



# INCLUSIVE GREEN GROWTH GUIDING TOOL FOR Medium and Large Scale Processors







# **INCLUSIVE GREEN GROWTH GUIDING TOOL FOR Medium and Large Scale Processors**

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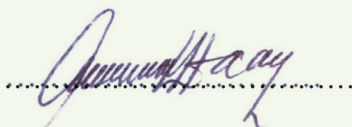
## Preface

SAGCOT Initiative is a public private partnership with the objective of transforming agriculture in Tanzania's Southern corridor to enhance food security, and ensure improved livelihoods for smallholder farmers and their communities in a sustainable manner. SAGCOT Centre Ltd is a partnership company coordinating over 120 partners ranging from Government of Tanzania, agribusiness companies, farmer's associations, civil society organizations and development partners. Integration of Inclusive Green Growth (IGG) into planning and implementation of development programs has become a compulsory approach in assurance of sustainable development in the SAGCOT Initiative. IGG is still a new phenomenon among development actors in Agricultural sector in the SAGCOT region and Tanzania at large.

IGG has the joint objective that integrates economic growth, environmental sustainability and social inclusiveness in executing commercial enterprises. Through SAGCOT's Green Reference Group, IGG was given a priority as the central operating principle of investments in the SAGCOT region. To ensure implementation of IGG agenda, the technical partners of the SAGCOT Centre Ltd and other stakeholders of sustainable development in Tanzania have collectively developed an IGG guiding tool which is used to guide commercial investments to adhere with IGG principles as agreed in the SAGCOT partnership principles. Technical partners who participated to develop IGG guiding tool include; The Nature Conservancy, World Wide Fund, International Union for Conservation of Nature and CARE International with guidance of the Vice Presidents' Office.

IGG aims to guide investments on four main areas namely: social inclusivity that include equal rights on economic gain; environmental management that describes judicious use of natural resources; sustainable business strategies; and developmental requirements where non legal issues are considered. The leadership of particular investments will be able to conduct self-assessments using a checklist which forms part of the IGG guiding tool and establish their own compliance report. The target audience for this tool include producers

and processors of small, medium and large scale investments who work in the SAGCOT partnership or with individual SAGCOT partners. All SAGCOT partners and other stakeholders in the SAGCOT region are highly encouraged to read and use the SAGCOT IGG guiding tool.

A handwritten signature in blue ink, appearing to read 'Ally Laay', is written over a horizontal dotted line.

**Ally Laay**

**Chairman, Board of Directors**

**SAGCOT Centre Ltd**

**August, 2019**



## Acknowledgement

Among various initiatives established in the agricultural sector, the SAGCOT initiative is unique due to its approach of bringing together stakeholders from the government, private sector agribusiness companies, civil society organizations, financial institutions, farmers' associations, development partners and academia to develop a strong and focused partnership towards transformation of sustainable value chain development in southern highlands of Tanzania. SAGCOT partnership aims at achieving food and nutrition security, economic growth and ensure management of natural resources in the SAGCOT region.

To achieve above goals, SAGCOT centre Ltd and its partners with the guidance of Vice President's Office have developed three working principles to ensure sustainable investments namely principles of inclusivity, environmental management and sustainable business strategy. Above principles aims to promote Inclusive Green Growth (IGG) agenda in the SAGCOT partnership through socially inclusive and environmentally friendly commercial investments in the SAGCOT region. From 2015, SAGCOT partners have developed an IGG guiding tool which is voluntarily used by the investors to guide day to day operations of the company. IGG provides investment guidance based on the applicable laws of the land and other international good practices.

Preparation of IGG was championed by multiple partners of the SAGCOT Centre Ltd and other stakeholders in agricultural sector hence SAGCOT deems to acknowledge this support. The foremost organization is The Nature Conservancy (TNC) in collaboration with Sokoine University of agriculture which implemented a two years' research project named SNAPP from which the idea of developing IGG guiding tool was incubated. It is also acknowledgeable that WWF Tanzania, CARE International and IUCN have invested immense financial and human resource from drafting stage to validation of the IGG guiding tool. We will always grip support of CARE – WWF Alliance for financing proof reading and printing of the IGG tool. AWF has been on the ground to test

application of the IGG tool especially with farmer's cooperatives. Furthermore, we extend our appreciation to the Vice President's Office and the head Private Sector companies for tireless leadership to co-chair the Green Reference Group (GRG) meetings. GRG has been a strong platform that played a great role to coordinate establishment, testing and validation of the IGG tool. With equal weight, we also wish to acknowledge the various public regulatory authorities for the valid and useful inputs during development of the regulatory requirements which makes important part of the IGG guiding tool. Lastly, we would like to thank SAGCOT commercial partners not only for contributing in development of the IGG toll but also for accepting the idea of integrating IGG principles in their daily operations. This is the ultimate goal of the SAGCOT Centre Ltd whereby all its commercial partners are compliant to IGG hence sustainable investment in the SAGCOT region.



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**Geoffrey Kirenga**  
**Chief Executive Officer**  
**SAGCOT Centre Ltd**  
**August 2019**



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## List of Abbreviations

CSR	Corporate Social Responsibility
EIA	Environmental Impact Assessment
EMA	Environmental Management Act
EMP	Environmental Management Plan
GRG	Green Reference Group
IGG	Inclusive Green Growth
IUCN	International Union for Conservation of Nature
OSHA	Occupational Safety and Health Authority
PPE	Personal Protective Equipment
SAGCOT	Southern Agricultural Growth Corridor of Tanzania
SCL	SAGCOT Centre Limited
TBS	Tanzania Bureau of Standards
TFDA	Tanzania Food and Drugs Authority
TNC	The Nature Conservancy
WWF	World Wide Fund for Nature

# 1

## Introduction

### **Inclusive Green Growth**

Inclusive Green Growth (IGG) is the joint objective that integrates economic growth, environmental sustainability and social inclusiveness in executing commercial enterprises. IGG is a central operating principle of the Southern Agricultural Growth Corridor of Tanzania (SAGCOT) Initiative.

SAGCOT is a public private partnership with the objective of transforming agriculture in Tanzania's Southern corridor to enhance food security, and ensure improved livelihoods for smallholder farmers and their communities in a sustainable manner.

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## Background to the Inclusive Green Growth guiding tool

The IGG guiding tool is aimed at facilitating and assessing compliance of partners to the SAGCOT IGG principles. The tool was developed by SAGCOT partners through a participatory process. Key participants include technical partners such as The Nature Conservancy (TNC), World Wide Fund for Nature (WWF), International for Conservation of Nature(IUCN), and CARE International in Tanzania; small, medium and large-scale producers as well as agro processors. The SAGCOT Green Reference Group (GRG) chaired by the Vice President's Office was instrumental in this process.

### 2.1 Purpose

This tool sets the IGG requirements *for Medium and Large Scale Processors* of the SAGCOT partnership.

### 2.2 Scope

This tool applies to Medium and Large Scale Processors in line with SAGCOT partnership **principles that define responsibilities and commitments of SAGCOT partners**.

### 2.3 Structure

The IGG tool has two main parts: (i) Requirements for IGG Principles Compliance and (ii) Assessment of IGG principles compliance.

Requirements for IGG Principles Compliance is categorized into three main thematic areas namely inclusivity, environmental sustainability and

sustainable business. Each thematic area is further categorized into core and developmental requirements.

- **Core requirements:** these are mandatory requirements for Small Scale Processor under SAGCOT Partnership as per applicable laws of Tanzania.
- **Developmental requirements:** this refers to continuous improvement for Small Scale Processors under SAGCOT Partnership with regards to IGG commitments. These will enable them to go beyond the core requirements.

## 2.4 Reference

The tool is designed based on the SAGCOT Green Print which outlines the key tenets of inclusive green growth. In addition, relevant policies and legislation on labour, environmental management and investment among others were taken into consideration. SAGCOT requires that its partners abide by relevant national legislation.

# 3

## Implementation

A corresponding check-list to the guiding tool is developed to facilitate the assessment process.

- Assessments: partners will do annual self-assessments using the checklist against their annual IGG work plans
- Reporting: Partners will submit their annual assessment reports to SAGCOT by the 31st of December annually
- SAGCOT will undertake random sampling of partner reports and constitute a team to conduct ground-truthing.
- SAGCOT will compile a detailed IGG report (based on received reports). A summarized version of the report will be shared with all partners. No individual partner report and related information will be shared to a third party by SAGCOT without consent of the partner. When a synthesized assessment report is needed for public use, SAGCOT communication policy will be applied without infringing individual partner's rights to confidentiality.

### 3.1 Review of the IGG tool

The following process shall be followed in the revision of the tool:

- SAGCOT Centre Ltd shall constitute a review committee with representatives from all partner categories and key feeder groups to undertake a review process.
- SAGCOT Centre Ltd will collate ideas for revision of the tool from partners, assessment reports and a specific review form which can be accessed from SAGCOT Centre Ltd.

- Collated ideas shall be passed on to the Review Committee not later than end of February each year.
- The Committee-suggested changes on the tool will be circulated to all partners for a period of 30 calendar days for final input.
- Feedback shall be received by the Committee not later than fifteen (15) days after circulation of the Committee-suggested changes.
- A revised tool shall be published and circulated to GRG members not later than fifteen (15) days after receipt of final suggestions from partners.

### 3.2 Characteristics of Medium and Large Scale Processors

Large-scale processor organizations will operate as per country policies, laws and regulations. In case there are no laws and regulations guiding this, the following key characteristics will be considered:

#### **Medium Scale Processors**

A legally registered investment operating in Tanzania with the following key characteristics:

- Fifty (50) to Ninety-nine (99) employees
- Capital investments from TZS 200 Million to TZS 800 Million
- Moderately mechanized technology

#### **Large Scale Processors**

A legally registered investment operating in Tanzania with the following key characteristics:

- More than one hundred (100) employees
- Capital investments more than TZS 800 Million
- Highly mechanized technology

### 3.3 Requirements for Medium and Large Scale

Inclusivity Principle	
Core Requirements	Applicable laws
<p><u>Legal status:</u> Processors shall be a legally registered entity in accordance with applicable legislation.</p>	<ul style="list-style-type: none"> <li>• Tanzania Investment Act (1997)</li> <li>• The Business Laws (Miscellaneous Amendments) Act, No. 3 (2012)</li> <li>• The Business Activities Registration Act, 2017</li> <li>• Companies Act, 2002. CAP 212</li> </ul>
<p><u>Management Structures:</u> Processors shall have management structures as provided in their memorandum of understanding and articles of association.</p>	<ul style="list-style-type: none"> <li>• The Business Laws (Miscellaneous Amendments) Act, No. 3 (2012)</li> <li>• The Business Names (Registration) Act, Cap. 213</li> <li>• Companies Act cap 212</li> </ul>
<p><u>Operational Procedures:</u> Processors shall have rules and regulations that will guide the day to day operations and conduct of personnel.</p>	<ul style="list-style-type: none"> <li>• Income Tax Act, 2004 revised 2006.</li> <li>• Industrial and Consumer Chemicals (Management and Control) Act, No.3 (2003)</li> <li>• The Employment and Labour Relations Act, No. 6 (2004)</li> <li>• Occupational Health and Safety Act no.5 of 2003</li> <li>• The Business Laws (Miscellaneous Amendments) Act, No. 3 (2012)</li> </ul>
<p><u>Labour and employment laws:</u> Shall adhere to the employment policies of Tanzania.</p>	<ul style="list-style-type: none"> <li>• Guidelines on Auditing of Human Resources (in Kiswahili) (2009)</li> <li>• Employment Guidelines (in Kiswahili) (2011)</li> <li>• Tanzania Employment and Labour Relations Act No. 6 of 2004</li> </ul>
<p><u>Statutory requirement:</u> Processor should comply statutory payment to the government.</p>	<ul style="list-style-type: none"> <li>• Income Tax Act 2004, revised 2006.</li> <li>• Business licensing No. 25 of 1972, revised 1980</li> </ul>



<p><u>Equal Opportunity and Non-Discrimination:</u> Processors shall be non-discriminatory with high consideration of marginalized groups.</p>	<ul style="list-style-type: none"> <li>• The Non-Citizens Employment Regulations Act No. 1 (2015)</li> <li>• The Business Laws (Miscellaneous Amendments) Act, No. 3 (2012)</li> <li>• Tanzania Employment and Labour Relations Act No. 6 of 4 June 2004 and revised in 2018</li> <li>• Guidelines for Services for People with Disabilities (in Kiswahili) of 2004</li> <li>• Employment Guidelines (in Kiswahili) (2011)</li> <li>• HIV/AIDS Act, 2008</li> </ul>
<p><u>Child Labour:</u> Processors shall refrain from the use of child or forced labour</p>	<ul style="list-style-type: none"> <li>• National Employment Policy &amp; Labour Laws</li> <li>• Law of the Child Act No. 21, 2009</li> </ul>
<p><u>Good governance:</u> Processors shall endeavour to demonstrate high level of good governance including transparency, accountability and integrity with stakeholders and partners as appropriate.</p>	<ul style="list-style-type: none"> <li>• The Finance Act, 2018 (Tax provisions)</li> <li>• The Business Names (Registration) Act, Cap. 213 (2015)</li> </ul>
<p><u>Business Linkage with Local Community:</u> Processors shall foster business linkages with local communities.</p>	<ul style="list-style-type: none"> <li>• The Public Private Partnership (Amendment) Act, (Cap. 103) (2014)</li> </ul>
<p><u>Capacities Building:</u> Processors shall engage in capacity building of small scale producers so as to ensure quality value chains’.</p>	<ul style="list-style-type: none"> <li>• SAGCOT IGG Principles</li> </ul>
<p><u>Local content guidelines:</u> Processors shall foster good relations with communities and create business linkage with small scale producers as appropriate.</p>	<ul style="list-style-type: none"> <li>• Local Content Policy, 2015 (Oil and Gas)</li> </ul>

Sustainable Business Principle	
Core Requirements	Applicable laws
<u>Compliance to Financial laws and regulations:</u> Processors shall comply with applicable financial rules and regulations.	<ul style="list-style-type: none"> <li>• Tanzania Investment Act (1997)</li> <li>• The Business Laws (Miscellaneous Amendments) Act, No. 3 (2012)</li> <li>• The Business Names (Registration) Act, Cap. 213 (2015)</li> <li>• The Finance Act, 2018 (Tax provisions)</li> </ul>
<u>Certification by regulatory authorities:</u> Processors shall adhere to requirements of Regulatory Authorities as appropriate.	<ul style="list-style-type: none"> <li>• The Tanzania Food, Drugs and Cosmetics Act, 2003;</li> <li>• OHS Act, 2005;</li> <li>• EMA 2004;</li> <li>• Standard Act 2009.</li> </ul>
Support to Small Producers: Processors shall endeavour to provide technical support to raw-materials suppliers as appropriate. Processors shall facilitate access to financial opportunities. Processors shall facilitate access to sustainable markets.	<ul style="list-style-type: none"> <li>• SAGCOT IGG Principles</li> <li>• SAGCOT Partnership Principles</li> <li>• Financial leasing Act, 2008</li> <li>• The Banking and Financial Institutions-Act-2006</li> <li>• Cooperatives Act, 2013</li> </ul>
<u>Shared value investment:</u> Processors to demonstrate capacity building to local communities to improve social welfare.	<ul style="list-style-type: none"> <li>• SAGCOT IGG Principles</li> </ul>
Environmental Sustainability Principle	
Core Requirements	Applicable laws
<u>Environmental management practices:</u> Processors shall have environmental management plan and apply it as appropriate	<ul style="list-style-type: none"> <li>• EMA (2004) and subsequent regulations</li> <li>• Forestry Act, 2002</li> <li>• Water Resources Management Act (2009)</li> <li>• Local by-laws.</li> <li>• Land Use Planning Act, 2007.</li> <li>• Village Land Act, No. 4, 1999</li> <li>• TIC Act, 1997.</li> </ul>

<p><u>Occupational Health and Safety:</u> Processors shall adhere to Occupational Health and Safety Regulatory requirements.</p>	<ul style="list-style-type: none"> <li>• OHS Act, 2003</li> <li>• EMA, 2004 and subsequent Regulations</li> <li>• Fire and rescue force act 2007</li> <li>• Workers Compensation Act 2015</li> </ul>
<p><u>Cleaner production and efficiency in use of resource:</u> Processors are knowledgeable and apply cleaner production and efficient resource use technologies</p>	<ul style="list-style-type: none"> <li>• The Tanzania Food, Drugs and Cosmetics Act, 2003</li> <li>• EMA (2004)</li> <li>• EIA and Audit Regulations (2005)</li> <li>• Biosafety Regulations (2008)</li> <li>• Water Resources Management Act (2009)</li> <li>• Water Quality Standards (2007) and respective local by-laws.</li> </ul>
<p><u>Waste management:</u> Processors are aware and knowledgeable on appropriate waste management practices to avoid environmental pollution and health related problems to the neighbouring community.</p>	<ul style="list-style-type: none"> <li>• Environmental Management Act, 2004 and subsequent Regulations,</li> <li>• Water Resources Management Act, 2009.</li> <li>• Local by-laws</li> </ul>
<p><u>Conservation of Water Resources:</u> Processors shall endeavour to conserve water sources and water resources including the use of efficient technologies and practices.</p>	<ul style="list-style-type: none"> <li>• Environmental Management Act, 2004 and subsequent regulations.</li> <li>• Water Resources Management Act, 2009</li> <li>• Local by-laws.</li> <li>• National Irrigation Act, 2013</li> </ul>
<p><u>Pollution Control (water, air, noise and land):</u> Processors shall endeavour to manage all types of pollution that might emanate from processing activities.</p>	<ul style="list-style-type: none"> <li>• Environmental Management Act, 2004 and subsequent regulations</li> <li>• Water Resources Management Act, 2009</li> <li>• Water Supply and Sanitation Act, 2009</li> </ul>

## Developmental Requirements

Access to finance: Processors through linkages to various SAGCOT Partners, are able to access financial support from other SAGCOT Partners.

Finance for small producers: Large scale processors facilitate financial access to small producers\_

Finance from the SAGCOT CTF: processors to access financial support from SAGCOT CTF\_

Training programs: Processors build capacity of employees, small processors and producers on entrepreneurship, marketing, and value addition skills.

Insurance facilities: Processors subscribe to insurance schemes to cover the enterprise from price fluctuations and disasters

Infrastructures Development: Processors to link Development Partners (Donors and government) to improve infrastructures used by small scale producers.

Voluntary certification schemes: Processors shall endeavour to voluntary register ecological labelling schemes to ensure quality products for premium markets and environmental sustainability.

Use of environmentally friendly energy sources: Processors utilizes energy sources that have minimal impacts to the environment.

Business Plan: Processors have business plan in place and implement it for business sustainability.

## CHECKLIST FOR MEDIUM AND LARGE SCALE PROCESSORS

This checklist is based on core and developmental requirements of the IGG Guiding Tool. All medium and large-scale partners of SAGCOT will use this tool for self-assessment with regards to their IGG commitments. The assessments shall be on annual basis.

### Disclosure Statement

All information provided to SAGCOT as part of the assessment process will be treated as confidential and shall be used for the intended purposes only.

### Partner Details

<i>Organization name:</i>	
<i>Investment Type :</i>	
<i>Area of operation (Region):</i>	
<i>Headquarter office:</i>	
<i>City/District/Municipality/Town:</i>	
<i>Village/Street/Ward/Division:</i>	
<i>Contact Persons ( two key persons)</i>	
<i>Title:</i>	
<i>Mobile phone:</i>	
<i>Land line:</i>	
<i>E-Mail address:</i>	
<i>Website:</i>	
<i>Fax:</i>	

### How to rate an investment using the tool

- Provide brief remarks on the score as appropriate.
- If the question does not apply to the investment, put N/A (not applicable) and justify accordingly

## Scoring reference:

Scores range from 1 to 5, where '1' is the lowest level of compliance with IGG principles, and '5' is the highest. Please indicate the designated score for each criterion in the bracket to show the level of compliance. Use the Scale below to guide the scoring process.

Very Poor 1	Poor 2	Average 3	Good 4	Very Good 5
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## Guiding questions for Core Requirements

### i. Compliance with the Inclusivity Principle (25 points)

#### a) Type of Investment

- How would you classify your investment? (Sole proprietorship, limited liability etc.?) (.....)
- Does the investment have a formal management structure? If No, when will you establish one? Do you need SAGCOT support? Specify (.....)

#### b) Operational procedures.

- Does the investment have operational manuals (Assets registrar, HR, finance, operations) (If YES mention them) (.....)

#### c) Labour and employment policy:

- What is the total number of employees? (.....), Male..... and Female.....
- How many of these have formal contracts? (.....) Male..... and Female.....
- Does the investment pay statutory deductions? (.....)
- Do you comply with employment and Labour Relations Act? (annual leave, sick leave, overtime payment, etc.) - Specify (.....)

- Are your workers aware of the employment terms (.....)
- Does the investment have policy on child labour? (.....)  
If YES, how do you implement it/ Please explain briefly (.....)

**d) Non-Discrimination policy:**

- Does the investment have a non-discrimination policy addressing gender, age, religion or tribe? (.....)
- Are the workers aware of the policy? (.....)
- Is there a clearly laid-out procedure that ensures that all employees are fairly treated? (.....)
- Is there a clear understanding on sexual harassment among staff in the organization? (.....)

**e) Good governance**

- Does the investment have a governing board? (.....)
- What is the number of board members? Male.....  
Female.....
- How often does the board meet? (.....)
- How often does the investment implement the resolutions of the board? (.....)

**ii. Compliance with the Sustainable Business Principle (30 points)**

**a) Compliance to Financial laws and regulations**

- Does your investment have a financial policy? (.....)
- Does the investment has audit and finance committee? (.....)
- Does the investment have an accounting system? (.....)
- Does the investment present financial report to appropriate authorities? (.....)

**b) Certification by regulatory authorities**

- Does the investment have relevant valid licenses and certificates to conduct its business? (.....)
- Are there any challenges in complying with the requirements of the licences?

**c) Conflict management**

- Is there any functional dispute management mechanism in place? (.....)
- Are workers aware of the procedures? (.....)

**d) Support for Small-scale producers contracted by the Investment**

- Do you have contracts with out growers/suppliers? (.....)
- Are the out growers aware of the terms of the contracts? (.....)
- Are there any challenges related to contract farming? (.....)
- Does the investment offer any supportive services to out growers under the contracts? (.....)

**e) Land tenure**

- What is the land ownership status of your investment? (.....)
- Do you have any land tenure related challenges with surrounding communities? If YES, how do you resolve? (.....)

**f) Shared value investments and support for local communities:**

- Do you have any strategy for engaging surrounding local community? Briefly explain. (.....)



### iii. Environmental Management Principle (30 points)

#### a) Environmental management:

- Does the investment have environmental Impact Assessment Certificate (EIA)? If NO, what are the plans? (Explain in brief). (.....)
- Does the investment have Environmental Management Plan (EMP)? (.....)
- Does the investment have a designated officer for environmental management affairs? (.....)

#### b) Occupational Health and Safety:

- Does the investment have an occupational health and safety policy in line with OSHA requirements? (.....)
- Are workers regularly trained on the occupational health and safety issues? (.....)
- Do workers use appropriate Personal Protective Equipment (PPE)? (.....)
- Does the investment have a First Aid Kit? (.....)
- Does the investment provide health care support for workers? (.....)
- Are safety signs erected in areas with significant risk to health and safety of workers and the public? (.....)
- Are workers trained on fire-fighting? (.....)
- Do you have an emergency response plan? (.....)
- Is there an areas designated as an emergency assembly point? (.....)

#### c) Safe use of Chemicals (Agro and Industrial)

- Do you have a policy/plan for handling, storage, transportation, use and disposal of agro-chemicals and wastes? (.....)

- Is the investment aware of prohibited chemicals? How is this observed? (.....)
- Are out-growers aware of Good Agricultural Practices (GAP) are for each crop with respect to use of chemicals? (.....)

**d) Waste management**

- Is there waste management plan? (.....)
- How do you collect? (.....)
- How do you dispose? (.....)
- Are staff aware of, understand and implement the plan? (.....)

**e) Conservation of water Resources**

- Does the investment have and implement strategies to enhance efficient water use? (.....) Briefly explain.

**f) Pollution Control (water, air, soil and noise):**

- What measures are in place to control environmental pollution? (.....)
- Do you have effluent discharge permit?

**iv. Guiding Questions for Developmental Requirements (30 points)**

- Does the Investment have an annual IGG work plan? (.....)
- Do you have annual performance report for the previous year? (.....)
- Does the investment have a local content strategy? How is it implemented? (.....)
- What is the organizations' policy towards engagement of women, disable and vulnerable people such as those with HIV-AIDs? (.....)

- Is the investment working with or certified with any voluntary standards? (.....)
- What is the staff retention scheme? (.....)

**Comments:**

*General Comments on the assessment*

.....

.....

.....

.....

*Specific suggestions for review of the tool/ checklist*

Please indicate below any suggestions for review of the tool or the toolkit. Please be as clear as possible. Note that the review process is clearly indicated in IGG tool.

.....

.....

.....

.....

**Scoring of the Assessment**

Section	Compliance criteria	Point Total Points	Point Score	Points in %
1	Inclusive Green Growth Principle	25	x	x/25 X 100
2	Sustainable Business Strategy Principle	30	x	x/30 X 100
3	Environmental Management Principle	30	x	x/30 X 100
4	Developmental Requirements	30	x	x/30 X 100
<b>Total score</b>				

Very Poor Below 20%	Poor (20-39%)	Average (40-59%)	Good (60-79%)	Very Good (80-100%)
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*Key table*

### Consent Form for IGG assessment

Name of Investment: .....

Name of IGG assessor: .....

I ..... agree to participate in this assessment. The objective of this assessment has been well explained and understood.

I agree that, my participation will remain anonymous (please circle) YES NO

I agree that, the assessor may take photos/video/audio of me during this assessment process. YES NO

I agree that, the information gathered in this assessment may be shared anonymously to the third party. YES NO

Signature.....

Name of participant.....

Date.....

**Assessment Team Leader:**

This assessment was conducted by:

Full name:

Position:

Signature:

Date:

**Other additional information**

For additional information, contact SAGCOT Centre Limited ([www.sagcot.com](http://www.sagcot.com))



**ANNEX 1**

**SUMMARY OF REGULATORY  
REQUIREMENTS TO HELP SAGCOT PARTNERS  
IMPROVE COMPLIANCE WITH TANZANIA  
LAWS AND REGULATIONS**

## 1. INSTITUTION: NEMC

Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
EIA	145 days (refer Obasanjo)	Permanent unless serious violation	-Registration fee=200,000 -Review cost depending value of investment categories e.g <5bill cost if 4mil. -consultant fees (negotiation between proponent and consultant) -transport cost during site verification	-land ownership status (lease agreement, title deed, derivative title) -	- <b>Fine:</b> between 500,000 to not exceeding 10 mill -imprisonment from 2 years not more than 7 years.	Southern highland zone, Mbeya. Zonal manager +255 2502469 Email: <a href="mailto:mbeyanemc@gmail.com">mbeyanemc@gmail.com</a>	Reference: EIA and audit regulation 2005. (Amended 2018) Website: <a href="http://www.nemc.or.tz">www.nemc.or.tz</a>
Provisional Environmental Clearance	No specific time but should be short	4 months	No	Application Letter			
Initial Environmental Audit (for projects without EIA). Otherwise is only EIA	Subject to NEMC's improvement order letter	5 years' time but review should be done.	As EIA	All relevant documents associated with that investment	As EIA compliance		
Regular EA (has no certificate, it base on the EIA report looking at EMP)							

Fees and Charges						
	NA	Annually	NA	NA	NA	Same
-Annual Environment management fee and other charges (regulation 2018; GN number 167, published 27 <sup>th</sup> April, 2018 )						
<b>2. INSTITUTION: WMA</b>						
Certification Weighing machine	1 day	Annually	Varies according to type of measuring instrument	Application letter and respective measuring instrument	100,000 to 50mil depending on estimated impact caused. Compounding cost is 300,000 to 50mil or up to 2 years' imprisonment or both.	Regional manager, Mobile: 0718 259320 Email: <a href="mailto:mbeva@wma.go.tz">mbeva@wma.go.tz</a> Website: <a href="http://www.wma.go.tz">www.wma.go.tz</a> WMA Act 2002 cap 340 general regulations 2016.
Verification of measurements of packaged products.	1 day	Annually	Varies according to denomination of measures and volume of production annually (e-g 0 to 100 pays Tsh 30,000)	Batch number and lot size For imported: Factory on bond	As above	As above



3. INSTITUTION: TRA						
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person
Tax identification Number (TIN).	Approx. 1 day but also online	Lifetime In case of business closure, notify TRA	None	-Locals: National ID or number -Foreigners: passport	<b>Fine:</b> To a fine of not less than 20 currencies and more than 50 currencies points (currency point 1 = tsh 15,000) or the imprisonment for a term of not more than six months or both.	Zonal manager,  Call Centre:(free) 0800780078 & 0800750075 Website: <a href="http://www.tra.go.tz">www.tra.go.tz</a>
<b>Foreigner:</b> consult BRELA		Write and letter for Tax clearance if leaving the business				
4. INSTITUTION: TBS						
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person

TBS Mark	Depend on category of the products: 3 days since application deliver to TBS office; 14 working days for sample taken from the processors to laboratory. 7days if everything is clear they will issue TBS Mark.	To be renewed annually	Test charges ( depends on type of the products and size of investment; Transport cost ( depends on the distance of TBS Offices); Inspection cost.	Application letter; Business license and Business names (issued by BRELA); Environmental Clearance (issued by NEMC); Product barcode;	Penalties for illegal use of TBS mark (fine and or imprisonment) around 20M to 60M)	Hotline: +0800 110827. P.O.Box 9524 DSM. +255 222450206/ 2450298/ 2451763-6. Nukushi +255 222450959. Barua pepe: <a href="mailto:info@tbs.go.tz">info@tbs.go.tz</a> . Southern Highlands Zone: P.O.Box 1674, Mbeya. Telephone: 0252502848. Mobil: +255 717 060536. Fax: 0252502848	<a href="http://www.tbs.go.tz">www.tbs.go.tz</a>
<b>For SMEs, SIDO to provide:</b> Introduction letter and assessment report, Food processing certificate	1 week	Permanent	Tsh 50,000	None	Closing business by TBS	Regional managers. For Njombe: Mobile 0784 798499 and 0767 698499 <a href="mailto:njombe@sido.go.tz">njombe@sido.go.tz</a>	Website: <a href="http://www.sido.go.tz">www.sido.go.tz</a>
TBS License	Procedures as above						
Batch Certification	3 days Imported products	Upon release of every batch. If imports: show certificate of conformity (COC)	If no COC: - product test charges -inspection charges (very consignment)	-Application letter and COC -TRA documents -List of products	-15% of the value of consignment (TRA Assessed) -if product doesn't conform to TBS standard – pay destruction cost ranging from 3 to 5 million. -re-export to original country.		

## 5. INSTITUTION: RUFJI WATER BASIN AUTHORITY

Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Reference Documents
Provisional Water Use Permit	Minimum of four Months. Determined by board meeting schedule and stakeholders consultation.	One to five years (depends on type of Water Use but ranges)	Application Fee 100,000/= and 300,000/= (Depends on type of use)	<ul style="list-style-type: none"> <li>-Land ownership status document.</li> <li>-Dully completed application form issued by RWB.</li> <li>-Feasibility study of the project.</li> <li>-Detailed Design of infrastructure</li> <li>-Business Licenses.</li> </ul>	Up to 1,500,000/= or six month imprisonment or both.	<ul style="list-style-type: none"> <li>-Rufiji Basin Water Officer</li> <li>-Tel. 026 2720 951</li> <li>- Email: basins.rufiji@maji.go.tz</li> </ul>	<ul style="list-style-type: none"> <li><a href="http://www.maji.go.tz">www.maji.go.tz</a></li> <li>-The Water Resources Management Act Na. 11 of 2009,</li> <li>-Water Abstraction, Use and Discharge Regulations 2010 , GN. No 190 published on 21/05/2010</li> </ul>
Final Water Use Permit	One Month	Five to ten Years depending on type of use and size of investment subject to review and or renewed	-Annual water user Fee depending on type of use and amount of water required, Not less than 300,000/=	<ul style="list-style-type: none"> <li>-Provisional Permit</li> <li>-EIA certificate</li> <li>-Completion report of infrastructure</li> </ul>	As above	As Above	As above

Provisional Waste water Discharge Permit (if required)	Minimum of four Months	One Year	Application Fee 300,000/=	-Land ownership -Dully completed application form issued by RWB -Feasibility study -Detailed Design of infrastructure	Between 1,500,000/= and 3,000,000/=, Damage related to discharge are punishable by EMA. 2004.	As Above	As Above and EMA.2004
Final Waste Water Discharge Permit	One Month	Five Years	-Annual Discharge fee depending on amount of discharge but not less than 500,000/=	-Completion report of infrastructure -Water Quality compliance report	NA	As Above	As Above
<b>6. INSTITUTION: ASSISTANT COMMISSIONER FOR LANDS</b>							
<b>Requirement</b>	<b>Processing Time</b>	<b>License Validity</b>	<b>Cost Associated</b>	<b>Required documents</b>	<b>Penalties for non-conformity</b>	<b>Contact person</b>	<b>Reference Documents</b>
Certificate of night of occupancy	30 to 90 days after receive documents from District Council	Not exceeding 99 years subjected to be renewed after expired	Application fee 20,000/=, Registration fee (20% of the land rent), Preparation fee (50,000/=), Stamp duty (15% of the land rent, Deed Plan fee (20,000/=), Land Rent (depend on the	<b>Category 1 applicant:</b> Institutions/ Organizations under trustee; Citizenship or trustee (passport/birth certificate/ National ID), Consent/ Certificate of approval from RITA.	None	Assistant Commissioner for lands Southern highland zone; Telephone: +255 252502127 Email: <a href="mailto:jane.darra@lands.go.tz">jane.darra@lands.go.tz</a>	<a href="http://www.ttc.go.tz">www.ttc.go.tz</a> land Act. No. 4 1999 and Village Land act. 5 1999 <a href="http://www.ardhi.go.tz">www.ardhi.go.tz</a>

			<p>size of the land and rate of the specific land) Survey fee. Premium fee (2.5% of the market value of the land).</p>	<p>Constitution of the organization. Act. Establish that institution for reference purposes. <b>Category two:</b> Companies Citizenship of the directors; Citizenship or trustee (passport/birth certificate/ National ID). MEMAT of the association. Certificate of incorporation. Certificate of registration. The Act. Establish the company for reference. Certificate of incentives for foreign companies (issued by TIC) <b>Category three:</b> Other organizations local. Citizenship. Act. that establish that organization. Constitution for CSO.</p>	
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Land Rent	One Day	Annually	As estimated on the certificate of right occupancy	Title deed.	Interest of 1% monthly of unpaid amount after six months from the beginning of the financial year.	As above	As above
<b>7. INSTITUTION: COMMISSIONER OF LABOUR</b>							
<b>Requirement</b>	<b>Processing Time</b>	<b>License Validity</b>	<b>Cost Associated</b>	<b>Required documents</b>	<b>Penalties for non-conformity</b>	<b>Contact person</b>	<b>Documents for Details</b>
Work permit	10 working days	2 years renewable	<p><b>Class A:</b> 1,000 USD for investors</p> <p><b>Class B:</b> USD 500 for specified professionals e.g Doctors.</p> <p><b>Class C:</b> Other professionals including CEO is 1,000 USD.</p> <p><b>Class D:</b> charitable activities are USD 500.</p> <p><b>Class E:</b> refugees – free and given by Minister Internal Affairs.</p>		10 million fine or imprisonment for 12 months or both.	For application visit office of Commissioner of Labor, email: <a href="mailto:ps@kazi.go.tz">ps@kazi.go.tz</a> . For further assistance visit regional office, Mbeya, Njombe, Iringa etc.....	website: <a href="http://www.kazi.go.tz">www.kazi.go.tz</a>

## 8. INSTITUTION: COMMISSIONER OF LABOUR

Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
Registration	14 working days	Permanent	free	TIN of employer. Names of employees featuring date of birth, professionalism, type of contract.	50 Million fine	Customer service hotline: 0800110028 or 0800110029. Southern highland zonal office: +255 737344015	Website: <a href="http://www.wcf.go.tz">www.wcf.go.tz</a>
Contributions	Every month	Time of employee working with that company	1% of salary Gross of each employee. Note: Employer supposed to contribute	WCP 1 and WCP 1 attachment.	10% of the amount an employer is required to contribute for such specific month	As above	As above

9. INSTITUTION: IMMIGRATION SERVICE

Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
Residence Permit Class A for shareholder.	14 working days	2 years renewable	Range from USD \$ 1,000 to \$ 3,000 depends on cost of investment and country of origin.	Immigration form number (T.I.F-1). Work permit. MEMART. Constitution of organization (NGOs). TTN. Certificate of Business Registration/ Incorporation. Copy of passport (all pages) CV of applicants. Job description. Covering letter from the company/ association.	USD \$ 600 for 2 months.	HQ: Telephone: Email: Regional office, Njombe: Telephone: +255 743651604 Email:	<a href="http://www.immigration.go.tz">www.immigration.go.tz</a>
Residence Class B employees (foreigners)	14 working days	2 years	USD \$ 500 (East African countries) to \$ 2000 (None East Africa)	As above	As above	As above	As above



10. INSTITUTION: BRELA (5 areas: registration of companies, business name, trade and service marks; patents; granting industrial license and business licensing category A – for mainland only (big businesses country wide))							
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
<b>Registration of Company:</b> Local companies (Certificate of incorporation)	Upon submission of documents – approx- 1 day.	Lifetime	Maximum Tsh 522,200 (capital above tsh 50 mill), minimum tsh 177,200 capital tsh 20,000 to 1 mil).	National IDs for local and Passport if foreigner, TIN, MEMART, form 14B, Consolidated form from the BRELA system, ethics form.	None	CEO, BRELA New Ushirika Towers, 6 <sup>th</sup> Floor, Lumumba str, Southern highlands zone, Zonal Manager. Mobile 0735014014, email: <a href="mailto:Mohamed.songoro@brela.go.tz">Mohamed.songoro@brela.go.tz</a>	Form 14B available on website <a href="http://www.brela.go.tz">www.brela.go.tz</a> -Link to systems documents <a href="https://ors.brela.go.tz/ors/start?returnUrl=%2fbrela%2fprod%2fors">https://ors.brela.go.tz/ors/start?returnUrl=%2fbrela%2fprod%2fors</a>
Foreign companies (Certificate of compliance)	Certified MEMART & certificate of incorporation	Lifetime	Registration of company USD 1,100	As above	As above	As above	
Certificate of Trade Mark	90 days (60 for objections publication, 30days preparation of certificate)	7 years' initial period and renewable for 10 years consecutively.	Tsh 125,000	For Tanzanian fill TM1 form- available from BRELA website. Foreigner: appoint Tanzanian representative to fill TM2 form.	None	As above	

Patent Certificate	90 days	20 years	Tsh 2,2,000	Detailed information on invention	None	As above	As above
Industrial license certificate	5 days	3 years – temporary then you permanent license	Capital above 100 mil = 800,000/=, capital between n 50 to 100mil = 500,000/=, capital 10 to 50 mil = 100,000/=, 5 to 10 mil =50,000/= and less than 5 mil = 10,000/=.	MEMAT, certified certificate of incorporation, business plan, industrial license forms for investments capital above tsh 100 mil.	None	As above	All available on website
Business license category A	Max 5 days	1 year	Minimum tsh 80,000 maximum 100,000 if local.	Certified MERMAT or name of individual, TIN, tax clearance, VAT certificate if available, lease agreement if rented building and title deed if land owned, filled business license form	None	As above	As above

### 11. INSTITUTION: TMDA (AREAS: MEDICINES FOR HUMAN AND ANIMALS, MEDICAL DEVICES, DIAGNOSTICS)

Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
Certificate of Registration for industry	10 days	Lifetime	Tsh 700,000 initial	TIC, NEMC & BRELA certificates, MERMAT, Plant lay out and process floor, TIN.	Not exceeding tsh 5 million or imprisonment not exceeding 2 years or both.	Zonal Manager, TMDA, NHIF Tower Building, 3 <sup>rd</sup> floor. Email: <a href="mailto:info.mbeva@tmda.go.tz">info.mbeva@tmda.go.tz</a> , Mobile 0767509879 and Tel. +255 252504425	Website: <a href="http://www.tmda.go.tz">www.tmda.go.tz</a> Procedures for establishment of pharmaceutical plant in Tanzania Guideline for submission of documentation registration and marketing authorization. GNP guidelines Import and export of pharmaceutical guidelines
Certificate of registration of products	60 to 120 days	Lifetime	USD 100 to 350 per product depending on category.	Certificate of Registration for industry	As above	As above	As above

Import permit for products	48 hrs	6 months	-Good Manufacturing Practice (GNP) fees depending on the blocks (refer fees and charges guideline 2015 on website) ranging from USD 4,000 to 8,000 per inspection. -2% of FOB (freight on-board)	Registration certificate as importer Pro-forma invoice Certificate of analysis	None	As above	As above
Permit for importation of raw materials for industry.	48 hrs	6 months	None	Registration certificate as importer Pro-forma invoice Certificate of analysis	None	As above	As above
<b>12. INSTITUTION: TANESCO (AREAS: POWER GENERATION, TRANSMISSION AND DISTRIBUTION)</b>							
<b>Requirement</b>	<b>Processing Time</b>	<b>License Validity</b>	<b>Cost Associated</b>	<b>Required documents</b>	<b>Penalties for non-conformity</b>	<b>Contact person</b>	<b>Documents for Details</b>

Power connection request reception	If is service line without pole – within 30days	Lifetime services	3Q = this 912,000 1Q= this 320,960. All if is within 30 meters, <b>VAT inclusive.</b>	Registration of the company, letter with power load requested as certified by the electrician /contractor.	Ruining TANESCO infrastructure will attract fines based on the lost cost.	TANESCO regional manager Mbeya – Tel +255 252503691, email: <a href="mailto:rm.mbeya@tanesco.co.tz">rm.mbeya@tanesco.co.tz</a>	Website: <a href="http://www.tanesco.co.tz">www.tanesco.co.tz</a> -customer service charter.
	If is line extension with less than 2 poles = 60 days <b>(1&amp;2 assuming transformer on place)</b>		1Q (1 pole) = tsh 439,960 1Q (2 poles) = tsh 590,398 3Q (1 pole) = tsh 1,058,801 3Q (2poles) = tsh 1,389,115. <b>VAT exclusive</b>				
	If line extension above 2 poles = 90 days <b>(whether transformer is on place or not)</b>		1Q and above 2 poles = not constant depending on distance, number of poles and other materials, labor charges.				

Repair of faults and other emergency services. We recessive enquiry through 0787 023422, +255 252504219	Less than 4 hours after reporting	24 hours	None	-show road to your destination	NA	As above	As above
Tariff and Monthly bill charges	1 Month	T1 = daily prepaid	292 VAT exclusive	Meter number		As above	As above
		T2 and T3 = monthly and post-paid.	-T2 = 195/unit VAT exclusive -T3 medium = 157/unit -T3 high =152/unit. All VAT exclusive		-power disconnection -2% of amount in arrears/month		
Other requirements	T2 monthly KVA charges =15,004 T3 medium voltage monthly KVA charges =13,200 T3 high voltage KVA charges = 16,550 Power factor will be advised by proprietor's contractor						
<b>13. INSTITUTION: FIRE &amp; RESCUE FORCE (Zawadi Maligha +255 756 407 591)</b>							
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
Safety Inspection, Certificates and Fire levy (Advisory based on the engineering fire plan).	Depend on the size of the construction and type on investment Depend on the size of the area under operation)	Annual payment	Construction Site plan	Fine not exceed 3MTsh or imprisonment for the time not exceeding one year or both	Free toll: 114. <a href="mailto:malighazaward@yahoo.com">malighazaward@yahoo.com</a>	<a href="http://www.frf.go.tz">www.frf.go.tz</a> Act. 14. Of 2007 and Rescue Force (Safety inspection, Certificate and Fire levy). Amendment Regulation of 2014.	Safety Inspection, Certificates and Fire levy (Advisory based on the engineering fire plan).

Construction site certificate	Tsh. 200,000/=	Life of the project	Construction Site plan	500,000/= or imprisonment for three months or both	The Fire and Rescue Force (Fire precaution in Buildings) Regulation of 2015	Construction site certificate
Fire awareness Training Certificate	20,000/=	Annually	Letter of application for training	More on awareness	As above	Fire awareness Training Certificate
Regular inspection	For free	Daily duty for fire officers				
<b>14. INSTITUTION: OSHA (SAFETY CHECK AT WORKING PLACES)</b>						
<b>Requirement</b>	<b>Processing Time</b>	<b>License Validity</b>	<b>Cost Associated</b>	<b>Required documents</b>	<b>Penalties for non-conformity</b>	<b>Documents for Details</b>
Certificate of OSHA	1 week	Lifetime	None	-TIN, business license, certificate of incorporation	This 1 to 5 million	OSHA Zonal Manager, Mifugo road Uzunguni Mbeya Labor office. Mobile 0754 339634 Website: -
Risk assessment preparation using internal officers or consultancy	Company duty	3 years	NA	NA	NA	
Occupational Health Safety policy	As above					

OSHA compliance assessment report - inspections (general, electrical, occupational hygiene, ergonomics, medical fitness to work examination)	30 days	1 year	Depending on the nature (retail, mining, processing. Electricity device check 110,000/earth point on building, hygiene inspection e.g light intensity = ranging tsh 120,000/per room, health check tsh 75,000/person, plant inspection ranging from tsh 150,000 to 300,000/plant,	Base on site visit	NA		Details: refer OHS Act 2003 number 5, section 24, 66 (2), 60.
Accident reports to Chief Inspector OSHA	within 24 hours	Progressive	Tsh 500,000/ OSHA expert/ day	Occupation Accident and disease register	In case of death = tsh 10 mil, 500,000 in case of lacking OHS policies,		



In case of construction, drawings should be inspected.	1 week	Lifetime	Tsh 300,000 to 1.8 mil	Architectural and service drawings, certificate of trained for first aider	Tsh 1 mil		
<b>Certificates for on job specific trainings:</b> working at height, industrial first aid, health and safety representative.	working at height – 5 days	Lifetime	Tsh 450,000	NA			
	industrial first aid – 3 days	Yearly	Tsh 250,000	NA			
	representative – 4 days	Lifetime	Tsh 250,000	NA			
Health and safety committee meeting every 3 months and submitting reports to OSHA	Company's duty	Lifetime	Company's duty	Meeting minutes	Fine tsh 200,000		
Provision of Personal Protective Equipment (PPE)	Where necessary	Where necessary	As per item in the market	OHS Risk assessment document	Tsh 50,000/person		

OSHA compliance license by CEO of OSHA	1 month	1 year but can be revoked in case of non-compliance.	Free	Compliance with all OSHA requirement as mentioned above	None	Contact person	Documents for Details
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
Pesticide Registration	It vary with type of pesticides ranges from six months to one year (in three season)	5 years renewable	USD \$ 6000	-Pesticide	Up to Tsh 100M	Tropical Pesticides Research Institute Arusha Phone : + 255 272508813/ 4/5 <a href="http://www.tpri.or.tz/">http://www.tpri.or.tz/</a>	Website: <a href="http://www.tpri.go.tz">www.tpri.go.tz</a> -Pesticide Registration -Pesticide import permit (PIP)
Pesticide import permit (PIP)	One month	Every importation require payment and sample analysis	It depend on the quantity and FOB value	Bill of/invoice of importation	It will not allowed to be used in Tanzania at all		
Plant Import Permit in collaboration with PHS under MOA	One day to one week	Every importation	USD \$ 5	Invoice	Rejection of the consignment		Plant Import Permit in collaboration with PHS under MOA
(pest and Pest control) Research and pesticide Advice and control eg. IPM	One day	NIL	Facilitation cost and Perdiem according to government rate	Communication and consultation in their office			(pest and Pest control) Research and pesticide Advice and control eg. IPM

**15. INSTITUTION: TPRI (REGULATION OF AGROCHEMICALS IN THE COUNTRY)**

Pesticides Management Course (PM2) issuing certificate	Twice per Annum to agro-dealers and all fumigation	Tsh 360,000/= per individual for course materials and lunch per person	Letter of request and payment			Pesticides Management Course (PM2) issuing certificate
<b>16. INSTITUTION: TFRA (REGULATION OF FERTILIZERS)</b>						
<b>Requirement</b>	<b>Processing Time</b>	<b>License Validity</b>	<b>Cost Associated</b>	<b>Required documents</b>	<b>Penalties for non-conformity</b>	<b>Contact person</b>
Fertilizer registration	Free	Lifetime	Material Data Sheet Fertilizer Analysis Certificate	Fertilizer registration	( <i>Not Exceeding 80 Million Shillings</i> ) Structured penalties are underway	TANZANIA FERTILIZER REGULATORY AUTHORITY (TFRA) Mandela road-Temeke Veterinary, Kilimo III, Ex PADEP Building, P.O. Box 46238, Dar es salaam-Tanzania. Tel: +255222862595/ +255710107631, E-mail: <a href="mailto:info@tfra.go.tz">info@tfra.go.tz</a>
Fertilizer Dealer registration	Free	1 Year	Certificate of Incorporation TIN Business Licence	Fertilizer Dealer registration	Free	
Fertilizer Manufacturer Plant registration	Free	3 Years	Certificate of Incorporation TIN Business Licence	Fertilizer Manufacturer Plant registration	Free	
Fertilizer Premises registration	Not yet in Practice	Not yet in Practice	N/A	Fertilizer Premises registration	Not yet in Practice	

17. INSTITUTION: TOSCI (SEED CERTIFICATION AGENCY)						
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person
DUS certificates or take over report if the seed was registered in neighbouring country	1 season	Life time	1,200,000 and USD 600 if it is Take Over report	Filled Form with description of variety	It is a criminal case as per TOSCI act 2003 and penal codes will be applied. This includes 3yrs imprisonment	Tanzania Official Seed Certification Institute (TOSCI), Phone: +255 23 2640034 Fax : +255 23 2640035 Email : info@tosci.go.tz
NPT (National Performatives Trails), if registered in EA, only 1 season is enough.	1 season	Life time	1,400,000	Field observation and trails including reports	As above	As above
18. INSTITUTION: TIRA (INSURANCE REGULATION)						
Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person
Registration	3 months	Annually and renewable	None	Registered business name and other supportive documents – TTN, business o plan, share holders' concert.	Minimum of Tsh 500,000/= and maximum 20 mil or Imprisonment of maximum 5 years.	TIRA Zonal Manager, Lupa way 2, NHC Building 2nd floor for Mbeya. Email: <a href="mailto:southernhighlandzone@tira.go.tz">southernhighlandzone@tira.go.tz</a>
						Website: <a href="http://www.tira.go.tz">www.tira.go.tz</a> -regulation, 2009. -Insurance act 10, 2009. - other circulars on the same website.

Business quality check	1 month	1 year	Free	Certificate of Board and employees, management, public credibility through lawyers certification	-No specific figures. -The Magistrate will decide how much May lead to cancellation of registration	
<b>END</b>						



**ANNEX 2**

**REGULATORY REQUIREMENTS  
FOR CATEGORIES OF INVESTMENTS**

## A. INPUT SUPPLY INVESTMENTS

Type of enterprise	Requirement	Issuing authority
Fertilizer companies	Company registration	BRELA
	TIN	TRA
	Business license	District council/ municipal
	Certificate of safety and health for employees	OSHA
	Fire certificate	Fire
	Weigh and measure certificate	WMA
	Tax clearance certificate	TRA
	Certificate of compliance	TFRA
	Workers compensation fund	WCF
Lime	Company registration	BRELA
	TIN	TRA
	Business license	District council/ municipal
	Certificate of safety and health for employees	OSHA
	Fire certificate	Fire
	Workers compensation fund	WCF
	Certificate of compliance	TFRA
	Weigh and measure certificate and conformity	WMA
	Tax clearance certificate	TRA

Chemical (herbicides, pesticides)		
	Company registration	BRELA
	TIN	TRA
	Business license	District council/ municipal
	Certificate of safety and health for employees	OSHA
	Fire certificate	Fire
	Certificate of compliance	TPRI
	Workers compensation fund	WCF
	Weigh and measure certificate and conformity	WMA
	Tax clearance certificate	TRA
Seed	Quality assurance certificate	TOSCI
	Company registration	BRELA
	Business license	District council/ municipal
	TIN	TRA
	Certificate of safety and health for employees	OSHA
	Fire certificate	Fire
	Workers compensation fund	WCF
	Weigh and measure certificate	WMA
	Tax clearance certificate	TRA
	Atomic energy certificate	Atomic energy
	Import permit	TOSCI and PHS



Irrigation equipment	Company registration	BRELA
	TIN	TRA
	Business license	District council/ municipal
	Certificate of safety and health for employees	OSHA
	Fire certificate	Fire
	Weigh and measure certificate	WMA
	Workers compensation fund	WCF
	Tax clearance certificate	TRA
	Quality assurance and efficiency Certificate	CARMATEC and TBS
Machines	Company registration	BRELA
	TIN	TRA
	Business license	District council/ municipal
	Certificate of safety and health for employees	OSHA
	Fire certificate	Fire
	Quality mark certificate	TBS
	Tax clearance certificate	TRA
	Workers compensation fund	WCF
	Quality assurance and efficiency Certificate	CARMATEC

## B. PROCESSING

Type of Enterprise	Requirement	Issuing Authority
Sugar factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Water use and waste water discharge permit	Water basin board
	Business License	Local Government Authority
	Tax Identification Number (TIN)	TRA
	VAT Registration Number (VRN)	TRA
	Certificate of Food Processing and Quality mark	SIDO/TBS (depends of size of factory)
	EIA certificate	NEMC
	Business registration Certificate	BRELA
	Government Chemist Laboratory Agency (GCLA) Certificate	GCLA (Zonal Offices)
	Social Security Certificate	NSSF
	Certification of Measuring Instruments	Weight and Measures Agency (WMA)
	Power Production License (in-case of energy production )	EWURA
	Work Permit (in-case of foreign Employees)	Commissioner of Labour
	Resident Permit (in-case of foreign Employees)	Immigration Services
	Building Permit (if construction involved)	LGA, AQRB
	Fire Safety Certificate	Fire (Regional Offices)
	Sugar Board Registration Certificate	Sugar Board of Tanzania
	TPRI Certificate	TPRI
	Workers Compensation Fund Certificate	WCF
	Certificate of Registration of Workplace	OSHA
National ID (for local shareholders)	NIDA	

	Barcode	GS1 Tanzania
Milk Factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Water use and waste water discharge permit	Water basin board
	Business License	Local Government Authority
	Tax Identification Number (TIN)	TRA
	VAT Registration Number (VRN)	TRA
	Quality mark and license	SIDO/TBS (depends of size of factory)
	EIA certificate	NEMC
	Business registration Certificate	BRELA
	Government Chemist Laboratory Agency (GCLA) Certificate	GCLA (Zonal Offices)
	Social Security Certificate	NSSF
	Certification of Measuring Instruments and conformity	Weight and Measures Agency (WMA)
	Work Permit (in-case of foreign Employees)	Commissioner of Labour
	Resident Permit (in-case of foreign Employees)	Immigration Services
	Building Permit (if construction involved)	LGA, AQRB
	Fire Safety Certificate	Fire (Regional Offices)
	Milk Board Registration Certificate	Milk Board of Tanzania
	Workers Compensation Fund Certificate	WCF
Certificate of Registration of Workplace	OSHA	
National ID (for local shareholders)	NIDA	

Tea Factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Water use and waste water discharge permit	Water basin board
	Business License	Local Government Authority
	Tax Identification Number (TIN)	TRA
	VAT Registration Number (VRN)	TRA
	Certificate of Food Processing and quality mark	SIDO/TBS (depends of size of factory)
	EIA certificate	NEMC
	Business registration Certificate	BRELA
	Government Chemist Laboratory Agency (GCLA) Certificate	GCLA (Zonal Offices)
	Social Security Certificate	NSSF
	Certification of Measuring Instruments and conformity	Weight and Measures Agency (WMA)
	Work Permit (in-case of foreign Employees)	Commissioner of Labour
	Resident Permit (in-case of foreign Employees)	Immigration Services
	Fire Safety Certificate	Fire (Regional Offices)
	Tea Board Registration Certificate	Tea Board of Tanzania
	Workers Compensation Fund Certificate	WCF
	Certificate of Registration of Workplace	OSHA
National ID (for local shareholders)	NIDA	

Edible Oil Factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Business License	Local Government Authority
	Tax Identification Number (TIN)	TRA
	VAT Registration Number (VRN)	TRA
	Certificate of Food Processing	SIDO/TBS (depends of size of factory)
	EIA certificate (Depends of Scale of Factory)	NEMC
	Business Registration Certificate	BRELA
	Social Security Certificate	NSSF
	Certification of Measuring Instruments and conformity	Weight and Measures Agency (WMA)
	Work Permit (in-case of foreign Employees)	Commissioner of Labour
	Resident Permit (in-case of foreign Employees)	Immigration Services
	Building Permit (if construction involved)	LGA
	Fire Safety Certificate	Fire (Regional Offices)
	Workers Compensation Fund Certificate	WCF
	Certificate of Registration of Workplace	OSHA
National ID (for local shareholders)	NIDA	

Fruits and Vegetables Factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Water use and waste water discharge permit	Water basin board
	Business License	Local Government Authority
	Tax Identification Number (TIN)	TRA
	VAT Registration Number (VRN)	TRA
	Certificate of Food Processing an Quality mark	SIDO/TBS (depends of size of factory)
	EIA certificate (depends on scale of the factory)	NEMC
	Business registration Certificate	BRELA
	Government Chemist Laboratory Agency (GCLA) Certificate (depends on the scale of the factory)	GCLA (Zonal Offices)
	Social Security Certificate	NSSF
	Certification of Measuring Instruments and conformity	Weight and Measures Agency (WMA)
	Work Permit (in-case of foreign Employees)	Commissioner of Labour
	Barcode	GS1 Tanzania
	Resident Permit (in-case of foreign Employees)	Immigration Services
	Building Permit (if construction involved)	LGA
	Fire Safety Certificate	Fire (Regional Offices)
	Workers Compensation Fund Certificate	WCF
Certificate of Registration of Workplace	OSHA	
National ID (for local shareholders)	NIDA	
Pyrethrum Factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Water use and waste water discharge permit	Water basin board

Business License	Local Government Authority
Tax Identification Number (TIN)	TRA
VAT Registration Number (VRN)	TRA
EIA certificate (depends on scale of the factory)	NEMC
Business registration Certificate	BRELA
Government Chemist Laboratory Agency (GCLA) Certificate (depends on the scale of the factory)	GCLA (Zonal Offices)
Social Security Certificate	NSSF
Certification of Measuring Instruments	Weight and Measures Agency (WMA)
Work Permit (in-case of foreign Employees)	Commissioner of Labour
Resident Permit (in-case of foreign Employees)	Immigration Services
Building Permit (if construction involved)	LGA
Fire Safety Certificate	Fire (Regional Offices)
Workers Compensation Fund Certificate	WCF
Certificate of Registration of Workplace	OSHA
National ID (for local shareholders)	NIDA

Cereal processing factory	Legal Land ownership Status e.g CRO	Assistant Commissioner for Lands
	Business License	Local Government Authority
	Tax Identification Number (TIN)	TRA
	VAT Registration Number (VRN)	TRA
	EIA certificate (depends on scale of the factory)	NEMC
	Business registration Certificate	BRELA
	Social Security Certificate	NSSF
	Certification of Measuring Instruments and conformity	Weight and Measures Agency (WMA)
	Work Permit (in-case of foreign Employees)	Commissioner of Labour
	Resident Permit (in-case of foreign Employees)	Immigration Services
	Building Permit (if construction involved)	LGA
	Fire Safety Certificate	Fire (Regional Offices)
	Workers Compensation Fund Certificate	WCF
	Certificate of Registration of Workplace	OSHA
	National ID (for local shareholders)	NIDA
	Certificate of Food Processing an Quality mark	TBS/SIDO
Barcode	GS1 Tanzania	



## C. SERVICES INSTITUTIONS

Type of enterprise	Requirement	Issuing authority
1. Insurance company	Registration certificate	TIRA-Tanzania Insurance Regulation Authority
	Business License	Local Authority
	TIN & VRN	TRA
	Minimum capital requirement	TIRA/BOT
	Qualified personnel	TIRA
	Work permit (for foreigners)	PMO/Labor
	Residence permit (for foreigners) USD 1000-3000	Immigration
2. Bank/ Microfinance	Registration certificate	BOT
	Business License	BOT
	TIN & VRN	TRA
	Minimum capital requirement	BOT
	Qualified personnel	BOT
	Work permit (for foreigners)	PMO/Labor
	Residence permit (for foreigners) USD 1000-3000	Immigration

3. Transport & Logistics	Registration certificate	SUMATRA
	Business License	Local Authority
	TIN & VRN	TRA
	Motor Vehicle Registration (fee Tsh. 250,000)	TRA
	Plate number	Private Agents
	Work permit (for foreigners)	PMO/Labor
	Residence permit (for foreigners) USD 1000-3000	Immigration
	Driving license for drivers (fee Tsh. 70,000)	TRA
	Vehicle Inspection	Police
	Motor Insurance	Insurance Companies
	Transit fees for cross borders	Customs
	Certification of cubic meters	WMA
4. Offtake, Export & Import	Registration certificate	Ministry of Industry & Trade
	Business License	Local Authority
	TIN & VRN	TRA
	Import/Export permits	Diff authorities e.g TBS, TMDA, TFS, TPRI, TOSCI
	Phytosanitary certificate	MOA
	Certificate of origin	TCCIA
	Certificate of conformity	WMA
	Export license	MIT
5. Post handling e.g DHL, Fedex	Registration certificate	Ministry of Industry & Trade & Tanzania Post Corporation (TPC)
	Business License	Local Authority
	TIN	TRA
	Warehouse license	MOA

6. Water	Water use permit	Basin Water Board
	Business license	Local authority & EWURA
	Environment Impact Assessment	NEMC
	TIN	TRA
	Certification of water meter	WMA
7. Electricity	Electric generation permit	TANESCO
	Business license	Local authority & EWURA
	Environment Impact Assessment	NEMC
	TIN & VRN	TRA
	Fire Safety Certificate	Fire Rescue

## D. PRODUCTION

Type of enterprise	Requirement	Issuing authority
Crop Farming	Land ownership title	Assistant Commissioner for land
	Water use permit if irrigated/ abstraction	Respective Basin Water Board
	EIA certificate (Farm size > 10Ha)	NEMC
	TIN	TRA
	Business Registration	BRELA
	Working permit and Residence permit (foreigner)	Commissioner of labour and Immigration Service
	Business License	Respective LGAs
	Occupation and Safety issues	OSHA
	TPRI Certificate(depend on scale of investment)	TPRI
	WCF Certificate	WCF
	Social Security Certificate	NSSF
Fire Safety Certificate	Fire Rescue force	
Animal feed	Land ownership status	Assistant Commissioner for land
	Water use permit	Respective Basin Water Board
	EIA Certificate	NEMC
	Quality Mark & License	TBS
	Occupation and Safety issues	OSHA
	Fire Safety Certificate	Fire
	Certificate of Registration of premises	MLF
	Worker compensation certificate	WCF
	Certified weighing instruments	WMA
Social Security Certificate	NSSF	

	Working permit and Residence permit (foreigner)	Labour Commissioner and Immigration services
Horticulture	Business License	Respective LGAs
	Occupation and Safety issues	OSHA
	Land ownership	Assistant Commissioner for land
	Water use permit	Respective Basin Water Board
	EIA Certificate	NEMC
	Worker compensation certificate	WCF
	Working permit and Residence permit (foreigner)	Labour Commissioner and Immigration services
	Export permit	Atomic Energy
	Export certificate	MOA (PHS)
	Export permit	TBS
	Export License	MIT
	Certificate of conformity	WMA
Seeds	Business Registration	BRELA
	Land	Assistant Commissioner for Land
	EIA Certificate	NEMC
	TIN	TRA
	Water Use Permit	Respective Basin Water Board
	Certificate of conformity	WMA
	Business License	Respective LGA
	Seed Registration permit (Seed Dealer Certificate)	TOSCI
	Breeder right	MOA under DRD department
	Worker compensation certificate	WCF
	Working permit and Residence permit (foreigner)	Labour Commissioner and Immigration services

Hatchery	Land	Assistant Commissioner for Land
	EIA Certificate	NEMC
	TIN	TRA
	Business Registration	BRELA
	Business License	Respective LGA
	Certificate of Registration of premises	MLF
	Importation permit	TRA
	Worker compensation certificate	WCF
	Fire safety certificate	Fire
	Working permit and Residence permit (foreigner)	Labour Commissioner and Immigration services
Lime and Fertilizer	Mining License	Mineral Commission (Tume ya madini)
	Surface land right	Assistant Commissioner for Land
	EIA Certificate	NEMC
	TIN	TRA
	Business Registration	BRELA
	Business License for fertilizer or lime	TFRA
	Registration Certificate	TFRA
	Quality Mark and License	TBS
	Occupation Health and Safety issues	OSHA
	Business License	Respective LGA
	Water Use permit	Respective Water Basin Board
	Worker compensation certificate	WCF
	Working permit and Residence permit (foreigner)	Labour Commissioner and Immigration services
	Weighing and measurement certificate	WMA

Dairy	EIA Certificate	NEMC
	TIN	TRA
	Business Registration	BRELA
	Water Use permit	Respective Water Basin Board
	Quality Mark and License	TBS
	Occupation Health and Safety issues	OSHA
	Fire safety certificate	Fire
	Worker compensation certificate	WCF
	Working permit and Residence permit (foreigner)	Labour Commissioner and Immigration services
	Weighing and measurement certificate	WMA
	Export Permit	TBS

the 1990s, the number of people in the world who are under 15 years of age is expected to increase from 1.1 billion to 1.5 billion (United Nations 1998).

There are a number of reasons why the number of children in the world is increasing. One of the main reasons is that the number of children who are surviving to adulthood is increasing. This is due to a number of factors, including improved medical care, better nutrition, and a decrease in child mortality. Another reason is that the number of children who are being born is increasing. This is due to a number of factors, including a decrease in the age at which women are having children, and an increase in the number of children who are being born to women who are already having children.

The increase in the number of children in the world is a cause for concern. This is because children are the most vulnerable members of society, and they are often the most neglected. Children who are not properly cared for and educated are more likely to become ill, poor, and uneducated. This can lead to a cycle of poverty and ill health that can last for generations.

There are a number of things that can be done to help children. One of the most important things is to ensure that all children have access to basic education. This includes primary and secondary education, as well as vocational training. Another important thing is to ensure that all children have access to basic health care. This includes immunizations, prenatal care, and child health services.

There are also a number of things that can be done to help children who are in poverty. This includes providing them with food, clothing, and shelter. It also includes providing them with access to basic services, such as water and electricity. Finally, it is important to provide children with a safe and stable environment. This is because children who are living in poverty and who are not properly cared for are more likely to become involved in crime and other harmful activities.

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the 1990s, the number of people with a diagnosis of schizophrenia has increased in many countries (1).

There is a growing awareness of the need to improve the quality of life of people with schizophrenia. This has led to a focus on the development of psychosocial interventions, which aim to help people with schizophrenia to live more independently and to participate more fully in society (2).

One of the most common psychosocial interventions is cognitive behavioural therapy (CBT). CBT is a form of therapy that helps people to change their thoughts and behaviours. It is based on the idea that our thoughts, feelings and behaviours are all interconnected and can influence each other (3).

CBT has been shown to be effective in helping people with schizophrenia to manage their symptoms and to improve their quality of life. It can help people to develop coping strategies, to challenge negative thoughts and to engage in more positive activities (4).

However, there are some challenges to the implementation of CBT in the community. One of the main challenges is the lack of trained therapists. In many countries, there are not enough therapists to provide CBT to all people who need it (5).

Another challenge is the cost of CBT. CBT is often a long-term intervention, which can be expensive. This can be a barrier for many people, especially those who are on a low income (6).

Despite these challenges, there is a need to find ways to improve the availability and effectiveness of CBT in the community. One way to do this is to develop self-help CBT programmes, which can be used by people without the help of a therapist (7).

Self-help CBT programmes can be delivered in a variety of ways, including through books, audio recordings and computer programmes. They can be used by people at home, in the community or in a hospital setting (8).

There is growing evidence that self-help CBT programmes can be effective in helping people with schizophrenia to manage their symptoms and to improve their quality of life. They can be a valuable addition to the range of services available to people with schizophrenia (9).

In conclusion, self-help CBT programmes have the potential to improve the quality of life of people with schizophrenia. They can be a cost-effective way to provide CBT to a large number of people. However, more research is needed to evaluate the effectiveness of self-help CBT programmes in the community (10).

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