

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF NATURAL RESOURCES AND TOURISM
TANZANIA FOREST FUND**



For sustainable financing of forest Management

**GUIDELINES FOR PREPARATION OF PROJECT
PROPOSALS AND PROCEDURES FOR MAKING
GRANTS**

MARCH 2012

PREFACE

Tanzania Forest Fund prepared Guidelines for Preparation of Project Proposals and Procedures for Making Grants as an attempt to contain challenges of achieving fairness, transparency and efficiency in its operations. It is evident that organizations with clear policies and procedures in project solicitation and development as well as in making and administering grants earn reputation for being open and honest. In addition, having standard procedures helps in maintaining essential communication with grant seekers and grantees.

The guidelines and procedures contain information on how to solicit applications, approve proposals, disburse funds, monitor grants and evaluate project implementation results. It is my hope that these guidelines and procedures will increase the impact of grants and thus attain the envisaged objectives of the Fund of improving conservation and management of forest resources and livelihoods.

The laid down guidelines and procedures need to be strictly observed to avoid confusion among grant seekers. On the other hand, grant seekers for various interventions aimed at enhancing sustainable conservation and management of forest resources should study the guidelines and procedures carefully so as to prepare proposals that are competitive and responsive to calls for proposals.

On behalf of Tanzania Forest Fund, I would like to encourage all stakeholders to capitalize on the grants provided by the Fund so as to enhance sustainable conservation and management of forest resources for the betterment of the present and future generations.

Prof. Said Iddi
Chairman
Tanzania Forest Fund

TABLE OF CONTENTS

PREFACE	ii
1.0 INTRODUCTION	1
1.1 GENERAL OVERVIEW.....	1
1.2 GUIDING PRINCIPLES AND ORGANISATIONAL SET UP.....	2
1.2.1 Vision.....	2
1.2.2 Mission.....	2
1.2.3 Core Values.....	2
1.2.4 Objectives of the Fund.....	3
1.2.5 Board of Trustees.....	3
1.2.6 Tanzania Forest Fund Secretariat.....	4
2.0 PROGRAMMES AND FUNDING OPPORTUNITIES	5
2.1 Priority Areas for Funding.....	5
2.2 Types of Grants.....	5
2.2.1 Small Grants.....	5
2.2.2 Medium Grants.....	5
2.2.3 Large Grants.....	6
2.3 Type of assistance to be availed to beneficiaries.....	6
2.4 Key Criteria for Project Selection.....	7
2.5 Eligible Activities for Funding.....	8
2.6 Eligible Beneficiaries.....	8
2.6.1 Individual.....	9
2.6.2 Local community groups, registered CSOs and Private Sectors	9
2.6.3 Academic Institutions.....	9
2.6.4 Non-academic and Research Organizations.....	9
2.6.5 Central and Local Government Intuitions.....	9
3.0 PROJECT PROPOSAL PREPARATION AND SUBMISSION	10
3.1 Project Solicitation and Development.....	10
3.2 Preparation of Project Proposal.....	11
3.3 Submission of Project Proposals.....	11
4.0 PROJECT PROPOSAL PROCESSING AND REVIEW	12
4.1 Processing and Review of Project Proposals.....	12
4.2 Award Recommendation.....	12
4.3 Withdrawals, Returns and Declinations.....	13
5.0 GRANT ADMINISTRATION	14
5.1 Conditions and Modalities for Fund Disbursement.....	14
5.2 Suspension or Termination of Grant.....	14
5.3 Reporting Requirements.....	15
5.4 Supervision and Monitoring and Evaluation of Grants.....	16

Annex 1: General format for the call of Project Proposal.....	19
Annex 2: Format for Small Grant Project Proposals.....	23
Annex 3: Format for Medium and Large Grant Project Proposals.....	25
Annex 4: Sample Letter for receipt of proposal.....	29
Annex 5: Sample sheet for proposal evaluation.....	30
Annex 6: Sample Letter for Rejection of Project Proposals.....	33
Annex 7: Sample Letter for Appointment of Reviewers of Project Proposals.....	34
Annex 8: Standard Letter for Approved Project Proposals.....	35
Annex 9: Sample of the Letter of Agreement for Tanzania Forest Fund.....	37
Annex 10: Sample Letter for Signing of Letter of Agreement.....	42
Annex 11: Sample Letter of Disbursement of Funds for Approved Projects.....	43
Annex 12: Format for Technical Progress Report.....	44
Annex 13: Format for Completion Technical Report.....	45
Annex 14: Format for preparation of Financial Reports.....	47
Annex 15: Format for Field Monitoring Report.....	51
Table 1: Schedule for call of proposals processing and grant award.....	10

1.0 INTRODUCTION

1.1 GENERAL OVERVIEW

The National Forest Policy of 1998 clearly states the responsibility of managing the forest resources sustainably is vested to the forest sector. The Policy stipulates the major issue the sector needs to address which are (i) management of country's forest land resources at various levels for sustainable and progressive development (ii) management of forest based-industries and other forest based activities to contribute to the national development and equitable benefit sharing between the stakeholders (iii) conservation of the country's unique ecosystem and biological diversity, considering the needs of the local populations and appropriate management and utilization methods and (iv) adaptation of the institutional framework and arrangement of the necessary human resources and financial inputs to meet the pre-conditions of the desired development.

The forest sector, is however, faced with many challenges including inadequate financial resource base, forest fires, inefficient revenue collection, ineffective/weak law enforcement, encroachment due to expansion of agriculture, illegal logging and trade in forest products, high demand of forest products, overgrazing in forests, inadequate facilities such as transport, low awareness among communities on forest policy and law, illegal mining in forests and lack of or out-dated forest management plans.

To address the above challenges, in 2002 the Parliament of Tanzania enacted Forest Act [Cap. 323 R.E. 2002] which among others established the Tanzania Forest Fund as a mechanism to provide long term reliable and sustainable funding support to conservation and management of forest resources in the country. The Fund was made operational in July 2010 through Treasury Circular No. 4 of 2009. Section 79 (1) of the Forest Act [Cap. 323 R.E. 2002] identifies sources of funds to the Tanzania Forest Fund as a levy of two per cent of every prescribed fee payable under the Forest Act; a levy of three per cent of any royalty payable under the Act; grants, donations, bequests or such sums contributed by any private individuals, corporate bodies, foundations, or international organizations or funds within or outside the country; any sums realized by the sale of any forest produce confiscated under any of the provisions of the act; any

income generated by any project financed by the Fund, due allowance being made for any necessary expenses which must be met by any such project; and any such funds acquired from various sources.

It is clear from the above explanations that success of Tanzania Forest Fund depends on a number of issues including (i) Strengthening forest protection by supporting Forest Surveillance Unit (FSU) to carry out regular patrols to restrain illegal harvesting and transportation of forest products and support informers in the sector, (ii) bringing up un-protected forests under effective management through Community Based Forest Management and (iii) increase revenue by strengthening revenue collection mechanism to ensure that adequate financial resources are available to meet the objectives of the Fund.

Based on the aforesaid, support of relevant stakeholders on interventions geared towards sustainable conservation and management of forest resources is of prime importance. However, in order for the Fund to effect the support, having in place guidelines and procedures to be followed is inevitable if the process has to be undertaken in a way that ensures transparency and accountability.

1.2 GUIDING PRINCIPLES AND ORGANISATIONAL SET UP

1.2.1 Vision

The Fund's Vision is to be a long term and sustainable source of funding for management of forest resources for the benefit of present and future generations.

1.2.2 Mission

The Fund's Mission is to mobilise funds for sustainable financing of the management of forest resources for the present and future generations.

1.2.3 Core Values

Tanzania Forest Fund is guided by its core values of transparency and accountability, sustainability, efficiency and effectiveness, team spirit, equity and credibility.

1.2.4 Objectives of the Fund

Section 80 of the Forest Act [Cap. 323 R.E. 2002] stipulates the objectives of the Fund as to:

- (a) Promote awareness of the importance of the protection, development and sustainable use of forest resources through public education and training;
- (b) Promote and assist in the development of community forestry directed towards the conservation and protection of the forest resources of the country through the making of grants and providing advice and assistance to groups of persons wishing to form themselves into a group;
- (c) Promote and fund research into forestry;
- (d) Assist in enabling Tanzania to benefit from international initiatives and International funds directed towards the conservation and protection of biological diversity and the promotion of sustainable development of forest resources;
- (e) Assist groups of persons and individuals to participate in any public debates and discussions on forestry and in particular to participate in processes connected with the making of an environmental impact assessment provided under section 18 of the Forest Act;
- (f) Assist groups of persons and individuals to ensure compliance with the Act;
- (g) Promote such other activities of a like nature to those set out in this section as will advance the purposes of the Act.

1.2.5 Board of Trustees

The Board of Trustees is the supreme organ of the Fund's decision making and is headed by a Chairperson appointed by the President of the United Republic of Tanzania. The composition and procedures of the Trustees is as provided for in the Second Schedule (The Trustees) to the Forest Act [Cap. 323 R.E. 2002]. The Board of Trustees is responsible for overall administration of the Tanzania Forest Fund. It has two Committees namely (i) Finance, Audit and Administration and (ii) Planning. The former Committee is responsible for, among others, maintaining a continuing review of the financial affairs of the Fund and make appropriate recommendations to the Board; to review the annual budget and business plan of the Fund and recommend to the Board of Trustees accordingly and to recommend to the Board accounting and disbursement procedures for grants issued by the Fund. The Planning Committee is mandated to

review the consolidated annual work plans and budgets and submit to the Board for consideration; to assess the performance of the funded activities; to receive and review project proposals and recommend to the board for funding and to receive and review progress reports.

In undertaking day to day activities, the Board of Trustees is assisted by the Secretariat. The Administrative Secretary serves as Secretary of the Board of Trustees.

1.2.6 Tanzania Forest Fund Secretariat

The Secretariat which is responsible for day to day activities of the Fund is headed by the Administrative Secretary who is assisted by two Programme Officers, one Procurement Officer, three Accountants, one Information Officer and another four Supporting staff.

Contact Details

Administrative Secretary,
Tanzania Forest Fund,
Ministry of Natural Resources and Tourism,
P.O. Box 11004,
Dar es Salaam.
Tel: +255 (0) 222865816
Fax: +255 (0) 222865165
E-mail: info@tanzaniaforestfund.mnrt.go.tz
Alternative E-mail: tanzaniaforestfund@yahoo.com
Website: www.mnrt.go.tz

2.0 PROGRAMMES AND FUNDING OPPORTUNITIES

2.1 Priority Areas for Funding

The priority areas for funding by Tanzania Forest Fund are those which aim at conserving and managing the forests sustainably. Based on the discussions with respondents as well as review of various documentations especially the National Forest Policy, issues that need to be addressed include forest land management so as to ensure sustainable supply of products and services by maintaining sufficient forest area under effective management; enhancing forest based industry and products; ensuring ecosystem conservation and management as well as enhancing the national capacity to manage and develop the forest sector in collaboration with other stakeholders. The following three categories of issues are considered as priority areas under the Tanzania Forest Fund arrangements: (i) Forest resource conservation and management aimed at ensuring proper forest land management as well as ecosystem conservation and management (ii) Improvement of community livelihood which focuses on promoting community conservation initiatives aimed at improving benefit sharing and livelihood of community adjacent to forest resource base and (iii) Applied and adaptive research on management of forest resources.

The funds to be distributed to the aforesaid priority areas will base on the proportion of 30%, 60% and 10% respectively.

2.2 Types of Grants

Generally, Tanzania Forest Fund provides three types of grants to realize its mandates. These categories are differentiated by the total amount, eligible beneficiaries and duration of implementation.

2.2.1 Small Grants (Amounts not exceeding TZS 5 million)

Tanzania Forest Fund provides small grants to individuals and groups to support small-scale interventions on the priority areas. However, individuals need to have at least two grantors. Proposals for small grants will be reviewed internally and recommendation submitted to the Administrative Secretary for awarding decision. The funding for activities under this grant category may be requested for renewal if doing so could have added value to the attainment of

the results, otherwise it is done only once. Duration for this kind of projects is up to one year. This type of grant will have a proportion of 20 % of the total available grant funds.

2.2.2 Medium Grants (amounts exceeding TZS 5 million and up to TZS 20 million)

Medium grants are provided to support interventions within the three priority areas. Individuals are not eligible for this type of grants. Duration will vary depending on the nature of activities but in most cases are expected to be completed within one year. Proposals are subject to external technical review. Approval for funding is done by the Board of Trustees. Under normal circumstances Medium grants will be allocated 50 % of the available grant funds.

2.2.3 Large Grants (amounts exceeding TZS 20 million and up to TZS 50 million)

Large grants are provided to support projects that need more resources and time in order to realize the impact and its sustainability. Projects under this type of grants in most cases are multi-year projects. Individuals are not eligible to this type of grants. Project Proposals will be subjected to review by external technical team and funding approval will be the responsibility of the Board of Trustees. This type of grant will have a proportion of 30 % of the total available grant funds.

However it should be kept in mind that the Fund has the right to reallocate the funds to other priority areas and grant types if available funds are not utilized accordingly. This is to enable optimal utilization of the set fund so as to realize the objectives of the Fund.

2.3 Types of assistance to be availed to beneficiaries

Tanzania Forest Fund will provide three types of assistance to grantees. These are:

- (i) Monetary assistance – Grantees will be assisted with funds to support implementation of approved intervention. Disbursement will be as detailed in section 5;
- (ii) Material assistance - Grantees may be assisted with materials including facilities and equipment. Tanzania Forest Fund will request the grantees to submit quotations from at

least three service providers. Using the procurement procedures, service provider will be selected and hence provide the requested materials to the Grantee;

(iii) Technical assistance – Tanzania Forest Fund could provide technical assistance to grantees by hiring professionals to offer the requested services.

2.4 Key Criteria for Project Selection

Primarily, Tanzania Forest Fund will fund projects that will meet the following selection criteria:

Project contributes directly or indirectly to conservation and management of forest resources

- (i) Provide tangible benefits (directly or indirectly) to target groups
- (ii) Operations should be transparent and accountable
- (iii) Funding from the Fund to be complementary if there other similar projects and not to
- (iv) substitute the already available funds,
- (v) Innovativeness of the project in its approach
- (vi) Applicability of the results.
- (vii) Attainment of the objectives by the proposed activities
- (viii) Capability of the applicant to implement and manage the project
- (ix) Sustainability of the project interventions
- (x) Participation level of stakeholders

- (xi) Applicant commitment to contribute 20% (cash or in kind) for medium and large grants

In order for a project proposal to be considered as eligible for funding should score at least 50%. Selection of eligible project proposals will be as per score marks i.e. the proposal with highest marks will be selected first.

2.5 Eligible Activities for Funding

Based on the priority areas, the following activities (although the list is not exhaustive) are considered eligible for funding from Tanzania Forest Fund:

2.5.1 Forest resource conservation and management

- Sustainable management and utilization of forest resources
- Boundary demarcation and maintenance
- Participatory forest management
- Promotion of best practices on management of forest resources

2.5.2 Improvement of community livelihood projects

- Marketing of forest products
- Promotion of non-wood forest products
- Sustainable utilization of forest resources
- Forestry related interventions
- Beekeeping related activities
- Education on management of forest resources

2.5.3 Applied and Adaptive research on forest management

- Feasibility and baseline studies
- Innovations on management of forest resources
- Monitoring and evaluation of forest resource management practices as well as technologies

2.6 Eligible Beneficiaries

Tanzania Forest Fund will provide assistance to various stakeholders who are committed to sustainable management of forest resources in the country. In addition, innovative ideas and approaches that can contribute to long-term sustainability of forest resources including improving livelihoods of communities adjacent to forest reserves, protected areas and forest plantations. Upon submission of a responsive project proposal, the following are eligible beneficiaries:

2.6.1 Individuals

Individuals undertaking interventions that can lead to sustainable management of forest resources as well as environmental conservation are eligible beneficiaries. However, availability of two respected grantors shall be a pre-request for individuals to access the funds from Tanzania Forest Fund.

2.6.2 Local community groups, registered Civil Society Organizations and private sectors

Local community groups recognized by the grassroots government such as village/mtaa government were suggested as eligible beneficiaries. Other eligible organizations under this category include Non-Governmental Organizations, Community Based Organizations, Faith Based Organizations and private sectors which are working with local community in the target areas and have legal registration.

2.6.3 Academic Institutions

This includes all academic institutions dealing with issues related to management of forest resources.

2.6.4 Non-academic and Research Organizations

This group include registered professional organizations, research organizations and other related organizations in the country that their activities have merits on conservation and management of forest resources.

2.6.5 Central and Local Government Institutions

Central Government Ministries, Departments and Agencies as well as Local Government Authorities may submit proposals to complement or initiate interventions for conservation and management of forest resources

3.0 PROJECT PROPOSAL PREPARATION AND SUBMISSION

3.1 Project Solicitation and Development

Calls for proposals will initially be made once a year except for small grants which will be accepted throughout the year after consultation with the Secretariat. The call for proposals will have a period ranging between one and two months. Proposals will be accepted from the date of announcement until the deadline. No proposals shall be accepted after a specified deadline. The Administrative Secretary will prepare the call for proposal with instructions on dates, thematic areas, eligible grantees, formats, maximum amounts and other pertinent information to be taken into account by applicants (See Annex 1). The proposal will be according to the given formats (Annex 2 for small grants and Annex 3 for medium and large grants). The call for proposal will be posted on the Fund's webpage and also be advertised in various newspapers which are circulated countrywide.

Generally call for proposals will be done in February. The suggested schedule for call for proposal process for various grants is as shown in Table 1.

Table 1: Schedule for call of proposal, processing and grant awarding

1 st February:	Announce call for proposals
31 st March:	All proposals for medium and large grants are received by Tanzania Forest Fund
31 st May:	Review processes completed and projects are ranked
10 th June:	Board of Trustees meets to make funding decisions on the recommended projects
30 th June	Deadline for first phase submission of proposals for small grants
30 th of June:	Development and signing of agreements completed
1 st of July:	Fund disbursement initiated
31 st December	Deadline for second phase submission of proposals for small grants

3.2 Preparation of Project proposal

Organizations intending to prepare proposals for consideration by Tanzania Forest Fund are required to be legally registered, operational and have qualified staff to manage the project activities including finances. Project proponents should seriously address all issues as required otherwise the proposal jeopardizes its chance of being recommended for funding.

3.3 Submission of Project Proposals

Applicants will submit their proposals to the Secretariat in both electronic and hard copies based on the set deadlines except for small grants which its deadlines is 30th June and 31st December each year. Hard copies will be submitted by ordinary mails modes while electronic version will be submitted via the Fund's email address and should be in a PDF format. A proposal will be considered to meet the submission deadline if either electronic version or hard copy received within the deadline. The Secretariat will notify all applicants on receipt of their proposals (Annex 4).

4.0 PROJECT PROPOSAL PROCESSING AND REVIEW

4.1 Processing and Review of Project Proposals

Proposals received by Tanzania Forest Fund Secretariat will be pre-evaluated to determine whether the proposals meet the set requirements as stipulated in the call for proposal. All proposals found not to comply with the call for proposal will be rejected and applicants will be informed as per Annex 6 of the Guideline document. Proposals which qualify the pre-evaluation process will be forwarded to independent external reviewers except for small grants which will be evaluated by the Secretariat. In order to enhance objectivity, independent external reviewers will be selected on merits where expertise and experience on a field of submitted proposals will be the key criteria (Annex 7). Generally, reviewers will be guided by the criteria for selection of projects as described under section 2.4 using the evaluation sheet provided in annex 5.

4.2 Award Recommendation

Independent external reviewers will submit their recommendation for award to the Secretariat. For small grants, reviewers will submit their recommendations to the Administrative Secretary for decision. After receiving recommendation from the independent external reviewers the secretariat will prepare a summary table which includes at least the following information: name of proposal, responsible contact person, institution, priority area, total cost of the project, amount requested, matching funds, period for completion, and the location of the project.

The summary is submitted to the Board of Trustees for decision making whether to award the grant or not. Decision of the Board of Trustees is final. Depending on the decision of the Board of Trustees the secretariat will inform all applicants the status of their project proposals. For rejected and approved projects, applicants will be notified using a sample letter indicated under annexes 6 and 8 respectively. Successful applicants will be invited for Signing of Letter of Agreement (Annex 9) through the notification letter indicated as annex 9. No funding will be provided until the applicant has signed the Letter of Agreement (annex 9) with Tanzania Forest Fund.

4.3 Withdrawals, Returns and Declinations

Project applicant may withdrawal her/his proposal at any time during the period of processing the application by writing to the Secretariat. However, such proposal would be eligible for submission when another call is made. On the other hand, a proposal may be rejected if the project proposal:

- Does not comply with the call for proposal
- Is not within the priority areas for funding
- Is almost similar with other proposal from the same applicant which is under consideration or implementation
- Does not meet the deadline for submission

When a proposal is rejected, the applicant will be informed on the circumstances and the reasons for such decision (Annex 6 in the Guideline document).

5.0 GRANT ADMINISTRATION

5.1 Conditions and Modalities for Fund Disbursement

Grantees will be informed on how funds will be disbursed (see annex 11 in the Guideline document) and will be in three instalments except for small grants which under normal circumstances will be in two instalments. The first instalment of the grant shall be disbursed after the grantee signs the Letter of Agreement with Tanzania Forest Fund but also complied with all other set conditions depending on the circumstances including having a project designated bank account. However, the first instalment will depend on the nature of initial activities but shall not exceed 40% of the total approved budget. Subsequent funding shall be made after fulfilling the following conditions:

- Submission of comprehensive Progress Report narrating the activities undertaken indicating the achievement attained against what was planned for each activity. The report should also highlight challenges encountered and how was handled or a comprehensive proposal to address it. The report should be in a format shown as annex 12 in the Guideline document.
- Submission of a comprehensive Financial Performance Report on the use of the funds as per planned expenditure using a format provided as annex 14 in the Guideline document.
- As one of recommendations of the field monitoring report undertaken by Tanzania Forest Fund on value for money in consideration with what has been achieved. This report should use a format shown in annex 15.

5.2 Suspension or Termination of Grants

The agreement signed between the Grantee and Tanzania Forest Fund shall be the basis for grant suspension or termination. The Fund is therefore entitled to suspend disbursements or terminate the project for non-fulfilment by the Grantee of the obligations set forth in the grant agreement or for non-compliance to the approved project activities or for improper use of the approved funds. In most cases the Grantee will be given a period not exceeding three months to correct the

abnormalities. If after such period no substantive progress, the grant will be terminated. However, the Grantee will be notified on the circumstance and the reasons for such decision and the Grantee shall refund to the Fund any payment already received in respect of activities that have not been performed. Furthermore the Fund has the right to terminate the grant if it considers that continued implementation of the Agreement is impossible or impractical for unforeseen causes beyond the control of Tanzania Forest Fund. In the event of termination by the Fund for unforeseen causes beyond its control, the Fund shall complete all payments which may be due up to the effective date of termination. However, grants may also be terminated by mutual agreement between the grantee and Tanzania Forest Fund. It should also be kept in mind that the Fund has the right to audit the project at its discretion and make a decision on the status of the grant.

5.3 Reporting Requirements

Reporting requirements will depend on the type of grants. But as a general rule Progress and completion reports (narrative and financial ones) should be prepared and submitted to Tanzania Forest Fund at the end of each instalment. Generally, Progress reports (both narrative and financial reports) shall determine whether to disburse funds for the 2nd and 3rd instalment, to suspend the grant or even to terminate it.

- ***Small grants*** – Recipients of small grants are expected to complete their operations during the second instalment. Therefore, they are expected to prepare one progress report and a completion report which summarizes what have been achieved by the project compared to the planned objectives and activities. Attained achievement should be compared to the resources used to determine value for money. The report must also be endorsed by the grantor.
- ***Medium grants*** – Recipients of this grant are required to submit Progress technical and financial reports at the end of 1st, 2nd and 3rd instalment as well as a completion report at the end of the project.

- **Large grants** – Large grant recipients are also required to submit Progress reports at the end of 1st, 2nd, and 3rd instalments as well as completion report. The Progress reports should provide both technical and financial reports.

Generally, the completion report will be prepared by the Grantee using a format given as annex 13. This report shall narrate in detail the project achievements comparing to the planned objectives and targets. It should also indicate the outcomes, impact and sustainability of the project as well as lesson learned which can assist in future design and implementation of similar projects.

5.4 Supervision and Monitoring and Evaluation of Grants

In order to ensure proper implementation of various projects, Tanzania Forest Fund reserves the right to visit any funded project during its implementation and meet with stakeholders such as village government, Ward Development Committee, LGA officials, beneficiaries and or their representatives to discuss the implementation progress. This visit may be a formal visit which can be planned by project implementers or could be a surprise visit. A field monitoring report (annex 15) will be prepared and shared among parties.

Generally, monitoring and evaluation system aims to provide timely information on the results of the project vis-a-vis inputs, outputs, processes, outcomes and impacts so that corrective strategic actions can be taken. In other words M&E ensures that interventions are implemented as per plan and hence is a useful tool for measuring and improving performance of projects.

Monitoring and evaluation of project implementation therefore will provide the following information:

- Relationship between project expenditures and activities carried out, relative to planned activities and budgets
- The achievement of goals and objectives of the project
- Best practices and lessons learned through implementation of projects
- A list of challenges encountered during implementation and possible solutions

- Recommendations to ensure efficiency, effectiveness, impact and sustainability of the of project activities
- Conclusions of the review and recommendations for the future
- A follow up schedule for the recommendations

ANNEXES

Annex 1: General format for the call of Project Proposal

Introduction:

Tanzania Forest Fund was established in 2002 under the Forest Act [Cap. 323 R.E. 2002] as a mechanism to provide long term reliable and sustainable funding support to conservation and management of forest resources in the country. According to Section 80 of the Forest Act [Cap. 323 R.E. 2002], the objectives of Tanzania Forest Fund are as follows:

- (i) Promote awareness of the importance of the protection, development and sustainable use of forest resources through public education and training;
- (ii) Promote and assist in the development of community forestry directed towards the conservation and protection of the forest resources of the country through the making of grants and providing advice and assistance to groups of persons;
- (iii) Promote and fund research into forestry;
- (iv) Assist in enabling Tanzania to benefit from international initiatives and international funds directed towards the conservation and protection of biological diversity and the promotion of sustainable development of forest resources;
- (v) Assist groups of persons and individuals to participate in any public debates and discussions on forestry and in particular to participate in processes connected with the making of an environmental impact assessment; and
- (vi) Assist groups of persons and individuals to ensure compliance with the Act.

Based on the aforesaid the vision of the Fund is therefore to be a long term and sustainable source of funding for management of forest resources for the benefit of present and future generations while its mission is to mobilize funds for sustainable financing of the management of forest resources for the present and future generations.

Who can apply?

Project proposals from individuals, local community groups, Non-Governmental Organizations, Faith Based organizations, Academic Institutions, Non-academic institutions, Research institutions, private sectors, Central government ministries, departments and agencies as well as Local Government Authorities are invited.

However, all organizations must be legally registered and individual applicants should have two reliable grantors. Approved individual research projects will be administrated through a legally established organization/institution.

Priority Areas

Tanzania Forest Fund will provide support to project proposals that will be focused on the following areas

- (i) Forest resource protection, conservation and management
- (ii) Improvement of community livelihood to those adjacent to the forest resource base
- (iii) Applied and adaptive research on forest resource management

Eligible Activities

Based on the priority areas, the following activities (although the list is not exhaustive) are considered eligible for funding from Tanzania Forest Fund:

For Forest resource conservation and management

- Sustainable management and utilization of forest resources
- Boundary demarcation and maintenance
- Participatory forest management
- Promotion of best practices on management of forest resources

For Improvement of community livelihoods

- Marketing of forest products
- Promotion of non-wood forest products
- Sustainable utilization of forest resources
- Forestry and beekeeping activities
- Education on management of forest resources

For Applied and Adaptive research on forest management

- Feasibility and baseline studies
- Innovations on management of forest resources
- Monitoring and evaluation of forest resource management practices as well as technologies

Format for Project Proposals

All project proposals should be prepared according to Funds' formats. Project proposals for small grants should follow the format given in Annex 2 otherwise they should be according to format under Annex 3 (both may be downloaded from the Funds' website). Proposals which do not conform to the prescribed formats will be rejected. All proposals should not exceed 15 pages, excluding annexes.

Grants Types:

Three types of grants will be provided by Tanzania Forest Fund. These are

- (i) Small Grants – amounts not exceeding TZS. 5 millions
- (ii) Medium Grants – amounts exceeding TZS 5 million up to TZS 20 million.
- (iii) Large Grants – amounts exceeding TZS 20 million up to TZS 50 million per year

Types of Assistance:

Tanzania Forest Fund will provide three types of assistance to grantees. These are:

- (i) Monetary assistance – Grantees will be assisted with funds to support implementation of approved intervention. Disbursement will be as detailed in section 5;
- (ii) Material assistance - Grantees may be assisted with materials including facilities and equipment. Tanzania Forest Fund will request the grantees to submit quotations from at least three service providers. Using the procurement procedures, service provider will be selected and hence provide the requested materials to the Grantee;
- (iii) Technical assistance – Tanzania Forest Fund could provide technical assistance to grantees by hiring professionals to offer the requested services.

Selection criteria:

Primarily, Tanzania Forest Fund will fund projects that will meet the following selection criteria:

- i. Project contributes directly or indirectly to conservation and management of forest resources
- ii. Provide tangible benefits (directly or indirectly) to target groups
- iii. Operations are transparent and accountable
- iv. Funding from the Fund to be complementary if there other similar projects and not to substitute the already available funds,
- v. Innovativeness of the project in its approach

- vi. Applicability of the results.
- vii. Attainment of the objectives by the proposed activities
- viii. Capability of the applicant to implement and manage the project
- ix. Sustainability of the project interventions
- x. Participation level of stakeholders

- xi. Applicant commitment to contribute 20% (cash or in kind) of the requested grant for medium and large grants

Deadline for accepting proposals:

Proposals for small grants should be received by the Secretariat by 30th June and 31st December while proposals for medium and large grants should be received by the Tanzania Forest Fund by 31st March or any other date as may be determined. No proposals will be accepted after the deadline.

Submission of Proposals:

Applicants will submit their proposals to the Secretariat in both electronic and hard copies. Hard copies will be submitted by ordinary mails modes while electronic version will be submitted via the Fund's email address. The Secretariat will notify all applicants on receipts of their proposals. All proposals should be directed to:

Administrative Secretary
Tanzania Forest Fund
Ministry of Natural Resources and Tourism
P.O. Box 11004
Dar es Salaam
Tel: +255 (0) 222865816
Fax: +255 (0) 222865165
E-mail: info@tanzaniaforestfund.mnrt.go.tz
Alternative E-mail: tanzaniaforestfund@yahoo.com
Website: www.mnrt.go.tz

Annex 2: Format for Small Grant Project proposals

1.0 Project Proposal Basic Information

1.1 Project Title

- 1.1 Name and address of the applicant
- 1.2 Name and Qualification of the Contact Person
- 1.3 Project Location
- 1.4 Proposed Priority Area
- 1.5 Project Grant Type
- 1.6 Type of Assistance
- 1.7 Total project cost (TZS)
- 1.8 Total amount requested from the Fund
- 1.9 Other contributions including in-kind (TZS)
- 1.10 Project duration including proposed start month.....

2. Background of the Project

3. Rationale and justification of the project

4. Project objectives and performance indicators

5. Project expected results

6. Specific activities required to achieve the expected results:

7. Anticipated Beneficiaries from the Proposal:

8. Step by step process or methodology to be followed in order to achieve the proposed objectives:

9. Project implementation schedule/plan:

10. Total Budget for the Project (with breakdown into components) and include any in-kind contributions and their value:

Item (Activity)	Units	Unit Cost (TZS)	Total Cost (TZS)
i.			
ii.			
iii.			
iv.			
v.			
vi.			
vii.			
viii.			
ix.			
	Total		
	Requested from The Fund		
	Provided by Others		
	In-Kind		

Indicate the sources of funds provided by others below:

Endorsement.....

11. Recommendations by the Head of affiliated Institution/ Grantors/:

Name: _____ Title: _____ Official Stamp: _____

Signature: _____ Date: _____

Name: _____ Title: _____ Official Stamp: _____

Signature: _____ Date: _____

12. Recommendations by the Village/Mtaa Executive Officer(s) of the proposed project area

Name: _____ Official Stamp: _____

Signature: _____ Date: _____

13. Recommendations by the Council Director of the proposed project location:

Name: _____ Official Stamp: _____

Signature: _____ Date: _____

Annex 3: Format for Medium and Large Grant Project Proposals

Instructions

- Before completing the application, please read the criteria for eligibility and objectives of the call for proposals, to verify whether your project qualifies for funding from Tanzania Forest Fund.
- Please submit a complete application form using the given format and instructions otherwise the applications will not be accepted.
- Applications must be submitted before or by the end of working hours of the deadline. The deadline is the date the project application is to be received by the secretariat. Late applications will not be considered.
- All proposals must be clear, readily legible and have a font of 12 points with 1.5 sentence spacing
- Any applicant who have questions or concerns should contact the Tanzania Forest Fund as appropriate

1.0 Project Proposal Basic Information

- 1.1 Project Title
- 1.2 Name and address of the applicant
- 1.3 Name and qualification of the contact person
- 1.4 Project location
- 1.5 Proposed priority area
- 1.6 Project grant type
- 1.7 Type of assistance requested
- 1.8 Rationale and justification of the project (not more than 250 words)
- 1.9 Project objectives and performance indicators
- 1.10 Project expected results
- 1.11 Project beneficiaries
- 1.12 Total project cost (TZS)
- 1.13 Total amount requested from the Fund (TZS)
- 1.14 Other contributions including in-kind (TZS)
- 1.15 Project duration including proposed start month

2.0 Endorsement by various Authorities

(a) Endorsement by Head of the applying organization(s)_

Name: _____ Title: _____ Official Stamp: _____

Signature: _____ Date: _____

(b) Endorsement by Village/Street Executive Officer(s) of the proposed project location

Name: _____ Official Stamp: _____

Signature: _____ Date: _____

(c) Endorsement by Council Director(s) of the proposed project location

Name: _____ Title: _____ Official Stamp: _____

Signature: _____ Date: _____

3.0 Main Text

3.1 Project Summary

This must contain all important elements of the proposed project including problems to be addressed, objectives and expected results; rationale and justification of the project, major activities to be undertaken, applicability of the results for conservation and management of forest resources. This must not be more than 250 words and should be informative to other persons working in the same or related fields and is understandable even to non field specializations.

3.2 Introduction

The introduction should clearly identify the topic or problem to be dealt with, and presents a general vision of the proposed project, its context within the appropriate priority area of Tanzania Forest Fund and background information on previous or on-going efforts to attend the topic

3.3 Project Purpose, Objectives and Expected Results

The applicant should describe the purpose of the proposed project indicating clearly how it will contribute to management of forest resources in the project location. It must describe the objectives and the results from the proposed activities. Information on how the proposed project will enhance efforts towards improvement of community livelihood, participation and awareness on sustainable management of forest resources should be given. Strategies for disseminating results of the project should also be clearly provided. Under this section, project beneficiaries should also be described and how they are going to benefit from the project implementation. To enable proper review of the proposal and monitoring of project implementation, the applicant should also provide a log frame matrix with columns relating to the project objective(s), the

activities that will be carried out to achieve each objective, the expected outputs of the activities and the results or impacts. A timeline of the activities should also clearly be indicated as this is very useful for all parties to monitor progress and adjust schedules and budgets accordingly.

3.4 Methodology

Under this section the applicant is required to describe in detail how they are going to realize the project objectives and hence the envisaged results. Project interventions and activities going to be undertaken should be clearly described and a work plan provided. The role of various actors should be clearly explained.

3.5 Key Success Factors

Describe and analyze the key factors that are going to influence project success and how to ensure that these factors are in place. The analysis of the factors should take into consideration the context of the overall project and the capacity of the project implementing team.

3.6 Monitoring and Evaluation Plan

This section will include a description on how the project will be monitored and evaluated throughout its implementation period. Should also describe the quantifiable parameters that can define if the planned activities have had impact on the problem or issue that the project wants to address. In other words, how will the success of the project be measured? It is also important to note that the log frame matrix needs to be prepared to assist monitoring of project implementation.

3.7 Sustainability Plan

This section should describe the sustainability aspects of the project. The proposal should indicate how the project or process will have continuity after the project period and Fund's support is phased out.

3.8 Budget a table needed

The budget is an essential part of the grant application. Your budget therefore should: (a) be reasonable, (b) thoroughly and clearly describe each item, (c) be easy to understand, (d) be mathematically correct and (e) be realistic and properly justified. A detailed itemized budget with clear indications of what is being requested from Tanzania Forest Fund, amounts provided by other sources, as well as the amount that will be provided by the applicant. In-kind contributions

should also be highlighted as both an input and as part of the total cost of completing the project. The budget must include detailed budget notes to indicate clearly how each amount was calculated (unit costs) and need or use of the budget item. Under Tanzania Forest Fund, the following should not be included in the budget since are not eligible: staff salaries, purchase of vehicles, honorarium and other costs not related directly to project activities. However, applicants should understand that after approval of the budget, all payments for materials and other supplies should base on three quotations or other applicable procurement procedures. In some circumstances, the Fund may purchase the requested materials instead of providing cash. Travel costs related to field work including subsistence allowances at the agreed rate may be requested. The budget should follow the following template

Item (Activity)	Units	Unit Cost (TZS)	Total Cost (TZS)
Purchase of materials			
Purchase of equipment and facilities			
Labour charges			
Transport related expenses			
Daily subsistence allowance			
Others (please mention)			
	Total		
	Requested from The Fund		
	Provided by Others		
	In-Kind		

3.9 Annexes

Additional information for clarity of the proposal must be provided in annexes. Information to be annexed includes organisation profile (except for government institutions), log frame matrix, maps, letters of support and commitment from collaborators, curriculum vitae of key staff, and other related information.

For all research proposals, relevant literature review and reference information should be part of the proposal while for other proposals should appear in an annex. Each reference must include the names of all authors, the article and journal title, book title, volume number, page numbers, and year of publication. Adherence to citation principles should be observed by all project proponents.

Annex 4: Sample Letter for Receipt of Project Proposal

THE UNITED REPUBLIC OF TANZANIA

TANZANIA FOREST FUND

Telegraphic address: "TOURISM"
Tel: +255022-2865816
Fax: +255022-2865165
Email: tanzaniaforestfund.mnrt.go.tz
Website: www.mnrt.go.tz

In reply please quote:
Ref. No _____



P.O. Box 11004
DAR ES SALAAM
TANZANIA

Date _____

For sustainable financing of forest Management

Prof/Dr./Mr./Ms.
.....
.....

Dear Sir/Madam,

RE: RECEIPT OF YOUR PROJECT PROPOSAL

This is to inform you that your Project Proposal titled

.....
.....

has been received by the Tanzania Forest Fund Secretariat. Your proposal will be reviewed and we will let you know the status in due course.

We thank you very much for your interest to work with us in efforts to ensure sustainable conservation and management of our forest resources.

Yours Sincerely,

.....
ADMINISTRATIVE SECRETARY
TANZANIA FOREST FUND

Annex 5: Sample Sheet for Proposal Evaluation

This format is given as a guide to help technical evaluation team to analyze and evaluate objectively the project proposals submitted to the Tanzania Forest Fund.

Project Proposal Title: _____

Applicant: _____

Priority Area: _____

Grant Type: _____

Type of Assistance _____

Total Project Cost: _____

Amount requested to the Fund: _____

Reviewed by: _____

Instructions:

Please read and analyze critically the project proposals and give your comments accordingly to assist the Board of Trustees to make sound discussion on awarding grants. In doing so please rank the proposals using a score of 1 to 5 as per given score scale:

Proposal Ranking	Score Scale
Excellent	5
Very Good	4
Good	3
Average	2
Poor	1

Although the project selection will involve a detailed discussion on every proposal by the relevant authorities, your comments and recommendations are the most valuable input for this exercise. To be more precise for each item please give a score of 1 to 5 as described above.

1. Structure and coherence of the proposal (30 marks):

- a. Have the objectives been clearly stated?
- b. Are the project idea and/or methodology innovative?
- c. Is the project design (methodology and activities) adequate for attaining the desired results?
- d. Can the expected results be measured?
- e. Is the period assigned for the implementation of the project adequate to reach the project objectives and obtain the expected results?
- f. Do the personnel that will implement the project seem to have the required capacities and experience?
- g. Is the budget clear, reasonable, and does it reflect the needs of the project?
- h. Does the project applicant committed to contribute the 20% as per guideline?

Sub-total average score in percentages (Total score/40*30) -----

2. Participation of beneficiaries (10 marks)

- a. If applicable, does the project process (from planning to execution) actively involve the local communities and other relevant stakeholders so as to enhance transparency and accountability?
- b. If applicable, will the information obtained through the project be devolved to the communities?
- c. If applicable, does the project provide learning and/or capacity building opportunities for local communities?

Sub-total average score in percentages (Total score/15*10) -----

-

3. Relevance of project for the priority area (60 marks)

- a. Will the expected results be of relevance to the applied priority area?
 - b. Does the project activity provide opportunities for replicable, adaptable or demonstrable?
 - c. Are the proposed interventions and expected results of the project provides tangible benefits to the society?
 - d. How important are the expected results for conservation and management of forest resources?
 - e. Is there a clear Sustainability, Monitoring and Evaluation plan for the Proposed Project?
 - f. Does the project have a high probability of success?
 - g. Is the provided log frame matrix appropriate to enable proper monitoring of project activities and other decisions?
- Sub-total average score in percentages= (Total score/35*60) -----**

4. Average score: The sum of sub total (1+2+3) =

5. Project to be eligible for funding: Should score from 50% and above and the one with highest score will be ranked first.

Conclusions: Select one of the following conclusions and provide your comments:

- a. RECOMMENDED for support
- b. RECOMMENDED WITH MINOR MODIFICATIONS.
- c. NOT RECOMMENDED for support

Annex 6: Sample Letter for Rejection of Project Proposals

**THE UNITED REPUBLIC OF TANZANIA
TANZANIA FOREST FUND**

Telegraphic address: "TOURISM"
Tel: +255022-2865816
Fax: +255022-2865165
Email: tanzaniaforestfund.mnrt.go.tz
Website: www.mnrt.go.tz



P.O. Box 11004
DAR ES SALAAM
TANZANIA

Date _____

In reply please quote:
Ref No _____.

For sustainable financing of forest Management

Prof/Dr./Mr./Ms.

.....

Dear Sir/Madam:

RE: STATUS OF YOUR PROJECT PROPOSAL

You may recall that you submitted a project proposal title

.....for

funding consideration by the Tanzania Forest Fund. We believe that your project ideas are very interesting and could lead to important results. However, for the time being your project proposal have not been successful due to the following reasons

Thank you for having considered the Tanzania Forest Fund for the presentation of your project. However, you can apply for the next call of proposals. We wish you luck in the development of your project.

Yours Sincerely,

**ADMINISTRATIVE SECRETARY
TANZANIA FOREST FUND**

Annex 7:

Sample Letter for Appointment of Reviewers of Project Proposals

**THE UNITED REPUBLIC OF TANZANIA
TANZANIA FOREST FUND**

Telegraphic address: "TOURISM"
Tel: +255022-2865816
Fax: +255022-2865165
Email: tanzaniaforestfund.mnrt.go.tz
Website: www.mnrt.go.tz



P.O. Box 11004
DAR ES SALAAM
TANZANIA

In reply please quote:
Ref No _____.

Date _____

Prof/Dr./Mr./Ms.
.....
.....

RE: APPOINTMENT AS REVIEWER OF PROJECT PROPOSALS UNDER TANZANIA FOREST FUND SUPPORT

Reference is made to the above mentioned subject and our earlier discussion on the same.
The Tanzania Forest Fund has appointed you on merits to review project proposals that have been received for funding consideration.

You will undertake this assignment for a period of.....man days at a consultancy fee of TZS.....per day paid upon submission of acceptable outputs. The review process should be guided by the key criteria for project selection. A copy of the "Call for Project Proposals" and that of the "Guidelines for Preparation of Project Proposals and Procedures for Making Grants" which are attached to this letter will be used as important reference document for your assignment.

I wish you all the best in this challenging assignment.

Yours Sincerely,

.....
**ADMINISTRATIVE SECRETARY
TANZANIA FOREST FUND**

Annex 8: Standard Letter for Approved Project Proposals

**THE UNITED REPUBLIC OF TANZANIA
TANZANIA FOREST FUND**

Telegraphic address: "TOURISM"
Tel: +255022-2865816
Fax: +255022-2865165
Email: tanzaniaforestfund.mnrt.go.tz
Website: www.mnrt.go.tz

P.O. Box 11004
DAR ES SALAAM
TANZANIA

In reply please quote:
Ref No _____.



For sustainable financing of forest Management

Date _____

Prof./Dr./Mr/Ms _____

Re: ACCEPTANCE OF YOUR PROJECT PROPOSAL FOR FUNDING FROM TANZANIA FOREST FUND

Reference is made to the above mentioned heading, your project proposal you submitted on
and our notification letter on receipt of your proposal titled:

After a critical review of all submitted proposals using the set criteria for project selection, we are now pleased to inform you that your proposal has been accepted without corrections/with minor revisions and thus has been approved for funding under the following conditions that:-

- (i) The indicated corrections are addressed accordingly
- (ii) The Number of the Project will be:.....
- (iii) The budget ceiling for the project will be TZS.
.....) only.
- (iv) You will be required to sign an Agreement with Tanzania Forest Fund that will stipulate how the project will be implemented and the obligations for both parties.

- (v) You open a special Current Bank Account that will be used exclusively for Tanzania Forest Fund funds or identify a bank account within your organization in which project funds will be administered.
- (vi) You propose names of your staff that will be approving and acting as signatories for project funds.

It is the expectation of the Fund that implementation of your project will result into the intended impact on conservation and management of forest resources in the country in general and the project area in particular.

Together with this letter please find a Draft Letter of Agreement for your critical review and comments that should be received by the Secretariat two weeks from the date of this letter.
On behalf of the Tanzania Forest Fund, I congratulate you for this success!

Yours sincerely,

.....
ADMINISTRATIVE SECRETARY
TANZANIA FOREST FUND

- Cc: 1.
.....
2.
.....
3.
.....

Annex 9: Sample of the Letter of Agreement for Tanzania Forest Fund

THE UNITED REPUBLIC OF TANZANIA
TANZANIA FOREST FUND

Telegraphic address: "TOURISM"
Tel: +255022-2865816
Fax: +255022-2865165
Email: tanzaniaforestfund.mmrt.go.tz
Website: www.mmrt.go.tz

In reply please quote:
Ref No _____.



For sustainable financing of forest Management

P.O. Box 11004
DAR ES SALAAM
TANZANIA

Date _____

LETTER OF AGREEMENT FOR SMALL/MEDIUM/LARGE GRANT OF THE TANZANIA FOREST FUND ON ONE PART AND _____ ON THE OTHER

PART FOR THE PROJECT

NUMBER _____ TITLED _____

AGREEMENT made the _____ day of _____, 201----_ BETWEEN the Tanzania Forest Fund (hereinafter called the Fund), represented by _____, _____ on the one part and the _____ of address _____ (hereinafter called "the Grantee") on the other part.

WHEREAS the Board of Trustees of the Fund may finance projects developed by individuals and organizations that are intended to conserve and manage forest resources in the country for the benefit of present and future generations;

AND WHEREAS the Grantee has requested and the Fund has agreed to make a grant upon the terms entered in the approved project and subject to the conditions contained herein;

And WHEREAS the Grantee is the implementing agency of the project titled _____ and the Fund has agreed to make a grant of _TZS_____ upon the terms entered in the approved project.

Now THEREFORE, it is hereby agreed between the parties as follows:

1. Project implementation.

The project will be implemented in accordance to the project proposal and budget, which have been approved by the Board of Trustees of the Fund. The approved proposal and budget, and any modifications to them requested by either the Fund or the Grantee and approved by the other party, will be considered part of the support documentation of this agreement.

2. Terms of the agreement.

- a. Funds provided by Tanzania Forest Fund under this Agreement are to be used by the Grantee exclusively for the implementation of the approved project.
- b. The person(s) that sign the agreement are responsible for the implementation of the project, as well as for the correct administration and management of the funds provided by the Fund.
- c. The personnel implementing the approved project shall not be considered as staff members of Tanzania Forest Fund and shall not be entitled to any privilege, immunity, compensation or reimbursement by Tanzania Forest Fund. Neither the Grantee nor its agent shall not be allowed to incur any commitment or expenses on behalf of Tanzania Forest Fund.
- d. Any balance of funds after the project has been completed must be reported to the Fund. A written request on use of the balance can be presented to the Fund.
- e. All project equipment and materials purchased with this grant will be included in the inventory of the organization and assigned a number and value.
- f. The Fund will assign officers to monitor the project process. The Grantee will be in touch with the officers and will jointly agree on a field visit date. The cost of the monitoring process will be covered by the Fund. However, the Fund reserves right to conduct field visit with or without prior information to the Grantee.
- g. Tanzania Forest Fund shall have the right to terminate this Agreement, by written notice to this effect, if it considers that continued implementation of the Agreement is impossible or impractical:
 - (i) For unforeseen causes beyond the control of Tanzania Forest Fund;
 - (ii) in the event of default or delay of implementation on the part of the Grantee..
- h. The financial support provided by the Fund will be acknowledged in publications and public presentations undertaken by the Grantee.
- i. The Grantees will provide the Fund with five (5) copies of any written materials produced by the project (reports, publications, thesis, books, brochures, posters, etc.)
- j. The Fund is entitled to suspend disbursements or terminate the project for non-fulfillment by the Grantee of the obligations set forth in the grant agreement or for non-compliance to the approved project activities or for improper use of the approved funds. However, the Grantee will be notified on the circumstance and the reasons for such decision and the Grantee shall refund to the Fund any payment already received in respect of activities that have not been performed.
- k. In the event of termination by the Fund for unforeseen causes beyond its control, the Fund shall complete all payments which may be due up to the effective date of termination. .
- l. The Fund has the right to audit the project at its discretion.

3. Disbursements.

- a. The Grantee shall keep all moneys granted under this Agreement in a separate bank account/specific code and shall also keep accurately financial records with respect to such moneys for at least two years after the expiration of this Agreement.
- b. Adequate supporting documentation is to be maintained to allow verification of all grant receipts and disbursement. These records are to be made available for inspection by an officer in representation of the Fund. The Grantee shall at all reasonable times make such records available to the Fund.
- c. The total amount approved, of TZS _____ will be disbursed in three installments (except for small grants which be only in two installments), as indicated in the following schedule:

Disbursement	Amount	Percentage (%)	Conditions
First installment		40	<ul style="list-style-type: none"> • Upon signing of the Memorandum of Agreement
Second installment		30	<ul style="list-style-type: none"> • Upon presentation and approval of first Progress technical and financial reports • Positive recommendation from the physical verification report (monitoring report)
Third installment		30	<ul style="list-style-type: none"> • Upon presentation and approval of second Progress technical and financial reports • Positive recommendation from the physical verification report (monitoring report)
TOTAL			

- d. Fund reserves the right to adjust the installments in the above table based on progress and expenditures of instalments already made available to the Grantee.

4. Reports.

The Grantee will submit Progress technical and financial reports on the dates indicated below using the format indicated in Annex 12 and 14 respectively. Completion report will be presented using format given in Annex 13. Financial reports must include copies of invoices and receipts. All expenses must be supported by a legally acceptable document (invoice or receipt).

Period to be reported	Presentation date for reports
_____	_____
First Progress technical and financial reports.	_____
_____	_____
Second Progress technical and financial reports.	_____
Completion project period	_____

5. Communication among the parts.

The Grantee shall communicate in writing (post, fax or email) all issues, advances or problems related to the implementation of the project. Notifications by the Fund will also be sent in writing (post, fax or email).

6. Additional conditions.

- a. The relationship between the parties under this Agreement shall not be that of employer/employee, partnership, or joint venture and neither party shall create any obligations on behalf of the other.
- b. The Fund shall not be responsible for any loss, damage, claim or other liability arising out of the Grantee's activities under this Agreement.
- c. The Fund cannot be held responsible for any act, deficiency or omission of the grantee, its personnel or its representatives
- d. Either party may terminate this Agreement by giving one month's written notice to the other party.
- e. The Fund shall not be liable for any expenses incurred after the termination of this Agreement.
- f. Any expenditure determined to be ineligible or not in accordance with this agreement after review by the Fund or its representative will be reimbursed to the Fund
- g. No modification to the project [objectives/methodology/activities/budget] shall be made without the prior written consent of the Fund
- h. Any dispute or difference arising between the parties under this Agreement shall be settled by mutual agreement and if cannot be settled by mutual consultation shall be referred to arbitration in accordance with the Laws of the United Republic of Tanzania
- i. Any amendment to this Agreement shall be effected on the basis of written mutual consent by the Parties

7. Time limit.

The period of this Agreement will be ____months beginning on the date of the first disbursement to the Grantee.

IN WITNESS WHEREOF, the Parties hereto, acting through their duly authorized representatives, have caused this Agreement to be signed in their respective names in, on, 20.....

IN WITNESS WHEREOF, the parties hereto have signed this Letter of Agreement today, _____ of _____ 201_____

For the Fund

Name:
Designation: Administrative Secretary
Signature:.....
Date:.....
Place:.....

The Grantee

Name:
Designation:
Institution/Organization:
Postal Address:
Signature:.....
Date:.....
Place:.....

Witness

Name:
Designation:
Institution/Organization:
Postal Address:
Signature:.....
Date:.....
Place:.....

Annex 10: Sample Letter for Signing of Letter of Agreement

**THE UNITED REPUBLIC OF TANZANIA
TANZANIA FOREST FUND**

Telegraphic address: "TOURISM"
Tel: +255022-2865816
Fax: +255022-2865165
Email: tanzaniaforestfund.mnrt.go.tz
Website: www.mnrt.go.tz
In reply please quote:
Ref. No _____.

P.O. Box 11004
DAR ES SALAAM
TANZANIA

Date _____



For sustainable financing of forest Management

Prof./Dr./Mr./Ms

.....
.....

**Re: SIGNING OF LETTER OF AGREEMENT (LOA) FOR
PROJECT NO.**

Reference is made to the above heading.

After agreeing on the contents of the Draft LOA for the aforementioned project, I am pleased to forward to you copies of the final LOA for the Project No _____ titled

_____ for your action.

You are kindly requested to ensure that the LOA is properly signed and stamped by each and every signatory as indicated. To expedite the process of fund disbursement, the Fund will appreciate to receive all the LOA signed copies together with a request for first instalment within five working days.

Best regards

.....
**ADMINISTRATIVE SECRETARY
TANZANIA FOREST FUND**

Cc:

Annex 11: Sample Letter of Disbursement of Funds for Approved Projects

**THE UNITED REPUBLIC OF TANZANIA
TANZANIA FOREST FUND**



Telegraphic address: "TOURISM"
Tel: +255022-2865816
Fax: +255022-2865165
Email: tanzaniaforestfund.mnrt.go.tz
Website: www.mnrt.go.tz

For sustainable financing of forest Management

P.O. Box 11004
DAR ES SALAAM
TANZANIA

In reply please quote:
Ref. No _____.

Date _____

Prof./Dr./Mr/Ms

.....
.....

Re: DISBURSEMENT OF FUNDS

Reference is made to the above heading and your request letter Ref. No _____ dated _____ on the same.

Tanzania Forest Fund has the pleasure to inform you that on _____ 20____ disbursed funds amounting to TZS _____ only to the project account number _____ with the _____ Bank, _____ Branch. The disbursed funds constitute the _____ instalment of the total approved budget and are specifically for implementation of activities under the Project No _____ titled _____

You are therefore, required to immediately start implementation of the designated activities and as per signed LOA.

Kindly acknowledge receipt of the funds

With best wishes

.....
**ADMINISTRATIVE SECRETARY
TANZANIA FOREST FUND**

Cc:

***Annex 12:* Format for Technical Progress Report**

1. **Title page:**
 - Project Number
 - Project name
 - Grantee
 - Author of the report
 - Address
 - Period covered in the report and date of presentation
2. **Executive summary to date:** briefly describe activities and results to date.
3. **Objectives and Results of the Project:** copy these as stated in the approved proposal.
4. **Project progress:**
 - Indicate if the originally planned methodology still applies or if it has been modified. In case of the latter, explain why and what the changes were made and when such were approved.
 - Describe the results/advances/products to date by planned activity.
 - Indicate the advance of the project in relation to the original timetable and explain the reason for any delays there may have been.
5. **Challenges:**

Indicate if there have been any challenges to the implementation of the project that have prevented achieving the planned goals or complying with the schedule of activities, and how you have solved or plan to solve the situation.
6. **Links with other organizations:** Describe any links established as a result of the project implementation.
7. **Description of activities for next period:** Briefly describe the activities that will be undertaken in the next period.
8. **Log frame matrix:** A dully filled log frame matrix must be attached to the report to assist comparison of the planned activities with the achievement attained.

***Annex 13:* Format for Completion Technical Report**

1. Title page:

- Project Number
- Project Name
- Grantee
- Author of the report
- Address
- Period covered in the report and date of preparation

2. **Executive summary:** Briefly provide the executive summary for the report indicating the objectives and results of the project, activities undertaken, impacts attained, lessons learned etc.

3. **Introduction:** provide an introduction about the project, why the project was implemented? What was expected from it?

4. Project progress:

- Indicate if the originally planned methodology applied or if it has been modified. In case of the latter, explain why, when modifications were approved by the Fund and what the changes are.
- List the results/advances/products by planned activity.
- Indicate the advance of the project in relation to the original timetable and explain the reason for any delays there may have been.

5. **Challenges:** Indicate if there have been any challenges to the implementation of the project that have impacted attaining of the planned objectives/results or complying with the timetable, and how you have solved it.

6. **Links with other organizations:** Describe any links established as a result of the project implementation.

7. **Lessons learned:** Emphasize, besides the technical issues, the social and administrative aspects that may be useful in future projects regarding the same topic or implemented under similar conditions.

8. **Project Outcomes:** Have the results of the project promoted conservation and management of forest resources as well as environmental, social or economic changes? How was this determined/measured?

9. **Communication of results:** What mechanisms have been used or will be used to communicate the results, and to what audiences?

10. **Project continuity:** Will the processes established by this project continue operating? How will it be done? Who will provide follow-up?

11. **Conclusion:** What are the technical conclusions of this project?

12. **Recommendations:** What are the major recommendations could you provide based on implementation of this project?
13. **Log frame matrix:** A dully filled log frame matrix must be attached to the report to assist comparison of the planned activities with the achievement attained.

Annex 14: Format for preparation of Financial Reports

Instructions for preparing the financial reports:

1. **Project Number:** include the number assigned to the project by the Fund
2. **Project Name:** as stated in the approved proposal
3. **Grantee:** name of beneficiary organization
4. **Author of report:** name of person responsible for compiling the information, elaborating and presenting the report
5. **Report period:** indicate beginning and ending date of period being reported
6. **Expenses:**
 - a. **Budget items:** list the budget items indicated in the approved budget
 - b. **Approved budget:** insert the total amounts per budget item
 - c. **Expenses:**
 - i. **First Report:** total expenses incurred by budget item during the first reporting period
 - ii. **Second Report:** total expenses incurred by budget item during the second reporting period
 - iii. **Third report:** total expenses incurred by budget item during the third reporting period
 - iv. **Final Report:** total expenses incurred from the end of the third reporting period until project completion
 - d. **Accumulated to date:** total expenses incurred since the beginning of the project (this will be accumulative throughout project duration).
 - e. **Balance:** balance by budget item for each reporting period
7. **Summary:**
 - a. **Amount received:**
 - i. **This period:** amount received from the Fund during this reporting period
 - ii. **Accumulated to date:** total amount received to date from the Fund
 - b. **Previous balance:**
 - i. **This period:** total balance carried over from previous period(s)
 - c. **Total expenses:**
 - i. **This period:** expenses corresponding to this reporting period
 - ii. **Accumulated to date:** sum of expenses of all reporting periods, including this period

d. Balance:

i. **This period:** funds left over, that were not used during this reporting period

e. **Reimbursement:** indicate amount to be reimbursed to the Fund at the end of the project, if that is the case, and only in the final financial report. Include check number and attach the deposit slip.

8. Date of completion of report:

9. **Signature of author of report:** signature of person responsible for compiling the information, elaborating and presenting the report

10. **Detail of expenses:** list individual expenses by date, with the following information: date, number of invoice/receipt, amount in TZS.

11. Financial reports must include photocopies of all invoices/receipts. Please present them taped to sheets of paper and organized by date.

12. Reports that do not have the information requested in these formats and do not present adequate support documents, such as invoices or receipts, will not be accepted.

**TANZANIA FOREST FUND
FINANCIAL REPORTS**

1. Project Number	
2. Project Name	
3. Grantee	
4. Author of Report	
5. Report Period	

6. Expenses

Budget item	Approved Budget	1st installment	2nd installment	3rd installment	Accumulated to date	Balance
Purchase of materials						
Purchase of equipment and other facilities						
Labour charges						
Transport related costs						
Daily subsistence allowance						
Other expenses (mention them)						

7. SUMMARY				This period	Accumulated to date	
Amount received						
(-)(+) previous balance						
Total expenses this period						
Balance						
Reimbursement Bank:	Check No.					

8. Date of completion of report: _____

9. Signature of report author: _____

Annex 15:* **Format for Field Monitoring Report*

The field monitoring reports must be written according to the format indicated below. Where necessary pictures that may illustrate the conditions of the project and any additional information considered important may be attached.

Project Name:

Project No.:

Approved Budget:

Budget spent:

Field Monitoring Staff:

Date of field visit:

Date of report:

-
1. Objectives of the Project:
 2. Expected results:
 3. Methodology (comments and appropriateness of the applied methodology):
 4. Achievement of the project objectives and foreseen impacts:
 5. Relationship between project expenditures and activities carried out relative to the planned activities and budget:
 6. Challenges encountered during implementation and possible solutions:
 7. Best practices and lessons learned through implementation of the project:
 8. Recommendations to ensure efficiency, effectiveness, impact and sustainability of the of project activities
 9. A follow up schedule for the recommendation

10. Administrative status of the project:

Budget item	Approved budget	Expenses to date	Observations/Remarks
TOTAL			