



**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND PLANNING**

**GUIDELINES FOR PREPARATION OF PLANS AND BUDGET  
2020/21**

**DECEMBER, 2019**





**PART I**  
**POLICY AND BUDGET FRAMEWORK**

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## LIST OF ACRONYMS

AIDS	Acquired Immune Deficiency Syndrome
ATCL	Air Tanzania Company Limited
BOT	Bank of Tanzania
CBMS	Centralized Budget and Management System
CDR	Council Development Reporting
CFR	Council Financial Reporting
DCF	Development Cooperation Framework
DPs	Development Partners
EAC	East African Community
EU	European Union
FFARS	Facility Financial Accounting and Reporting System
FYDP	Five Year Development Plan
GePG	Government electronic Payment Gateway
GBS	General Budget Support
GFS	Government Finance Statistics
HIV	Human Immunodeficiency Virus
ICT	Information Communication Technology
IFMS	Integrated Financial Management Systems
JNIA	Julius Nyerere International Airport
KIA	Kilimanjaro International Airport
LGAs	Local Government Authorities
M3	Extended Broad Money Supply
MDAs	Ministries, Independent Departments and Agencies
MTEF	Medium Term Expenditure Framework
MTSPBM	Medium Term Strategic Plan and Budget Manual
MW	Megawatts
NFRA	National Food Reserve Agency
NHIF	National Health Insurance Fund
OC	Other Charges
PE	Personnel Emoluments
PIM-OM	Public Investment Management – Operational Manual
PlanRep	Planning and Reporting Database
PPP	Public Private Partnership
REA	Rural Energy Agency
SADC	Southern Africa Development Community
SIDO	Small Industry Development Organisation
SME	Small and Medium Enterprise
TEA	Tanzania Education Authority
TMX	Tanzania Mercantile Exchange
TRA	Tanzania Revenue Authority
VAT	Value Added Tax

## EXECUTIVE SUMMARY

The Guidelines for Preparation of Plans and Budget for 2020/21 have been prepared in accordance with Section 21 of the Budget Act, CAP 439. The Guidelines provide general and specific instructions to be adhered by Accounting Officers of Ministries, Departments, Agencies, Regional Secretariats, Local Government Authorities and other Public Entities during the preparation and execution of plans and budget for 2020/21 in order to attain the objectives of the National Vision 2025.

The Plan and Budget Guidelines instructs Accounting Officers to prepare plans and budget by considering: the National Five Year Development Plan, 2016/17-2020/21; CCM Election Manifesto 2015; Government directives as per Hon. President's Speech while officially inaugurating the 11<sup>th</sup> Parliament of United Republic of Tanzania in November, 2015; the Budget Act, CAP 439 and its Regulations; the National Anti-Corruption Strategy and Action Plan Phase III (NACSAP III); Government Loans, Guarantees and Grants Act, CAP 134; Sustainable Development Goals; Development Cooperation Framework (DCF); and other regional and international agreements ratified by the Government.

The Guidelines have been divided into two parts. Part I focuses on Policy and Budget Framework for 2020/21. This part is divided into four (4) chapters, which are: (i) Macroeconomic Review and Projections, which involves global, SADC, EAC and Tanzania economic development; (ii) Review of the Plan and Budget Implementation for 2018/19; (iii) Plan and Budget Framework for 2020/21, which covers revenue and expenditure policies, revenue and expenditure projections, and Government priorities for 2020/21; and (iv) Fiscal Risks for 2020/21 and Mitigation Measures. Part II of the Guidelines provides instructions to be adhered by all Accounting Officers during the preparation, submission and reporting of the plans and budget execution for 2020/21.

In 2018, Tanzania enjoyed robust macroeconomic performance, whereby the GDP growth rate was 7.0 percent at 2015 constant prices compared to a growth rate of 6.8 percent recorded in 2017. The growth was on account of increase in public investments, particularly construction of infrastructure such as roads, railways, and airports; stability in power supply; improved transport services; and increase in agricultural produce due to favourable weather condition. In 2019, the GDP growth

has been projected at 7.0 percent and further up in the medium term, averaging at 7.1 percent. The trend is supported by continued public investment in infrastructure, implementation of the Blueprint Action Plan for Regulatory Reforms to Improve Business Environment (The Blueprint) as well as concerted efforts by the Government to promote industrial economy through agriculture sector transformation.

In 2018/19, domestic revenue amounted to 18,529.6 billion shillings, out of which, revenues collected by the TRA amounted to 15,511.3 billion shillings, non-tax revenue amounted to 2,356.9 billion shillings and LGAs own sources amounted to 661.4 billion shillings. In addition, the Government borrowed 3,950.7 billion shillings from domestic markets, whereby 3,319.3 billion shillings were for refinancing and 631.7 billion shillings were for financing budget deficit. On the other hand, the Government released 27,049.2 billion shillings, which comprised of recurrent expenditure of 19,099.9 billion shillings and development expenditure of 7,949.3 billion shillings.

In the medium term, domestic revenues including LGAs Own Source are projected to increase to 27,759.3 billion shillings from 23,045.3 billion shillings in 2019/20. Tax revenues are projected at 23,419.3 billion shillings from 18,955.2 billion shillings in 2019/20. Government expenditure is estimated to increase to 37,684.3 billion shillings in 2022/23 from 33,105.4 billion shillings in 2019/20. In addition, recurrent expenditure and development expenditure are projected to increase to 23,741.6 billion shillings and 13,942.7 billion shillings in 2022/23 from 20,856.8 billion shillings and 12,248.6 billion shillings in 2019/20 respectively.

In 2020/21, the Government priorities will focus on the following: strengthening management of tax collection systems; improvement and expansion of education, health and water services; continue strengthening agriculture sector by improving supply of seeds and inputs as well as construction and rehabilitation of irrigation schemes, warehouses and markets; improving business and investment environment; and improvement of energy, roads, railway, ports, air ports, bridges and ferries. In addition, the Government will continue to implement ongoing flagship projects, including construction of Julius Nyerere - Hydro Power Plant, construction of a new Central Standard Gauge Railway (SGR), and reviving the National Air Carrier (ATCL). Further, the Government will continue directing priority to maintain peace, defence and security; improve systems and institutions responsible for provision of justice; maintain good governance and democracy; and financing the 2020 General Elections.

The plan and budget objectives will focus on strengthening revenue collection by implementing tax administration measures. The measures include, among others, improving business and investment environment, strengthening the administration of tax and non-tax revenue collection; enforcement of tax laws; curb tax evasion and minimize revenue leakages; and streamlining multiplicity of levies and fees charged by regulatory authorities and Government agencies. On the other hand, expenditure policies will focus on: Maintaining discipline in the use of public funds; allocation of funds to priority areas that stimulate economic growth; control accumulation of arrears; allocation funds to the ongoing projects that have greater multiplier effects to the growth of the economy; servicing the public debt; financing the 2020 General Elections; and ensuring the budget deficit does not exceed 3.0 percent of GDP, in-line with the EAC convergence criteria.

In ensuring the plan and budget objectives are attained, the Guidelines have provided various instructions to be adhered by Accounting Officers during the preparation, execution, monitoring and evaluation as well as performance reporting. Some of the Guidelines' instructions include: to conduct budget performance review and establish strategies to address identified challenges facing their votes; to prepare plans and budget estimates using Medium Term Expenditure Framework (MTEF) and submit to MoFP for scrutinisation; adherence to ceilings provided by MoFP; ensure that ongoing projects are given priority prior to new projects; ensure appropriate costing of overhead costs such as statutory allowances, rent, electricity, water, telephones, security and hygiene;; allocating funds for clearance of verified arrears; prepare PE estimates based on approved Establishment and Strength issued by the Permanent Secretary-PO-PSMGG; prepare Action plans and Cash flow plans in time; ensure the Budget Committees perform their duties in accordance with Section 18(2) of the Budget Act, CAP 439 and its Regulations; and prepare budget execution reports using the reporting format provided in the Part II of the Guidelines.

## CHAPTER ONE

### MACROECONOMIC REVIEW AND PROJECTIONS

#### 1.1 Introduction

1. This chapter portrays the recent macroeconomic performance and outlook. The main focus of the Government budget is on the implementation of priorities outlined in the National Five Year Development Plan, 2016/17-2020/21 and CCM Election Manifesto 2015 aiming at realising aspirations of the National Development Vision 2025. The priorities include: economic growth and industrialisation; fostering human development and socio-economic transformation; improving the business environment and enhancing implementation effectiveness. The macroeconomic fundamentals of the country have improved on account of effective implementation and management of development policies.

#### 1.2 Recent Economic Developments

##### 1.2.1 Global and Regional Economic Performance

###### (a) Economic Growth

2. In 2018, the global economy grew by 3.6 percent compared to 3.8 percent in 2017 and is projected to grow by 3.5 percent in 2019. The slower pace resulted from the trade dispute between China and the United States of America, prolonged uncertainty on Brexit, weakening of financial markets in Argentina and Turkey as well as political turmoil in the Middle East. The continued trade dispute between China and United State of America can impact growth of various countries in the world including Tanzania.

3. In the Southern African Development Community (SADC) region, output growth remained strong with average GDP recording growth of 3.2 percent in 2018 compared to 3.1 percent in 2017. The growth was driven by the strengthening of Democratic Republic of Congo and Botswana economies. Tanzania remained the fastest growing economy in the region for three consecutive years with an average growth of 6.9 percent. However, Angola and Namibia economies contracted by 1.7 percent and 0.1 percent respectively. This was largely steered by deteriorating oil sector following low level of reinvestment and important oil fields reaching production maturity in Angola, and weak performance in secondary and tertiary sectors in Namibia.

4. The East African Community (EAC) region economies improved further,

recording an average growth of 5.6 percent in 2018 compared to 4.4 percent in 2017. The growth was supported by agriculture, construction, services, transport and manufacturing activities.

**(b) Inflation**

5. Global annual headline inflation increased to 3.6 percent in 2018 from 3.2 percent in 2017 due to high oil prices particularly in the first nine months of 2018. However, in most Sub-Saharan Africa countries, inflation declined to 8.5 percent in 2018 from 11.0 percent in 2017 due to decline in prices of some food items associated with favourable weather conditions.

6. In the SADC region, the twelve months headline inflation eased to 8.2 percent in 2018 from 9.9 percent in 2017, with most countries recording declines. This trend was mainly on account of decline in prices of food associated with relatively favourable weather conditions and stability in exchange rates.

7. In the year ending June 2018, headline inflation rate for the EAC region averaged at 1.7 percent compared to 4.5 percent in year ending June 2018. This was attributed to improved food supply in member countries. The inflation rate remained below the region's convergence benchmark of not above 8.0 percent.

**1.2.2 Domestic Economic Performance**

**(a) GDP Growth**

8. Tanzania has been enjoying robust macroeconomic performance with real GDP at 2015 constant prices growing at an annual average of 6.4 percent in the last decade. In 2018, the growth rate was 7.0 percent at 2015 constant prices compared to a growth rate of 6.8 percent recorded in 2017. In addition, during the first half (January - June) of 2019, real GDP grew by 6.9 percent compared to 6.8 percent recorded during the same period in 2018. The growth was on account of increased public investment particularly in construction of infrastructure such as roads, railways, and airports; stability in power supply; improved transport services; increase in production of minerals particularly gold and coal; and increase in agricultural produce due to favourable weather condition. Economic activities that recorded the highest growth include: construction (16.5 percent); mining and quarrying (13.7 percent); information and communication (10.7 percent); water (9.1 percent); and transport and storage (9.0 percent).

**(b) Inflation**

9. Headline inflation continued to remain within the medium term target of 5.0

percent in year ending June 2019. During the period, headline inflation averaged at 3.2 percent compared to 4.3 percent in the preceding year, supported by an increase in food supply in the domestic and neighbouring countries' markets; and implementation of prudent fiscal and monetary policies. Inflation rate reached 3.4 percent in September 2019, which is the same rate recorded in the similar period in 2018.

10. Annual food inflation declined to an average of 1.4 percent in the year ending June 2019 from 6.4 percent in the preceding year. Meanwhile, the twelve months core inflation (inflation that excludes food and energy prices) increased to 2.8 percent from 1.6 percent.

### **(c) Monetary and Credit Developments**

11. In 2018/19, the Bank of Tanzania continued to sustain an accommodative monetary policy<sup>1</sup> stance aiming to increase liquidity in the economy while ensuring price stability. The goal of the policy was to support recovery of credit to the private sector and ultimately stimulate economic activities. Owing to these initiatives, extended broad money supply (M3) grew by 8.5 percent year-on-year in August 2019 compared to 6.6 percent in the corresponding period in 2018. This development was mainly driven by growth of domestic credit. Credit to the private sector grew by 8.2 percent compared to 5.2 percent in the corresponding period ending August 2018.

12. Growth in credit was recorded in most major economic activities such as agriculture (40.6 percent), mining and quarrying (28.4 percent), personal undertakings (17.4 percent) and manufacturing (14.5 percent). Personal-related undertakings and trade activities remained the major beneficiaries of loans by banks. Personal loans accounted for 29.2 percent in the year ending August 2019 while trade activities accounted for 18.0 percent.

### **(d) Interest Rate Developments**

13. During the year ending August 2019, overall lending rate decreased to 16.77 percent from 17.09 percent while one-year lending rates decreased to 16.34 percent from 18.19 percent in August 2018. Similarly, overall deposit rate decreased to an average of 7.01 percent in August 2019 from 7.63 percent in August 2018. However, 12-month deposits rate rose to an average of 8.86 percent in August 2019 from 7.75 percent in August 2018. As a result, the interest rate spread decreased to 7.48

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<sup>1</sup> In pursuance to accommodative monetary policy, the Bank reduced the discount rate from 9.0 percent to 7.0 percent in August 2018 and continued to supply liquidity to banks through Open Market Operations(OMO) and standby facilities (Lombard, intraday loans and discount window)

percentage points in August 2019 from 10.44 percentage points in the same period in the preceding year.

**(e) Exchange Rate Developments**

14. The shilling was fairly stable against the US dollar throughout the year, largely explained by fiscal consolidation and monetary policy measures. On average, the shilling depreciated against the US dollar by 1.7 percent in 2018/19, compared to 1.85 percent in the preceding year. In absolute terms, the shilling traded at an average rate of 2,293.1 shillings per US dollar in 2018/19, compared to 2,254.4 shillings per US dollar in 2017/18.

**(f) Banking Sector Performance**

15. The banking sector remained sound, stable and profitable; with levels of capital and liquidity above regulatory requirements. There was a notable improvement in earnings and profitability of the banking system as measured by Return on Assets (ROA) and Return on Equities (ROE) in August 2019 compared to August 2018. Profit from investment in assets increased from 6.88 percent in August 2018 to 8.16 percent in August 2019 and profit from re-investment in capital increased from 1.68 percent in August 2018 to 1.89 percent in August 2019.

16. The quality of the banking sector's assets slightly improved as reflected by a decrease in Non-Performing Loans (NPLs) ratio to 10.7 percent at the end of June 2019 from 11.3 percent recorded at the end of June 2018. The Bank of Tanzania has taken various regulatory measures<sup>2</sup> to address high levels of NPLs including directing all banks and financial institutions to implement non-performing loans reduction strategies and report progress on quarterly basis (**Table 1.1**).

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<sup>2</sup> Other measures include improvement of credit-underwriting process, mandatory use of credit reference reports during loan appraisal process and enhanced loan recovery efforts. Also, banks were required to implement internal remedial measures, which include centralizing decision making for large loans, taking disciplinary and legal actions against fraudulent staff and restructuring credit departments to increase efficiency and controls.

**Table 1.1: Indicators of Banking sector trend**

Indicator	Regulatory limit	Jun-18	Dec-18	Mar-19	Jun-19
Capital adequacy					
	minimum				
core capital/TRWA + OBSE	10	18.21	16.2	15.93	16.23
Liquidity					
	minimum				
Liquid assets/Demand liabilities	20	37.6	35.22	34.33	34.81
Total loans/Customer Deposits		83.94	85.07	88.65	84.51
Earnings					
Return on Assets-ROA		1.6	1.04	1.73	1.96
Return on Equity- ROE					
Asset Quality					
Gross non-performing loans/Gross loans		11.27	10.51	10.87	10.7

Source: Bank of Tanzania

### (g) Government Debt

17. As at August 2019, the debt stock comprising of external and domestic debt stands at 52,303.04 billion shillings compared to 49,283.44 billion shillings recorded in August 2018. Out of this, domestic debt stock amounted to 14,075.18 billion shillings and external debt stock amounted to 38,227.86 billion shillings. The increase was driven by issuance of government securities as well as new external loans disbursement for funding development projects. The Government debt has remained sustainable.

### (h) External Sector Performance

18. During the year ending June 2019, the overall balance of payments recorded a deficit of USD 1,059.6 million compared to a surplus of USD 627.9 million in the corresponding period in 2018. This was largely due to widening of the current account deficit which includes trade in goods, service and transfers of assets abroad. The current account recorded a deficit of USD 2,257.3 million during the year ending June 2019 compared with a deficit of USD 1,771.7 million in the preceding year (**Table 1.2**). This development is largely owed to an increase in the value of imported goods especially capital goods for the ongoing infrastructure projects in the country coupled with a decline in export of goods. Gross official reserves held by the Bank of Tanzania amounted to USD 5,200.1 million at the end of August 2019 compared to USD 5,500.5 million at the end of August 2018, which is sufficient to cover 6.0 months of projected import of goods and services excluding foreign direct investments related imports. This was driven by demand of foreign reserves for

implementing development projects and debts service.

			Dollar million
	2017/18	2018/19 <sup>P</sup>	Percentage change
		-	
Items	2,974.20	-3,853.40	29.6
Exports	4,691.90	4,493.60	-4.4
Imports	7,666.10	8,347.00	8.9
Service account	1,720.70	2,035.60	18.3
Receipts	3,896.60	4,068.00	4.4
Payments	2,175.90	2,032.40	-6.6
		-	
Goods and Services	1,253.50	-1,817.80	45
Export of goods and services	8,588.50	8561.6	-0.3
Import of goods and services	9,842.00	10,379.40	5.5
Primary income account	-952.70	-820.1	-13.9
Receipts	138.60	191.2	38
Payments	1,091.30	1,011.30	-7.3
Secondary income account	434.50	380.6	-12.4
Inflows	521.1	440.2	-15.5
O/W General Government	155.3	68.2	-56.1
Outflows	86.6	59.6	-31.2
<b>Current account balance</b>	<b>-17717.7</b>	<b>-2,257.30</b>	<b>27.4</b>

Source: Tanzania Revenue Authority and Bank of Tanzania

### 1.3 Macroeconomic Outlook

#### 1.3.1 Global output

19. The IMF's World Economic Outlook Update of July 2019 forecast global output to grow at 3.2 percent in 2019 from 3.6 percent in 2018, and pick up to 3.5 percent in 2020 (**Table 1.3**). Anticipated negative effects of the US-China tariff hikes, fading of the impact of the US's fiscal stimulus, and weak investment and private consumption across advanced and emerging market economies largely explain the projected downcast of global output.

20. Output growth in Sub-Saharan Africa is expected to pick-up to 3.6 percent in 2020 from 3.4 percent projected in 2019 mainly driven by strong growth in non-resource rich countries and scaling up of public investments in infrastructure.

**Table 1.3: World Economic Growth and Outlook (Percent)**

	Actual		Projections	
	2017	2018	2019	2020
World	3.8	3.6	3.2	3.5
Advanced economies	2.4	2.2	1.9	1.7
Emerging and Developing Economies	4.8	4.5	4.1	4.7
China	6.8	6.6	6.2	6.0
India	7.2	6.8	7.0	7.2
Sub-Saharan Africa	2.9	3.1	3.4	3.6

*Source: IMF, World Economic Outlook Update, July, 2019*

### 1.3.2 Domestic Macroeconomic Outlook

#### (a) Output

21. GDP growth for 2019 has been projected at 7.0 percent and further up in the medium term, averaging at 7.1 percent. The trend is supported by continued public investment in infrastructure, integration of private sector by implementation of the Blueprint Action Plan for Regulatory Reforms to Improve Business Environment (The Blueprint) as well as concerted effort by the Government to promote industrial economy through agriculture transformation.

#### (b) Inflation

22. Inflation is projected to remain within EAC convergence criteria of below 8.0 percent through June 2020 and is expected to stabilize at 5.0 percent in the medium term, on account of: reliable and affordable power supply; expected stability in global oil prices; prudent fiscal policy management; and improved production of agricultural crops as a result of favourable weather condition in the EAC region.

#### (c) Monetary Outlook

23. In 2019/20, the Bank of Tanzania will embark on further liquidity easing to support the recovery of credit to the private sector and expansion of economic activities. In line with this, the extended broad money supply (M3) is projected to grow at 10.0 percent by June 2020, while credit to private sector is projected to grow by about 13.5 percent, up from 7.6 percent recorded in June 2019. This policy stance is in line with low inflation expectation in the coming fiscal year, which is forecasted to remain within the medium-term target of 5.0 percent. The Bank will continue to maintain gross official reserves at levels adequate to cover at least 4 months of projected imports of goods and services for the period.

24. In 2020/21, the Central Bank will continue to focus on maintaining targeted single digit headline inflation rate by achieving specific monetary policy targets, while ensuring stability in the money market interest rates. Further, the adoption of

an interest based monetary policy framework will safeguard effectiveness and credibility of monetary policy in achieving price stability and sustain high economic growth. The Bank will continue to maintain an adequate level of foreign reserves within the statutory requirements while remaining mindful of the financing needs of the development projects.

**(d) External Sector Outlook**

25. In 2020/21, the current account balance is expected to widen on account of expected increase in imports of capital goods for the ongoing flagship projects. Exports are expected to increase moderately supported by the improvement in mineral exports due to establishment of mineral auctions which increases transparency in mineral proceeds.

## CHAPTER TWO

### REVIEW OF THE PLAN AND BUDGET IMPLEMENTATION FOR 2018/19

#### 2.1. Introduction

26. This chapter reviews implementation of Government's plan and budget for the year 2018/19 as outlined in FYDP II; CCM election manifesto of 2015; Government directives as par Hon. President's Speech while officially inaugurating the 11<sup>th</sup> Parliament of United Republic of Tanzania in November, 2015; and Sustainable Development Goals (SDGs 2030). The objective of the review is to assess achievements recorded in order to feed into the 2020/21 budget preparations. The review is made on specific selected on-going flagship and strategic projects, and other Government initiatives in terms of actual expenditure against estimates as well as achievements recorded during the period.

#### 2.2. Budget Performance for 2018/19

27. In 2018/19, the Government implemented various domestic revenue policies, focusing on widening tax base, strengthening management of existing sources especially by intensify the use of electronic collection systems and other administrative measures. During the period under review, implementation of the plan and budget took into consideration Development Cooperation as well as the Government Loans, Guarantees and Grants Act, CAP 134. On the other hand, expenditure policies focused on aligning revenues with expenditure priorities and management of public finance through enforcement of Budget Act, CAP 439.

##### 2.2.1. Domestic Revenue

28. In 2018/19, domestic revenues including Local Government Authorities' (LGAs) own sources amounted to 18,529.6 billion shillings, equivalent to 88.7 percent of the target of 20,894.6 billion shillings. Out of the amount, revenues collected by TRA were 15,511.3 billion shillings or 86.2 percent of the target of 18,000.2 billion shillings, non-tax revenue collection amounted to 2,356.9 billion shillings equivalent to 109.2 percent of the target of 2,158.8 billion shillings and revenue collection from LGAs own sources amounted to 661.4 billion shillings, equivalent to 89.9 percent of the target of 735.6 billion shillings.

29. Underperformance of tax revenue collection was attributed to various factors including: continued loss of revenue caused by challenges of imposing tax on informal sector, smuggling activities especially through illegal landing sites along the Indian Ocean and unauthorized routes across borders; and existence of dishonest traders who do not issue receipts on sales.

### **2.2.2. Expenditure**

30. In 2018/19, the Government released 27,049.2 billion shillings which is 83.3 percent of estimates of 32,475.9 billion shillings. Out of the amount, recurrent expenditure was 19,099.9 billion shillings, equivalent to 92.5 percent of the adjusted estimates of 20,642.6 billion shillings and development expenditure was 7,949.3 billion shillings, equivalent to 67.2 percent of the adjusted estimates of 11,833.4 billion shillings.

#### **(a) Recurrent Expenditure**

31. The recurrent expenditure included: Personal Emoluments (PE) 6,659.6 billion shillings equivalent to 89.9 percent of the annual estimates of 7,409.9 billion shillings; debt service 7,701.7 billion shillings, equivalent to 92.0 percent of estimates of 8,372.9 billion shillings; and Other Charges (OC) 4,738.6 billion shillings which was 97.5 percent of estimates.

#### **(b) Development Expenditure**

32. The development expenditure for 2018/19 was 7,949.3 billion shillings which accounts for 67.2 percent of estimates of 11,833.4 billion shillings. Out of the amount, 6,496.2 billion shillings were locally financed and 1,453.1 billion shillings were externally financed. In addition, during the period under review, the Government spent 7,701.7 billion shillings for repayment of loans acquired to finance various development projects.

### **2.2.3. Grants**

33. The disbursement of grants in 2018/19 amounted to 461.2 billion shillings equivalent to 43.0 percent of the estimates of 1,081.4 billion shillings. Out of grants disbursed, the Basket Funds amounted to 175.9 billion shillings, which is 90.8 percent higher than the planned estimates of 92.2 billion shillings. The project grants amounted to 285.3 billion shillings, equivalent to 38.0 percent of estimated 752.9 billion shillings.

### **2.2.4. Deficit Financing**

#### **(a) Concessional Loans**

34. The disbursement of concessional loans in 2018/19 amounted to 1,622.2 billion shillings, which is 2.0 percent higher when compared to the planned target of 1,595.2 billion shillings. Out of the amount disbursed, the General Budget Support amounted to 125.4 billion shillings, equivalent to 41.0 percent of estimates of 309.5 billion shillings, Basket funds amounted to 44.3 billion shillings, which surpassed the target by 31.0 percent and project funds amounted to 1,452.5 billion shillings, which

surpassed the target of 1,252.0 billion shillings by 16.0 percent.

**(b) Non-Concessional Borrowing**

35. In 2018/19, the Government raised 1,144.8 billion shillings from foreign sources against estimates of 3,111.1 billion shillings, equivalent to 36.8 percent. The observed shortfall in external non-concessional borrowing was on account of tighter global financial conditions due to appreciation of the US Dollar and higher interest rates. In addition, the Government borrowed 3,951.7 billion shillings from domestic markets against estimates of 5,793.7 billion shillings, equivalent to 68.2 percent. Out of the amount, 3,319.0 billion shillings were for refinancing and 631.7 billion shillings were for financing budget deficit.

**2.3. Achievements of Budget implementation**

36. This section highlights achievements recorded in the implementation the Government budget. The recorded achievements were:

37. **Repayment of Public Debt:** During the period between 2016/17 to September, 2019, the Government paid 24,499.2 billion shillings for settlement of loans acquired to finance various development projects.

38. **Payment of Employees Salaries:** A total salary of 22,169.9 billion shillings was paid on time to Government employees for the period between 2016/17 to September, 2019.

39. **Revenue Collection:** Tax revenue collections increased from an average of 800 billion shillings per month in 2016/17 to an average of 1,292.6 billion shillings per month in 2018/19, mainly due to efforts made by the Fifth Phase Government, including: strengthening tax collection systems, simplifying tax payments and enhancing response to voluntary tax payment. The efforts have continued to deliver fruitful success which led to tax revenue collections in September, 2019 reaching 1,785.0 billion shillings.

40. **Construction of Standard Gauge Railway Line (SGR):** In 2018/19, the Government continued with the construction of standard gauge railway line where implementation status of Dar es Salaam – Morogoro section is at 63.0 percent. The implemented activities were track laying, construction of bridges and culverts, placement of catenary poles and construction of Dar es Salaam, Pugu and Soga stations. On the other hand, the Morogoro – Makutupora section is at 16.0 percent and activities carried out include: completion of detailed design; construction of project access roads; design of stations and other buildings; and drilling of two

tunnels in Kilosa. A total of 2.52 trillion shillings have been released for implementation of the project, out of which 455.6 billion shillings were released in 2018/19.

41. **Julius Nyerere - Hydro Power Project (JN-HPP):** The Government has continued to implement the JN-HPP project which is expected to cost 6,558.6 billion shillings and contribute 2,115 MW to the national grid by 2022. In 2018/19, a total of 1,047.0 billion shillings were spent on: contractor's advance payment, construction of Adit tunnel and supportive infrastructure.

42. **Strengthening Air Tanzania Company Limited (ATCL):** In 2018/19 a total of 262.4 billion shillings were budgeted and spent on: finalization of payments for one new Aircraft Boeing 787-8 Dreamliner; training of 79 pilots and 88 airline engineers; rehabilitation of Aircraft maintenance workshop at Kilimanjaro International Airport and procurement process for other three Aircrafts (one Bombardier Q400 and two Airbus A220-300). A total of 746.6 billion shillings have been released and spent on procurement of 11 new Aircrafts, whereby seven (7) Aircrafts have been delivered and received, one (1) Aircraft is expected to be received the end of 2019 and three Aircrafts (3) are under construction following releasing of advance payments.

43. **Power Projects:** Construction of 220 kV transmission line from Makambako to Songea has been completed; and construction of other power generation projects using various energy sources including hydro and gas are ongoing. The ongoing projects include: Kinyerezi I Extension 185 MW (implementation has reached 85 percent); Rusumo 80 MW (tunnel works are ongoing and construction of roads, water catchment infrastructure and staff houses have been completed); and Kakono 87 MW (geotechnical and hydrology surveys have been completed and environmental and social impact assessment is at initial stages). In addition, up to September, 2019 a total of 8,102 villages of Tanzania Mainland have been connected to electricity, which is 66.4 of the planned 12,268 villages.

44. **Ship Building Projects:** the building of MV Mbeya at lake Nyasa has been completed; and the building and rehabilitation of ships at lake Victoria and Tanganyika is on going. A total of 564.7 billion shillings been released for implementation of these projects.

45. **Construction of Julius Nyerere International Airport (JNIA) Terminal III:** The construction cost of Terminal III at JNIA was Euro 276 million, equivalent to 722.1 billion shillings. In 2018/19, the Government released 92.2 billion shillings for completion of various activities including electricity connection and installation of

communication and technological systems. The Terminal building which has the capacity to handle six million passengers per year has been completed and started operation. In addition, the construction and rehabilitation of Mwanza Airport has reached 95 percent, with the total funds released to the project amounting to 73 billion shillings. Moreover, the construction and rehabilitation of airports in other regions is at different stages, whereby the total amount of funds released was 147.2 billion shillings.

46. **Installation of civilian aviation Radars:** The achievements recorded were: **JNIA:** completion of radar infrastructure and mechanical installations; **Mwanza:** completion of radar infrastructure construction; completion of radar mechanical installation; and continue with radar operation testing. **KIA:** completion of radar infrastructure construction; completion of mechanical installation; and continue with radar operation testing. **Songwe:** construction of building infrastructure for radar installation is ongoing. In addition, installation of two small radars at Arusha and Zanzibar airports is on going. A total of 67.3 billion shillings were released for implement of these projects.

47. **Ports infrastructure development:** Expansion of Berth No. 1 and 2 at Dar es Salaam Port has been completed, expansion of Berth No. 3, has been completed by 60 percent and construction of Ro-Ro berth is 90 percent completed. The total amount of funds released to finance expansion of the Port was 180.56 billion shillings. In addition, improvement of Tanga and Mtwara Ports is ongoing and the funds released amounted to 50 billion shillings. Further, improvement of Ports in other Lakes is ongoing and a total of 3.5 billion shillings were released for financing of Ports improvement.

48. **Construction of Oil pipeline from Hoima (Uganda) to Tanga (Tanzania):** Compensation assessment of the land to be used for construction of project infrastructure has been completed and approved by Chief Valuer. A total of 1.2 billion shillings were released for the financing of the project.

49. **Construction of Flyovers at Dar es Salaam City:** Construction of Mfugale Flyover was completed and operationalized, whereby the total project cost was 96 billion shillings. On other hand, construction of Ubungo Interchange has reached 55 percent, with the total funds released amounting to 47.26 billion shillings.

50. **Construction of Roads and Bridges:** A total of 140.42 km of trunk roads and 20.98 km of regional roads were constructed at bitumen standards. On construction bridges, the progress made was the completion of the following bridges: Sibiti

(Singida), Momba (Rukwa) Mlalakuwa (Dar es Salaam), and Lukuledi (Lindi); construction of Mara bridges has reached 98 percent; Ruhuhu (Ruvuma) 80 percent; Mangara (Manyara) 79 percent; and construction of New Selander (Dar es Salaam) and Kigongo - Busisi (Mwanza) is on going. A total of 2.2 trillion shillings were released for implementation of roads and bridges projects. Moreover, 10 billion shillings were released for expansion of Kimara - Kibaha road.

51. **Mkulazi Sugar Industry and Sugar-cane Farm:** Mkulazi - Farm I: Implemented activities included: acquisition of water permit usage from Ruvu River, completion of detailed design for construction of 15 million litres water pool and preparation of the site for the industry. Mbigiri Farm- Mkulazi II, implemented activities were: completion of the project feasibility study; continue with construction of industry buildings; improvement of roads and buildings infrastructure; and procurement of industry installation contractor. A total of 15.65 billion shillings were released for implementation of this project.

52. **Agriculture:** The agriculture sector remained the leading contributor to the economic growth. A total of 56.5 billion shillings were released in 2018/19 which is equivalent to 45.6 percent of estimates of 123.9 billion shillings. Some of the registered achievements in agriculture sector were:

- (a) **Agricultural inputs and Food production:** Improved seeds and fertilizers availability were 49,040.66 and 212,288.00 tons respectively. A total of 296,000 litres and 3,000 kilogrammes of agrochemicals were procured to control crop pests and diseases outbreak. Food production was 16,891,974 tons compared to the national food requirements of 13,569,285 tons, making an excess of 3,322,689 tons. Out of the total production, 9,537,857 tons were Cereals crops and 7,354,117 tons were non-Cereals crops. Further, the Government through National Food Reserve Agency (NFRA) purchased and stored a total of 47,114,047 tons to ensure food availability and price stability.
- (b) **Cooperative Societies:** The number of Cooperative Societies increased from 10,990 in 2017/18 to 11,331 in 2018/19. Likewise, the number of Cooperative Societies members increased from 2,619,311 to 3,998,193 in the period under review. Crops collected and sold through Cooperative Societies under the Warehouse Receipt System were: Coffee 97,151 tons, Cashew nuts 224,824.4 tons, Tea 34,010 tons, Tobacco 60,552.7 tons, Cotton 221,619 tons and Cocoa 4,445.6 tons. In addition, structured marketing system for agriculture produces was established, whereby a total of 333,227.4 tons of avocado, banana, cocoa seed, paddy, beans, maize, rice and garlic were exported.
- (c) **Livestock:** Achievements recorded in livestock subsector included: improvement of five (5) Heifer's farms of Sao Hill, Kitulo, Ngerengere,

Nangaramo and Mabuki; distribution of 15,097 heifers; procurement and distribution of 8,823.53 litres of Acaricides to 1,409 working dip pools countrywide; increase of heifers from 1,100,000 in 2017/18 to 1,294,882 in 2018/19, which resulted to an increase in milk production from 2.4 billion litres to 2.7 billion litres, equivalent to an increase of 6.67 percent; and milk processing increased from 56 million litres to 66.9 million litres in 2018/2019 equivalent to an increase of 19.4 percent. Other notable achievements included: A total of 5,384,735.8 kilograms of wet blue and leather products worth of 8,165.4 billion shillings were exported; created an enabling environment for investment in livestock vaccines manufacturing industries and livestock products processing industries, whereby six (6) industries are at various stages of construction; and conducted insemination training to 889 professionals in 2018/19 compared to 204 professionals trained in 2017/18, equivalent to 190.7 percent.

- (d) **Fisheries:** a total of 51,718.8 tonnes of fish and other fish products worth 691.8 billion shillings were exported; completion of feasibility study for construction of fishing port; a total of 106 sea and land patrol operations were conducted whereby 260 culprits were apprehended; 401 inspections of fish and fishery products, fish processing industry, cold storage and stores were conducted; and non-tax revenue increased from 21.5 billion shillings in 2017/18 to 30.3 billion shillings in 2018/19, largely due to export royalty on fisheries exports.

53. **Minerals Projects:** The achievements recorded through implementation of Sustainable Management of Mineral Resources Project (SMMRP) were: completion of Lwamgasa demonstration center; establishment of 28 mineral markets and 11 mineral purchasing Centres; construction of seven (7) Centres of Excellence at Bariadi, Bukoba, Musoma, Handeni, Mpanda, Chunya and Songea, whereby four (4) centres have been completed and three (3) are at final stages of completion; facilitation of Geological Exploration in six (6) areas proposed for establishment of Minerals Processing Demonstration Centers; installation of optical fibers in Regional Mining Offices aiming at strengthening the Mining Cadastral System; Mineral Licensing and Information System was improved where by 13,180 mining licenses were issued and approved. The measures taken resulted to an increase in revenue collection to 337.7 billion shillings, equivalent to 108.7 percent of estimated collection of 310.6 billion shillings (royalty and inspection fees 335.2 billion shillings, others sources 2.5 billion shillings). In addition, the Government managed to rescue illegally owned minerals (66.6 carats of diamond, 320.4 kg of gold, and 75,957.3 kg of gemstones) worth USD 13,566,078.6, equivalent to 30.9 billion shillings. Further, the Government impounded minerals worth USD 311,989.5, equivalent to 71 billion

shillings. Moreover, the Government has completed negotiations with Barrick Company that have resulted to the establishment of Twiga Mineral Corporation for operation of North Mara, Buzwagi and Bulyanhulu mines. The new Company is jointly owned between the Government (16 percent shareholding) and Barrick Company (84 percent shareholding).

54. **Water:** In 2018/19, the Government disbursed 140.5 billion shillings equivalent to 82.6 percent of estimates of 170.0 billion shillings through the National Water Investment Fund. The funds were spent on completion of construction of 198 water projects and make the total projects completed reaching 1,659 projects with 86,780 water catching points capable of serving 25,359,290 people. Other implemented water projects included: Same – Mwanga – Korogwe project (which has been completed by 60 percent) and new regional headquarters projects in Njombe (95 percent), Songwe (90 percent) and Geita (100 percent). On the other hand, the Water Supply and Sanitation Act, 2019 was enacted and the Rural Water Supply and Sanitation Agency (RUWASA) was established. Other projects which were implemented during the period under review included: expansion and rehabilitation of national water projects whereby, the implementation status of Chalinze water project has reached 79.5 percent, Wanging'ombe water project (90 percent); rehabilitation of Nachingwea water project (completed), and Lake Victoria water project, whereby water pipe connections to Isaka, Tinde and Kagongwa towns was completed by 99 percent. Up to June, 2019 a total of 714 billion shillings were released for implementation of water projects.

55. **Education:** The Government continued to implement Fee Free Basic Education Policy whereby 249.7 billion shillings were released in 2018/19. Enrolment of Standard One pupils increased to 1,670,919 in 2019 compared to 1,618,875 pupils enrolled in 2018, equivalent to an efficiency of 103.2 percent. Enrolment of form one students in secondary education increased from 595,427 students in 2018 to 733,103 students in 2019. The impressive performance was mainly contributed by effective implementation of Fee Free Basic Education Policy which enabled all eligible students to be enrolled. In addition, 29.9 billion shillings were released for completion of 2,392 class rooms in 1,001 secondary schools; 56.8 billion shillings were released for construction of classrooms, canteens, hostels, toilets, water wells, and construction of four primary schools through the P4R programme. Further, 35.2 billion shillings were released for completion of 2,760 classrooms and 670 toilets for primary schools.

56. Further, the Government has improved learning and teaching environment by: constructing new staff quarters and rehabilitating 10 old Government secondary

schools at a cost of 18.7 billion shillings; construction of 70 staff houses for schools located in hard to reach and marginalised areas at a cost of 4.2 billion shillings; 3.1 billion shillings were released as a support to higher learning institutions and secondary schools operations; 6.2 billion shillings were released for construction and reahabilitation of Mpuguso, Kitangali, Ndala and Shinyanga Teachers' Colleges; 20.9 billion shillings were released for financing of printing, transportation and distribution of teachers' guide books for primary and secondary education; and 59.4 billion shillings were released for financing of VETA operations and rehabilitation of workshops.

57. In 2018/19, the number of students who benefited from Higher Education Students' Loans was 123,566 compared to 122,623 students in 2017/18. The total expenditure on students' loans in 2018/19 amounted to 427.6 billion shillings compared to 443.1 billion shillings spent in 2017/18. The decrease in expenditure was on account of improved controls in the criteria for enrolment and issuance of students' loans, deregistration of some of Higher Learning institutions, deletion of some courses and reviewing of new criteria for accessing students' loans. Furthermore, 11.9 billion shillings were released for construction and rehabilitation of higher learning institutions (Sokoine University of Agriculture, Mzumbe, Ardhi and Mbeya University of Science and Technology). Up to June, 2019 a total of 1.8 trillion shillings were released for implementation of various projects in education sector.

58. **Health:** During the period under review, efforts were made by the Government in improving health services. As a result, the following achievements were registered: construction of 67 new District hospitals (100.5 billion shillings) and starting preparations for construction of three (3) new hospitals, which are Uhuru hospital (Dodoma), Tunduma District hospital (Songwe) and Ubungo Municipal hospital (Dar es Salaam); improved access to essential drugs and medical equipment (121.6 billion shillings); procurement of PET Scan Machine for Ocean Road Cancer Institute (14.5 billion shillings); provision of protection and vaccination services to children under one year reached 97 percent (7.0 billion shillings); procurement of medical equipment for Jakaya Kikwete Cardiac Institute - JKCI (1.4 billion shillings); and continued improvement of Maternal and Child Care services, whereby 470 Health Facilities were constructed and rehabilitated at a cost of 184.6 billion shillings and the project was completed by 98 percent. The total funds released for implementation of health projects up to June, 2019 were 2.3 trillion shillings.

59. **Strategic Revenue Generating Projects:** During the period ending June 2019, the government has been implementing 18 strategic projects in 16 regions whereby

22.6 billion shillings were released. The release of funds considered, among other things presentation of works completion certificates. As of June 2019, one project (Mburahati Modern Market) was completed and is in operation, and the other 17 projects are at different stages of implementation.

60. **Mchuchuma Coal Project and Vanadium, Titanium and Iron Liganga:** Project Progress: Completion of assessment of quantity, type and value of minerals in Liganga Rocks; and completion of compensation valuation for land and properties of people affected with project. A total of 700 million shillings were released for this project.

61. **Special Economic Zone:** Special Investment Area in Kigoma: Completed works are: Completion of feasibility study and preparation of a Plan for developing the area as well as demarcation of plots for investors; and developing the infrastructure by constructing 28.46 km of roads and installation of 106 demarcation marks. Special Investment Area in Mtwara: Completion of detailed design and construction of 2.7 km of roads towards the project area; and completion of water supply infrastructure and detailed design for construction of roads infrastructure. A total of 5.8 billion shillings were released for implementation Special Economic Zone projects.

62. **Industrial Projects:** The Government is implementing the following projects: Strengthening Small Industries Development Organisation - SIDO; strengthening the Centre for Agricultural Mechanisation and Rural Technology (CAMARTEC); renovation and expansion of Karanga Leather Factory in Moshi; developing Engaruka Valley Soda-Ash project in Arusha; strengthening TAMCO industrial estates in Kibaha; strengthening Tanzania Industrial Research and Development Organisation (TIRDO); and strengthening Tanzania Engineering and manufacturing Design Organisation (TEMDO). A total of 20.0 billion shillings were released for implementation of these projects.

63. **Challenges and way forward:** the budget implementation faced various challenges, including: mismatch between revenue and expenditure requirements; lower than expected increase in tax revenues; imposition of grants and concessional borrowing terms and conditions which are contrary to the Tanzanian norms and values; under realization of grants and borrowing caused by some Development Partners not fulfilling their pledges and interest rate volatility in international financial markets; and tax evasion and smuggling. In addressing the challenges, the following measures will be taken: promoting voluntary tax compliance by

monitoring the compliance behavior of taxpayers in risk sectors; close monitoring on the usage of Electronic Fiscal Devices; continue negotiations with Development Partners and International Financial Institutions; strengthening the Tanzania Mercantile Exchange (TMX); and continue aligning expenditure to available revenues.

## CHAPTER THREE

### PLAN AND BUDGET FRAMEWORK FOR 2020/21

#### **3.1. Introduction**

64. This Chapter highlights the mediumterm fiscal policies as well as revenue and expenditure projections. Section 21 (3) of the Budget Act, CAP. 439, requires the Government to formulate and implement sound fiscal policies to stimulate investment, economic growth and improve welfare of the people. The fiscal policies for the medium term are focused on ensuring effective implementation of the FYDP II and other Government priorities.

#### **3.2. Macroeconomic Projections and Policy Targets**

65. Macroeconomic projections and policy targets are as follow: To attain real GDP growth of 7.1 percent in 2020 up from the 2019 projected growth of 7.0 percent; contain inflation to a single digit of an average of 5.0 percent over the medium term; domestic revenue is projected at 14.8 percent of GDP in 2020/21; the Government expenditure is projected at 21.7 percent of GDP in 2020/21; and budget deficit (including grants) is estimated to be below 3.0 percent of GDP in 2020/21 in line with the EAC member states agreement; and official foreign reserves to cater for Tanzania's imports of goods and services for a period of not less than four months.

#### **3.3. Macroeconomic Assumptions**

66. The key assumptions underlying macroeconomic projections and policy targets in the medium term are as follow: Peace, security, tranquillity and unity within the country and across the region will be maintained; stability in the global economy and improvement of the world market prices; and favourable weather conditions in the region to facilitate production of enough food stuff.

#### **3.4. Medium Term Revenue Policies and Projections**

##### **3.4.1. Domestic Revenue Policies**

67. Domestic revenue policies in the medium term focus on enhancing revenue collection by continuing to:

- (i) Improve business and investment environment in order to promote small and medium businesses for sustainable economic growth;
- (ii) Enhance voluntary tax compliance and expansion of the tax base;
- (iii) Strengthening the administration of tax and non-tax revenue collections including LGAs own source through effective use of the ICT Systems;
- (iv) Strengthen enforcement of tax laws in order to address tax evasion challenges

- and minimize revenue leakages; and
- (v) Streamlining multiplicity of levies and fees to enhance business and investment environment.

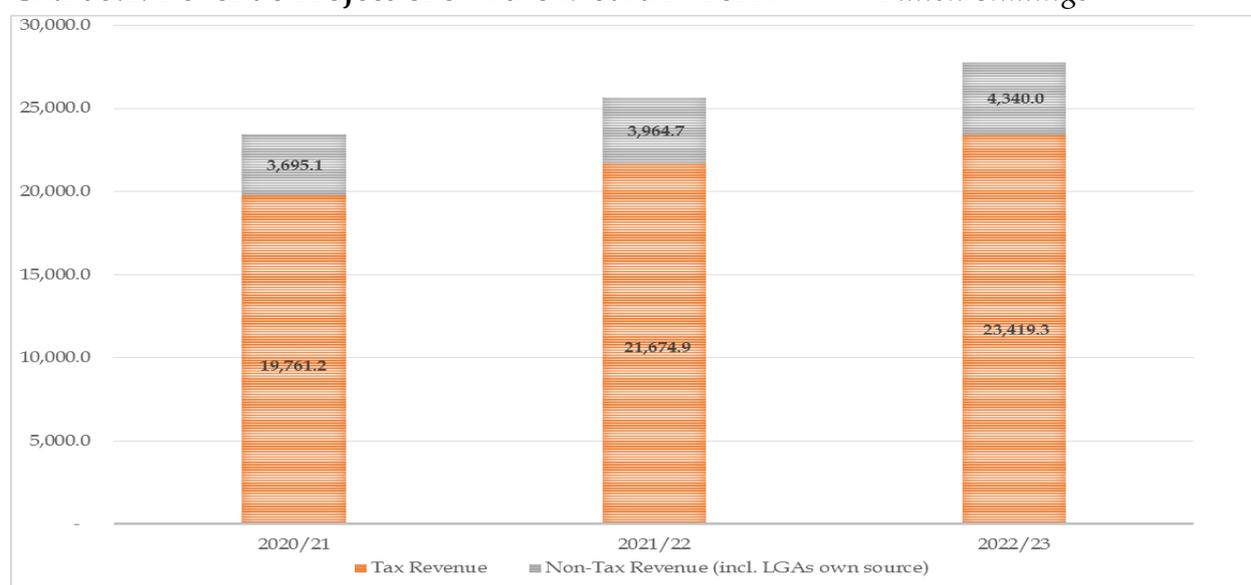
### 3.4.2. Domestic Revenue Projections

68. Domestic revenue including LGAs Own Source is projected to increase to 23,456.3 billion shillings in 2020/21 from 23,045.3 billion shillings in 2019/20. In the medium term, domestic revenue is projected to increase by an average of 8.8 percent to 27,759.3 billion shillings. The share of domestic revenue to total budget is projected to increase from 68.3 percent in 2020/21 to 73.7 percent in 2022/23.

69. In 2020/21, tax revenue is projected to increase by 4.3 percent to 19,761.2 billion shillings from 18,955.2 billion shillings in 2019/20. In the medium term, tax revenue is projected to grow by an average of 8.9 percent to 23,419.3 billion shillings in 2022/23. The share of tax revenue to GDP is projected at 12.5 in the medium term.

70. In the medium-term, non-tax revenue including LGAs own sources is projected to increase to 4,340.0 billion shillings in 2022/23 from 3,695.1 billion shillings in 2020/21, equivalent to 17.5 percent growth. The share of non-tax revenue including LGAs own sources to GDP is projected at 2.3 percent in the medium term.

**Chart 3.1: Revenue Projections in the Medium-Term** *Billion Shillings*



Source: Ministry of Finance and Planning

71. In the medium-term, the Government will continue to carry out, among others, the following administrative measures in order to achieve projected domestic revenue targets:

- (i) Expansion of tax base through collection and utilization of third-party

information gateways on potential new taxpayers and simplify registration processes through the use of Online Taxpayers Identification Number Registration System;

- (ii) Enhance effective monitoring of EFDs usage through the implementation of the upgraded Electronic Fiscal Devices Management System (EFDMS);
- (iii) Enhance taxpayers' compliance through implementation of the Compliance Risk Management Plan (CRMP);
- (iv) Implement the Tanzania Electronic Single Window System (TeSWs) to facilitate clearance of goods at the border posts as well as reducing the cost of doing business;
- (v) Strengthening marine and border patrol operations through collaboration of national security agencies to curb smuggling and illicit trade;
- (vi) Fast track rollout of the Government electronic Payment Revenue Gateway System (GePG) to ensure efficiency and effectiveness in revenue collections;
- (vii) Strengthening monitoring mechanisms in Public Entities to ensure timely and appropriate revenue contribution to the Consolidated Fund;
- (viii) Procurement of Point of Sale machines to enhance LGAs with lower capacity;
- (ix) Develop and implement strategies to enhance the capacity of the LGAs that operate under capacity; and
- (x) Strengthening the capacity of MDAs and LGAs officers' in assessment and mobilization of domestic revenue and collaboration among themselves.

### **3.5. Medium Term Grants Policies and Projections**

72. The Development Cooperation Framework (DCF) will continue to be used as a guiding tool for engagement between the Government and Development Cooperation Partners (DCPs). Recently, the Government has disseminated the Development Cooperation Framework's Action Plan to RSs and LGAs in order to enhance development cooperation with DCPs.

73. In the medium-term, grants from DPs are projected at 1,268.6 billion shillings in 2020/21 and projected to increase to 1,316.9 billion shillings in 2022/23, equivalent to a growth of 3.8 percent. General Budget Support (GBS) is projected at 154.2 billion shillings in 2020/21 and estimated to increase to 160.0 billion shillings in 2022/23. Basket Funds support is projected at 172.9 billion shillings in 2020/21 and increase to 179.5 billion shillings in 2022/23. Project Funds support is projected at 941.5 billion shillings in 2020/21 and increase to 977.4 billion shillings in 2022/23.

### **3.6. Medium Term Financing Policy and Projections**

74. In the medium-term, the Government will continue to ensuring that financing needs are met at the lowest possible cost consistent with prudent risk management,

as well as supporting development of domestic financial markets. The Medium-Term Debt Strategy (2018/19-2022/23) guides the Government's borrowing to ensure the country remains within the sustainable debt levels. Therefore, a mix of concessional, and semi concessional mostly from Export Credit Agencies (ECAs), and non-concessional loans will remain the potential external sources of financing development projects particularly flagship projects. With regards to domestic debt financing, all maturities will be used with preference on the long-term bonds in order to lengthen redemption profile of Government securities.

75. In the medium term, the overall fiscal deficit (including grants) is projected at 3,943.4 billion shillings equivalent to 2.5 percent of GDP. Out of this, 2,355.3 billion shillings will be net foreign financing and 1,588.2 billion shillings will be net domestic financing (equivalent to 1.0 percent of GDP). The overall deficit is expected to decrease to 1,615.6 billion shillings equivalent to 0.9 percent of GDP in 2022/23.

### **3.6.1. Borrowing from Domestic Sources**

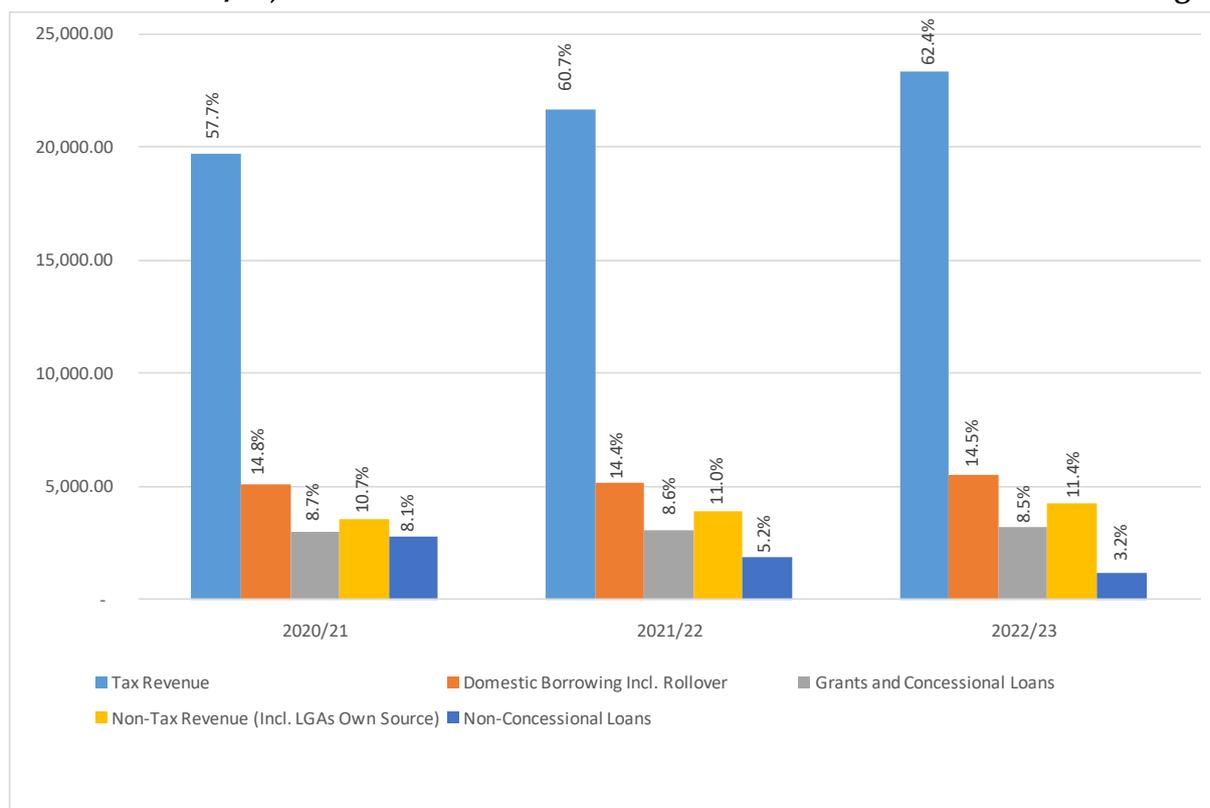
76. Domestic borrowing remains a potential source for financing implementation of development expenditure. The Government will continue to ensure domestic borrowing is limited to levels that will not crowd out the private sector. In an effort to further develop the domestic market for debt securities, the Government will reintroduce benchmark bond programme to: guide yield curve development; increase tradeable volume of fungible bonds; provide greater liquidity to investors and enhance price transparency; and lower risk to the market. Therefore, in the long-term the benchmark bond programme will provide lower borrowing costs to the Government. In addition, the Government will introduce the mobile bidding platform in order to widen investors' base for Government securities and public awareness programmes.

### **3.6.2. Borrowing from External Sources**

77. The Government will continue to use concessional loans as the preferred source of financing the budget deficit. However, the recent international financing landscape changes have necessitated access to non-concessional sources to complement the limited concessional financing. Non-concessional borrowing will continue to finance development projects with high economic returns with preference on semi concessional loans and where possible, fixed rate commercial loans to mitigate interest rate risk.

78. The Medium-Term Plan and Budget Framework in analytical and accounting format is shown in Chart 3.2 and Table 3.2, 3.3 and 3.4

**Chart 3.2: Composition of the Resource Envelope in the Medium Term (2020/21 - 2022/23)**  
*Billion Shilling*



Source: Ministry of Finance and Planning

### 3.7. Medium Term Expenditure Policy and Projections

#### 3.7.1. Expenditure Policies

79. The Medium-Term Expenditure Policies will include the following:

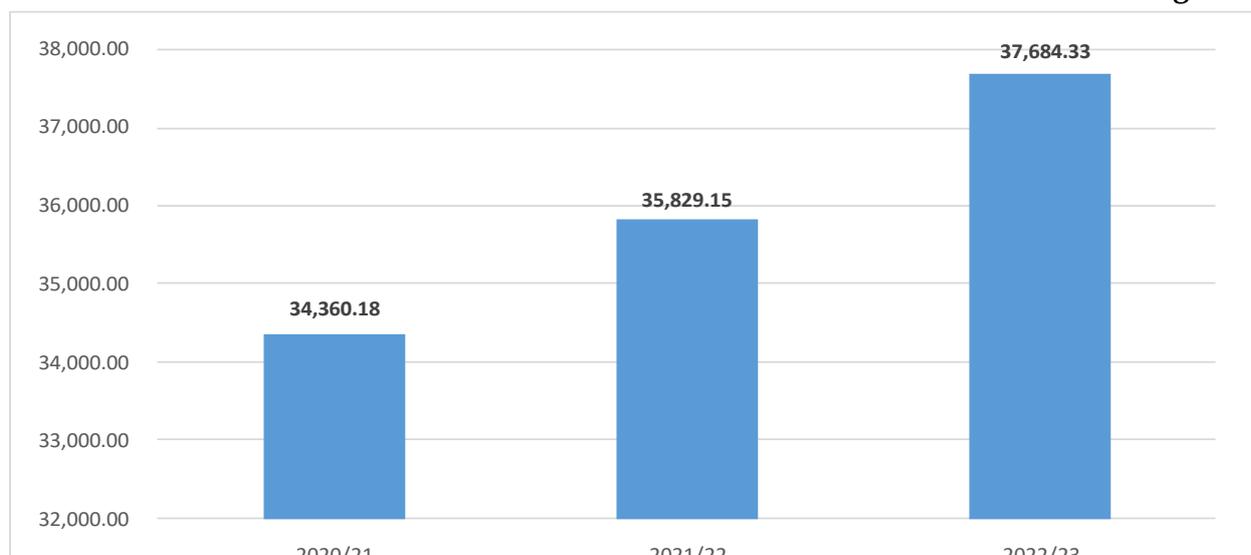
- (i) Maintain discipline in the use of public funds;
- (ii) Allocation of funds to priority areas that stimulate economic growth and ensure that ongoing projects are given priority prior to new projects;
- (iii) Control accumulation of arrears;
- (iv) Speed up the usage of ICT systems in Government operations; and
- (v) Ensuring the budget deficit does not exceed 3.0 percent of GDP, in-line with the EAC convergence criteria.

#### 3.7.2. Expenditure Projections

80. In 2020/21, Government expenditure is projected to increase to 34,360.2 billion shillings equivalent to 21.7 percent of GDP from 33,105.4 billion shillings in 2019/20. In the medium-term, Government expenditure is projected to grow by an average of 4.7 percent to 37,684.3 billion shillings in 2022/23 from 34,360.2 billion shillings in 2020/21.

**Chart 3.3: Medium Term Expenditure Trend (2020/21 – 2022/23)**

*(Billion Shillings)*

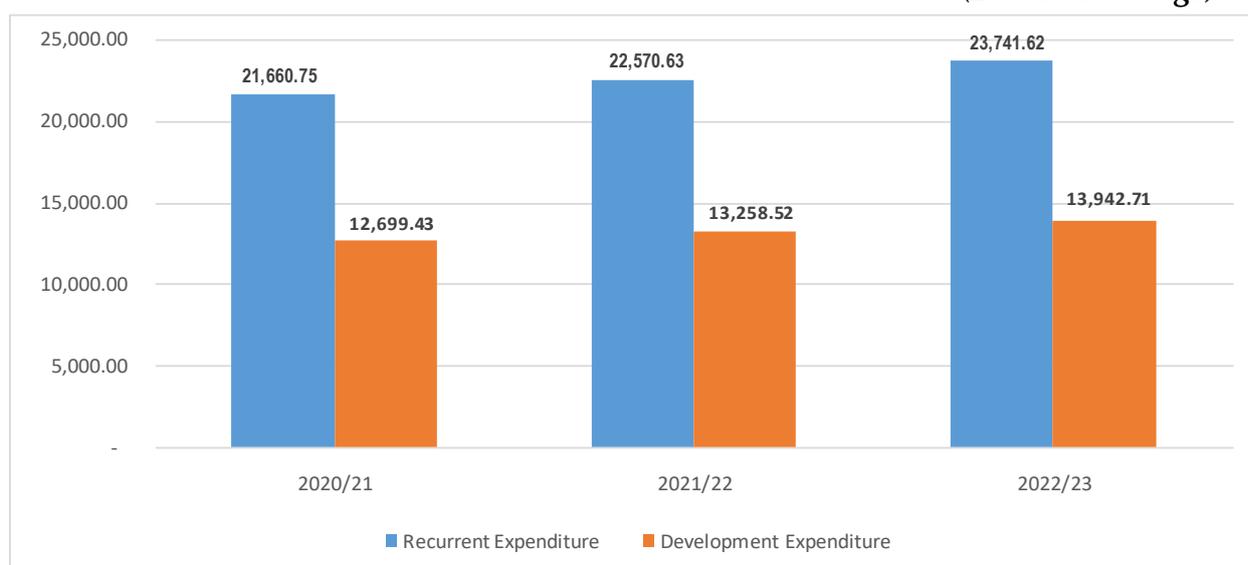


Source: Ministry of Finance and Planning

81. In 2020/21, recurrent expenditure is projected to increase by 4.7 percent to 21,660.7 billion shillings, equivalent to 13.7 percent of GDP and grow by 9.6 percent to 23,741.6 billion shillings in 2022/23. Development expenditure is projected at 12,699.4 billion shillings in 2020/21, equivalent to 8.0 percent of GDP and projected to increase to 13,942.7 billion shillings in 2022/23.

**Chart 3.4: Medium Term Expenditure Projections by Major Categories**

*(Billion Shillings)*



Source: Ministry of Finance and Planning

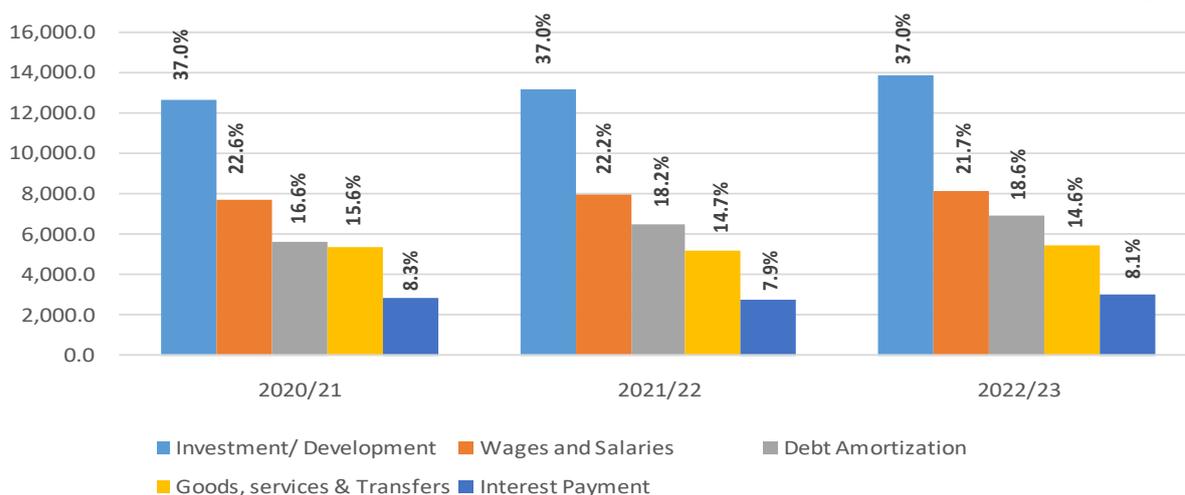
### 3.7.3. Expenditure Projection by Economic Classification

82. In 2020/21, wages and salaries (including Parastatals Personnel Emoluments)

are estimated at 7,762.39 billion shillings (equivalent to 33.1 percent of projected domestic revenue) and increase to 8,187.0 billion shillings in 2022/23 (equivalent to 29.5 of projected domestic revenue). Amortization of foreign and domestic debt is projected to increase from 5,691.8 billion shillings in 2020/21 to 6,992.5 billion shillings in 2022/23, equivalent to a growth of 22.9 percent.

83. In the medium term, interest payment is projected to increase by 6.8 percent to 3,042.7 billion shillings in 2022/23 from 2,848.6 billion shillings in 2020/21. Meanwhile, expenditure on goods, services and transfers to LGAs and other Public Entities are projected at 5,357.9 billion shillings in 2020/21 and decrease to 5,280.5 billion shillings in 2022/23. Further, expenditure on investment/development are projected to increase by 9.8 percent to 13,942.7 billion shillings in 2022/23 from 12,699.4 billion shillings in 2020/21.

**Chart 3.5: Expenditure Projection by Economic Classification (2020/21 - 2022/23)**  
(Billion Shillings)



Source: Ministry of Finance and Planning

84. In the medium term, the major priority will be focused on implementation of on-going strategic projects, including: construction of Julius Nyerere - Hydro Power Plant 2,115 MW; construction of Central Standard Gauge Railway; reviving the National Air Carrier; Expediting Rural Electrification; construction of Irrigation Schemes, expansion of Dar es Salaam, Mtwara and Tanga Ports; and building of ships and ferries in Great Lakes. Other expenditure drivers will be servicing of Governments' debt, payment of wages and salaries, implementation of revenue generating projects in LGAs, financing of fee free basic education; financing the 2020 General Elections; construction of Ubungu Interchange; provision of loans to Higher

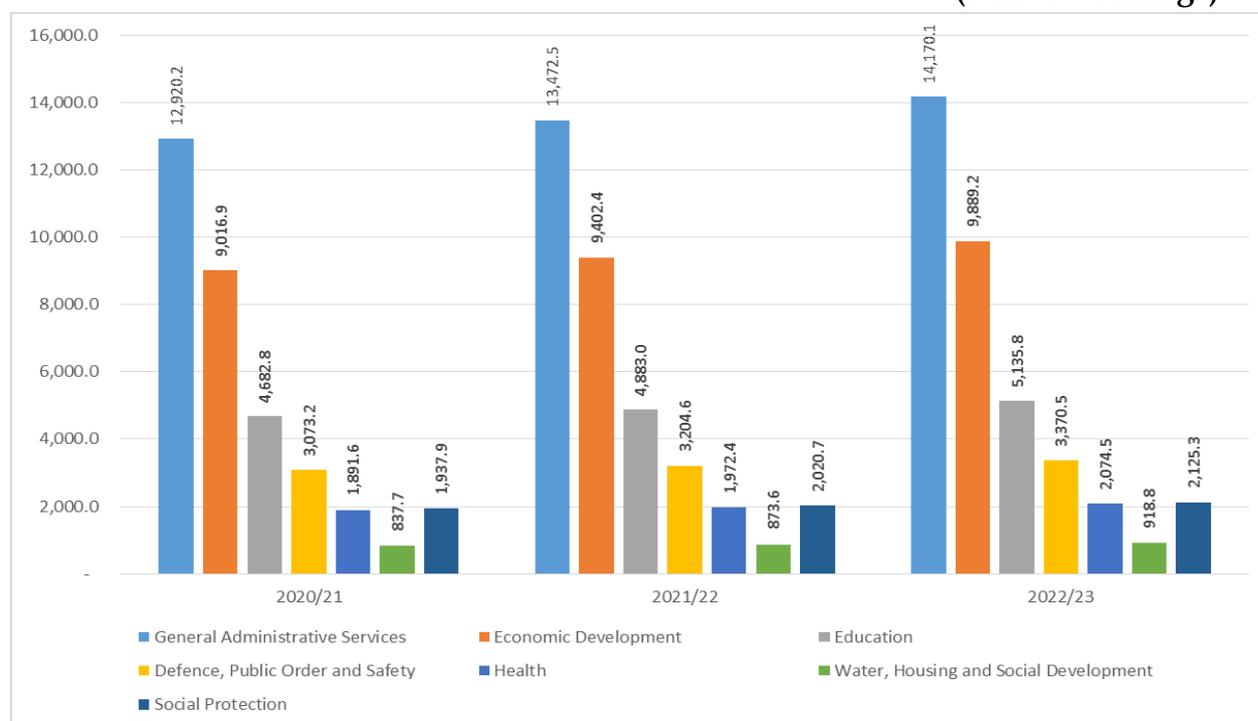
Education Students; and provision of medicines, medical equipment and reagents.

### 3.7.4. Expenditure Projection by Sectors

3 This section provides expenditure projections by sectors in the medium-term, based on Government’s core functions. The expenditures are classified according to purpose such as health, education, defence and administration. In the medium term, the larger portion of expenditure is expected to be directed to the general administrative services which include cost for servicing Government’s debt followed by economic affairs, education, defence and health as indicated in **Chart 3.6**. The detailed expenditure projections by sector are shown in **Annex I**.

**Chart 3.6: Expenditure by Classification of Functions of Government**

(Billion Shillings)



Source: Ministry of Finance and Planning

**Table 3.1: Medium Term Revenue, Expenditure, Grants and Financing Projections**

<b>PROPOSED BUDGET FRAME FOR 2020/21 - 2022/23 (ANALYTICAL)</b>				
				Shilingi Million
	2019/20	2020/21	2021/22	2022/23
	APPROVED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET
<b>Domestic Revenue incl. LGAs own source</b>	<b>23,045,338</b>	<b>23,456,326</b>	<b>25,639,666</b>	<b>27,759,288</b>
<b>Domestic revenue</b>	<b>22,279,855</b>	<b>22,652,569</b>	<b>24,795,721</b>	<b>26,873,146</b>
TRA Revenue	19,100,932	19,936,081	21,884,804	23,671,137
Non Tax	3,178,922	2,716,488	2,910,918	3,202,009
<b>LGAs Own Sources</b>	<b>765,483</b>	<b>803,757</b>	<b>843,945</b>	<b>886,142</b>
<b>Total Expenditure</b>	<b>27,669,094</b>	<b>28,668,342</b>	<b>29,298,741</b>	<b>30,691,788</b>
Recurrent expenditure	15,420,492	15,968,908	16,040,221	16,749,080
Interest on external debt	987,312	1,265,799	1,157,177	1,288,622
Interest on domestic debt	1,438,950	1,582,757	1,661,637	1,754,142
Wages/salaries	6,391,294	6,583,033	6,780,524	6,983,940
Employer's Contr. To Pension Funds	1,255,971	1,299,181	1,321,802	1,441,846
Goods/services/transfers	<b>5,346,965</b>	<b>5,238,138</b>	<b>5,119,080</b>	<b>5,280,532</b>
o/w Other Charges	<b>2,512,098</b>	<b>2,610,240</b>	<b>2,573,877</b>	<b>2,704,428</b>
Development expenditure	<b>12,248,602</b>	<b>12,699,434</b>	<b>13,258,521</b>	<b>13,942,708</b>
Local	9,737,739	10,163,385	10,634,604	11,206,238
Foreign	2,510,863	2,536,049	2,623,917	2,736,470
<b>Overall Balance - before grants</b>	<b>-4,623,756</b>	<b>-5,212,016</b>	<b>-3,659,075</b>	<b>-2,932,500</b>
<b>Grants</b>	<b>1,208,523</b>	<b>1,268,592</b>	<b>1,310,879</b>	<b>1,316,920</b>
Budget Support	146,822	154,164	159,303	160,037
Development Projects	896,987	941,479	972,862	977,345
Basket Support	164,713	172,949	178,714	179,538
<b>Overall balance - after grants</b>	<b>-3,415,233</b>	<b>-3,943,423</b>	<b>-2,348,196</b>	<b>-1,615,580</b>
<b>Overall balance</b>	<b>-3,415,233</b>	<b>-3,943,423</b>	<b>-2,348,196</b>	<b>-1,615,580</b>
<b>Financing</b>	<b>3,415,233</b>	<b>3,943,423</b>	<b>2,348,196</b>	<b>1,615,580</b>
<b>Foreign (net)</b>	<b>1,915,459</b>	<b>2,355,254</b>	<b>793,818</b>	<b>-77,232</b>
Budget Support loans	125,990	315,239	317,871	323,433
Project Loans	1,414,416	1,385,137	1,434,642	1,541,714
Basket Support Loans	34,746	36,483	37,699	37,873
Non-Concessional borrowing	2,316,404	2,802,120	1,883,680	1,197,900
Amortization	-1,976,098	-2,183,725	-2,880,074	-3,178,151
<b>Net Domestic Financing</b>	<b>1,499,774</b>	<b>1,588,169</b>	<b>1,554,379</b>	<b>1,692,812</b>
Domestic Borrowing (Rollover)	3,460,218	3,508,116	3,650,337	3,814,392
Domestic Amortization (Rollover)	-3,460,218	-3,508,116	-3,650,337	-3,814,392
<b>GDPmp</b>	<b>146,153,713</b>	<b>158,217,177</b>	<b>171,749,525</b>	<b>186,892,567</b>

**Table 3.2: Medium Term Revenue, Expenditure, Grants and Financing projections as Percentage of GDP**

<b>PROPOSED BUDGET FRAME FOR 2020/21 - 2022/23 (ANALYTICAL) % OF GDP</b>				
	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>APPROVED BUDGET</b>	<b>PROJECTED BUDGET</b>	<b>PROJECTED BUDGET</b>	<b>PROJECTED BUDGET</b>
<b>Domestic Revenue including LGAs own source</b>	15.8%	14.8%	14.9%	14.9%
<b>Domestic revenue</b>	15.2%	14.3%	14.4%	14.4%
TRA Revenue	13.1%	12.6%	12.7%	12.7%
Non Tax	2.2%	1.7%	1.7%	1.7%
<b>LGAs Own Sources</b>	0.5%	0.5%	0.5%	0.5%
<b>Total Expenditure</b>	18.9%	18.1%	17.1%	16.4%
Recurrent expenditure	10.6%	10.1%	9.3%	9.0%
Interest on external debt	0.7%	0.8%	0.7%	0.7%
Interest on domestic debt	1.0%	1.0%	1.0%	0.9%
Wages/salaries	4.4%	4.2%	3.9%	3.7%
Employer's Contr. To Pension Funds	0.9%	0.8%	0.8%	0.8%
Goods/services/transfers	3.7%	3.3%	3.0%	2.8%
o/w Other Charges	1.7%	1.6%	1.5%	1.4%
Development expenditure	8.4%	8.0%	7.7%	7.5%
Local	6.7%	6.4%	6.2%	6.0%
Foreign	1.7%	1.6%	1.5%	1.5%
<b>Overall Balance - before grants</b>	-3.2%	-3.3%	-2.1%	-1.6%
<b>Grants</b>	0.8%	0.8%	0.8%	0.7%
Budget Support	0.1%	0.1%	0.1%	0.1%
Development projects	0.6%	0.6%	0.6%	0.5%
Basket Support	0.1%	0.1%	0.1%	0.1%
<b>Overall balance - after grants</b>	-2.3%	-2.5%	-1.4%	-0.9%
<b>Overall balance</b>	-2.3%	-2.5%	-1.4%	-0.9%
<b>Financing</b>	2.3%	2.5%	1.4%	0.9%
<b>Foreign</b>	1.3%	1.5%	0.5%	0.0%
Budget Support loans	0.1%	0.2%	0.2%	0.2%
Project Loans	1.0%	0.9%	0.8%	0.8%
Basket Support Loans	0.0%	0.0%	0.0%	0.0%
Non-Concessional borrowing	1.6%	1.8%	1.1%	0.6%
Amortization	-1.4%	-1.4%	-1.7%	-1.7%
<b>Net Domestic Financing</b>	1.0%	1.0%	0.9%	0.9%
Domestic Borrowing (Rollover)	2.4%	2.2%	2.1%	2.0%
Domestic Amortization (Rollover)	-2.4%	-2.2%	-2.1%	-2.0%
<b>GDPmp</b>	<b>146,153,713</b>	<b>158,217,177</b>	<b>171,749,525</b>	<b>186,892,567</b>

**Table 3.3: Medium Term Budget Framework in Accounting Format**

	2019/20	2020/21	2021/22	2022/23
	APPROVED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET
<b>I. TOTAL RESOURCES</b>	<b>33,105,410</b>	<b>34,360,183</b>	<b>35,829,153</b>	<b>37,684,332</b>
Domestic revenue	22,279,855	22,652,569	24,795,721	26,873,146
LGAs Own Sources	765,483	803,757	843,945	886,142
Programme loan and grants	272,813	469,402	477,174	483,470
Project loans and grants	2,311,404	2,326,616	2,407,504	2,519,059
Basket Support Loans and Grants	199,460	209,432	216,414	217,411
Domestic Borrowing (Rollover)	3,460,218	3,508,116	3,650,337	3,814,392
Net Domestic Financing	1,499,774	1,588,169	1,554,379	1,692,812
Non-Concessional borrowing	2,316,404	2,802,120	1,883,680	1,197,900
<b>II. TOTAL EXPENDITURE</b>	<b>33,105,410</b>	<b>34,360,183</b>	<b>35,829,153</b>	<b>37,684,332</b>
RECURRENT EXPENDITURE	20,856,808	21,660,749	22,570,632	23,741,624
o/w CFS	9,721,127	10,367,288	11,245,306	12,051,430
Wages & Salaries	7,558,974	7,762,389	7,971,674	8,187,001
Other Charges	3,576,707	3,531,072	3,353,652	3,503,192
DEVELOPMENT EXPENDITURE	12,248,602	12,699,434	13,258,521	13,942,708
Local	9,737,739	10,163,385	10,634,604	11,206,238
Foreign	2,510,863	2,536,049	2,623,917	2,736,470

**Table 3.4: Medium Term Budget Framework as a Percentage of GDP in the medium Term (2020/21 - 2022/23)**

	2019/20	2020/21	2021/22	2022/23
	APPROVED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET
<b>I. TOTAL RESOURCES</b>	<b>22.7%</b>	<b>21.7%</b>	<b>20.9%</b>	<b>20.2%</b>
Domestic revenue	15.2%	14.3%	14.4%	14.4%
LGAs Own Sources	0.5%	0.5%	0.5%	0.5%
Programme loan and grants	0.2%	0.3%	0.3%	0.3%
Project loans and grants	1.6%	1.5%	1.4%	1.3%
Basket Support Loans and Grants	0.1%	0.1%	0.1%	0.1%
Domestic Borrowing (Rollover)	2.4%	2.2%	2.1%	2.0%
Bank Borrowing	1.0%	1.0%	0.9%	0.9%
Non-Concessional borrowing	1.6%	1.8%	1.1%	0.6%
<b>II. TOTAL EXPENDITURE</b>	<b>22.7%</b>	<b>21.7%</b>	<b>20.9%</b>	<b>20.2%</b>
RECURRENT EXPENDITURE	14.3%	13.7%	13.1%	12.7%
o/w CFS	6.7%	6.6%	6.5%	6.4%
Wages & Salaries	5.2%	4.9%	4.6%	4.4%
Other Charges	2.4%	2.2%	2.0%	1.9%
DEVELOPMENT EXPENDITURE	<b>8.4%</b>	<b>8.0%</b>	<b>7.7%</b>	<b>7.5%</b>
Local	6.7%	6.4%	6.2%	6.0%
Foreign	1.7%	1.6%	1.5%	1.5%

**Table 3.5: Medium Term Budget Framework as a Percentage of Total Budget**

	2019/20	2020/21	2021/22	2022/23
	APPROVED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	PROJECTED BUDGET
<b>I. TOTAL RESOURCES</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
Domestic revenue	67.3%	65.9%	69.2%	71.3%
LGAs Own Sources	2.3%	2.3%	2.4%	2.4%
Programme loan and grants	0.8%	1.4%	1.3%	1.3%
Project loans and grants	7.0%	6.8%	6.7%	6.7%
Basket Support Loans and Grants	0.6%	0.6%	0.6%	0.6%
Domestic Borrowing (Rollover)	10.5%	10.2%	10.2%	10.1%
Bank Borrowing	4.5%	4.6%	4.3%	4.5%
Non-Concessional borrowing	7.0%	8.2%	5.3%	3.2%
<b>II. TOTAL EXPENDITURE</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>RECURRENT EXPENDITURE</b>	<b>63.0%</b>	<b>63.0%</b>	<b>63.0%</b>	<b>63.0%</b>
o/w CFS	29.4%	30.2%	31.4%	32.0%
Wages & Salaries	22.8%	22.6%	22.2%	21.7%
Other Charges	10.8%	10.3%	9.4%	9.3%
<b>DEVELOPMENT EXPENDITURE</b>	<b>37.0%</b>	<b>37.0%</b>	<b>37.0%</b>	<b>37.0%</b>
Local	29.4%	29.6%	29.7%	29.7%
Foreign	7.6%	7.4%	7.3%	7.3%

### 3.8. Medium Term Priorities

85. The Government will continue to implement priorities articulated in the Five-Year Development Plan 2016/17 – 2020/21 -FYDP II). Further, other priority areas will cover strengthening administration of tax collection systems as well as debt service.

86. In addition, the Government will conduct a review of FYDP II with a view to assess achievements and challenges encountered during its implementation. The review will pave way for preparation of the Third FYDP (2020 - 2025), focusing on “Realizing Competitiveness-Led Export Growth”.

#### 3.8.1. Fostering Economic Growth and Industrialization

87. The Government’s emphasis is on implementation of ongoing flagship projects that have large impact on economic growth, employment creation and poverty reduction. The projects include: Construction of Julius Nyerere - Hydro Power Plant; construction of a new Central Standard Gauge Railway (SGR); reviving the National Air Carrier; mass training on rare and specialized skills for industrial and human development; and construction of a crude oil pipeline from Uganda to Tanzania. Moreover, the Government will continue strengthening the agricultural sector by improving supply of seeds and input as well as construction and

rehabilitation of irrigation schemes, warehouses and market infrastructure.

### **3.8.2. Human Development**

88. The priorities areas under human development focus on:

- (i) **Water and Sanitation:** improvement of water supply in rural and urban areas; management of water sources and quality control; and improvement of sewer lines and sewerage infrastructure;
- (ii) **Health:** strengthening health centres, district, regional and referral hospitals; installation of modern medical equipment in all specialized hospitals; strengthening training institutions to ensure quality human resources; and enhance implementation of nutrition strategic plan;
- (iii) **Education:** strengthen access and quality at all levels of education and training; financing of fee free Basic Education; strengthening Vocational Education, enhancing inspections and use of ICT in vocational and teachers training institutes; improving teaching and learning environment; and enhance provision of loans to higher education students;
- (iv) **Employment and Skills Development:** increasing employment opportunities as well as strengthening the Youth Development Fund; promote creativity and entrepreneurship spirit, and
- (v) **Good governance and service delivery:** maintaining peace, defence and security; improving systems and institutions responsible for provision of justice; maintaining good governance and democracy; reduce level of corruption; increasing efficiency in justice provision to the people; developing infrastructure of the Capital City Dodoma; and financing the 2020 General Elections.

### **3.8.3. Improving the Business and Investment Environment**

89. The Government will continue to improve business and investment environment by implementing various plans, including the Blueprint Action Plan for Regulatory Reforms. The improvements will focus on: streamlining multiplicity of fees and charges; improvement of railway, road, energy, airport and ports infrastructure; rehabilitation and procurement of new cargo and passenger ships; procurement and rehabilitation of ferries; strengthening ICT systems; expansion of the national optic fibre network; and implementation of National electronic Single Window Systems (eSWs) to speed up cargo clearance at the port; and continue improving relationship with the private sector.

### **3.8.4. Enhancing FYDP II Implementation Effectiveness**

90. In the medium term, the Government will continue to enhance implementation effectiveness of plans and budget by implementing the FYDP II

Monitoring and Evaluation Strategy. The implementation will include: strengthening monitoring and evaluation systems; capacity building to M&E staff; combat corruption in projects implementation; formalization of informal sector; and strengthening local economic development approach in the Plan implementation.

## CHAPTER FOUR

### FISCAL RISKS FOR 2020/21

#### 4.1. Introduction

91. This chapter provides an assessment of fiscal risks that may lead to under realization of macroeconomic and budget objectives. In 2020/12, the Government will continue to remain alert of the potential risks and implement measures to minimize their impact in accordance with the Budget Act, CAP. 439.

#### 4.1. Macroeconomic Risks

##### (a) GDP Growth

92. Agriculture is the major contributor to GDP, whereby in 2018 its contribution was 28.2 percent. In ensuring the contribution of agriculture to GDP is maintained and enhanced, the Government will continue taking measures to mitigate the potential risks that may lead to under realization of the GDP growth targets. The potential risks include impacts of the climate change, outbreak of pests and diseases, unpredictable market conditions for agricultural produce and unprecedented changes in prices of locally produced and imported agricultural inputs.

##### (b) Exchange Rate Volatility

93. Currency stability is an important factor in ensuring predictability of the external debt service obligations and cost of imports of goods and services in 2020/21. Given that the country's external debt is about 72 percent of public debt, high depreciation of the Tanzania shilling against major currencies will increase the cost of servicing external debts. Further, the cost of implementing development projects which are partly dependant on imported plants, equipment and materials may increase.

##### (c) Commodity Price Volatility

94. A decline in commodity prices of gold and traditional exports<sup>3</sup> may reduce country's export earnings which might lead to widening of current account and lower foreign reserves. In addition, an increase in prices of imported commodities such as petroleum products may increase the cost of acquiring domestic goods and services leading to under realization of planned revenue and expenditure targets in 2020/21.

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<sup>3</sup> Cashew nuts, Tobacco, Coffee, Cotton, Tea, Cloves and Sisal

## **4.2. Budgetary Risks**

### **(d) Grants and Loans**

95. Domestic and foreign Grants and loans are among the sources of financing the Government budget. Disbursement of foreign grants and loans depend on economic situation and conditions imposed by international financial institutions and Development Partners. Therefore, unpredictability of loans and grants disbursement and volatility of interest rates in the domestic and international financial markets, may affect implementation of the budget.

### **(e) Contingent Liabilities**

96. Contingent liabilities may seriously affect implementation of the Government budget. Contingent liabilities that may arise from Government guarantees to Public Institutions and Statutory Corporations as well as Court awards may result into unexpected expenditure needs and widening fiscal deficit in the medium term. Likewise, inadequate assessment of implicit contingent liabilities may expose the Government to unexpected and substantial obligations in the short, medium and long term.

### **(f) Natural Disaster**

97. Weather related risks such as floods, droughts, landslides, earthquakes and other natural calamities do cause disruption in economic activities, destruction of physical infrastructure and shortage in the availability of goods and services. In addition, the impairment in the economic infrastructure may bring about other economic costs of higher inflation; higher industrial production cost; lower corporate profits and hence lead to shortfall in revenue collection and widening fiscal deficit.

### **(g) Compensations, Accidents and Losses of Assets**

98. Unforeseen compensation claims, accidents and losses of assets caused by fire, theft, fraud and natural calamities do cause additional Government expenditure obligations, increase public debts and may eventually lead to disruptive ad hoc expenditure adjustments in the medium term. Further, damages to Government properties which in most cases stem into unexpected losses tend to create fiscal pressure on the Government finances making it impossible to attain budgetary objectives and targets.

## **4.3. Risk Mitigation Measures**

99. The Government will continue to implement risk mitigation measures in order to attain macroeconomic objectives. The measures include implementation of: Guidelines for Developing Risk Management Framework; Disaster Management

Framework that sets out the national platform for disaster risk reduction; and the Medium Term Debt Strategy which enables the Government to identify and quantify the main risks of the public debt portfolio.

100. Other initiatives include: intensifying domestic revenue collection in order to reduce dependence on foreign grants; strengthening operation of the Tanzania Mercantile Exchange (TMX); promoting the use of agriculture insurance to safeguard farmers against volatility in crop prices; and adherence to Budget Act, CAP. 439. In addition, the government is finalizing the preparation of the Public Assets Policy Framework (PAPF) and its Implementation Strategy in order to increase efficiency and effectiveness in management of assets portfolio. The move would pave way for introduction of the law and regulations to guide management of Government assets at different stages of acquisition, recognition, utilization, maintenance, accounting and disposal of an asset.

101. Further, the Government will ensure that the Regional, District and Ward Disaster Management Committees develop plans and strategies for mitigating disasters. Moreover, retrospective approvals for procured assets to compensate loss or damage caused by disaster will only be granted after having sufficient evidence of an emergency event. The emergency includes threat to life, health, welfare or safety and security of the public caused by major natural disaster, epidemic, riot, war, fire or such other events of similar nature as stipulated in the Budget Act, CAP. 439.

## Expenditure Projections by Divisions and Groups of CoFoG

S/N	SECTORS	SUB SECTORS	2020/21	2021/22	2022/23
<b>1</b>	<b>Education</b>		<b>4,682,796.70</b>	<b>4,882,996.03</b>	<b>5,135,830.15</b>
	1.1	Basic Education	3,433,645.08	3,580,440.57	3,765,830.34
	1.2	Technical & Vocational Education and Training	64,948.63	67,725.32	71,232.03
	1.3	Higher Education	894,323.74	932,557.94	980,844.37
	1.4	Science and Technology	63,217.37	65,920.04	69,333.29
	1.5	Education Administration	226,661.89	236,352.16	248,590.11
<b>2</b>	<b>Health</b>		<b>1,891,552.76</b>	<b>1,972,420.59</b>	<b>2,074,549.53</b>
	2.1	Curative Services	520,324.93	542,569.91	570,663.35
	2.2	Preventive Services	376,602.34	392,702.88	413,036.44
	2.3	Regional Referral Hospitals	125,038.15	130,383.79	137,134.87
	2.4	Dispensaries	192,197.73	200,414.58	210,791.74
	2.5	Health Centers	177,975.26	185,584.08	195,193.33
	2.6	District Hospitals	425,957.38	444,167.94	467,166.27
	2.7	Health Administration	73,456.97	76,597.41	80,563.51
<b>3</b>	<b>Administrative Services</b>		<b>12,920,169.44</b>	<b>13,472,533.65</b>	<b>14,170,120.97</b>
	3.1	Executive and Legislative Organs	2,300,375.20	2,398,721.05	2,522,923.18
	3.2	Financial and Fiscal Affairs	2,286,127.71	2,383,864.44	2,507,297.32
	3.3	External Affairs	173,078.27	180,477.72	189,822.58
	3.4	Debt Service	8,160,588.26	8,509,470.44	8,950,077.89
<b>4</b>	<b>Defence, Public Order and Safety</b>		<b>3,073,203.41</b>	<b>3,204,589.27</b>	<b>3,370,518.03</b>
	4.1	Defence	1,922,889.55	2,005,097.09	2,108,917.97
	4.2	Public Safety	950,737.94	991,383.98	1,042,716.33
	4.3	Law Courts	199,575.92	208,108.20	218,883.73
<b>5</b>	<b>Economic Development</b>		<b>9,016,862.40</b>	<b>9,402,352.09</b>	<b>9,889,191.59</b>
	5.1	Agriculture	564,570.69	588,707.26	619,189.63
	5.2	Minerals	51,301.77	53,495.03	56,264.92
	5.3	Energy	2,223,982.20	2,319,062.09	2,439,139.60
	5.4	Works, Transport and Communication	5,728,677.88	5,973,590.82	6,282,894.27
	5.5	Natural Resources, Environment and Tourism	115,542.63	120,482.32	126,720.71
	5.6	Industry	85,976.26	89,651.92	94,293.97
	5.7	Trade	212,903.24	222,005.30	233,500.39
	5.8	Labour, Youth and Skills Development	33,907.73	35,357.35	37,188.10
<b>6</b>	<b>Social Protection</b>		<b>1,937,851.79</b>	<b>2,020,699.00</b>	<b>2,125,327.72</b>
	6.1	Elderly, Children and Disabilities	20,686.37	21,570.76	22,687.66
	6.2	Pension funds (Including Social Security Benefits)	1,678,941.92	1,750,720.18	1,841,369.82
	6.3	National Health Insurance Fund (NHIF)	238,223.50	248,408.06	261,270.24
<b>7</b>	<b>Water, Housing and Social Development</b>		<b>837,746.49</b>	<b>873,561.90</b>	<b>918,793.60</b>
	7.1	Water	686,146.22	715,480.41	752,526.90
	7.2	Lands, Housing and Human Settlements	70,767.61	73,793.07	77,613.95
	7.3	Community Development	48,786.92	50,872.66	53,506.77
	7.4	Information Sports and Culture	32,045.74	33,415.76	35,145.98
	<b>Grand Total</b>		<b>34,360,182.99</b>	<b>35,829,152.52</b>	<b>37,684,331.59</b>

## Non-Tax Revenue Collections For 2018/19

VOTE	MINISTRY/ INDEPENDENT DEPARTMENT/ AGENCY	Million Shillings		
		BUDGET	ACTUAL COLLECTIONS	PERCENT
7	Office of the Treasury Registra	597,769.71	682,330.53	114.10%
14	Home Affairs -- Fire and Rescue	9,250.00	6,219.60	67.20%
23	Finance and Planning-ACGEN's Office	13.92	14,303.46	102734.40%
28	Home Affairs -- Police Forces	84,687.90	101,157.28	119.40%
29	Home Affairs -- Prisons Services	1,800.00	2,205.90	122.50%
34	Foreign Affairs	28,564.16	24,995.41	87.50%
37	Prime Minister's Office - Government Printer	1,000.00	1,360.33	136%
40	Judiciary Fund	12,132.61	10,604.32	87.40%
43	Agriculture	2,315.01	2,394.88	103.40%
45	National Audit	765.68	836.46	109.20%
46	Education, Science and Technology	163,942.89	177,135.49	108.00%
48	Lands, Housing and Human Settlement Development	120,000.00	97,223.99	81.00%
49	Water and Irrigation	5,119.00	5,713.14	111.60%
51	Home Affairs	926.61	94.39	10.20%
52	Health, Community Development, Gender, Elderly and Children (Health)	19,775.50	18,913.18	95.60%
53	Health, Community Development, Gender, Elderly and Children (Community)	3,090.80	2,075.72	67.20%
58	Energy	394,450.86	579,803.39	147.00%
60	Industry, Trade and Investment(Investment)	20,001.00	11,842.62	59.20%
62	Works, Transport and Communications(Transport)	63,162.70	53,800.17	85.20%
64	Livestock and Fisheries (Fisheries)	21,534.31	38,369.70	178.20%
65	Prime Minister's Office - Labour, Youth Development, Employment and Disabilities	38,882.85	29,276.42	75.30%
68	Works, Transport and Communications (Communications)	15,010.29	35,282.88	235.10%
69	Natural Resources and Tourism	23,631.11	15,548.10	65.80%
93	Home Affairs - Immigration Department	200,350.11	170,695.78	85.20%
96	Information, Culture, Arts and Sports	1,077.80	1,101.60	102.20%
99	Livestock and Fisheries (Livestock)	18,467.95	33,730.57	182.60%
100	Mining	310,598.01	335,182.62	107.90%
	Other Ministries and Regions	449.20	329.67	73.40%
	<b>Total</b>	<b>2,158,770</b>	<b>2,452,527.60</b>	



## PART II

### GUIDELINES FOR PREPARATION OF PLANS AND BUDGETS 2020/21

#### INTRODUCTION

102. The Guidelines for Preparation of Plans and Budget (Guidelines) have been prepared in accordance with Section 21 of the Budget Act, CAP 439. The Guidelines provide general and specific instructions to be adhered by Accounting Officers of Ministries, Departments, Agencies, Regional Secretariat, Local Government Authorities and other Public Entities during the preparation and execution of plans and budget for 2020/21.

103. During the preparation of plans and budget, Accounting Officers are instructed to consider the following policies and guidelines: the National Five Year Development Plan, 2016/17-2020/21; CCM Election Manifesto 2015; Government directives as par Hon. President Speech while officially inaugurating the 11<sup>th</sup> Parliament of the United Republic of Tanzania in November, 2015; the Budget Act, CAP. 439 and its Regulations; the National Anti-Corruption Strategy and Action Plan Phase III (NACSAP III); Government Loans, Guarantees and Grants Act, CAP 134; Sustainable Development Goals; Development Cooperation Framework – DCF; and other regional and international agreements ratified by the Government.

104. Part II of the Guidelines has two chapters. Chapter One contains instructions to be adhered during the preparation of plans and budget for 2020/21 and Chapter Two guides on how to fill in the forms for preparing and reporting of plans and budget. This Part should be read together with Part I of the Guidelines.

## CHAPTER ONE

### GUIDELINES FOR PREPARATION OF PLANS AND BUDGET FOR 2020/21

#### 1.1. Preparation of Plans and Budget

105. During the preparation of Plans and Budget, Accounting Officers are required to conduct budget performance review and establish strategies to address identified challenges facing their Votes. In addition, Accounting Officers are required to budget for development projects, first charge obligations and core functions expenditure items including collaboration activities carried out jointly by the Government of the United Republic of Tanzania and Revolutionary Government of Zanzibar. Further, Accounting Officers are required to budget for outstanding employees' claims, suppliers and service providers and avoid accumulation of arrears so as to minimize costs accruing from interest and penalty. All Government Institutions that intend to borrow or receive grants and guarantee in accordance with written laws should seek approval of the minister responsible for finance prior to borrowing.

#### 1.2. Preparation of Personal Emolument (PE) Estimates

106. During the preparation of PE estimates for the financial year 2020/21, all Accounting Officers of MDAs, RSs and LGAs should adhere to:

- (i) Permanent Secretary's (PO-PSMGG) Circular on establishment and PE estimates for 2020/21;
- (ii) Civil Service Circular No. 1 of 2015 and Treasury Register's Circular No. 6 of 2015 which provide guidelines on salary adjustment and statutory entitlements for Government employees and Public Entities;
- (iii) Guideline of Service to Public Servants with Disability (2008), gender issues, HIV/AIDS and non-communicable Diseases;
- (iv) PE adjustments (e.g. promotions and annual increments) should be correctly worked out and included in the PE estimates; and
- (v) Regulation D. 51 of the Standing Order (2009) on promotion of Public Servants.

##### 1.2.1. Budget Committees

107. Budget committees are important organs for supporting Accounting Officers in managing MDAs, RSs, LGAs and other Public Entities budgets as provided by Section 18(2) of the Budget Act, CAP. 439. The composition of the Committees and their duties are stipulated in Section 17 (2) and (3) of the Budget Regulations of 2015. Accounting Officers should ensure that the Committees are effective during preparation and execution of the plans and budgets.

### **1.2.2. Roadmap for Plans and Budget Preparation**

108. MDAs, RSs, LGAs and other Public Entities are instructed to prepare plans and budget estimates using Medium Term Expenditure Framework (MTEF) in participatory manner and submit to MoFP for scrutinisation. The submissions should be done by the third week of January 2020 after approval by their respective Legislative Authorities including the Workers' Councils as provided for under the Public Service Negotiation Machinery Act, CAP. 105. However, RSs and LGAs are required to submit their medium-term estimates to PO-RALG and other Public Entities to OTR by the second week of January, 2020 before submitting to MoFP.

### **1.2.3. Plan and Budget Scrutinisation**

109. Accounting Officers are required to submit five (5) hard copies and a soft copy of MTEF documents to MoFP five (5) days before scrutinisation date to allow relevant Authorities to carry out detailed analysis for improvement. Likewise, LGAs Accounting Officers are required to submit one (1) hard copy and a softcopy of the summary of revenue and expenditure estimates to MoFP.

110. The budget scrutinization will be conducted by MoFP in collaboration with President's Office - Public Service Management and Good Governance (PO-PSMGG); PO-RALG; and OTR from 27<sup>th</sup> January to 7<sup>th</sup> February 2020. MDAs, RSs, LGAs and other Public Entities are required to submit one (1) final hard and soft copy to relevant Authorities that are MoFP, OTR and PO-RALG after scrutinization.

111. The plan and budget scrutinization process will be conducted based on the following:

- (i) Review of the previous year (actual 2018/19) budget implementation;
- (ii) Review of revenue and expenditure performance up to mid-year for 2019/20 including challenges and key issues;
- (iii) Adherence to MTEFs presentation format for 2020/21 to 2022/23 as indicated in chapter two of the Guidelines;
- (iv) Review of the risk implementation status and update the risk register as per Guidelines for Developing and Implementing Institutional Risk Management Framework of 2012;
- (v) Adherence to the priorities provided in the FYDP II, 2016/17 - 2020/21;
- (vi) Adherence to ceilings provided by MoFP;
- (vii) Sector Basket Funds ceilings approved and issued by MoFP;
- (viii) Compliance with the Public Investment Management - Operational Manual (PIM- OM) of 2015 in the preparation of development projects;

- (ix) Adherence to instructions provided in the Guidelines, the Budget Act CAP. 439, Budget Regulations of 2015, Treasury Registrar's Circulars and other Government Circulars and Instructions; and
- (x) Adherence to appropriate budget classification (GFS Manual of 2014) during data entry.

112. Accounting Officers are instructed to submit to MoFP new development projects to be included in the 2020/21 budget before the first week of January 2020. Projects submitted thereafter shall be considered in the subsequent budgets (i.e. 2021/22 and 2022/23).

#### **1.2.4. Consolidation of Government Budget Estimates**

113. Accounting Officers are required to submit their Budget Memoranda to respective Parliamentary Sectoral Standing Committees for scrutiny and recommendations. The committees' meetings are scheduled from 18<sup>th</sup> to 30<sup>th</sup> March, 2020. Thereafter, MoFP will consolidate and publish budget books and submit to the Parliament for scrutinisation and approval.

#### **1.2.5. Data Entry into the Centralized Budget Management System (CBMS) and Planning and Reporting System (PlanRep)**

114. Accounting Officers are required to ensure timely completion and accuracy of data entry into the CBMS by:

- (i) Preparing realistic estimates for revenue and expenditure for 2020/21 and the two outer years (2021/22 and 2022/23);
- (ii) Preparing reliable information for both action and cash flow plans;
- (iii) Using appropriate Government Finance Statistics (GFS) 2014 coding and project codes as provided by MoFP;
- (iv) Using appropriate units of measure as provided for in the CBMS and PlanRep; and
- (v) Appropriate costing of overhead costs such as statutory allowances, rent, electricity, water and telephones in accordance with Permanent Secretary (PO-PSMGG) and PMG Circulars reflecting change following relocation of the Government Head Quarters to Dodoma.

### **1.3. Other Issues to be considered during preparation of Plans and Budget Preparation**

#### **(a) National Anti-Corruption Strategy and Action Plan Phase III (NACSAP III)**

115. The Government will continue to implement the Third Phase of the National Anti-Corruption Strategy and Action Plan (NACSAP III) 2017-2022. Accounting Officers are required to:

- (i) Strengthen efficiency, transparency and accountability in service provision among public and private sector;
- (ii) Integrate Anti-Corruption Action Plans into Plans and Budgets;
- (iii) Build capacity on anti-corruption mitigation measures to Committees, Watchdog and Oversight institutions;
- (iv) Anti-corruption measures and NACSAP III should be a permanent agenda in statutory meetings for MDAs, RSs and LGAs.

**(b) Public Sector Reform Programme Phase III**

116. The Public Sector Reform Programme (PSRP III) aims at improving quality of public services delivery and capacity building for better performance. In that regard, Accounting Officers should include the following strategies in their plans and budget: enhance staff motivation; improve discipline and accountability; reduce corruption and bureaucracy; and efficient provision of services. In addition, during preparation of plans and budgets, Accounting Officers are required to:

- (i) Establish incentive packages and enforcement mechanism to enhance accountability;
- (ii) Use of e-Government to enhance efficiency and convenience in provision of services; and
- (iii) Improve Human Resource Management by strengthening meritocracy in recruitment, appointment, induction, promotion and the probationary period.

**(c) Agricultural Sector Development Programme II (ASDP II)**

117. Implementation of the Agricultural Sector Development Programme phase II is among key priority areas in realization of aspirations of the National Development Vision 2025. Therefore, Accounting Officers are required to:

- (i) Management of efficiency use of water and land resources;
- (ii) Increase productivity and efficiency in agriculture, livestock and fisheries;
- (iii) Strengthen availability of market and value addition in agricultural, livestock and fisheries products; and
- (iv) Create enabling environment to promote investment in agriculture, livestock and fisheries and strengthening coordination, monitoring and evaluation.

**(d) Local Government Reform Programme (LGRP III)**

118. The Government will implement Local Government Reform Programme Phase III in order to strengthen administration and relationship with LGAs at all levels. Accounting officers are required to:

- (i) Conduct capacity building on coordination, monitoring, evaluation and reporting to Ministries, RSs and LGAs employees;
- (ii) Create enabling environment to promote economic activities at all levels in

RSs and LGAs;

- (iii) Facilitate capacity building to RS's and LGA's staff on good governance, civic education, planning and budgeting, and management of finance, project and human resources; and
- (iv) Strengthen community participation in decision making in matters related to socio-economic development and political issues in lower levels of LGAs.

**(e) Public and Statutory Corporations (PSCs)**

119. The Government will continue to restructure PSCs in order to improve their performance with the focus on turning around the non-performing PSCs. OTR has developed strategies to improve performance of PSCs and ensure that are managed in accordance with laws governing their establishment, regulations and procedures. Accounting Officers are required to:

- (i) Adhere to Section 10(A) of the Public Finance Act, of 2015 by setting aside and timely remitting the 15 percent of the PSCs gross revenues to the Consolidated Fund;
- (ii) Strengthen monitoring and evaluation system of PSCs in which the government owns shares in order to increase productivity, efficiency and timely remitting required contribution/dividend;
- (iii) Comply with OTR Circular letter No. CEA. 170/344/01 of 10 July 2019 with regard to Board meetings and expenses;
- (iv) Take strategic measures to increase own sources revenue;
- (v) Develop strategies for improvement of Public Entities performance and submit to the OTR;
- (vi) Set aside funds for payment of outstanding debts resulting from the services rendered by other Government Institutions and private service providers;
- (vii) Enhance performance by using ICT systems in revenue and expenditure management; and
- (viii) Prepare and submit business plans; and dividend and investment policies for review and approval by OTR.

**(f) Access to Financial Services**

120. The Government will continue to implement financial sector policies, strategies and legislations which aim at developing a sound market-oriented financial system that would bring efficiency in the mobilization and allocation of financial resources to support economic growth and poverty reduction. The focus is to improve access and usage of financial services (financial inclusion) to the majority of population. Accounting Officers are required to ensure that the following strategies are implemented:

- (i) Provision of financial education to the public on: financial products and

services available in the country; Capital Markets; Commodities Exchange Markets and financing options available through Development Financing Institutions;

- (ii) Enhancement of registration process of land and property titles;
- (iii) Establishment and strengthening Business Development Centre for Micro, Small and Medium Enterprises (MSMEs);
- (iv) Mainstream people with special needs, gender and youth issues in accessing financial products and services at affordable cost;
- (v) Integrate microfinance issues into RSs and LGAs plans and budget including reviewing of by-laws; and
- (vi) Promote use of Information and Communication Technology (ICT) in the financial sector.

**(g) Public Private Partnership (PPP)**

121. Section 7 (3) of the Budget Act, CAP. 439 has been amended in 2018 to include Public Private Partnership (PPP) projects during preparation of plans and budget so as to enhance implementation of PPP projects as an option to finance development projects. Pursuant to the PPP Act, CAP. 103 [R.E 2018] and its Regulations of 2015, every contracting authority is required, at the beginning of every budget cycle, to submit to the PPP Centre concepts notes or pre-feasibility studies of potential public private partnership projects which have been approved by the respective Minister and complies with the national development priorities for scrutiny.

122. In line with the PPP Act, CAP. 103, budget allocation to conduct feasibility studies of PPP projects shall consider among other things, evidence that PPP option results into more value for money as compared to conventional government financing. Accounting Officers are required to comply with the use of PPP option in line with the Public Investment Manual that requires only projects that are not financially attractive to private sector should be given priority to be financed by government budget.

**(h) Public Assets Management**

123. The Government continues to issue guidelines to address policy, legal, regulatory, operational and technological challenges in managing public assets. The Public Assets Management Guidelines (PAMG) 2019 has been issued together with Treasury Circular Letter No. KA.32/244/01/53 of 03<sup>rd</sup> July, 2019 for establishing unified and consistent sets of procedures in managing public assets. Accounting Officers are required to ensure that the following specific instructions are followed:

- (i) **Safety and Security of Assets:** Conduct asset risk analysis and maintain

organization's risk register; including risk management strategies.

- (ii) **Accidents for Public Assets:** Inform MoFP on issues relating to accidents of public assets. The information should include: Accident Report-TFN 80; Preliminary Police Report-PF-90; Vehicle Inspection Report-PF 93; Statement of Costs of Repairing the Vehicle. In addition, Court Judgement, Final Police Report-PF 115 and Statement of Disciplinary Action taken to the Public Officer caused the accident must be presented;
- (iii) **Write-Off of Asset Losses:** Prepare and submit to MoFP Statement of Loss (Loss Report Form) with attachments for scrutiny, before requesting approval for writing-off in accordance with Public Finance Regulations 2004 (R.E). Attachments should include: Schedule of Unserviceable - S.F 15 for Expiry; Schedule of Discrepancy - S.F. 14 for Discrepancy; Police Final Report and Court Judgement for theft and fraud; and Investigation Committee Report for fire and natural calamities;
- (iv) **Government Assets Management Information System (GAMIS):** Allocate funds for training and connectivity of GAMIS to facilitate updating assets information in real time; and
- (v) **Retrospective Approval:** Application of retrospective approval for procurement of assets is done only when there is a compelling urgency. The compelling urgency will be the one that creates threat to life, health, welfare or safety and security of the public by reason of major natural disaster, epidemic, riot, war, fire or such other reasons of similar nature.

(i) **Utilization of Government e-Payment Gateway (GePG)**

124. In order to increase efficiency in Government revenue collection, Accounting Officers are instructed to make use of the GePG system and ensure revenue from all sources are collected through GePG system as per Public Finance Act, CAP. 348 and GePG Regulations of 2019.

(j) **Strategic Revenue Generating Projects (SRGP)**

125. In the year 2020/21, the Government will give priority to completion of ongoing SRGP. Accounting Officers of LGAs with ongoing SRGP are required to effectively manage implementation of their projects in order to ensure efficiency, value for money and timely completion.

(k) **Expenditure Control Measures**

126. Accounting Officers are required to ensure financial discipline in the utilization of public resources in the ambit of budget approval. In addition, cost reduction measures should be taken without compromising the quality of service delivery, particularly in:

- (i) Ensure public procurement comply with Public Procurement Act, CAP. 410 and its Regulations to achieve the desired value for money through appropriate procedures including use of Force Account, Bulk procurement, Competitive bidding and Direct sourcing;
- (ii) Procurement of motor vehicles through Government Procurement Services Agency (GPSA) after securing permit from the Prime Minister's Office (PMO);
- (iii) Use of TANePS in procurement of goods, services and works;
- (iv) Not entering into contract commitment without assurance of funds to avoid accumulation of arrears.
- (v) Use of ICT infrastructures such as electronic filing as official communications with a view to reduce unnecessary expenditures and improve efficiency;
- (vi) Control of foreign travels and associated costs;
- (vii) Conducting of seminars, trainings, workshops and board meetings in the public facilities;
- (viii) Public Entities should ensure that all invoices and contracts with Local Suppliers/Clients are quoted in Tanzanian Shillings to minimize Government exposure to exchange risks;
- (ix) Discouraging importation of goods which compete with locally produced and are easily available in the local market;
- (x) Enhancing efficiency and use of energy saving technologies; and
- (xi) Ensure that on-going projects are considered in the plans and budget preparation prior to introduction of new projects.

**(l) Control of Direct to Project Funds (D - Funds)**

127. For accountability of foreign funded projects financed through Direct to Project Funds (D - Funds) modality, Accounting Officers are required to submit application for withdrawal of projects funds including details of the planned activities to be implemented to MoFP for approval as per Treasury Circular No. 2 of 2019 on procedures to request and withdrawal of Direct to Project Funds.

**(m) Control and Payment of Arrears**

128. Accounting Officers should comply with Section 52(2) of the Budget Act, Cap. 439 that requires them to include all outstanding commitments in the annual estimates. Therefore, Accounting Officers are required to:

- (i) Ensure that all arrears are verified by the Internal Auditor General;
- (ii) Accord priorities in budgeting for verified arrears within the provided ceilings of 2020/21; and
- (iii) Ensure that no new arrears are generated.

**(n) Exchange Rate**

129. In planning and budgeting for the medium term, all transactions denominated in foreign currencies should be converted to Tanzanian shilling using indicative exchange rate of one USD to Tanzanian shillings 2,335.10.

**(o) Mainstreaming Cross-cutting Issues into Plans and Budgets**

130. The Government will continue to implement cross cutting issues to achieve positive results during execution of plans and budget. In achieving this, Accounting Officers are urged to allocate resources for implementation of cross cutting interventions including gender, environment, nutrition, climate change adaptation and mitigation, HIV/AIDS, people with disabilities, elderly, child protection, anti-corruption measures, good governance and rule of law.

**(p) Regional Integration and International Cooperation**

131. The Government will continue to implement agreements and ratified regional, bilateral and international conventions and protocols. In order to participate effectively and benefit from the regional, bilateral and international cooperation; Accounting Officers are instructed to: -

- (i) Comply with Development Co-operation Framework (DCF);
- (ii) Mainstream EAC, SADC and other integration issues into their plans and budget;
- (iii) Exploit potential financing opportunities pooled under regional, bilateral and international cooperation arrangements; and
- (iv) Submit regional and international organizations commitments to MoFP for consolidation and budgeting.

**(q) External Financing**

132. The Government will continue to mobilize external resources for implementation of programmes and development projects in line with the Development Cooperation Framework (DCF). Accounting Officers are required to:

- (i) Submit firmed up sectoral ceilings for Medium Term (2020/21 - 2022/23) to MoFP before 31<sup>st</sup> December 2019 for Ministries coordinating Basket Funds/Programmes;
- (ii) Liaise with MoFP to firm up ceilings for external resources commitments for their respective Votes before 15<sup>th</sup> of January 2020;
- (iii) Identify, design and appraise projects as per Public Investment Management - Operational Manual (PIM - OM);
- (iv) Allocate counterpart funds as per financing agreements; and
- (v) Provide for tax exemptions clause for foreign funded projects in line with tax laws.

## **1.4. Specific Instructions for RSs & LGAs**

### **1.4.1. Specific Instructions for RSs**

133. During the preparation of 2020/21 to 2022/23 plans and budgets estimates, RSs are instructed to consider the following:

- (i) Maintain peace, security, order and tranquility in their areas of jurisdiction;
- (ii) Promote Good Governance and Accountability in their jurisdictions by conducting District and Regional Consultative Committee meetings and security committees at both District and Regional level;
- (iii) Coordinate the implementation of NACSAP III in RSs and LGAs;
- (iv) Continue with preparation of boundary descriptions and installation of boundary identification marks (beacons) for regions, districts and division boundaries;
- (v) Update and publicize Regional Strategic Plans, Profiles and Local Economic Development Strategies in line with the CCM Election Manifesto 2015, FYDP II, SDGs and Local Priorities as per Improved Opportunities and Obstacles to Development (O&OD 2019) and PO-RALG instrument;
- (vi) Monitoring and evaluation of Government activities and service delivery at Council and facility level;
- (vii) Continue with construction, rehabilitation and furnish administrative and residence buildings under construction and rehabilitation before starting new projects;
- (viii) Preparation for 2020 General Elections;
- (ix) Ensure timely Data entry and transfer of sector Block Grant to LGAs in CBMS, using specific GFS Council codes for PE, OC and Development Budget with appropriate Sector Sub vote;
- (x) Supervise the implementation of microfinance services in their area of jurisdiction as per National Microfinance Policy of 2017, its Implementation Strategy and Microfinance Act No. 10 of 2018;
- (xi) Facilitate LGAs in identification, design and appraise of project proposals; and monitoring of implementation of LGAs projects including the Strategic Revenue Generating Projects, PPP projects and other traditional revenue generating potentials;
- (xii) Capacity building to RS staff in order to equip them with skills for conducting technical backstopping to LGAs staff;
- (xiii) Utilize carry over funds for financial year (2019/20) before September 30<sup>th</sup> as per Section 29(3) of Budget Act, CAP. 439 and Regulation 21(3) of the Budget

- Regulations of 2015; and
- (xiv) Submit application for withdrawal of projects funds including details of the planned activities to be implemented to MoFP for approval as per Treasury Circular No. 2 of 2019 on procedures to request and withdrawal of Direct to Project Funds.

#### **1.4.2. Specific Instructions for LGAs**

134. During the preparation of 2020/21 plans and budgets estimates, Accounting Officers are instructed to consider the following:

##### **A. General Instructions**

- (i) Maintain peace, security, order and tranquility in their areas of jurisdiction;
- (ii) Preparation for 2020 General Elections;
- (iii) Promote good governance and accountability in their jurisdictions including implementation of NACSAP III and conducting statutory meetings at Kitongoji, Mtaa, Village and Ward level;
- (iv) Allocate 10 percent of own source revenues to facilitate empowerment of Women, Youth and people with disability as per Local Government Finances Act CAP. 290 (37A) of 2018 and its Regulations of 2019;
- (v) Allocate funds from own sources proper for implementation of development projects according to PO-RALG Guideline on revenue potential classification;
- (vi) Continue strengthening use of e-Government especially utilization of electronic devices under the Local Government Revenue Collection Information System (LGRCIS) in revenue collection, PlanRep, FFARS, EPICOR and GoT-HoMIS for planning, control of expenditure and reporting; and management of Health and Education service delivery.
- (vii) Prepare, review and amend By-laws to enhance revenue collection and service delivery at the Village, Mtaa and Kitongoji level; Strengthening Disaster Committees at District, Ward and Village level by allocating funds for preparedness, mitigation and disaster management within areas of jurisdiction;
- (viii) Institutionalize Improved Opportunities and Obstacles to Development Guideline 2019 and use to appraise projects for inclusion into Council plans and budget;
- (ix) Empower people with disability, women and youth by allocating land and establishing user friendly infrastructure for various social and economic activities;
- (x) Identify, appraise and submit potential PPP projects to relevant authorities for scrutiny and approval as per PPP Act, CAP 103 [R.E 2018] and its Regulations of 2015;

- (xi) Update and publicize Councils Strategic Plans, Socio-economic profiles, Investment profiles and Local Economic Development Strategies in line with the CCM Election Manifesto of 2015, SDGs, FYDP II, Local Priorities and PO-RALG instrument;
- (xii) All funds from Development Partners and other sources to be included in the Council plans and budgets;
- (xiii) Apply for carry over funds before 15<sup>th</sup> June 2020 and utilize carry over funds before September 30<sup>th</sup> as per Section 29(3) of Budget Act CAP. 439 and Regulation 21(3) of the Budget Regulations of 2015;
- (xiv) LGAs should adhere to building permit guideline issued by PO-RALG in March 2018 and Blueprint for Regulatory Reforms to Improve Business Environment of 2018;
- (xv) Allocate funds for monitoring and evaluation of government activities and service delivery at Ward, Village, Mtaa and facility level;
- (xvi) Create employment opportunities and promote Local Economic Development Initiatives by facilitating Small and Medium Enterprises (SMEs) through business education, entrepreneurial skills and link with financial service providers;
- (xvii) Improve availability and usage of microfinance services and products by allocating funds for supervision, establishment of microfinance supervisory committees, registration of community microfinance groups and establish database, training on entrepreneurial skills and formalize informal microfinance services and conduct monitoring and evaluation of their activities;
- (xviii) Allocate sufficient funds for repayment of borrowed funds from Local Government Loans Board (LGLB) and other financial institutions according to the approved repayment schedule and Contribution of Minimum Compulsory Reserve (MCR);
- (xix) Prepare facility level Plans and Budgets for District Hospitals, Health Centres, Dispensaries, Schools and incorporate into Councils Plans; and
- (xx) Submit application for withdrawal of projects funds including details of the planned activities to be implemented to MoFP through RSs for approval as per Treasury Circular No. 2 of 2019 on procedures to request and withdrawal of Direct to Project Funds;
- (xxi) Allocate funds for constructing, rehabilitating and furnishing Council administration buildings, residences and offices for Wards, Mitaa and Villages. Priorities should be focused on finishing buildings under implementation before commencing new projects; and
- (xxii) Conduct quartely monitoring and evaluation for projects implemented under TASAF and Constituency Development Fund.

**B. Sector Specific Instructions to LGAs for Health, Education, Agriculture, Lands and Environment**

- (i) Improve nutrition services by administering nutritional issues and allocate 1,000 Shillings from own source revenue and other sources for each Under-Five Child in order to increase accessibility to nutrition services both at household and community level;
- (ii) Allocate funds for implementation of the Action Plan on Eradication of Violence Against Women and Children and facilitate established forums and committees for people with special needs and elderly according to legal provisions;
- (iii) Improve health services delivery by taking the following interventions: constructing/rehabilitating health infrastructures, strengthening Health Management Teams, Boards and Committees at all levels and referral systems, ensure availability of medicines and medical equipment, improving child, maternal and immunization services, control of communicable and non-communicable diseases, rollout and ensure functionality of National Integrated Case Management System (NICMS), and sensitization of community on the use of Community Health Fund (CHF) and other health insurance services;
- (iv) Identify, register and provide direct services and referrals to Most Vulnerable Children including children working and living on streets, elderly, and people with special needs;
- (v) Administering fee free basic education, promoting games and sports in schools and at community level, updating and submission of pre-primary, primary and secondary education statistical data to MoFP through RSs and PO-RALG by 30<sup>th</sup> January, 2020;
- (vi) Improve general teaching and learning environment at both primary and secondary schools by: construction/rehabilitation of infrastructures and provide special requirements and other supports to pupils and students with special needs;
- (vii) Provide affordable and appropriate agricultural, livestock and fisheries extension services; control the quality of farm inputs in collaboration with agricultural and livestock regulatory authorities such as TOSCI, TPRI and TFRA, construction of agricultural, livestock and fisheries infrastructures and strengthening cooperatives and improve marketing systems;
- (viii) Implement Laws and Regulations related to environment by establishing environmental committees at Council, Ward, Mtaa and Village level; conserving wetlands and water catchment areas, forest reserves and other reserved areas; climate change mitigation and adaptation activities and

enforce Regulations on plastic bag ban of 2019 issued by Vice President's Office; and

- (ix) Allocate land for various social and economic activities pursuant to Land Act, Cap 113 and Village Land Act, CAP. 114 and institute Land Use Management Systems to regulate land development and land uses, including General Planning Schemes (GPS)/Master plans and prepare boundary descriptions and install boundary identification marks for Wards, Mtaa, Village and Kitongoji.

### **1.5. Monitoring, Evaluation and Performance Reporting**

135. Monitoring, evaluation and performance reporting of Plans and Budgets are guided by the FYDP, 2016/17-2020/21 Monitoring and Evaluation Strategy as well as the Public Investment Management – Operational Manual (PIM – OM).

#### **1.5.1. Monitoring and Evaluation**

136. In strengthening monitoring and evaluation of the implementation of plans and budgets, Accounting Officers are instructed to:-

- (i) Prepare Action plans and Cash flow plans for implementation of budget of their respective Votes and submit to MoFP;
- (ii) Strengthening monitoring and evaluation systems and ensure that the FYDP, 2016/17-2020/21 objectives and targets are integrated in the plans and budgets;
- (iii) Conduct capacity building on Monitoring and Evaluation to staff responsible for implementation of development projects;
- (iv) Conduct quarterly monitoring and evaluation of development projects and various programmes;
- (v) Prepare monitoring and evaluation reports for development projects and various programmes and submit to MoFP; and
- (vi) Conduct joint sectorial monitoring and evaluation.

#### **1.5.2. Performance Reporting**

137. Section 55(4) of the Budget Act CAP. 439 and Section 29(5) of the Budget Regulations of 2015, require Accounting Officers to prepare and submit quarterly progress and annual performance reports to MoFP. Accounting Officers are instructed to submit quarterly progress and annual performance reports in hard and soft copies to MoFP, PO-PSMGG, PO-RALG (for RSs and LGAs) and OTR (for other Public Entities).

138. Implementation reports must conform to the format provided in Chapter Two of the Part II of the Guidelines. The progress reports must be submitted within 30

days after end of each quarter, whereas the Annual Performance Reports must be submitted not later than 15<sup>th</sup> October every financial year.

## CHAPTER TWO

### MEDIUM TERM PLANNING AND BUDGETING, IMPLEMENTATION AND REPORTING FORMAT

#### 2.1. Introduction

139. This Chapter describes the structure, format and instructions to guide Ministries, Departments, Agencies, Regional Secretariat, Local Government Authorities and other Public Entities during the planning and budget preparation, implementation, monitoring and evaluation as well as performance reporting.

140. Accounting Officers are required to adhere to the instructions contained in specific documents and systems, including: Centralized Budget Management System (CBMS); Medium Term Strategic Planning and Budgeting Manual (MTSPBM); FYDP II- Implementation Strategy (FYDP II-IS); Planning and Reporting System (PlanRep); Public Investment Management - Operational Manual (PIM-OM); and Facility Financial Accounting and Reporting System (FFARS).

#### 2.2. Plan and Budget Preparation

141. Accounting Officers are instructed to prepare Medium-Term Expenditure Framework (MTEF) in accordance to the presentation format provided by properly filling in form No. 1, 3, 4, 6, 7, 8, 9 and 10.

##### (a) Revenue Estimates

142. In presenting revenue estimates, Accounting Officers are instructed to properly fill in form No. 4 by using appropriate GFS Codes.

##### (b) Expenditure Estimates

143. In presenting expenditure estimates, Accounting Officers are instructed to prepare estimates for Other Charges by filling in form No. 3A, 3B and 3C using appropriate unit of measures and unit cost of inputs.

144. Accounting Officers should prepare PE estimates by filling in form No. 8A-8F and Form Na. 9 based on approved Establishment and Strength issued by PO-PSMGG for the period ending June, 2021.

145. During the planning and budgeting for Development expenditure, Accounting Officers are required to properly fill in Form No.6, 10A and 10C.

146. For the purpose of capturing employment creation data, Accounting Officers

are required to fill in Form No 15A and submit to the Prime Minister's Office, Labour, Youth, Employment and Persons with Disability.

### **2.3. Budget Implementation**

147. Action Plans and Cash Flow Plans are important guiding tools for budget implementation. Therefore, following budget approval by Parliament, Accounting Officers are required to properly fill in forms No. 11A(R), 11A (D), 11B (R), 11B (D), 14B(R), 14B (D) and 14C through the CBMS and submit to MoFP.

### **2.4. Performance Reporting**

148. Accounting Officers are instructed to prepare and submit to MoFP Quarterly Progress and Annual Performance Reports in accordance with the format provided. Performance reporting forms to be filled in are: form 10B; 12A; 12B; 12C; 13A; 13B; and 13(C1-C5). Form No. 15B should be filled in and submitted to the Prime Minister's Office, Labour, Youth, Employment and Persons with Disability.

**MTEF PRESENTATION FORMAT FOR 2020/21–  
2022/23**

**Overview and Policy Statements**

- i. Policy Statement of the Minister/RCs/Mayor/Council or Board Chairperson
- ii. Executive Statement of the Accounting Officer

**Chapter 1: Environmental Scan**

- 1.1 Stakeholders' analysis
- 1.2 SWOC analysis
- 1.3 Key issues (Including Risk Management Profile)

**Chapter 2: Budget Performance Review**

- 2.1 Performance Review – 2018/19
  - 2.1.1 Summary of carry over funds per Programme and Physical Implementation (2017/18)
  - 2.1.2 Annual Approved Revenue Vs Actual Collection.
  - 2.1.3 Annual Approved Expenditure Vs Actual expenditure
  - 2.1.4 Summary of Planned Targets Vs Main Achievements
- 2.2 Mid-Year Review – 2019/20
  - 2.2.1 Summary of carry over funds per Programme and Physical Implementation (2018/19)
  - 2.2.2 Annual Approved Revenue Vs Actual Collection
  - 2.2.3 Annual Approved Expenditure Vs Actual Expenditure
  - 2.2.4 Summary of MTEF targets Vs Main Achievements
- 2.3 Challenges Experienced in 2019/20 and Future Strategies

**Chapter 3: Estimates for MTEF (2020/21 – 2022/23)**

- 3.1 Summary of Annual and Forward Budget Estimate (Form 1)
- 3.2 MTEF Sheet for Objectives, Targets and Activities – Segment 2 (Form 3A)
- 3.3 Activity Costing Sheet (Form 3B)
- 3.4 Recurrent Expenditure Summary of Draft Estimates (Form 3C)
- 3.5 Revenue Estimates and Projections (Form 4)
- 3.6 Development Expenditure Detail of Annual and Forward Budget Estimates (Form 6)
- 3.7 Summary of Development Projects Expenditure Estimates (Form 6.1)
- 3.8 Institutional Results Framework (Form 7)
- 3.9 Summary of Personnel Emoluments Estimates per Vote (Form 8A)
- 3.10 Summary of Personnel Emoluments Estimates per Sub Vote (Form 8B)
- 3.11 Item I – Summary of Existing Employees on Payroll (Form 8C)
- 3.12 Item II – Summary of Existing Employees Not on Payroll (Form 8D)
- 3.13 Item III – Summary of New Employees to be Recruited (Form 8E)
- 3.14 List of Employees Expected to Retire (Form 8F)
- 3.15 Schedule of Personnel Emoluments (Establishment and Strength) (Form 9)
- 3.16 Project Profile Data Form (Form 10A)
- 3.17 FYDP II Project Implementation - Quarterly Performance Assessment Form (Form 10B)
- 3.18 Summary of Projects Forward Budget Estimates at Vote Level (Form 10C)

## STRUCTURE OF THE QUARTERLY REPORTS

- I. Title/cover page
- II. Table of contents
- III. Main body

### ***Introduction***

- *Overview of Implementation of Milestones/Priority Interventions:*
- This Section of the quarterly report describes progress in implementing milestones, which are developed during the planning process.<sup>3</sup>

### ***Issues and Constraints:***

- During the process of monitoring milestones and targets, issues and constraints should typically be identified. Issues arising may concern, delays in implementation, reduced scope or quality of outputs, constraints in terms of resource availability, etc. However, the identification of issues to be reported is subjective. Hence, there is need to prioritize issues which affect achievement of the set milestones and targets within the specified period.

### ***Remedial Actions***

- Provide counter measure for issues and constraints

- IV. \*\* Summary of budget variations and their justification (for Quarter II only)

- V. Annex and Tables

- Annex 1: Form 12A: Quarterly Cumulative MTEF Target Monitoring Form
- Annex 2: Form 12B: Quarterly Cumulative Milestone (Priority) Form
- Annex 3: Form 13A: Quarterly Cumulative Financial Overview Form
- Annex 4: Form 13B: Quarterly Cumulative Financial Detailed Form

**Key: \*\* included during the mid-year progress report only**

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3 To collect information on the implementation of milestones the officer responsible for preparing the report should interview implementers (verbally), rather than distribute a form or sheet for them to fill out.

## STRUCTURE OF AN ANNUAL PERFORMANCE REPORT

### TITLE/COVER PAGE

### TABLE OF

### CONTENTS PREFACE

1. Statement by the Minister/RC/Mayor/Council or Board Chairperson
2. Statement by the Accounting Officer.
3. Executive Summary

### MAIN BODY

1. **Part I: Introduction.** This should include the following:
  - Section 1.1 (Introduction): a short description of the purpose of the report, the approach adopted, and the methods used.
  - Section 1.2 (structure) Describe the layout and structure of the main document.
2. **Part II: Overall Performance**
  - Section 2.1 (Progress towards reaching outcomes): Provides highlights of performance, in words and in a summary indicator table format. Makes reference to a more detailed annex. This should explicitly make reference to progress in meeting Ruling party Manifesto, SDG, and FYDP II goals and targets.
  - Section 2.2 Progress in improving service delivery (quality, efficiency, timeliness, or satisfaction); discuss what changes have occurred within the organization to improve the services provided to its clients. For example, if passports are delivered more quickly, if cost savings have been realized among taxpayers, etc.
  - Section 2.3 (Evaluation and Reviews): Summarizes (very briefly) the results of studies that will be used to prepare the 3-Year Outcome report, and the general progress in terms of evaluation results.
  - Section 2.4 Milestones or Priority Interventions: a discussion of interventions that were considered to be critical to achieve overall objectives or ensure effective implementation of the plan.
  - Section 2.5 (Constrain): Highlight problems or issues, carefully identifying targets at risk or targets which were not met. This may be brief with more details explained in Part III. Describe the actions taken by management to address these constrains.
3. **Part III: Achievement of Annual Targets.** This chapter should be presented on a sub- vote basis. It should provide the written details about each target and what happened during implementation. The chapter may also document details about key activities (especially those not implemented) and overview expenditure data on a particular target.
4. **Part IV: Financial Performance.** This chapter should provide overall aggregate expenditure data compared to budgets as well as revenue collection trends (where applicable). Expenditure information should be derived from the Integrated Financial Management Systems (IFMS).
5. **Part V: HR Review.** Summarizes staffing levels, vacancies, and other key issues including the ratio between Personnel Emolument and Other Charges.

### ANNEX and TABLES

- Annex 1: Form 12A: Quarterly Cumulative MTEF Target Monitoring Form
- Annex 2: Form 12B: Quarterly Cumulative Milestone (Priority) Monitoring Form
- Annex 3: Form 12C: Outcome Indicator Monitoring Form
- Annex 4: Form 13A: Quarterly Cumulative Financial Overview Form
- Annex 5: Form 13B: Quarterly Cumulative Financial Detailed Form

**BUDGET PREPARATION FORMS**

**FORM 1: SUMMARY OF ANNUAL AND FORWARD BUDGET ESTIMATES FOR REVENUE, RECURRENT AND DEVELOPMENT EXPENDITURE  
(‘000 SHILLINGS)**

VOTE CODE: .....

VOTE NAME: .....

Description		Actual	Approved Budget	Annual Budget	Forward Budget	Forward Budget	
		Yo-2	Estimates	Estimates	Estimates	Estimates Yo+2	
1		2	3	4	5	6	
<b>1. Revenue Estimates</b>	Government Ceiling/ Grant						
	Loan						
	Own Source						
	Other Sources						
<b>TOTAL REVENUE</b>							
<b>2. Recurrent Expenditure</b>	PE	PE for Vote proper					
		PE Subvention					
		PE Own source					
	Total PE						
	OC	OC for Vote Proper					
		OC Subvention					
		OC Own source					
	Total OC						
	<b>Total Recurrent Expenditure</b>						
	<b>3. Development Expenditure</b>	DEV Vote Proper	Govt. Funds				
Foreign Funds							
Own Source							

		Other Funds					
	DEV Subvention	Govt. Funds					
		Foreign Funds					
		Own Source					
		Other Funds					
<b>Total Development Expenditure</b>							
<b>4. Remittance to Consolidated Fund</b>							
<b>TOTAL EXPENDITURE</b>							

**Note:**

Revenue estimates = All available funds received from various sources

Total Revenue = Total Expenditure

Total Expenditure = Total Recurrent Expenditure + Total Development Expenditure

Total recurrent expenditure = Total PE + Total OC

Total PE = PE for vote proper + PE subvention

Total OC = OC for vote proper + OC subvention

Total Dev= Dev for vote Proper + Dev Subvention

Other Sources = Accrued interest, dividends, interest earned and other returns from investments Other funds = Community contribution, PPP funds from private sector, etc.

Government Ceiling/Grant = Total ceilings or grants received from the Government

Own Source = Revenue collected that form part of institutions spending (MDAs, LGAs and Parastatals) Loan = Borrowed funds that form part of institutions spending.

Other Sources = Funds received apart from loan, Own Source or Government grants Vote

Proper = Revenue collected and expenditure incurred within the same vote Subvention =

Government grant through vote proper

Y<sub>O-2</sub> = Two previous Years (2018/19)  
Y<sub>O-1</sub> = Current Financial Year (2019/20)  
Y<sub>O</sub> = Budget Year (2020/21)  
Y<sub>O+1</sub> = Forward Budget (2021/22)  
Y<sub>O+2</sub> = Forward Budget (2022/23)

**FORM 3A: MTEF SHEET FOR OBJECTIVES, TARGETS AND ACTIVITY COSTING**

VOTE CODE: .....

VOTE NAME .....

SUB-VOTE CODE: .....

SUB-VOTE NAME.....

Objective	Target	Target Type	Activity Code	Segment 2	Activity Description	Actual Y <sub>0-2</sub>	Approved Budget Estimates Y <sub>0-1</sub>	Annual Budget Estimates Y <sub>0</sub>	Forward Budget Estimates Y <sub>0+1</sub>	Forward Budget Estimates Y <sub>0+2</sub>
A										
	01									
		S								
			01	A01S01						
<b>TOTAL</b>										

Y<sub>0-2</sub> = Two previous Years (2018/19)  
 Y<sub>0-1</sub> = Current Financial Year (2019/20)  
 Y<sub>0</sub> = Budget Year (2020/21)  
 Y<sub>0+1</sub> = Forward Budget (2021/22)  
 Y<sub>0+2</sub> = Forward Budget (2022/23)

**FORM 3B: ACTIVITY COSTING SHEET**

VOTE CODE: .....  
 SUB-VOTE CODE: .....  
 OBJECTIVE NO: .....  
 TARGET CODE: .....

VOTE NAME .....  
 SUB-VOTE NAME .....  
 OBJECTIVE DESCRIPTION: .....  
 TARGET DESCRIPTION: .....

Tick the appropriate (√)

FYDP II   
 Other

Segment 2 Code	Segment 4 (GFS Code)	Required Inputs			Annual Budget Estimates Y <sub>0</sub>		Forward Budget Estimates Y <sub>0+1</sub>		Forward Budget Estimates Y <sub>0+2</sub>	
		Segment 4 Description (GFS Code Description)	Unit of Measure	Unit cost of Inputs	No of Units	Estimates	No of Units	Estimates	No of Units	Estimates
1	2	3	4	5	6	7	8	9	10	11
<b>TOTAL</b>										

**Notes**

**Column 1:** Segment 2 includes objective, target, target type and activity;

**Column 7** equals column 5 x column 6

**Column 9** equals column 5 x column 8

**Column 11** equals column 5 x column 10

Y<sub>0</sub> = Budget Year (2020/21)

Y<sub>0+1</sub> = Forward Budget (2021/22)

Y<sub>0+2</sub> = Forward Budget (2022/23)

**FORM 3C: RECURRENT EXPENDITURE SUMMARY OF DRAFT ESTIMATES**

VOTE CODE: .....  
 SUB-VOTE CODE: .....

VOTE NAME .....  
 SUB-VOTE NAME .....

Segment 4 (GFS Code)	Segment 4 Description (GFS Code Description)	Actual Budget Y <sub>0-2</sub>	Approved Budget Estimates Y <sub>0-1</sub>	Annual Budget Estimates Y <sub>0</sub>	Forward Budget Estimates Y <sub>0+1</sub>	Forward Budget Estimates Y <sub>0+2</sub>
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>TOTAL</b>						

**Notes**

Columns 5, 6 and 7 is a Summary of Form No. 3(b) Activity Costing Sheet  
 Y<sub>0-2</sub> = Two previous Years (2018/19)  
 Y<sub>0-1</sub> = Current Financial Year (2019/20)  
 Y<sub>0</sub> = Budget Year (2020/2021)  
 Y<sub>0+1</sub> = Forward Budget (2021/22)  
 Y<sub>0+2</sub> = Forward Budget (2022/23)

**FORM 4: REVENUE ESTIMATES AND PROJECTIONS**

VOTE CODE: .....  
 SUB-VOTE CODE: .....

VOTE NAME .....  
 SUB-VOTE NAME .....

Segment 4 (GFS Code)	Description	Actual Collection Y <sub>0-2</sub>	Approved Estimates Y <sub>0-1</sub>	Draft Estimates Y <sub>0</sub>	Forward Budget Y <sub>0+1</sub>	Forward Budget Y <sub>0+2</sub>	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
14220122	Tender Document						
	<b>Total of Sub -Vote</b>						
	<b>TOTAL OF VOTE</b>						

**Notes:**

- Y<sub>0-2</sub> = Two previous Years (2018/19)
- Y<sub>0-1</sub> = Current Financial Year (2019/20)
- Y<sub>0</sub> = Budget Year (2020/21)
- Y<sub>0+1</sub> = Forward Budget (2021/22)
- Y<sub>0+2</sub> = Forward Budget (2022/23)
- Remarks = Reason for significant decrease or increase of revenue

**FORM 6: DEVELOPMENT EXPENDITURE DETAILS OF ANNUAL AND FORWARD BUDGET**

VOTE CODE: .....  
 SUB-VOTE CODE: .....  
 PROJECT CODE: .....  
 OBJECTIVE NO: .....  
 TARGET CODE: .....

VOTE NAME .....  
 SUB-VOTE NAME .....  
 PROJECT NAME: .....  
 OBJECTIVE DESCRIPTION: .....  
 TARGET DESCRIPTION: .....

Tick the appropriate (√)  
 FYDP II  
 Other

(Seg. 2) Performance Budget Codes	Activities Description	Segment 4 (GFS Code)	Segment 4 (GFS Code Description)	Annual Budget Estimates Y <sub>0</sub>						Forward Budget Estimates Y <sub>0+1</sub>			Forward Budget Estimates Y <sub>0+2</sub>		
				Local	Foreign	L/G	D	Donor	Total	Local	Foreign	Total	Local	Foreign	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
Total of Target															
Total of Project															
<b>TOTAL OF SUB-VOTE</b>															

**Notes**

Total Target is Sum of all activities under a Target  
 Total Project is Sum of all targets under a Project  
 Total Sub-Vote is Sum of all Projects under the Sub-Vote  
 Total = Local fund + Foreign fund  
 L/G = Loan/Grant  
 D = (Direct to project)

Y <sub>0</sub> = Budget Year (2020/21) Y <sub>0+1</sub> = Forward Budget (2021/22) Y <sub>0+2</sub> = Forward Budget (2022/23)
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FORM 7: INSTITUTIONAL RESULTS FRAMEWORK

VOTE CODE: .....

VOTE NAME .....

PERIOD: PROJECTED RESULTS COVERING THE PERIOD FROM FINANCIAL YEAR ..... TO.....

Objective Code and Description	Target Code and Description	Indicator Name and description	BASELINE		INDICATOR TARGET VALUES (AS PER SP)			CLASSIFICATION			Source of Data / Means of verification
			Baseline Date	Baseline Indicator Value	Y <sub>0</sub>	Y <sub>+1</sub>	Y <sub>+2</sub>	FYDP II	SDG	R	
	1	2	3	4	5	6	7	8	9	10	11

**Notes**

Each row on this form describes a single performance indicator. Indicators are used to measure progress towards meeting objectives; Targets under each objective are assigned indicators for performance measuring. Descriptions of each column are as follows:

**Column1.** Target Code and Description: the target (in words) and its code, being measured by the indicator, for example: “Primary School Enrolment Rate increased from 80 percent to 98 percent”

**Column2.** Indicator Name and Descriptions: The indicators name should be in italics while its description (how the indicator is calculated) should be listed below it in a bullet or in parenthesis, for example: *Primary School Enrolment as a percentage of school age children*”

**Column3.** Baseline date: describes the most recent date, prior to the current planning phase that the indicator was collected.

**Column4.** Baseline indicator value is the value of the indicator, on the most recent date prior to the current planning phase. If indicator values (and their date) is not known place a dash.

**Columns 5 to 7:** Indicator targets: the expected or projected annual future value of the indicator at the end of the first, second, and third year of implementation, as found in the Strategic Plan. (Y<sub>0</sub> = Base Year, (Y<sub>+1</sub>) = the next financial year, and Y<sub>+2</sub> is the next two years and Y<sub>+3</sub> is the next three years

**Column 8 to 10:** Place a check mark (tick or X) in the columns FYDP II, SDG, and R as follows: FYDP II= Second Five Year Development Plan, SDG= Sustainable Development Goals and R = Ruling Party Manifesto. This will help link the indicator to other coordinating plans

**Column11.** The source is where the indicator data was collected (data source) while means of verification is the supporting evidence.

**FORM 8A: SUMMARY OF PERSONNEL EMOLUMENTS ESTIMATES AT VOTE LEVEL  
(MINISTRY/REGION/ URBAN /DISTRICT COUNCILS / PUBLIC INSTITUTIONS)**

VOTE CODE: .....

VOTE NAME .....

Item	Number of Employees	Basic Salary	Annual Increment	Promotion	Total PE	Employers Contributions					
						ZSSF 15%	PSSSF		NHIF 3%	WCF 0.5%	Total Contributions
							15%	25% (Gratuity)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
I											
II											
III											
Grand Total											

**Notes**

(Summary Items I, II, and III)

**Item I** = Existing Employees on Payroll **Item II** = Existing

Employees not on Payroll **Item III** = New Employees to be

Recruited Y<sub>0</sub> **Column 6 Gives** Total Sum of Columns 3 to 5

**Column 7 & 8** For Employees under Permanent and Pensionable terms; **Column 9** Only for Employees under Contract terms

**Column 12 Gives** Total Sum of Columns 7 to 11 ZSSF = Zanzibar Social Security Fund; PSSSF = Public Service Social Security Fund; NHIF=National Health Insurance Fund; and WCF=Workers Compensation Fund

**FORM 8B: SUMMARY OF PERSONNEL EMOLUMENTS ESTIMATES AT SUBVOTE LEVEL  
(MINISTRY/REGION/URBAN /DISTRICT COUNCILS/ PUBLIC INSTITUTIONS)**

VOTE CODE: .....

VOTE NAME .....

Item	Number of Employees	Basic Salary	Annual Increment	Promotion	Total PE	Employers Contributions					
						ZSSF 15%	PSSSF		NHIF 3%	WCF 0.5%	Total Contributions
							15%	25% (Gratuity)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
I											
II											
III											
Grand Total											

**Notes**

(Summary Items I, II, and III)

**For each sub-vote**, sum the employees and Personnel Emoluments for item I, item II, and item III

**Item I** = Existing Employees on Payroll

**Item II** = Existing Employees not on Payroll

**Item III** = New Employees to be Recruited  $Y_0$

**Column 6** Gives the total sum of Columns 3 to 5;

**Column 12** Gives the total sum of Columns 7 to 11)

**FORM 8C: ITEM I - SUMMARY OF EXISTING EMPLOYEES ON PAYROLL**

VOTE CODE: .....

VOTE NAME .....

Item	Number of Employees	Basic Salary	Annual Increment	Promotion	Total PE	Employers Contributions					
						ZSSF 15%	PSSSF		NHIF 3%	WCF 0.5%	Total Contributions
							15%	25% (Gratuity)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
I											
II											
III											
Grand Total											

**Notes**

**Column 6** - Gives the Total Sum of Columns 3 to 5

**Column 12**- Gives the Total Sum of Columns 7 to 11

**FORM 8D: ITEM II - SUMMARY OF EXISTING EMPLOYEES NOT ON PAYROLL**

VOTE CODE: .....

VOTE NAME .....

Item	Number of Employees	Basic Salary	Annual Increment	Promotion	Total PE	Employers Contributions					
						ZSSF 15%	PSSSF		NHIF 3%	WCF 0.5%	Total Contributions
							15%	25% (Gratuity)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
I											
II											
III											
Grand Total											

**Notes**

**Column 6** - Gives the Total Sum of Columns 3 to 5

**Column 12**- Gives the Total Sum of Columns 7 to 11

**FORM 8E: ITEM III - SUMMARY OF NEW EMPLOYEES TO BE RECRUITED**

VOTE CODE: .....

VOTE NAME .....

Item	Number of Employees	Basic Salary	Annual Increment	Promotion	Total PE	Employers Contributions					
						ZSSF 15%	PSSSF		NHIF 3%	WCF 0.5%	Total Contributions
							15%	25% (Gratuity)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
I											
II											
III											
Grand Total											

**Notes**

**Column 6** - Gives the Total Sum of Columns 3 to 5

**Column 12**- Gives the Total Sum of Columns 7 to 11

**FORM 8F: LIST OF EMPLOYEES EXPECTED TO RETIRE**

VOTE CODE: .....

VOTE NAME .....

S/No	Name of Employees	Check Number	Designation	Salary Scale	Basic Salary	Retirement Date
1						
2						
3						
.						
.						
.						
.						

**FORM 9: SCHEDULE OF PERSONNEL EMOLUMENTS (ESTABLISHMENT AND STRENGTH)**

VOTE CODE: .....

VOTE NAME .....

SUB VOTE: .....

SUB VOTE NAME .....

Employee Code	Description	Salary Scale	Establishment					Actual Strength at Present	Variation (+ Over) or (- Under)	Remarks
			Y <sub>0-2</sub>	Y <sub>0-1</sub>	Y <sub>0</sub>	Y <sub>0+1</sub>	Y <sub>0+2</sub>			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

**Notes**

- Y<sub>0-2</sub> = Two previous Years (2018/19)
- Y<sub>0-1</sub> = Current Financial Year (2019/20)
- Y<sub>0</sub> = Budget Year (2020/21)
- Y<sub>0+1</sub> = Forward Budget (2021/22)
- Y<sub>0+2</sub> = Forward Budget (2022/23)

**FORM 10A: PROJECT PROFILE DATA FORM (NON-STRATEGIC PROJECTS)**

A1. Vote Name: \_\_\_\_\_ Vote Code: \_\_\_\_\_  
 A2. Sub vote Name \_\_\_\_\_ Sub vote Code /\_/\_/\_/\_/\_  
 A3. Project Number: \_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/  
 A4. Date this form was completed \_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/ (Day/Month/Year)  
 A5. Project Name \_\_\_\_\_

A6. Is this project recurrent in nature?  
 Yes ..... 1 No ..... 2

A7. Implementation Status of Project:  
 Not started .....1  
 Started but abandoned.....2  
 On schedule .....3  
 Ahead of schedule .....4   
 Behind schedule .....5  
 Completed but facility not in use. ....6  
 Completed and facility in use .....7

*(STOP HERE IF YOU HAVE ENTERED CODE 6 OR 7 IN BOX)*

A8. Does this Project have feasibility study or project document?  
 Feasibility study .....1   
 Project document .....2  
 No Document .....3

A9. Feasibility study Number of Project \_\_\_\_\_

A10. Project document Number \_\_\_\_\_

A11. Project Description (describe major components/activities) .....

A12. Project coverage:  
 National wide (beneficiaries of project in entire  
 Country, or in more than one region) .....1   
 Regional (beneficiaries of project in one Region) .....2  
 District (beneficiaries of project in one District) .....3

A13. Geographic Location of Project (Tick the right option)  
 (a) Nationwide -----  
 (b) Region Name-----

(c) District Name -----

(d) LGA-----

A14. Type of Implementing (Executing) Agency:

Ministry .....1      Parastatal .....5  
Region .....2      LGA .....6  
Donor .....3      Agency .....4

A15. Lead Implementing Agency Name \_\_\_\_\_ Code /\_/\_/\_/\_/

A16. Other Agencies /Collaborators providing critical inputs to project implementation: .....,.....,.....,

A17. Planned Start date (Month & Year) /\_/\_/\_/\_/

A18. Actual Start Date (Month & Year) /\_/\_/\_/\_/

A19. Planned Completion Date (Month & year) /\_/\_/\_/\_/

A20. Latest revised completion Date (Month & Year) /\_/\_/\_/\_/

A21. Status of project funding in Development budget

- a) Adequate Funds included to cover remaining costs
- b) Inadequate Funds to cover remaining costs
- c) Adequate Funds outside Government budget exist to cover remaining cost.


A22. PPP Projects:

Project name .....

Total project cost, .....

of which Tshs..... Government, Tshs ..... Private

Project status:

Feasibility study.....

Design .....

Fund mobilization .....

Contract document .....

REMARKS.....

**SECTION B: PROJECT FINANCE (EXTERNAL ONLY)**

Please complete this section if project is financed (or to be financed) from external financial sources.

- B1 Total Number of Donors for this Project /\_\_/  
B2 The Project Funded through Basket funding? Yes  No

**(ONE FORM SHOULD BE COMPLETED FOR EACH DONOR, IF A PROJECT RECEIVES FUNDS FROM MORE THAN ONE DONOR AGENCY)**

- B3. Donor 1 Name \_\_\_\_\_  
B4. Donor 1 Code /\_\_/\_/\_\_\_/  
B5. Total Donor Commitments (Tshs.) \_\_\_\_\_  
B6. Type of Currency in Agreement \_\_\_\_\_  
B7. Total Donor Commitment in currency of Agreement \_\_\_\_\_  
B8. Date of Agreement (Month/Year) /\_\_/\_/\_\_\_/\_\_\_/  
B9. Funding Terms  
Grant ...1   
Loan .....2  
Loan with grant element.....3
- B10 Amount of Grant (Tshs.): \_\_\_\_\_  
B11 Amount of Loan (Tshs.): \_\_\_\_\_  
B12. Type of Disbursement:  
Direct .....1   
Cash .....2

**FORM 10C: SUMMARY OF PROJECT FORWARD BUDGET ESTIMATES AT VOTE LEVEL (ALL SOURCES)**

VOTE CODE: .....

VOTE NAME .....

DEVELOPMENT EXPENDITURE (in '000' Tshs)	Approved Budget Estimate Yo-1	Annual Estimates Yo	Forward Budget Estimates Yo+1	Forward Budget Estimates Yo+2
A: Government Funds: -Local				
-Foreign				
B: Other Sources: -Special Funds (e.g. Road fund)				
-Own Funds				
-Bank Loans				
-PPP				
-Others				
TOTAL BUDGET ESTIMATES				

**Notes**

Y<sub>O-1</sub> = Current Financial Year (2019/20)

Y<sub>O</sub> = Budget Year (2020/21)

Y<sub>O+1</sub> = Forward Budget (2021/22)

Y<sub>O+2</sub> = Forward Budget (2022/23)

FORM NO. 15A - FRAMEWORK FOR MAINSTREAMING EMPLOYMENT CREATION IN  
SECTOR DEVELOPMENT PLANS - PLANNING LEVEL

<b>Financial Year: .....</b>																			
<b>VOTE CODE: .....</b>		<b>VOTE NAME: .....</b>																	
<b>SUB-VOTE CODE:</b>		<b>SUB-VOTE NAME .....</b>																	
<b>PERIOD COVERED:</b> .....																			
<b>Objective .....</b>																			
Sector	Employment Opportunities (Project Name)	Project Code	Target Description	Activities code and description	Total approved budget (Tshs)	Name of Region	Name of District	Total planned No. of jobs to be created	Number of jobs to be created segregated by sex and age groups										
									Male				Female						
									15*-35	36-60	61+	Total	15-35	36-60	61+	Total			
	Specific Instructions to Sector Ministries, Independent Departments and Agencies (MDAs), Regional Secretariats (RS) and Local Government Authorities (LGAs)																		
1	This form should be filled once a year during the preparation of annual budget and submitted to the Permanent Secretary, Prime Minister's Office, Policy, Parliament, Labour, Employment, Youth and Disables																		
	Permanent Secretary, Treasury																		
	15* As per Section 5 (a)&(b) of the Employment and Labour Relations Act No. 6 of 2004																		

**BUDGET IMPLEMENTATION FORMS**

PBF 5.2 (a)

**FORM 11A (R): CURRENT YEAR MTEF TARGET VALUE FORM (RECURRENT EXPENDITURE)**

VOTE CODE: .....

VOTE NAME .....

FINANCIAL YEAR .....

SUB-VOTE CODE: .....

SUB-VOTE NAME .....

OBJECTIVE CODE AND DESCRIPTION: .....

CODES AND LINKAGES			TARGET IN WORDS		QUARTERLY TARGETS FOR THE CURRENT YEAR				
Target Code	FYDP II	R	Target Description	Target Description for the Current Year	Units of Measure	Q1	Q2	Q3	Q4
1	2	3	4	5	6	7	8	9	10

**Notes**

Each row on this form describes a single target (output). Descriptions of each column are as follows:

- **Column 1. Target Code** is the Segment 2 code at the target level, for example "A03C".
- **Columns 2 to 3: FYDP II, R** Place a check mark (tick or X) in the columns FYDP II, R as follows: FYDP II= Second Five Year Development Plan, R = Ruling Party Manifesto. This will help link the MTEF target to other coordinating plans.
- **Column 4. Target Description** The target (in words) describing the final state at the end point of the current 3 year MTEF period (i.e. three years in advance); for example "150 Staff sensitized on HIV/ AIDS by 30<sup>th</sup> June 2023".
- **Column 5. Target Description (current year):** The target (in words) describing the final state at the end point of the current year; for example "50 Staff sensitized on HIV/ AIDS by 30 June 2021".
- **Column 6. Units of measure:** how the level of the target would be measured, for example "number of Staff."
- **Columns 7 to 10: Cumulative Measures for each quarter:** is the expected CUMULATIVE level of the target at the end of each quarter in the upcoming financial year. For example if the target is to 50 Staff sensitized on HIV/ AIDS by 30 June 2021" the quarterly cumulates may be 10, 25, 35, and 50.

FORM 11A (D): CURRENT YEAR MTEF TARGET VALUE FORM (DEVELOPMENT EXPENDITURE)

VOTE CODE: .....

VOTE NAME:.....

FINANCIAL YEAR .....

PROJECT CODE AND NAME: .....

SUB-VOTE CODE AND NAME: .....

OBJECTIVE CODE AND DESCRIPTION: .....

CODES AND LINKAGES			TARGET IN WORDS		QUARTERLY TARGETS FOR THE CURRENT YEAR				
Target Code	FYDP II	R	Target Description	Target Description for the Current Year	Units of Measure	Q1	Q2	Q3	Q4
1	2	3	4	5	6	7	8	9	10

**Notes**

Each row on this form describes a single target (output). Descriptions of each column are as follows:

- **Column 1. Target Code** is the Segment 2 code at the target level, for example "A03C"
- **Columns 2 to 3: FYDP II, R** Place a check mark (tick or X) in the columns FYDP II, R as follows: FYDP II= Five Year Development Plan; R = Ruling Party Manifesto. This will help link the MTEF target to other coordinating plans
- **Column 4. Target Description:** The target (in words) describing the final state at the end point of the current 3-year MTEF period (i.e. three years in advance); for example, "15 dormitories constructed by 30 June 2023"
- **Column 5. Target Description (current year):** The target (in words) describing the final state at the end point of the current year; for example, "5 dormitories constructed by 30 June 2021".
- **Column 6. Units of measure:** how the level of the target would be measured, for example "number of dormitories."
- **Columns 7 to 10: Cumulative Measures for each quarter:** is the expected CUMULATIVE level of the target at the end of each quarter in the upcoming financial year. For example, if the target is "5 dormitories constructed by 30 June 2021".the quarterly cumulates may be 2, 3, 4, and 5.

- PBF 6.2 (a)

FORM 11B (R): ANNUAL CASH FLOW PLAN FOR RECURRENT BUDGET

VOTE CODE: .....  
 SUB-VOTE CODE: .....  
 PROJECT CODE: .....  
 OBJECTIVE No: .....  
 TARGET CODE: .....

VOTE NAME: .....  
 SUB-VOTE NAME: .....  
 PROJECT NAME: .....  
 OBJECTIVE DESCRIPTION: .....  
 TARGET DESCRIPTION: .....

Tick the appropriate (√) FYDP II   
 Other

Activity Code	Activity Description	Source of Financing	Approved Annual Budget	Planned Quarterly Expenditures (Projected Cash Flow)			
				Quarter I	Quarter II	Quarter III	Quarter IV
1	2	3	4	5	6	7	8
		Government					
		Own Funds					
		Total					
		Government					
		Own Funds					
		Total					

**Notes**

Each row is a single activity under a target. This row is broken into 3 parts describing the cash flow for Government Financing (subvention or recurrent funding) and own funds. Descriptions of each column are as follows:

- **Column 1. Activity Code:** Segment 2 code for the activity, for example: A02C03
- **Column 2. Activity Description:** the activity description in words, for example "To conduct 2 days Workshop on HIV/AIDS counseling and testing to 50 Staff by 30 June 2021"
- **Column 4. Approved Annual Budget:** the total budget (in Tanzanian Shillings) for the current financial year. This is divided into 2 sources of funds: Government and Own Funds. Own funds apply only to LGAs and Executive Agencies and may include revenues collected and contributions from citizens or communities.
- **Columns 5 to 8. Quarter I, II, III, and IV:** the projected cash flow (in Tanzanian Shillings), for each quarter, divided into 2 sources of funds: Government and Own Funds.

## FORM 11B (D): ANNUAL CASH FLOW PLAN FOR DEVELOPMENT BUDGET

VOTE CODE: .....  
 SUB-VOTE CODE: .....  
 PROJECT CODE: .....  
 OBJECTIVE No: .....  
 TARGET CODE: .....

VOTE NAME: .....  
 SUB-VOTE NAME: .....  
 PROJECT NAME: .....  
 OBJECTIVE DESCRIPTION:.....  
 TARGET DESCRIPTION:.....

Tick the appropriate (√)  
 FYDP II   
 Other

Activity Code	Activity Description	Source of Financing	Approved Annual Budget	Amount to be Spent in Foreign Currency (\$,£,€,¥)	Planned Quarterly Expenditures (Projected Cash Flow)			
					Quarter I	Quarter II	Quarter III	Quarter IV
1	2	3	4	5	6	7	8	9
		Local						
		Foreign						
		Own Source						
		PPP						
		Total						
		Local						
		Foreign						
		Own Source						
		PPP						
		Total						

Notes

Each row is a single activity under a target. This row is broken into 3 parts describing the cash flow for Government Financing (subvention or recurrent funding) and own funds. Descriptions of each column are as follows:

- **Column 1. Activity Code:** Segment 2 code for the activity, for example: A02C03
- **Column 2. Activity Description:** the activity description in words, for example " To construct 5 dormitories by 30 June 2021"
- **Column 4. Approved Annual Budget:** the total budget (in Tanzanian Shillings) for the current financial year. This is divided into 2 sources of funds: Government and Own Funds. Own funds apply only to LGAs and Executive Agencies and may include revenues collected and contributions from citizens or communities.
- **Column 5. Amount of Total Budget to be spent in foreign currency (\$, £, €, ¥):** This will include spending in activities that will require forex.
- **Columns 6 to 9. Quarter I, II, III, and IV:** the projected cash flow (in Tanzanian Shillings), for each quarter, divided into 2 sources of funds: Government and Own

Funds.

- PPP=Government contribution to Public Private Partnership Project Financing

PBF 6.3(a)

FORM 14B (R): ANNUAL ACTION PLAN FOR RECURRENT BUDGET FOR THE FY ..... ..

VOTE CODE: .....

VOTE NAME: .....

SUB-VOTE CODE: .....

SUB-VOTE NAME: .....

Objective Code and Description	Target Code and Description		R	Activity Code and Description	Main Tasks (activity phases)	Sub - Tasks (Milestone)	Planned Start	Planned	Approved Budget	Work Days	Lead Agency	Responsible Person (Officer)
1	2	3	4	5	6	7	8	9	10	11	12	13

**Notes**

Each row of this form describes a single activity. The form should only be used internally.

- Column 1: the Objective Code (A, B, C, etc) as well as the objective’s description, for example: “A. Service improved and HIV/AIDS infection reduced” Part of the Segment 2 code.
- Column 2: the Target Code (A01C or B02S etc) as well its description, for example: “50 Staff sensitized on HIV/ AIDS by 30 June 2021”
- Columns 3 to 4: place a check mark (√) to link your target as appropriate with those planning frameworks as described in other forms above.
- Column 5: the Activity Code (A01C03 or B02S01 etc) as well as the activity’s description, for example: “C01D05. To conduct sensitization Seminar on HIV/AIDS by June, 2021”, Part of the Segment 2code.
- Column 6: list main tasks or phases which enable respective activity to be completed when such tasks are implemented.
- Column 7: list sub tasks or milestone which enable respective task to be completed when such milestones are implemented.
- Column 8: the date at which the activity should start. The start of an activity should include its procurement, where applicable.
- Column 9: the date at which the activity should be completed.
- Column 10: the approved budget of the target or activity. The target’s budget is the sum of the budgets for all activities under it
- Column 11: the expected workdays on the activity. Some activities may have long durations in which implementation is sporadic. For example an activity “supervision of procurement” may take place over a 3 month period, but may only involve 2 workdays per month.
- Column 12: the institution or agency responsible (accountable) for the execution of the activity. This should be shown as a institution, such as “MoHSW
- Column 13: the person responsible (accountable) for the completion of the activity. This should be listed as a position, such as “Commissioner for Budget, DPP, DHRM, etc.”

FORM 14B (D): ANNUAL ACTION PLAN FOR THE DEVELOPMENT BUDGET FOR THE FY ..... ..

VOTE CODE: .....

VOTE NAME: .....

SUB-VOTE NO: .....

SUB-VOTE NAME: .....

PROJECT CODE .....

PROJECT NAME .....

Objective Code and Description	Target Code and Description	FYDP II	R	Activity Code and Description	Main Tasks (activity phases)	Sub - Tasks (Milestone)	Planned Start Date	Planned Finish Date	Approved Budget	Work Days	Lead Agency	Responsible Person (Officer)
1	2	3	4	5	6	7	8	9	10	11	12	13

**Notes**

Each row of this form describes a single activity. The form should only be used internally.

- Column 1: the Objective Code (A,B, C, etc) as well as the objective’s description, for example: “H. Staff performance and service delivery improved.” Part of the Segment 2 code.
- Column 2: the Target Code (H05D) as well its description, for example : ( H05D) Office accommodation constructed and maintained by June, 2023.”
- Columns 3 to 4: place a check mark (√) to link your target as appropriate with those planning frameworks as described in other forms above.
- Column 5: the Activity Code (H05D01) as well as the activity’s description, for example: “To construct new Office accommodation by June 2021”
- Column 6: List main tasks or phases which enable respective activity to be completed when such tasks are implemented.
- Column 7: List sub tasks or milestone which enable respective task to be completed when such milestones are implemented.
- Column 8: The date at which the activity should start. The start of an activity should include its procurement, where applicable.
- Column 9: The date at which the activity should be completed.
- Column 10: The approved budget of the target or activity. The target’s budget is the sum of the budgets for all activities under it
- Column 11: The expected work days on the activity. Some activities may have long durations in which implementation is sporadic. For example, an activity “supervision of procurement” may take place over a 3 month period, but may only involve 2 work days per month.
- Column 12: The institution or agency responsible (accountable) for the execution of the activity. This should be shown as an institution, such as “TBA”
- Column 13: The person responsible (accountable) for the completion of the activity. This should be listed as a position, such as DPP, DHRM, Regional Manager etc.”



**PERFORMANCE REPORTING FORMS**  
**FORM 10B: FYDP II PROJECT IMPLEMENTATION - QUARTERLY PERFORMANCE ASSESSMENT FORM**  
**(THIS FORM SHOULD BE FILLED ONLY FOR FLAGSHIP /STRATEGIC PROJECTS)**

**1. EXPLANATIONS AND DEFINITIONS FOR THE TERMS USED FOR QUARTERLY PERFORMANCE ASSESSMENT FORM**

<b>TERM</b>	<b>EXPLANATION/DEFINITION</b>
<i>Project/Activity Name:</i>	The exact name of the assessed Project/ Activity/Name as listed under investments it is associated with.
<i>Responsible Ministry</i>	Ministry under which Project/ Activity is implemented
<i>Lead implementer</i>	Institution responsible for day to day management of the Project/ Activity
<i>Contact Person(s):</i>	Name (if possible), designation and phone as well as well as e-mail contacts for the person(s) who will be responsible for providing the required information, so that this person can be contacted for clarification if needed.
<i>Project /Activity Location</i>	Physical address of the Project/ Activity
<i>Annual Target(s) for 2019/20:</i>	Stage(s)/steps of the project/activities expected to be completed/reached by end of FYR 2019/20
<i>Target(s) for Each Quarter:</i>	Stage(s)/steps of the project/activity expected to be completed/reached by end of each quarter in FY 2019/20
<i>Achievements for</i>	Stage(s)/steps of the project/activity actually completed/reached by end of each Quarter in FY 2019/20
<i>Constraints:</i>	Any current or anticipated obstacle that is hindering or has potential to hinder the project/activity reaching its fruitful completion in the allocated time
<i>Remarks:</i>	<ul style="list-style-type: none"> <li>• Proposals on how the identified constraints can be addressed</li> <li>• Any information deemed pertinent for the successful implementation and completion of the Project/ Activity</li> </ul>
<i>Target(s) for next/ following Quarter:</i>	Stage(s)/Steps of the project/activities expected to be completed /reached by end of next quarter
<i>Annual Budget 2019/20</i>	Total Planned expenditure on the Project/ Activity for FY 2019/20 as well as a breakdown of expected source of funds to be used
<i>Expenditure Approved for specific quarter</i>	Total Planned expenditure on the Project/ Activity for the specific quarter of FY 2019/20 as well as a breakdown of expected source of funds to be used for the quarter
<i>Funds Released for Q</i>	Actual funds allocated to the Project/ Activity for that Quarter and break down of the sources of the released funds.
<i>Cumulative Expenditure</i>	Total expenditure on the project/activity for up to that Q of FY and a breakdown of where the funds used were sourced.
<i>Percent (Expenditure vs. Budget)</i>	Proportion of planned total fund spent on the project/activity up to that Quarter with breakdown according to source of funds.
<i>Constraints</i>	Current or potential financial constraint facing the project/activity
<i>Remarks</i>	<ul style="list-style-type: none"> <li>• Proposals on how the identified financial constraints can be addressed</li> <li>• Any financial information deemed pertinent for the successful implementation and completion of the project/activity</li> </ul>
<i>GOT</i>	Funds from the Government of Tanzania
<i>PPP</i>	Funds obtained from Public Private Partnerships
<i>DPs</i>	Funds from Development Partners
<b>TERM</b>	<b>EXPLANATION/DEFINITION</b>
<i>Others</i>	Funds from sources other than the ones listed

**2 BASIC PROJECT ACTIVITY INFORMATION**

Project/ Activity/Name; .....  
 Responsible Ministry:.....  
 Leading Implementer:.....  
 Contact Person(s):  
 Designation:.....  
 Phone:.....  
 E-mail:.....

**3 IMPLEMENTATION ASSESMENT**

**TABLE A: ACTIVITY ASSESSMENT**

Project Location	
Annual Target(s) for 2019/20	
Target(s) for Q	
Achievements for Q	
Constraints	
Remarks	
Target(s) for next Q	

**TABLE B: FINANCIAL ASSESSMENT**

Item	Source of Fund	Million Shillings.
Annual Budget 2018/19	Total	
	GOT	
	PPP	
	DPs	
	Others <sup>4</sup>	
Annual Budget 2019/20	Total	
	GOT	
	PPP	
	DPs	
	Others <sup>1</sup>	
Amount Approved for Quarter I 2019/20	Total	
	GOT	
	PPP	

	DPs	
	Others <sup>1</sup>	
Amount Released for Quarter I 2019/20	Total	
	GOT	
	PPP	
	DPs	
	Others <sup>1</sup>	
Cumulative Amount Approved for Quarter II 2019/20	Total	
	GOT	
	PPP	
	DPs	
	Others <sup>1</sup>	
Cumulative Amount Released Quarter II 2019/20	Total	
	GOT	
	PPP	
	DPs	
	Others <sup>1</sup>	
Cumulative Expenditure 2018/19	Total	
	GOT	
	PPP	
	DPs	
	Others <sup>1</sup>	
Percent (Expenditure vs Budget 2018/19)	Total	
	GOT	
	PPP	
	DPs	
	Bank Loans	
	Others <sup>15</sup>	
Constraints		
Remarks		

---

Others<sup>1</sup>-Identify source of funds

**FORM 12A: QUARTERLY CUMULATIVE MTEF TARGET MONITORING FORM**

VOTE CODE: ..... VOTE NAME .....

PERIOD COVERED: QUARTER ENDING .....IN THE FINANCIAL YEAR .....

BUDGET COVERAGE: (DEVELOPMENT OR RECURRENT) .....

PROJECT CODE AND NAME: .....

SUB-VOTE CODE AND NAME:.....

OBJECTIVE CODE AND NAME: .....

CODES AND LINKAGES			ANNUAL PHYSICAL TARGET	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Target Code	FYDP II	R	Target Description	Actual Progress	Estimated % Completed	On track	At Risk	Off track	Cumulative Budget	Cumulative Actual Expenditure	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13

Notes: Each row is a single target. Descriptions of each column are as follows:

**Column 1.** Target Code is the Segment 2 code at the target level, for example "A03C"

**Column 2 to 3:** FYDP II, R Place a check mark (tick or X) in the columns FYDP II, R as follows: FYDP II= Five Year Development Plan, R = Ruling Party Manifesto. This will help link the MTEF target to other coordinating plans

**Column 4.** Annual Physical Target Description (current year): The target (in words) describing the final state at the end point of the current year; for example "5 dormitories constructed by 30 June 2021"

**Column 5:** this is the cumulative total as of the current quarter, for example "3 dormitories constructed by 31<sup>st</sup> March 2021".

**Column 6:** Estimated % complete: if the target is quantitative divide the Actual Value by the Planned Value, for example; 3 dormitories constructed /5 dormitories planned = 60%

**Columns 7-9** (Assessment): Check or tick one of the columns "on track," "at risk" or 'unknown'

**Columns 10-11:** Cumulative Actual Expenditure as of Quarter XXX: this is the actual expenditure (not the disbursed or the released amount) while the Cumulative Budget is the amount that was expected to be spent (according to the cash flow plan) by quarter XXX.

**Column 12:** % spent: the actual expenditure to date divided by the budgeted expenditure for the financial year.

FORM 12B: QUARTERLY CUMULATIVE MILESTONE (PRIORITY) MONITORING FORM

VOTE CODE: .....

VOTE NAME .....

Period covered: Quarter ending .....

In the FY .....

Planned Key Priority Interventions or milestones	Current Implementation Status	Assessment			Comments
		On track	At Risk	Off-track	
1	2	3	4	5	6

**Notes**

- Each row is a single milestone. Descriptions of each column are as follows:
- Column 1: Institution’s Key Priority intervention or milestone. Should be selected from the Institution’s MTEF
- Column 2 Brief implementation on the status for each priority area
- Columns 3, 4, & 5 General Assessment of key priority areas. Tick one only.
- Column 6 Comment: describe possible reasons for variation (if not on track) as well as remedial actions planned or implemented for each priority area.

## FORM 12C: OUTCOME INDICATOR MONITORING FORM

VOTE CODE: .....

VOTE NAME .....

PERIOD: RESULTS AS OF THE END OF FINANCIAL YEAR .....

Objective Code and Description	Indicator Name and description	BASELINE		INDICATOR TARGET VALUES (AS PER SP)				ACTUAL INDICATOR VALUES				CLASSIFICATIONS			Source of Data / Means of verification	Comment
		Base-line Date	Baseline Indicator Value	y0	y+1	y+2	y+3	y0	y+1	y+2	y+3	FYDP II	SDG	R		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

**Notes**

Each row on this form describes a single performance indicator. Indicators are used to measure progress towards meeting objectives; . Descriptions of each column are as follows:

**Column 1.** Objective Code and Description, the objective (in words) and its code, being measured by the indicator, for example: "B. Access to Education Increased"

**Column 2.** Indicator Name and Description: this is in two parts. The indicators name should be in italics while its description (how the indicator is calculated) should be listed below it in a bullet or in parenthesis, for example: *Number of dormitories constructed* as a percentage of total dormitories expected to be constructed.

**Column 3.** Baseline date: describes the most recent date, prior to the current planning phase that the indicator was collected.

**Column 4.** Baseline indicator value is the value of the indicator, on the most recent date prior to the current planning phase.

**Columns 5 to 8:** Indicator targets: the expected or projected annual future value of the indicator at the end of the first, second, and third year of implementation, as found in the Strategic Plan. (y0 = the end of the current financial year being planned, (y+1) = the next financial year, y+2 is the next two years and y+3 is the next three years

**Columns 9 to 12:** Actual Indicator values: the actual or realized value of the indicator at the end of the first, second, and third year of implementation, as found in the Strategic Plan. (y0 = the end of the current financial year being planned, (y+1) = the next financial year, y+2 is the next two years and y+3 is the next two years.

**Columns 13 to 15:** FYDP II, R" Place a check mark (tick or X) in the columns FYDP II, R as follows: FYDP II= Five Year Development Plan, SDG= Sustainable Development Goals R = Ruling Party Manifesto. This will help link the indicator to other coordinating plans

**Column 16:** The source is where the indicator is collected (its data source) while means of verification is the supporting evidence that the indicator may have.

**Column 17:** Comment: any comment describing implementation.

FORM 13A: QUARTERLY CUMULATIVE FINANCIAL OVERVIEW FORM

VOTE CODE: ..... VOTE NAME .....  
 PERIOD: CUMULATIVE RESULTS FOR THE QUARTER ENDING ..... IN THE FINANCIAL YEAR.....

ITEM / COMPOSITION	BUDGET		RELEASED		ACTUAL EXPENDITURE		
	Amount in TShs. (Millions)	% of Total	Amount in TShs. (Millions)	Amount Released as a % of the Budget Amount (4 ÷ 2)	Amount in TShs (Millions)	Actual Amount as a % of the Budget Amount (6 ÷ 2)	% of Total
1	2	3	4	5	6	7	8
EXPENDITURE BY BUDGET CATEGORY							
P.E							
O.C							
Development Local Funds							
Development Foreign Funds							
Total		100					100
EXPENDITURE BY FYDP II CATEGORY (Excludes PE)							
FYDP II Flagship Projects							
FYDP II Non Flagship Projects							
Total		100					100

Notes: This report should be printed from the Integrated Financial Management System (IFMS)

## FORM 13B: QUARTERLY CUMULATIVE FINANCIAL DETAILED FORM

VOTE CODE AND NAME: .....

PERIOD: CUMULATIVE RESULTS FOR THE QUARTER ENDING ..... IN FY.....

ITEM / COMPOSITION	BUDGET		RELEASED		ACTUAL REVENUE/EXPENDITURE		
	Amount in TShs. (Millions)	% of Total	Amount in TShs (Millions)	Amount Released as a % of the Budget Amount (4 ÷ 2)	Amount in TShs (Millions)	Actual Value as a % of the Budget Amount (6 ÷ 2)	% of Total
1	2	3	4	5	6	7	8
EXPENDITURE BY SUB-VOTE (Recurrent Only)							
Sub-Vote 1001							
Sub-Vote 1002							
etc							
Total							100%
EXPENDITURE BY SUB-VOTE BY PROJECT (Development funds only)							
Sub-Vote 1							
Project 1							
Project 2							
Sub-Vote 2							
Project 1							
Project 2							
Total							100%
REVENUES (NON-TAX) COLLECTION							
Revenues Collected			N/A	N/A			
Revenues Retained			N/A	N/A			
SOURCE OF FUNDING (LGAs and Agencies ONLY)							
Subvention							
Own Sources			N/A	N/A			
<b>Total</b>							100%

Notes: This report should be printed from the Integrated Financial Management System (IFMS)

**COUNCIL FINANCIAL REPORT (CFR)**  
**FORM 13C1: Quarterly Financial Progress Report - Own Source Revenues (LGA's)**

Council Name: .....

Quarterly Financial Report As At:.....

All amounts in Tanzanian Shillings

Own Source Revenues	Annual Estimate as per Approved Budget	Actual Collection/Received			Cumulative as % of Annual Estimate
		Cumulative Amount, Previous Quarter	For the Quarter	Cumulative Amount, Year to Date	
	A	B	C	D	E
<b>Local Taxes (Rates, Levies and Cesses)</b>					
Property Tax	-	-	-	-	0.0
Land Rent	-	-	-	-	0.0
Produce Cess	-	-	-	-	0.0
Service Levy	-	-	-	-	0.0
Guest House Levy	-	-	-	-	0.0
Other Levies on Business Activity	-	-	-	-	0.0
<b>Sub-total Local Taxes</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>Licenses and Permits</b>					
Licenses and permits on business activities	-	-	-	-	0.0
Permits on construction activities	-	-	-	-	0.0
Licenses on extraction of forest products	-	-	-	-	0.0
Licenses/permits on vehicles and transport.	-	-	-	-	0.0
<b>Sub-Total, Licenses and Permits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>Fees and Charges</b>					
Market fees and charges	-	-	-	-	0.0
Sanitation fees and charges	-	-	-	-	0.0
Specific service fees	-	-	-	-	0.0
<i>o/w Parking Fees</i>	-	-	-	-	0.0

Own Source Revenues	Annual Estimate as per Approved Budget	Actual Collection/Received			Cumulative as % of Annual Estimate
		Cumulative Amount, Previous Quarter	For the Quarter	Cumulative Amount, Year to Date	
	A	B	C	D	E
<i>o/w Central Bus Stand Fees</i>	-	-	-	-	0.0
<b>Sub-Total, Fees and Charges</b>	-	-	-	-	<b>0.0</b>
<b>Other Own Revenues</b>					0.0
Fines and penalties	-	-	-	-	0.0
Income from sale or rent	-	-	-	-	0.0
Other own revenues	-	-	-	-	0.0
<b>Sub-Total, Other Own Revenues</b>	-	-	-	-	<b>0.0</b>
<b>Total, Own Source Revenues</b>	-	-	-	-	<b>0.0</b>

Account Balances		Opening Account Balance for Budget Year	Opening Account Balance for Quarter	Closing Account Balance for Quarter	Change in Balance for Quarter
Own Source Revenue Collection Account		-	-	-	0.0
Personal Emoluments Account		-	-	-	0.0
Other Charges Account		-	-	-	0.0
Miscellaneous Deposit Account		-	-	-	0.0
Development Account		-	-	-	0.0
Road Fund Account		-	-	-	0.0
<b>Total Account Balances</b>		-	-	-	<b>0.0</b>

**COUNCIL FINANCIAL REPORT (CFR)**  
**FORM 13 C2: Quarterly Financial Progress Report - Transfers (LGA's)**

**Council Name:**

Quarterly Financial Report As At:.....

All amounts in Tanzanian Shillings

Description of Transfer Sources	Annual Estimate as per Approved Budget	Actual Collection/Received			Cumulative as % of Annual Estimate
		Cumulative Amount, Previous Quarter	For the Quarter	Cumulative Amount, Year to Date	
	A	B	C	D	E
<b>Recurrent Grants:</b>					
<b>(I) Block Grants</b>					
Primary Education Block Grant: PE Amount	-	-	-	-	0.0
: OC Amount	-	-	-	-	0.0
Secondary Ed. Block Grant: PE Amount	-	-	-	-	0.0
: OC Amount	-	-	-	-	0.0
Health Block Grant: PE Amount	-	-	-	-	0.0
OC Amount	-	-	-	-	0.0
Agriculture Block Grant: PE Amount	-	-	-	-	0.0
OC Amount	-	-	-	-	0.0
Roads Block Grant: PE Amount	-	-	-	-	0.0
OC Amount	-	-	-	-	0.0
Water Block Grant: PE Amount	-	-	-	-	0.0
OC Amount	-	-	-	-	0.0
General Purpose (incl. Admin): PE Amount	-	-	-	-	0.0
OC Amount	-	-	-	-	0.0
<b>Sub-Total, Block Grants</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>

<b>(II) Sector Baskets and other subventions</b>					
Primary Education	-	-	-	-	0.0
<b>Description of Transfer Sources</b>	<b>Annual Estimate as per Approved Budget</b>	<b>Actual Collection/Received</b>			<b>Cumulative as % of Annual Estimate</b>
		<b>Cumulative Amount, Previous Quarter</b>	<b>For the Quarter</b>	<b>Cumulative Amount, Year to Date</b>	
Secondary Education	-	-	-	-	0.0
Health (HSBF and MSD supplies)	-	-	-	-	0.0
Roads	-	-	-	-	0.0
HIV/ AIDS (TACAIDS, Global Fund and others)	-	-	-	-	0.0
National Multi-sectoral Strategic Fund (NMSF)	-	-	-	-	0.0
Other subventions	-	-	-	-	0.0
<b>Sub-Total, Sector Baskets and Other Subventions.</b>	-	-	-	-	<b>0.0</b>
<b>Sub-Total, Recurrent Transfers</b>	-	-	-	-	<b>0.0</b>
<b>(III) Development Grants / Funds:</b>					
LG Development Grants (LGDG): CDG and CBG	-	-	-	-	0.0
Primary Education Development Grants	-	-	-	-	0.0
Secondary Education Development Grants	-	-	-	-	0.0
Health Development Grants	-	-	-	-	0.0
Roads Sector Development Grants	-	-	-	-	0.0
Water Sector Development Grants	-	-	-	-	0.0
Agriculture Sector Development Grants					

	-	-	-	-	0.0
TASAF	-	-	-	-	0.0
Tanzania Strategic Cities Project Fund (TSCP)	-	-	-	-	0.0
Constituent Development Catalyst Funds (CDCF)	-	-	-	-	0.0
Other Dev. Grants / Funds *	-	-	-	-	0.0
<b>Sub-Total Dev. Grants / Funds</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>0.0</b>
Description of Transfer Sources	Annual Estimate as per Approved Budget	Actual Collection/Received			Cumulative as % of Annual Estimate
		Cumulative Amount, Previous Quarter	For the Quarter	Cumulative Amount, Year to Date	
			-		
<b>Total, Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
<b>Local Borrowing:</b>					0.0
Local Government Loans Board	-	-	-	-	0.0
Other Loans	-	-	-	-	0.0
<b>Total, Local Borrowing</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>

\*Other Development Grants means: ULGSP, DMDP, PFM,

Others - exceeding 5% of the total own source should be explained

**COUNCIL FINANCIAL REPORT (CFR)**  
**FORM 13 C3: Quarterly Financial Progress Report – Expenditure (LGA's)**

**Council Name:**

Quarterly Financial Report As At:.....

All amounts in Tanzanian Shillings

Description of Broad Expenditure Areas	Annual Estimate as per approved Budget	Actual Expenditure			Outstanding Commitments	Cumulative Expenditure & Commitments to date	Total Cum Expenditure & Commitments as % of Annual Estimate
		Cumulative Amount, Previous Quarter	For the Quarter	Cumulative Amount, Year to Date			
	A	B	C	D	E	F	G
<b>EXPENDITURE</b>							
Recurrent Expenditure							
Primary Education	-	-	-	-	-	-	0.0
OC	-	-	-	-	-	-	0.0
Secondary Education: PE	-	-	-	-	-	-	0.0
OC	-	-	-	-	-	-	0.0
Health: PE	-	-	-	-	-	-	0.0
OC	-	-	-	-	-	-	0.0
Roads: PE	-	-	-	-	-	-	0.0
OC	-	-	-	-	-	-	0.0
Water: PE	-	-	-	-	-	-	0.0
OC	-	-	-	-	-	-	0.0
Agricult. & Livestock: PE	-	-	-	-	-	-	0.0
OC	-	-	-	-	-	-	0.0
<b>Sub-Totals: PE</b>	-	-	-	-	-	-	<b>0.0</b>
<b>OC</b>	-	-	-	-	-	-	<b>0.0</b>
Local	-	-	-	-	-	-	0.0

Description of Broad Expenditure Areas	Annual Estimate as per approved Budget	Actual Expenditure			Outstanding Commitments	Cumulative Expenditure & Comm'ts to date	Total Cum Expenditure & Comm'ts as % of Annual Est.
		Cumulative Amount, Previous Quarter	For the Quarter	Cumulative Amount, Year to Date			
	A	B	C	D	E	F	G
Administration PE							
OC	-	-	-	-	-	-	0.0
Trade & Econ. Affairs PE	-	-	-	-	-	-	0.0
OC	-	-	-	-	-	-	0.0
Works (Excl. Roads) PE	-	-	-	-	-	-	0.0
OC	-	-	-	-	-	-	0.0
Lands PE	-	-	-	-	-	-	0.0
OC	-	-	-	-	-	-	0.0
Natural Resources PE	-	-	-	-	-	-	0.0
OC	-	-	-	-	-	-	0.0
Community Dev. PE	-	-	-	-	-	-	0.0
OC	-	-	-	-	-	-	0.0
Other Departments PE	-	-	-	-	-	-	0.0
OC	-	-	-	-	-	-	0.0
<b>Sub-Totals: PE</b>	-	-	-	-	-	-	<b>0.0</b>
OC	-	-	-	-	-	-	<b>0.0</b>
<b>Sub-Total; Recurrent: PE</b>	-	-	-	-	-	-	<b>0.0</b>
OC	-	-	-	-	-	-	<b>0.0</b>
<b>Sub-Total, Recurrent Exp.</b>	-	-	-	-	-	-	<b>0.0</b>

Description of Broad Expenditure Areas	Annual Estimate as per approved Budget	Actual Expenditure			Outstanding Commitments	Cumulative Expenditure & Comm'ts to date	Total Cum Expenditure & Comm'ts as % of Annual Est.
		Cumulative Amount, Previous Quarter	For the Quarter	Cumulative Amount, Year to Date			
Development Expenditure							
Primary Education	-	-	-	-	-	-	0.0
Secondary Education	-	-	-	-	-	-	0.0
Health	-	-	-	-	-	-	0.0
Roads	-	-	-	-	-	-	0.0
Water	-	-	-	-	-	-	0.0
Agriculture	-	-	-	-	-	-	0.0
Administration	-	-	-	-	-	-	0.0
Other Sectors / Departments	-	-	-	-	-	-	0.0
<b>Sub-Total, Development Exp.</b>	-	-	-	-	-	-	<b>0.0</b>
<b>TOTAL EXPENDITURE</b>	-	-	-	-	-	-	<b>0.0</b>
<b>Surplus / Deficit:</b>							
Surplus/Deficit - Current FY	-	-	-	-	XXXXXX	-	0.0
Surplus/Deficit - incl. B/B Forward	-	-	-	-	XXXXXX	-	0.0

**COUNCIL FINANCIAL REPORT (CFR)**  
**FORM NO. 13 C4 Quarterly Financial Progress Report - Sectors (LGA's)**

**Council Name:**

Quarterly Financial Report As At:.....

All amounts in Tanzanian Shillings

Description of Detailed Sectoral Expenditures	Annual Estimate as per Approved Budget	Actual Expenditure			Cumulative as % of Annual Estimate
		Cumulative Amount, Previous Quarter	For the Quarter	Cumulative Amount, Year to Date	
	A	B	C	D	E
<b>Primary Education OC Spending</b>					
Capitation Fees	-	-	-	-	0.0
Examination Fees	-	-	-	-	0.0
Allocation for Special Schools	-	-	-	-	0.0
Other Primary Education OC	-	-	-	-	0.0
<b>Sub-Total, Primary Education OC Spending</b>	-	-	-	-	<b>0.0</b>
<b>HIV/AIDS Spending</b>					
Care and Treatment	-	-	-	-	0.0
Community Response	-	-	-	-	0.0
Workplace intervention	-	-	-	-	0.0
Coordination on HIV/AIDS	-	-	-	-	0.0
<b>Sub-Total, HIV/AIDS Spending</b>	-	-	-	-	<b>0.0</b>
<b>Secondary Education OC Spending</b>					
Capitation Fees	-	-	-	-	0.0
Examination Fees	-	-	-	-	0.0
Allocation for Special Schools	-	-	-	-	0.0
Other Secondary Education OC	-	-	-	-	0.0

Description of Detailed Sectoral Expenditures	Annual Estimate as per Approved Budget	Actual Expenditure			Cumulative as % of Annual Estimate
		Cumulative Amount, Previous Quarter	For the Quarter	Cumulative Amount, Year to Date	
	A	B	C	D	E
<b>Sub-Total, Secondary Education OC Spending</b>	-	-	-	-	0.0
<b>General purpose grant - OC spending</b>					
Natural Resources	-	-	-	-	0.0
Planning	-	-	-	-	0.0
Community Development	-	-	-	-	0.0
Internal Audit					
Cooperatives (Ushirika)	-	-	-	-	0.0
Trade (BIASHARA)	-	-	-	-	0.0
Land (ARDHI)	-	-	-	-	0.0
Ration allowance	-	-	-	-	0.0
General purpose grant - Administration	-	-	-	-	0.0
<b>Sub-Total, General Purpose Grant Spending</b>	-	-	-	-	0.0

**Form No. 13 C5: QUARTERLY FINANCIAL AND PHYSICAL PROGRESS REPORT FOR LGA DEVELOPMENT ACTIVITIES**

Cover page

<b>Council:</b>	Select your council here -----
<b>Vote Code:</b>	000000
<b>FY:</b>	FY 20../..
<b>Quarter</b>	Q1
<b>Period ending:</b>	September 30, 20....
<b>CDR Workbook Number:</b>	1

Project Type:	Select				Project Initiated:	Select	
Name of Project:					<b>Contract Details</b>		
Council:	[No Council Selected]				Type of Procurement	Select	
Location:					Procurement Method	Select	
Description:					Contractor/Consultant/Serv. Prov.		
					Contract Sum		
					Start Date (Planned)		mm/dd/yyyy
					Completion Date (Planned)		mm/dd/yyyy
<b>Project Budget:</b>			<b>Project Details:</b>			<b>Main Project Outputs:</b>	
Approved Council Budget:			Project (Activity) Code:			Number	Unit
Supplementary Council Budget			Sector / Dept.:	Select			Select
Total Approved Council Budget	0		HLG / LLG:	Select			Select
Community Contribution:			FYDP II:	Select			Select
Other Off Budget Funding:			Objective:				Select
<b>Total Budget (incl. Comm. Contr. and Off Budget Funding)</b>	<b>0</b>		Target:				Select
			Expenditure	Select			
Main Funding Source:	Select		Category:				
Co-Funding From Other Source:	Select						

**Financial Progress Report: Actual Allocations and Expenditures**

Quarter	Actual Allocation (Quarter)	Cumulative Allocation	Actual Expenditure (Quarter)	Cumulative Expenditure	Performance Ratio (%)	Balance (TShs.)	Remarks Regarding Financial Progress
1		0		0		0	
2							
3							
4							

**Physical Progress Report**

Quarter	Planned Activity	Actual Implementation	Cumulative Implementation (0-100%)	Remarks on Physical Progress
1				
2				
3				
4				

**Notes**

- i. In the Council Development Reporting (CDR) forms there are DP1-DP100, each DP is one development activity as it appears in the Plan-Rep
- ii. Select the Council Name and Quarter from the dropdown menu in the cover page sheet, other information (Dates and Reporting Period will be generated automatic)
- iii. The forms are self-explanatory, you are required to type or select the information from only the coloured cell (other areas is protected and the information will generated automatic)
- iv. Second and third boxes represents the Council Planned Budget as it appears in *PlanRep* and is prepared once in a year while the fourth and fifth boxes is for reporting the implementations and is to be filled in Quarterly basis in the respective quarter.
- v. The form contains the formulas which provides a cumulative information building from each quarter of reporting

**FORM NO. 15B: FRAMEWORK FOR MAINSTREAMING EMPLOYMENT  
CREATION IN SECTOR DEVELOPMENT PLANS -  
EXECUTION LEVEL**

<b>FINANCIAL YEAR:</b> .....																				
<b>VOTE CODE: .....</b>										<b>VOTE NAME: .....</b>										
<b>SUB-VOTE NO: .....</b>										<b>SUB-VOTE NAME: .....</b>										
<b>PERIOD COVERED: .....</b>																				
<b>Objective:</b>																				
Sector	Employment Opportunities (Project Name)	Project Code	Target Description	Activities code and description	Total approved budget (Tshs)	Actual Release (Tshs)	Name of Region	Name of District	Total actual No. of jobs created	Actual number of jobs created segregated by sex and age groups										
										Male				Female						
										15*-35	36-60	61+	Total	15-35	36-60	61+	Total			
<b>Specific Instructions to Sector Ministries, Independent Departments and Agencies (MDAs), Regional Secretariats (RS) and Local Government Authorities (LGAs)</b>																				
1	This form should be filled quarterly and;																			
2	Submitted to the Permanent Secretary Prime Minister's Office, Policy, Parliament, Labour, Employment, Youth and Disables																			
	15* As per Section 5 (a)&(b) of the Employment and Labour Relations Act No. 6 of 2004																			