim Majaliwa Majaliwa (MP), the Prime Minister of the United Republic of Tanzania delivered the opening remarks congratulating the organizers of the conference (POPSMGG, TanEA and the Organizing Committee) for the good preparations made.

The Prime Minister emphasized the importance of M&E in ensuring that Government programs are planned and managed to deliver the expected results.

He stressed that the conference was timely and was in line with the vision of Her Excellency Samia Suluhu Hassan, the President of the United Republic of Tanzania on the importance of M&E in overseeing the implementation of various development programs and projects. The Guest of Honour expressed satisfaction with the themes prepared for deliberations and expressed hope that they will show direction on how to implement M&E activities in the Government. In addition, Hon. Prime Minister stressed that Government Institutions should prepare and submit to his Office reports on the implementation of Government projects.

2.2. THEMES OF PAPERS PRESENTED

The conference focused on three thematic areas of discussion which were: -

Theme I: Evaluation of FYDP-II-III and Accountability for Results, the role of policy makers: Opportunities and Challenges



The session was chaired by Dr. Josephine Kimaro. The session observed a memorial statement of Late Prof. Honest Prosper Ngowi, followed by other 4 presentations noted as;

- Understanding constraints and enablers of turnaround time for ethics review: The case of institutional review boards in Tanzania by Mwafidhi Mrisho

- Performance of government entities in the execution of monitoring and evaluation functions by Mrs. Asnath Mugassa from NAOT
- e-GA-ERMS and PMO-M&E Dashboards as a tool for accountability by Mrs. Devotha Gabriel from PMO
- Monitoring government promises on achievements of SDG5 and FY 2020 by Kikumbih Nassoro.

Theme I: Strengthening National Integrated M&E System in Government and Enabling Environment for Strengthening National M&E



The session was chaired by Mr. Cosmas Ngangaji from POPSM&GG in breakout room 1. Four presentations were made.

- Impact Evaluation Lab by Constantine Manda
- Enabling environment for strengthening M&E framework by Pantaleon Shoki. In his presentation, he noted that involving community in evaluation can give right and adequate information hence strengthen M&E.
- Integrated Project M&E system, by Ministry of Finance and Planning. The presentation focused on how the Integrated Project M&E system works in M&E of government projects and ensure efficient utilization of allocated government funds.
- Building National Evaluation Policies by Dr. Francis Mwaijande (Mzumbe University / TanEA). His presentation focused on the policy gap, demand and use for evaluation in Tanzania.

Theme II: Ten years to SDGs: Evaluation Capacity and Agenda towards 2030 and Post-Covid 19 Evaluation and Impact to Socio-Economy

Theme II presentations in breakout room 2 chaired by Mr. Haji Janabi DPP (MoCAS). Six presentations were made. The Ministry of Health presented the M&E system applied in health care systems (hospitals) by Mr. Paolo Belardi. He shared the system and indicators they use to conduct M&E in hospitals at all levels from village to national level.

Miss. Gladness Kampa, a Young and Emerging Evaluator, presented on the role of formative evaluation in changing menstrual and puberty-related challenges of adolescent girls in Tanzania. Her research aims at providing education to young girls in managing their menstrual cycle, along with school classes and young boys' perception to their health situation during their menstrual cycle.

2.3. PROFESSIONAL TRAINING

The conference involved the provision of training tailored to specific areas (Themes). A total of eight (8) trainings were conducted which aimed to raise awareness of M&E issues as follows: -

- (i) Use of M&E for Professionals, Researchers and Policy makers;
- (ii) Method of Evaluation using Outcome Mapping Design.
- (iii) Tanzania Forest Agency M&E System;
- (iv) Key M&E Government Issues;
- (v) M&E Guide for Development Projects;
- (vi) Integrated M&E System of Local Government Authorities;
- (vii) Evaluating on the basis of most significant changes.
- (viii) How to Evaluate Using Outcome Mapping Design

The following is a summary of each training:

Training session 1: Use of M&E for Professionals, Researchers and Policy makers



Dr. Zabron Kaigera, Lecturer of M&E and Expert of Development issues at University of Dar es Salaam delivered his presentations on Monitoring and Evaluation Practice for Development Professionals, Researchers and Policy Makers. He presented about the practice, importance of M&E and qualities of M&E officers/ managers/experts/ and professionals for improved performance, accountability and learning

He also presented the science part of the evaluation (basics, fundamentals and theory) including Logical framework of M&E, Indicators, DAC Criteria and project management.

Training session 2: Method of Evaluation using Outcome Mapping Design

Jerome Sansonetti of the World Bank, Development Impact Evaluation offered outcome mapping tools for evaluation, the training was presented virtually from Washington-US. He explained about how outcome mapping worked in their projects starting with how they treat and receive proposals of endorsement. He also introduced the M&E system and how it works in evaluating the impacts of the indorsement projects in the project area in Tanzania.

Training session 3: Tanzania Forest Agency M&E System



Representative from the Tanzania Forest Reserve (TFS) Mr. Harold provided the experience of an Integrated Digital Monitoring and Evaluation System. The system is integrated into mobile phones to monitor and evaluate all TFS activities from producing to harvesting Forest and Honey products. He also briefly described two other systems: Forest Resources Management System whose function is to monitor forest products and Honey Traceability System which monitors honey production.

Training session 4. Monitoring and Evaluation in Private Sector TPSF

Mr. Zachy Ireney Mbenna of TPSF presented on private sector's contribution in enhancing and improving M&EL in Tanzania. The contribution included but not limited to;

- Establishing strategic cooperation between government and private sector in improving and enhancing M&E. He said that, the strategic cooperation between them will establish responding system for both government and private organization's projects as well as bringing M&E stakeholder and work together



- Valuing and appreciating available M&E experts to influence growth of M&E
- Establish a participatory and sustainable M&E system which will provide results to both government and private sector
- Working on findings of M&E at large extent. He referred the CAG report of 2021 in which 20% of recommendations failed to be administered.
- Working on 61 policies available in Tanzania which can incorporate and put the M&E and Learning in a right position of function in both public and private sector.

Training session 6: Integrated M&E System of Local Government Authorities

Mr. Salum Mushi from PO-RALG presented on the LGA Integrated Monitoring and Evaluation System applied by his ministry for M&E activities. He said that, the integrated system is the combination of various systems from different sectoral departments like agriculture, fishing and water departments of the ministry which collectively coordinate, control and evaluate the activities of all the sectoral departments of the ministry.

Training session 7: Evaluating on the basis of Most Significant Change



Ms. Sakina Mwinyimkuu of POPSMGG and member of TanEA presented on the Qualitative Evaluation Methodologies (Most Significant Change (MSC) applied by her ministry/office in conducting M&E of different government activities. During her presentation, she said that the system is not only based on data, it is beyond the data or showing the factors behind the data.

It is mainly focusing on social constructivism which constructing the meaning. For instance, if the evaluation says that 2% of the students has dropped out from school, the system will show why that 2% of the students has dropped out and what will happen after their drop out.

Ms. Sakina also explained that, the MSC focuses on stories, meaning that the system collects stories and become familiar with the culture and approach to enter the respondents during data collection. This system is mainly story telling approach in which people or respondents are being selected based on the case/topics and provide their stories which are treated as data in this system.

She further explained that, the stories are being collected through open questionnaires in order to provide respondents with freedom and opportunity to express and give out their stories fully the collector/interviewer. Also, the group discussion, writing interview and audio recording can be used to collect the stories which are data for the MSC system.

She ended her presentation by emphasizing that, after collecting the stories from different respondents/story tellers, will then rank them by looking the story with most frequencies. The story with most frequencies will be taken and considered as data for the MSC system.

Training session 8: How to Evaluate Using Outcome Mapping Design

The last paper was presented digitally by Jerome from DIME - The World Bank, Washington DC, USA. The presenter explained how they work on projects from the way they receive and approve texts (Proposals) he cited the texts they received and worked on from Juma Kaseja and Flaviana Matata from Tanzania. He described the Monitoring and Evaluation system and how it is used in project evaluation.

2.4. PANEL DISCUSSION



The discussion included a topic on the reality of monitoring and evaluation in the Government based on the successes, shortcomings and future expectations regarding the implementation of monitoring and evaluation plans. This session was debated by seven (7) contributors who were; Zachy Mbenna (TPSF), Mr. Djax Sanga Biria (TanEA), Prof. Deus Ngaruko, Board Chairperson of TanEA who is also the Vice Chancellor of the Open University of Tanzania - Academic, Ms. Sakina Mwinyimkuu (POPSMGG) and Mr. Khalifa Mponda (MoFAIC). The discussion was chaired by Dr. Isaack Michael (TanEA). Participants had the opportunity to listen to the discussion and provide feedback on the topic.

Discuss session: Professionalization of M&E

Dr. Zabron Kengera from University of Dar es Salaam presented a paper in the making about global overview of the M&E; the importance, professionalization, advantages and costs of professionalization of M&E as well as reasons why we lack M&E professionals specifically in Tanzania.

Discuss session: M&E Guide for Development Projects



In supporting and ensuring M&EL is working well in Tanzania, Mr. Ekingo Magembe, a representative from MoFP said that, as the ministry they have already came up with their own framework for monitoring of their projects which are implemented under the ministry. He also said that, they are currently working and

coming up with their own system for evaluation and collection of data from their implemented projects, He further noticed on the reporting system for big projects implemented under the ministry which is now in the process of establishment by the ministry itself.

3.2. Future of M&EL in Tanzania by Hon. Joseph Kakunda (MP & Chairman-APNODE)



Hon. Joseph Kakunda (MP & Chairman-APNODE) started his presentation by referring the speech of President Samia Hassan Suluhu during the event of receiving CAG report held on 30th March 2022. The President said that, absence of M&E and presence of too many systems of collecting data in government institutions affect monitoring of government projects and activities. He also said that, in

order to improve M&E, we need to look for and refer to ROX report of 199, Helen annual reports, World Development Report of 2004 and Fund M&E by Tanzanian government.

Hon. Joseph Kakunda listed interventions areas to be considered in enhancing and improving M&E work in Tanzania including but not limited to improving reporting and evaluation systems of government activities, financing of M&E activities in public institutions/projects and increase M&E sections in government institutions, ministries and departments.

3

CHAPTER THREE

3.0 DISCUSSION, OPINIONS AND CHALLENGES

This section identifies various issues raised by participants during the discussion of presentations on various topics and challenges in the management and implementation of Monitoring and Evaluation activities in Government Institutions.

3.1. PARTICIPANTS' DISCUSSION QUESTIONS AND ANSWERS

Participants were engaged on discussion, Questions and Answers



during the discussion of presentations on various topics as outlined below:



- (i) Lack of common goal among Monitoring and Evaluation stakeholders;
- (ii) Monitoring of the implementation of various Government activities and projects is carried out, however evaluation is not accorded the weight it deserves. In most cases Government Institutions do not evaluate implemented projects. Most of the evaluations done are for the donor-funded projects;

- (iii) More often Government Institutions report on Projects that are performing well. Areas where implementation was not good were not reported;
- (iv) The performance information provided is not used effectively in decision making. CAG reports, for example, are not processed to satisfactory standards;
- (v) In some government institutions there is no Monitoring and Evaluation Department. Monitoring and Evaluation responsibilities are implemented under the Policy and Planning Departments which are headed by Economists who are basically not well versed in the area of Monitoring and Evaluation;
- (vi) There is no cadre of Monitoring and Evaluation Officer in the Personnel Structure/Scheme of Service;
- (vii) Diversity in Capacity Building and Monitoring Capacity among M&E Stakeholders. Example Universities offer a Master's Degree in Monitoring and Evaluation while M&E is not offered at lower levels such as Certificate, Diploma and Degree.
- (viii) Many institutions set aside a small amount of money for monitoring and evaluation activities.
- (ix) The presence of Component / Monitoring and Evaluation Units does not remove the importance of "Auditing" and the presence of auditing also does not eliminate the importance of reviews and evaluations;
- (x) Annual reviews and evaluations of project implementation results are not conducted by some Local Government Authorities;
- (xi) Currently, many projects, programs, policies, strategies have M&E sections, however, majority of M&E systems are neither effective nor efficient;
- (xii) Inadequate budget resources to perform M&E activities;
- (xiii) Poor M&E data management systems including data collection, analysis, storage and retrieval system;
- (ix) M&E complexity including too much work around multiple reporting, extensive missions, large geographical coverage, and difficulties in determining contribution and attribution of interventions



3.2. CHALLENGES

3.2.1 Lack of Integrated Government Monitoring and Evaluation System

Government institutions have grown to develop various systems for collecting and processing information. These systems are not integrated to access multiple information within a single system. The existence of many uncoordinated systems contributes to the diversity of data provided thus making decision makers unable to make informed decisions to the public.

3.2.2 Lack of culture for conducting Monitoring and Evaluation

Monitoring and Evaluation activities in Government Institutions appear to be relatively new compared to other countries that have

made significant strides in this area. Many Government Institutions focus on doing more monitoring and giving little attention to evaluation. Participants acknowledged that the evaluation is very rare and even those that are done are aimed at finding the number and not the expected outcome and are not presented to stakeholders especially with negative outcomes. In addition, participants noted that the lack of monitoring and evaluation plans for some government institutions lead to monitoring and evaluation being carried out as an emergency (ad-hoc). Most of the evaluations that are done are those of projects funded by development partners.

3.2.3. Budget Deficits Allocated for Monitoring and Evaluation

Monitoring and Evaluation activities in the Division / Units at some Institutions have been allocating little or no funding to supervise and implement the Monitoring and Evaluation activities. Participants noted that funds allocated for Monitoring and Evaluation activities are sometimes re-allocated for use to other different activities that occur within the department.

3.2.4 Limited knowledge and skills of Monitoring and Evaluation Specialists

The Monitoring and Evaluation Industry is still in its infancy in Government Institutions. Government institutions still face a shortage of staff with the skills, experience and special skills especially in the area of evaluation. Institutions are largely involved in the monitoring area and paying less attention to evaluation. The evaluation area is not done properly due to the insufficient number of qualified M&E experts. In addition, due to limited understanding, supervisions / follow up activities are considered to be equivalent to monitoring. The limited capacity of the experts of some Institutions in preparing indicators as a result some Government Institutions have grown with Indicators (KPIs) that do not align with the goals and objectives in their Plans.

3.2.5 Monitoring / Evaluation Units / Units under the Policy and Planning Departments

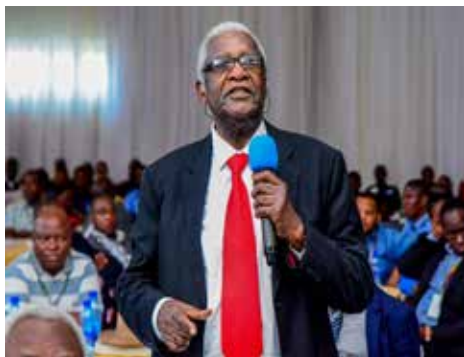
The Monitoring and Evaluation units in Government Institutions fall under the Department of Policy and Planning. The presence of these Sections under the Policy and Planning Department undermines performance. Assistant Directors and Monitoring and Evaluation Officers find themselves implementing more Policy and Planning functions rather than M&E responsibilities. In addition, Checks and Balances in the Policy and Planning department are undermined due to the conflict of interest which arise due to that fact that the same persons who prepare plans and policies cannot evaluate themselves hence needs an impartial external eye.

4.0 RECOMMENDATIONS, INSTRUCTIONS AND RESOLUTIONS

4

CHAPTER FOUR

This section outlines the suggestions made by participants on how to improve the management and implementation of Monitoring and Evaluation activities, directives given by the Guest of Honour, Resolutions/recommendations and Conclusions.



4.1. PARTICIPATION RECOMMENDATIONS

After participating in the Topics and Discussion presentations, Participants came up with a variety of suggestions for the best number to improve Monitoring and Evaluation activities which are divided into the following categories:

- (i) The Government should designate a single Monitoring and Evaluation system that will be used by all Government Institutions; This

system which will grow integrated and enable important sector information to be accessed in a single system. With a single system the challenge of having the data inconsistency provided will be reduced; also reporting to different stakeholders will be made easy;

- (ii) To build the capacity of Monitoring and Evaluation Specialists in Government Institutions by providing them with monitoring and evaluation training and to strengthen partnerships between Government, Private Sector, Development Stakeholders and Civil Society (CSO) in Monitoring and Evaluation matters. The Government should identify areas that are experiencing challenges in the Monitoring and Evaluation area so that Non-Governmental Institutions can assist. This collaboration will help in increasing the skills and competencies of Monitoring and Evaluation experts. There is also a need to understand the qualifications and skills required of evaluators (evaluators) so that colleges that offer the Monitoring and Evaluation profession can prepare experts in those areas;
- (iii) Creating a culture of monitoring and evaluation in Government Institutions by developing Monitoring and Evaluation Policies and Strategies and

ensuring key stakeholders especially citizens are involved in claiming the results of Development Projects Evaluation to increase accountability;

- (iv) Monitoring and Evaluation Units and sections in Government Institutions should be provided with adequate physical, human and financial resources to carry out monitoring and evaluation activities in an efficient manner;
- (v) The monitoring and evaluation units and sections should be fully-fledged independent rather than being under the Department of Policy and Planning so that they will have sufficient time, financial and human resources to carry out monitoring and evaluation activities. Participants acknowledged that the act of monitoring and evaluation activities being under the influence of economists who do not have sufficient knowledge of Monitoring and Evaluation issues affects the effectiveness of Monitoring and Evaluation activities.

4.2. GOVERNMENT INSTRUCTIONS AND DIRECTIVES

The Guest of Honour, Hon. Kasim Majaliwa Majaliwa, Prime Minister of the United Republic of Tanzania, in his opening remarks, among other things, gave the following directives for follow

up and implementation and reporting in the next MEL Week:

- (i) Government institutions responsible for monitoring and evaluation should find the best way to strengthen monitoring and evaluation issues in the country;
- (ii) Permanent Secretaries and Regional Administrative Secretaries (RAS) should be fully involved in M&E Week conferences as they are the custodians of Government funds;
- (iii) All Ministries and Public Institutions should strengthen the existing M&E Sections /Units to achieve efficiency and appropriate feedback on the implementation of various responsibilities and projects;
- (iv) The Ministry has all Public Institutions to prepare one-year M&E Plans as part of the implementation of the Monitoring and Evaluation Plan;
- (v) Special arrangements should be made to procure and deploy monitoring and evaluation experts in the Government;
- (vi) All Public Institutions should be empowered to monitor and evaluate, prepare standard reports, conduct in-depth analysis and apply the results of such information in decisions and improve Government programs;
- (vii) The issues raised in the forum should be acted upon and evaluation of the implementation of the arguments and recommendations should be made and presented at the next conference in 2023;
- (viii) The upcoming conference will bring together more local and foreign stakeholders to expand the scope of the exchange of experiences;
- (ix) The Association of Monitoring and Evaluation Experts (TanEA) should assist in advising the Government by coming up with suggestions on how best to improve the Monitoring & Evaluation in the country;
- (x) Government Institutions prepare a Monitoring Plan and submit it to the Office of the Prime Minister annually;
- (xi) The Monitoring & Evaluation Week Conference should be held between April - June each year to obtain performance appraisal of Government performance before the financial year begins; and
- (xii) The Office of the Prime Minister should be notified of the Monitoring & Evaluation Week Conference Report. (Appendix No. 4)

CONFERENCE RESOLUTIONS/TAKE AWAYS



The Monitoring and Evaluation Week conference resolved the following: -

- (i) Government to maintain co-operation with various stakeholders across the ecosystem;
- (ii) MDAs and other institutions should allocate adequate physical, human and financial resources to ensure that monitoring and evaluation activities are carried out effectively;
- (iii) In order to attract many stakeholders in the MEL Week we need to advertise ourselves so that the forum can be known widely;
- (iv) The use of information derived from various evaluations should be given priority in policy and decision making;
- (v) There should be a Monitoring and Evaluation Policy for better institutionalization of M&E functions;
- (vi) Promoting monitoring and evaluation in academic institutions while emphasizing the needs of the market by offering courses from certificate level upwards
- (vii) The government and other stakeholders should ensure there is strict implementation of findings and recommendations of the evaluations and
- (viii) Monitoring and Evaluation should go hand in hand with the use of ICT.

5

CHAPTER FIVE

5.0 Vote of Thanks and Announcements of 2023 MEL Week

The acting Permanent Secretary (POPSM) Mr. Hassan O. Kitenge, ended by providing word of thanks to delegates, sponsors and organizers, along with the summary of the discussions, topics and presentations for two days of the conference. He also provided the observations and recommendations, together with a statement on the feedback of the conference which will be prepared by his office before its submission to PMO.

5.1 Closing Speech and Way Forward



Hon. Degratius John Ndejemi (MP), Deputy Minister, POPSM&GG, gave the official closing remarks. He started by extending his gratitude to his office and TanEA in organizing and achieving the conference, together with participants for coming and appreciated the topics and the presentations. He also congratulated all the public M&E actors received the awards as part appreciating their efforts in making the M&E work.

He promised that, all the observations, recommendations and resolutions including making M&E as professional and establishing M&E body will be worked on by considering the importance of M&E in implementation of projects and utilization of government funds.

He finally promised the conference to be a continued platform. He ended his remarks by suggesting for early preparation of the conference feedback and theme for 2023 and planning for 2023 conference should consider the parliamentary budget sessions so as permanent secretaries from different sectoral ministries able to attend the conference.

5.2 Learning

The 2022 M&EL week provided an opportunity for learning, adaptation and adjustments. The following are the extracts of learnings

1. M&EL week is an opportunity to understand matters pertaining to M&E within the government machinery.
2. M&E professionals and practitioners must have a forum to discuss professional issues on M&E in the country
3. Good partnership between the government, private sector and CSOs increase participation of citizens in contributing their ideas on managing development for results
4. Tanzania citizens have role for monitoring of their socio-economic development programmes for enhancing accountability in MDAs
5. Monitoring and Evaluation enhance achievement of National Development Programmes and SDGs
6. M&E is acknowledged as an important tool for attaining Sustainable Development Goals
7. There is policy gap that Government should look into the possibility of developing M&E policy so that M&E issues would be taken seriously
8. M&E units at Ministry, Department, Agencies, local government and government institutions should be strengthened by recruiting M&E experts and providing them with necessary training, working facilities and having budgetary allocating.
9. Professionalization of M&E considering that M&E cuts across disciplines (engineers, accountants, health, education, project management, academicians, economists, environmentalists)
10. The Government Prime Minister has a passion on Monitoring and Evaluation encouraging as it shows the commitment and seriousness accorded by the government to matters pertaining to M&E

6

CHAPTER SIX

6.0 CONCLUSION

The 2022 Monitoring and Evaluation Week conference aimed at bringing together various Government stakeholders including policy makers, policy implementers and Development stakeholders to learn and share experiences on various monitoring and evaluation issues. In addition, the Conference provided an opportunity for participants to contribute ideas on opportunities, achievements and challenges related to monitoring and evaluation and what can be done to bring about sustainable development in the country. In addition, various recommendations made are a catalyst to improve monitoring and evaluation of the implementation of various Government projects and programs to bring about the expected results and strengthen accountability in performance. TanEA and POPSMGG were assigned responsibilities to undertake to keep momentum for the next M&EL (Table 1).

Table 1: Government Directives for implementation

S/No	INSTRUCTIONS	RESPONSIBLE
1	Government institutions responsible for monitoring and evaluation should find the best way to strengthen monitoring and evaluation issues in the country.	POPSMGG
2	Permanent Secretaries and Regional Administrative Secretaries (RAS) should be fully involved in M&E Week conferences as they are the custodians of Government funds	POPSMGG
3	All Ministries and Public Institutions should strengthen the existing M&E Components / Units to achieve efficiency and appropriate feedback on the implementation of various responsibilities and projects	POPSMGG
4	The Ministry has all Public Institutions to prepare one-year M&E Plans as part of the implementation of the Monitoring and Evaluation Plan.	POPSMGG
5	Special arrangements should be made for the recruitment and evaluation of existing Government monitoring and evaluation experts	POPSMGG
6	All Public Institutions should be empowered to conduct monitoring and evaluation, prepare standard reports, conduct in-depth analysis and apply the results of such information in decision-making and improve Government programs.	PMO
7	The Association of Monitoring and Evaluation Experts (TanEA) should help advise the Government by coming up with suggestions on how best to improve the Monitoring & Evaluation area.	TanEA
8	Office of the Prime Minister to be notified of the 2022 Monitoring and Evaluation Week Report.	POPSMGG

7.0 APPENDICES

Appendix 1: Conference evaluation

1. Overall quality of the conference preparations and communications

	Very good	Good	Average	Poor	Very poor
No. of respondents	51	41	12	6	2
%	45.5	36.6	10.7	5.4	1.8

2. Quality of location of the conference hall, scenery and meals

	Very good	Good	Average	Poor	Very poor
No. of respondents	57	39	19	5	3
%	46	32	15	4	2

3. Efficiency in communication and coordination of presentations

	Very good	Good	Average	Poor	Very poor
No. of respondents	37	47	17	4	4
%	33.9	43.1	15.6	3.7	3.7

4. Adequacy of the conference duration

	Very good	Good	Average	Poor	Very poor
No. of respondents	18	39	40	11	4
%	16.1	34.8	35.7	9.8	3.6

5. Importance of the main theme and presentations

	Very good	Good	Average	Poor	Very poor
No. of respondents	44	42	17	5	4
%	39.3	37.5	15.2	4.5	3.6

6. Relevance of presentations in your work, and needs of our time

	Very good	Good	Average	Poor	Very poor
No. of respondents	47	39	16	3	7
%	42.0	34.8	14.3	2.7	6.3

7. Relevance of the presented papers

	Very good	Good	Average	Poor	Very poor
No. of respondents	37	47	17	1	8
%	33.6	42.7	15.5	0.9	7.3

8. Proficiency of presenters

	Very good	Good	Average	Poor	Very poor
No. of respondents	36	56	10	4	5
%	32.4	50.5	9.0	3.6	4.5

Overall, the majority of participants 50.6% felt that the competency of presenters was good and 32.4% felt that the ability of presenters was very good. In addition, 9% of the respondents stated that the capacity of presenters was average whereas 3.6% said presenters' capability was weak. The remaining 4.5% reported that the presenter's competency was very weak.

9. Organization of breakaway groups

	Very good	Good	Average	Poor	Very poor
No. of respondents	38	40	22	8	5
%	33.6	35.4	19.5	7.1	4.4

33.6 per cent of participants said the organization of breakaway groups was very good while 35.5 per cent stated that it was good. On the other hand, 19.5 per cent felt the order of discussion in groups was moderate and 7.1 per cent reported that it was bad because there was noise inside the hall which was divided using a curtain. In addition, 4.4 per cent said that the arrangement of discussion rooms was very poor.

10. What was most interesting for you in this conference?

- a) Presentation of the Ministry of Finance and Planning was interesting because it enabled participants to gain better understanding of government activities and what lies ahead on issues related to M&E
- b) Group discussions allowed participants to get detailed explanations of M&E issues and sharing more information in an elaborative manner
- c) There was a good balance of time allocated for presentations and for group discussions this was made possible due to the group chairs managing well and adhering to the time schedules
- d) There was a sizeable number of participants of different types and disciplines
- e) To see Tanzania, prepare for the first time a conference on M&E as these issues for the spirit of successful development programs and projects management
- f) Inviting stakeholders from all walks of life was a good thing as it enabled participants to learn a lot from others within and outside the country
- g) We got an opportunity to understand matters pertaining to M&E within the government machinery
- h) Liked the way issues concerning M&E in the country were outspoken
- i) M&E professionals and practitioners having a forum to discuss professional issues on M&E in the country
- j) Good partnership between the government (POPSMGG) and the private sector including associations like TanEA, TPSF etc.
- k) Active participation of participants in contributing their ideas
- l) Putting in place a session for questions and answers concerning M&E

- m) Heated debate and participant's contributions after each presentation was evidence that the presented topics were relevant to M&E issues
- n) Set-up of the conference hall was satisfactory and well decorated
- o) Good flow of the program, presentations and discussions and the themes and the conference at large
- p) This is a good start towards having an M&E policy because it is becoming evident there is a need of having such a policy
- q) Presenters and panelists were well chosen because they understood their subject matter very well

Suggested themes of 2023 conference

1. Evidence-based evaluation: Key for Development
2. Thinking and working together for the common good of the country
3. Changing global environment and future of M&E experts
4. Tanzania citizens role: Accountability measures in MDAs, LGAs, CSOs, UN agencies in relation to M&E
5. Monitoring and Evaluation for enhancement and achievement of National Development Goals
6. M&E for sustainable development
7. Status of implementation of M&E standards in Tanzania
8. Implementation status of SDGs towards 2030
9. How M&E contributes to national development.

GOVERNMENT	TanEA /POPSMGG
<p>officers are involved in the preparation of the national budget</p>	<p>professions from different sectors</p> <p>(xviii) Venue should have more breakout rooms to create conducive environment for group discussions</p> <p>(xix) In the next conference organizers are advised to invite presenters with concrete case studies related to Monitoring, Evaluation and Learning, this will give more encouragement to professionals in this field</p> <p>(xx) Issues related to M&E being multidisciplinary should take into consideration professionals of different disciplines (engineers, accountants, teachers, academicians, economists, environmentalists, M&E experts etc.)</p> <p>(xxi) Invite representatives from AfrEA and other African countries so that we could share experiences and learn from what they are doing</p> <p>(xxii) Conference organizers should consider providing allowances to participants</p> <p>(xxiii) Consider Number of invitees from the civil society, national networks such as the National Council of NGOs (NaCoNGO), TANGO, Policy Forum, Foundation for Civil Society, MVIWATA etc.</p> <p>(xxiv) Provide adequate Program handbooks to the number of participants</p> <p>(xxv) Participants from various ministries should be increased in order to have a balanced representation and thus it will help</p>

GOVERNMENT	TanEA /POPSMGG
<p>(vii) National Bureau of Statistics was supposed to be given a topic to present related to issues of statistical importance for the National Development Plan</p> <p>(viii) Permanent Secretaries and Regional Administrative Secretaries should organize a joint meeting in the next three months</p> <p>(ix) Every government employee should receive training on monitoring and evaluation (because it is a cross-cutting issue) instead of relying on planning and policy experts alone</p> <p>(x) M&E units at Ministry, Department, Agencies, local government and government institutions should be strengthened by recruiting M&E experts and providing them with necessary working facilities and allocating enough funds.</p> <p>(xi) Government should strengthen M&E sections</p> <p>(xii) Allow government officers to attend the conference the scheduled time should not coincide with the period when government</p>	<p>(viii) Time of two days was not enough; the conference should be held for a period of four days or more in order to get ample time for experience sharing and learning</p> <p>(ix) Publicize the conference for the Tanzanian public</p> <p>(x) Policies and guidelines which are said are in place should be distributed openly so that they could be readily available to the government officials and if possible, they should be posted in the website</p> <p>(xi) It is important to have a sign language interpreter for the disabled</p> <p>(xii) Presentation should be practical matters as much as possible</p> <p>(xiii) Next conference of 2023 should have a thorough stakeholders mapping to ensure that no one is left behind</p> <p>(xiv) Timing of the conference time was not friendly for some important government officers to be able to attend because they were engaged in the national budget preparations.</p> <p>(xv) There ought to be a presentation on the strengths, weaknesses, opportunities and challenges of the government M&E system</p> <p>(xvi) Presentation by the CAG to get his perspective as far as M&E be a concern</p> <p>(xvii) This conference was supposed to invite the executive directors of Local Government Councils and experts in various fields because M&E involves many fields and</p>

GOVERNMENT	TanEA /POPSMGG
<p>officers are involved in the preparation of the national budget</p>	<p>professions from different sectors</p> <p>(xviii) Venue should have more breakout rooms to create conducive environment for group discussions</p> <p>(xix) In the next conference organizers are advised to invite presenters with concrete case studies related to Monitoring, Evaluation and Learning, this will give more encouragement to professionals in this field</p> <p>(xx) Issues related to M&E being multidisciplinary should take into consideration professionals of different disciplines (engineers, accountants, teachers, academicians, economists, environmentalists, M&E experts etc.)</p> <p>(xxi) Invite representatives from AfrEA and other African countries so that we could share experiences and learn from what they are doing</p> <p>(xxii) Conference organizers should consider providing allowances to participants</p> <p>(xxiii) Consider Number of invitees from the civil society, national networks such as the National Council of NGOs (NaCoNGO), TANGO, Policy Forum, Foundation for Civil Society, MVIWATA etc.</p> <p>(xxiv) Provide adequate Program handbooks to the number of participants</p> <p>(xxv) Participants from various ministries should be increased in order to have a balanced representation and thus it will help</p>

GOVERNMENT	TanEA /POPSMGG
	<p>all ministries to take seriously the issues of M&E</p> <p>(xxvi) Next year's MEL Conference should be held for the whole week as the name suggests</p> <p>(xxvii) Organizers should invite academicians to come and present the topics on M&E based on their experience</p> <p>(xxviii) In order to have good continuity, the participants of the conference in 2022 should all be invited to the conference in 2023</p> <p>(xxix) Next conference should take place outside Dodoma where we can get a spacious modern conference hall with all necessary facilities.</p> <p>(xxx) Next conference organizers should look for a large size conference hall with a capacity of accommodating over 400 participants, improve food logistics. The best way was to issue coupons which could reduce the queues.</p> <p>(xxxi) Next conference organizers should invite participants from outside the country</p> <p>(xxxii) It is important to have interpreters so that everyone could follow easily the discussions</p> <p>(xxxiii) Conference organizers should advertise widely the conference inside and outside the country</p> <p>(xxxiv) Group photo was very important as memorabilia for documentation</p>

GOVERNMENT	TanEA /POPSMGG
	<p>(xxxv) Organize to host a cocktail party for all participants</p> <p>(xxxvi) Organize M&E training for government employees and other participants who attended the conference</p> <p>(xxxvii) TanEA in collaboration with the government should conduct the conference two times in a year</p> <p>(xxxviii) POPSMGG consider to prepare a scheme of service for M&E experts so that they can go for further education and can be promoted thereafter</p> <p>(xxxix) Resolutions of 2022 M&EL conference should be acted upon and get feedback in the 2023 conference</p> <p>(xl) Next 2023 conference should start by assessing the extent to which the previous resolutions have been implemented</p>

Appendix 3: List of Participants

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295.	HON. JOSEPH KAKUNDA	PARLIAMENT AND APNODE CHAIR	M	MP		jjakunda@gmail.com

Virtual Participants

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2.	EMMAKULATA KOMBA
3.	NYANGUSI LAISER
4.	PETER MWANDRI
5.	RAMADHANI SHEMTANDULO
6.	REGINALD KWIZELA
7.	REHEMA MSAMY
8.	RITA MKAMA
9.	SALMA ATHUMAN
10.	STEVEN MHILIWA
11.	SUMAIYYA THAWER
12.	SUZAN JEREMIA
13.	TERESIA AUGUSTINO
14.	WILSON PETRO
15.	TUMAINIELY KWEKA
16.	BONIFACE MICHAEL
17.	CHRISPIN MLEKWA
18.	CLEMENT KIHINGA
19.	DINNA MCHARO
20.	DR. PAUL KAZUNGU
21.	ELIKANA MANUMBU
22.	ERICKSON BISAKALA
23.	FRANCIS NYONZO
24.	FRANCKAISE MAGODA
25.	FRANKLIN FREDRICK
26.	FREDRICK MTUNGUJA
27.	GABRIEL CHUWA
28.	GEORGE MWAKATOBE
29.	GLORY MALANDO
30.	GODFREY NGANGAJI
31.	GUIDO MSITA
32.	HASSAN AMANJE
33.	GWAKISA KALINGA
34.	HASSAN MUSHI
35.	JOYCE WILLIAM
36.	KASSIM ATHUMAN CHACHALIKA
37.	LIOBA TIGWELA
38.	LOSERIAN LAIZER
39.	LUCY KALLAGE
40.	MARERO STEPHEN
41.	MARK MAREGELI
42.	MATHEW NGUMIJI
43.	MHIVILE DICKSON
44.	MICHAEL JOSEPH
45.	MILLEN RINGO
46.	MOHAMED MOHAMED

8.0



TANZANIA EVALUATION ASSOCIATION

AUDIT REPORT AND FINANCIAL STATEMENTS

**FOR 1ST MONITORING, EVALUATION AND LEARNING
WEEK**



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REPORTING ENTITY'S INFORMATION

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Dar es Salaam

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Fax: +255 22 2152584

E-mail: tzevaluation@tanea.or.tz

Website: www.tanea.or.tz



BANKERS:

CRDB Bank,

Mlimani City Branch

P.O. Box 35407

Dar es Salaam

Tanzania

AUDITORS:

Afriq Consultants

Ground Floor-TRES House

TRA Rd, Mwenge

P. Box 35641

Dar Es Salaam

1.0 INTRODUCTION

Tanzania Evaluation Association (TanEA), in collaboration with The President's Office, Public Service Management and Good Governance (PSMGG) organized the first Monitoring and Evaluation and Learning (MEL) week conference from 27th to 28th April, 2022 in Dodoma, Tanzania at PSSSF Conference Hall.

2.0 STATEMENT OF ACCOUNTABILITY BY TANEA SECRETARIAT

The Secretariat of Tanzania Evaluation Association (TanEA) was responsible for the preparation and fair presentation of the financial statements, comprising the Income and Expenditure statement and the notes to the financial statements, which include a summary of significant accounting policies and other explanatory notes, in accordance with generally accepted accounting principles.

The secretariat was responsible for and accountable for maintaining special MEL week event bank accounts, making and managing all transactions on behalf of other stakeholders, and also ensuring that all the received funds from sponsors are utilized according the approved budget and accounted for accordingly.

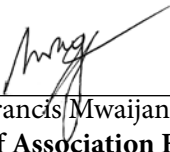
The secretariat is also responsible for preparing the financial statements, that are free from material misstatements, whether due to errors or misappropriation and apply appropriate accounting policies in preparing the financial statements.

The auditors are responsible for reporting on whether the annual financial statements are fairly presented in accordance with the applicable financial reporting framework.

3.0 AUDITORS

The auditors, **Afriq Consultants**, were appointed as the auditors for this 1st MEL Conference Week Accounts for the year 2022.

SIGNED ON BEHALF BY TANEA SECTERATIAT BY:



Dr Francis Mwaijande
Chief Association Executive



Djax Biria
Executive Secretary

Date: _____

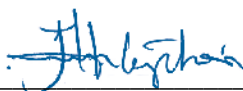
4.0 DECLARATION OF THE HEAD OF FINANCE /ACCOUNTING

The National Board of Accountants and Auditors (NBAA) according to the power conferred under the Auditors and Accountants (Registration) Act. No. 33 of 1972, as amended by Act No. 2 of 1995, requires financial statements to be accompanied with a Statement of Declaration issued by the Head of Finance/Accounting responsible for the preparation of financial statements of the entity concerned.

It is the duty of a professional accountant to assist the responsible organ to discharge the responsibility of preparing financial statements of an entity showing true and fair view position of the entity in accordance with international accounting standards and statutory reporting requirements. Full legal responsibility for these financial statements rests with the Secretariat under the statement of responsibility of secretariat on an earlier page.

I, **Marero Stephen**, being the Treasurer of Tanzania Evaluation Association (TanEA), hereby acknowledge my responsibility of ensuring that financial statements of the 1st MEL Week Conference, 2022, have been prepared in compliance with applicable accounting standards and statutory requirements.

I thus confirm that the financial statements comply with applicable accounting standards and as on that date and that they have been prepared based on properly maintained financial records.

Signed:  _____

Date: 13-06-2022

Position: TanEA Treasurer

NBAA Membership No: ACPA-PP 1977

5.0 AUDITORS' REPORT ON THE FINANCIAL STATEMENTS

Opinion

We have audited the financial statements of the First MEL Week Conference which comprise the Income and Expenditure Statement, and notes to the financial statements, including a summary of significant accounting policies and explanatory notes.

In our opinion, the financial statements give a true and fair view of the state of affairs of the 1st MEL Week Conferene and have been prepared in accordance with Generally Accepted Accounting Principles.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent from TaNEA in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code) together with the ethical requirements that are relevant to our audit of the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

TanEA Secretariat is responsible for the other information. The other information comprises the Statements of the Secretariat responsibilities and declaration of the Head of Accounting/Finance. The other information does not include the financial statements and our audit report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of other information, we are required to report that fact. We have nothing to report in this regard.

Key Audit Matters

Key audit matters are those matters that, in our professional judgment, were of most significance in our audit of the financial statements of the current period. These matters were addressed in the context of our audit of the financial statements as a whole, and in forming our opinion thereon, and we do not provide a separate audit opinion on these matters. We have determined that, there were no key audit matters to communicate in our report.

Responsibilities of Those Charged with Governance for the Financial Statements

Secretariat of TanEA is responsible for the preparation and fair presentation of the financial statements in accordance with generally accepted accounting principles and for such internal control as the secretariat determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our audit opinion.

Afriq Consultants

Certified Public Accountants &
Tax Consultants
Dar es Salaam




Signed : _____

Date: 13-06-2022

6.0. INCOME AND EXPENDITURE STATEMENT


	<u>Notes</u>	<u>TZS</u>
Income		
Contribution received from sponsors	7.3 (a)	45,650,900
Contribution from POPSMGG	7.3 (b)	4,500,000
Contribution from TanEA	7.3 (c)	4,597,660
Payment of conference fees from participants	7.3 (d)	2,100,000
Total Income		56,848,560
Expenditures		
Direct expenses	7.4	53,223,400
Pre-conference expenses		2,789,260
Audit Fees		500,000
Bank Charges		335,900
Total Expenses		56,848,560
Surplus / Deficit		-

The statement of Financial Income and Expenditure was approved by the Management of TanEA and were signed on its behalf by:



 Dr Francis Mwaijane

Chief Association Executive



 Djax Biria

Executive Secretary

Date: 13-06-2022

7.0. NOTES TO THE FINANCIAL STATEMENTS

7.1 General Information on Reporting Entity

Tanzania Evaluation Association (TanEA) is the reporting entity for the MEL Week Conference Funds. TanEA was entrusted with POSMGG, Plusmore Investment Limited and other stakeholders, to receive and manage the conference funds. The address of TanEA (the reporting entity) is shown below: -

Tanzania Evaluation Association (TanEA)

P.O. Box 106268

Dar es Salaam

Tel: +255 22 2152586

Fax: +255 22 2152584

E-mail: tzevaluation@tanea.or.tz • tzevaluation@gmail.com

Website: www.tanea.or.tz

7.2. Summary Of Significant Accounting Policies

The principal accounting policies adopted in the preparation of these financial statements are set out below.

(a) Basis of preparation

These financial statements have been prepared in accordance with International Public Sector accounting Standards (IPSAS)-Cash basis under the historical cost convention. The preparation of financial statements in conformity with IPSAS and also has applied TanEA's accounting policies.

(b) Foreign currency translation

(i) Functional and presentation currency

Items included in the financial statements are measured using the currency of the primary economic environment in which the entity operates ("the functional currency"). The financial statements are presented in Tanzanian Shillings (TZS), which is the functional and presentation/reporting currency.

(ii) Transactions and balances

Foreign currency transactions are translated into the functional currency using the exchange rate prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions have been recognized in the Income and Expenditure statement.

(c) Cash and cash equivalents

Cash and cash equivalents include cash in hand, bank deposits. At the end of this activity there was no cash and cash equivalent balances as all the funds were utilized accordingly.

7.3. Income Received**TZS****(a) Funds from sponsors**

1. Tanzania Forest Service Agency (TFS)	12,000,000
2. Tanzania Commercial Bank (TCB)	5,000,000
3. Registration Insolvency and Trusteeship Agency (RITA)	2,200,000
4. HALOTEL	7,026,000
5. HOPECA	500,000
6. NBC Bank (\$ 5,000)	11,624,900
7. ECO MAKAZI	300,000
8. Tanzania Medicines and Medical Devices Authority (TMDA)	2,000,000
9. NMB Bank	5,000,000
	45,650,900

TZS**(b) Funds from POPSMGG**

1. Contribution from POPSMGG	4,500,000
	4,500,000

This contribution was paid directly to PSSSF Conference Centre Dodoma as part of the Conference Package.

TZS**(c) Funds from TanEA/UNICEF**

1. UNICEF Contribution through TanEA -PCA Grant	4,597,660
	4,597,660

TZS**(d) Conference Fees for Participants**

1. United Nations Development Programme (UNDP)	600,000
2. Universal Communications Service Access Fund (UCSAF)	300,000
3. Tanzania Wakala wa Ufundi na Umeme (TEMESA)	600,000
4. HOPECA	100,000
5. Individual participants payments	500,000
	2,100,000

7.4. Expenditures

TZS

Conference package	24,385,000
Designing of sponsorship materials	100,000
Printing of samples (brochures and booklets)	112,500
Printing of Sponsorship booklets and brochures	650,000
Travel expenses for Plusmore Investments Team in Dodoma and Dar es Salaam	1,290,000
MC and Rapporteur and Ushers	4,600,000
Printing of Badges	350,000
Printing of Banners	1,688,000
Badges Designing and Printing	350,000
Printing of Program, Profiles and Abstracts Documents	3,382,900
Audit Fees	500,000
Printing of Sponsors Trophies	1,395,000
Printing of Conference Bags	1,930,000
Masks and Sanitizers	240,000
Decorations	500,000
Media Coverage	1,500,000
Conference IT costs	1,250,000
Plusmore Investment Management Fees	8,000,000
Key Note Speakers	1,000,000
	<hr/>
Total Operating Expenses	<u>53,223,400</u>

7.5. Cash And Bank Balances

TanEA opened special bank accounts at CRDB Bank, Mlimani City Branch, for receiving funds and making payments to cater for MEL Week Conference transactions. These accounts were account number 0150316749903 a TZS account and 0250316749901 a USD account in the name of TanEA Monitoring and Evaluation Learning (TanEA). All these accounts were special temporary accounts which have been closed and therefore, no fund balances have been maintained.

7.6. Contingent Liabilities

There are no any contingent liabilities following completion of the MEL Week Conference on 28th April 2022 in Dodoma. All payments have been made accordingly.

7.7. Commitments

There are no any commitments from either sponsors, service providers, POPSMGG, TanEA or Plusmore Investments after the activity end on 28th April 2022.



Permanent Secretary
President's Office Public Service
Management and Good Governance
P.O. Box 670, Dodoma.

TanEA