



# **INCLUSIVE GREEN GROWTH GUIDING TOOL FOR**

# Medium and Large Producers







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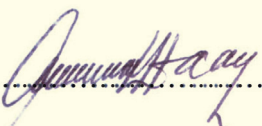
## Preface

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.



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**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	Environment Management Plan
GRG	Green Reference Group
IGG	Inclusive Green Growth
PPE	Person Protective Equipment
IUCN	International Union for Conservation of Nature
OSHA	Occupational Safety and Health Authority
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 the 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.

# 2

## 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 Producers* of the SAGCOT partnership.

### 2.2 Scope

This tool applies to Medium and large Scale Producers in line with SAGCOT partnership principles that defines 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 Medium and Large Scale Producer SAGCOT Partnership as per applicable laws of Tanzania.

- **Developmental requirements:** this refers to continuous improvement for Medium and Large Scale Producer under SAGCOT Partnership with regards to IGG commitments. These will enable them to go beyond the core requirements.

## 2.4 Reference

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

# 3

## Implementation

A corresponding check-list for 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 December annually.
- SAGCOT will undertake random sampling of partner reports and constitute a team to conduct ground-truthing
- SAGCOT will compile a detailed IGG assessment 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 prior 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 obtained 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 following the 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 Scale Producers

Medium scale producer organizations will operate as per country policies, laws and regulations. In case there are no guiding laws and regulations, the following key characteristics may apply:

#### **Medium Scale Producers**

- In most cases they use hired labour
- Capital investments from TZS 50 Million to TZS 1 Billion
- Moderately mechanized technology
- Moderate production capacity
- Farm size from 10 to 100 hectares

#### **Large Scale Producers**

A legally registered agricultural producer organization operating in Tanzania with the following key characteristics:

- Highly mechanized farm operations;
- Farm size of more than 100 hectares;
- High dependence on hired labour;
- Capital investment more than TZS 1 Billion

### 3.3 Requirements for Medium and Large Scale Producers.

Inclusivity Principle	
Core Requirements	Applicable laws
<p><b><u>Legal status:</u></b> Producers 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 Names (Registration) Act, Cap. 213 (2015)</li> <li>• Company Act of 2002, cap 212</li> <li>• The Fair Competition (Amendment) Act, 2015</li> </ul>
<p><b><u>Management structures</u></b> Producers shall have effective management structures that are guided by the respective organizations' constitution/ memorandum and articles of association including rules, regulations and operational procedures.</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 (2015)</li> <li>• Company Act cap 212</li> <li>• The Fair Competition (Amendment) Act, 2015</li> </ul>
<p><b><u>Operational procedures:</u></b> Producers shall establish operational procedures that are in line with national regulations and will guide operations of the organization.</p>	<ul style="list-style-type: none"> <li>• The Business Laws (Miscellaneous Amendments) Act, No. 3 (2012)</li> <li>• OHS Act, 2003</li> </ul>
<p><b><u>Labour and employment laws:</u></b> Producers shall at all times 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><b><u>Non-Discrimination:</u></b> Producers shall be non-discriminatory and shall operate in line with Tanzania’s labor laws and other non-discriminatory laws.</p>	<ul style="list-style-type: none"> <li>• Tanzania Employment and Labour Relations Act No. 6 of 2004</li> <li>• Guidelines for Services for People with Disabilities (in Kiswahili) of 2004</li> <li>• HIV/AIDS Act of 2017. Chapter two section 3.</li> </ul>
<p><b><u>Child Labour:</u></b> Producers shall not use child or forced labour in their operations.</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>• child Act, 2009</li> <li>• Tanzania Employment and Labour Relations Act No. 6 of 2004</li> </ul>
<p><b><u>Good governance:</u></b> Producers shall endeavour to demonstrate high level of good governance including transparency, accountability and integrity with stakeholders and partners as per the applicable laws of Tanzania.</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><b><u>Conflict management:</u></b> Producers shall have conflict management mechanisms in line with government regulations.</p>	<ul style="list-style-type: none"> <li>• The Business Laws (Miscellaneous Amendments) Act, No. 3</li> <li>• The Courts (Land Disputes Settlements) Act, 2002</li> <li>• Tanzania Employment and Labour Relations Act No. 6 of 2004</li> </ul>
<p><b>Sustainable Business Principle</b></p>	
<p><b>Core Requirements</b></p>	<p><b>Applicable laws</b></p>
<p><b><u>Compliance to Financial laws and regulations:</u></b> Producers shall comply with applicable financial rules and regulations.</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 Names (Registration) Act, Cap. 213 (2015)</li> <li>• The Finance Act, 2018 (Tax provisions)</li> </ul>

<p><b><u>Certification by regulatory authorities:</u></b> Producers shall adhere to requirements of Regulatory Authorities as appropriate.</p>	<ul style="list-style-type: none"> <li>• The Tanzania Food, Drugs and Cosmetics Act, 2003;</li> <li>• TBS Act 2009</li> </ul>
<p><b><u>Investment Linkages:</u></b> Producers shall explore linkages that will enable out-growers to access SAGCOT development grants.</p>	<ul style="list-style-type: none"> <li>• The Law of Contract, 2002</li> <li>• SAGCOT Partnership Principles</li> </ul>
<p><b><u>Market channels:</u></b> Producers shall explore market channels that will enable out-growers to access sustainable markets.</p>	<ul style="list-style-type: none"> <li>• National Economic Empowerment Council Act, No. 16 of 2004</li> </ul>
<p>Support to Small Producers: Producers shall endeavour to provide technical support to raw-materials suppliers as appropriate. Producers shall facilitate access to financial opportunities. Producers shall facilitate access to sustainable markets.</p>	<ul style="list-style-type: none"> <li>• Law of Contract, 2002.</li> <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, 2009</li> </ul>
<p><b><u>Shared value investment:</u></b> Producers to demonstrate capacity building to local communities to improve social welfare.</p>	<ul style="list-style-type: none"> <li>• SAGCOT IGG Principles</li> </ul>
<p><b>Environmental Sustainability Principle</b></p>	
<p><b>Core Requirements</b></p>	<p><b>Applicable laws</b></p>
<p><b><u>Environmental management practices:</u></b> Producers shall have environmental management plan and apply it as appropriate.</p>	<ul style="list-style-type: none"> <li>• Environmental Management Act (2004), EIA and Audit regulations (2005),</li> <li>• Forestry Act, 2002,</li> <li>• Biosafety regulation (2008),</li> <li>• Water Resources Management Act (2009),</li> <li>• Water Quality Standards (2007) and respective local by-laws.</li> <li>• Tanzania Wildlife Conservation Act, 2013</li> </ul>

<p><b><u>Occupational Health and Safety:</u></b> Producers 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><b><u>Sustainable agricultural practices:</u></b> Producers are aware and apply good agricultural practices to enhance productivity and environmental sustainability.</p>	<ul style="list-style-type: none"> <li>• National Agriculture Policy, 2013</li> <li>• National Irrigation Act, 2013</li> <li>• Fertilizers Regulation, 2011</li> <li>• Agriculture and Animal Husbandry Best Practices Guidelines, 2016.</li> <li>• Climate smart Agriculture Guideline, 2017</li> <li>• Wildlife conservation Act, 2009.</li> </ul>
<p><b><u>Safe use of agro-chemicals:</u></b> Producers are aware and apply appropriate use and management of agrochemicals.</p>	<ul style="list-style-type: none"> <li>• Fertilizers Regulation, 2011, Pesticide Regulations 1984,</li> </ul>
<p><b><u>Waste management:</u></b> Producers shall have waste management strategy and plan as appropriate.</p>	<ul style="list-style-type: none"> <li>• Environmental Management Act, 2004</li> <li>• Pesticide Regulations 1984,</li> <li>• Water Resources Management Act, 2009</li> <li>• Local bylaws</li> </ul>
<p><b><u>Conservation of water Resources and Sources:</u></b> Producers shall endeavour to conserve water sources and water resources including the use of efficient technologies and adopting best 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><b><u>Pollution Control (water, air, land and noise):</u></b> Producers shall take appropriate measures to control environmental pollution’.</p>	<ul style="list-style-type: none"> <li>• Environmental Management Act, 2004</li> <li>• Climate smart agriculture guideline, 2017.</li> </ul>

### Developmental Requirements

Develop an annual IGG work-plan indicating clearly targets for the year.

Produce annual summarized progress report on previous year’s work-plan

Establish internal arrangements to support employment of women, disadvantaged and people with disabilities.

Opt for voluntary good practices such as organic farming and ecological labelling to ensure environmentally sustainable and quality produce for premium markets.
Continuously work towards the use of efficient energy and water technologies for low impact on the environment.
Build capacity of employees through established training programmes
Increasingly and in a demonstrable manner, adopt marketing strategies that will enable out-growers to access sustainable markets
Increasingly demonstrate technical, organizational and financial support for smallholders and out-growers including linking up smallholders to third party support systems.
Producers shall endeavour to support socio-economic development of local/ surrounding communities through strategies such as employment opportunities for local, contract farming, capacity building, extension services and technology transfer.



## CHECKLIST FOR MEDIUM AND LARGE SCALE PRODUCERS

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>Headquarter:</i>	
<i>Area of operation (Region):</i>	
<i>City/District/Municipality/Town:</i>	
<i>Village/Street/Ward/Division:</i>	
<i>Name Contact Person 1</i>	
<i>Title:</i>	
<i>Mobile phone:</i>	
<i>E-Mail address:</i>	
<i>Name Contact Person 2</i>	
<i>Title:</i>	
<i>Mobile phone:</i>	
<i>E-Mail address:</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 with '1' being the lowest level of compliance while 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 (30 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 (.....)

#### a) Operational procedures.

- Does the investment have operational manuals such as HR policy etc.? (If YES mention them) (.....)

#### b) Labour and employment Policy:

- What is the total number of employees? (.....), Males..... and Females.....
- How many of these have formal contracts? (.....) Males..... and Females.....

- Does the investment pay statutory deductions? (.....)
- Do you comply with employment and Labour Relations Act? (annual leave, sick leave, overtime payment, etc.) - Specify (.....)

**c) Non-Discrimination:**

- Does the investment have a non-discrimination policy and are the workers aware of the policy? (.....)
- Does the company have same wages for all gender groups? (.....)
- Is there a clearly laid-out disciplinary procedure that ensures that all employees are treated fairly and equally? (.....)
- Is there awareness on sexual harassment in the organization? (.....)

**d) Good governance**

- Are there regular meetings with Staff on key issues that affect them? (.....)
- Is there a system for staff to voice their concerns? (.....)

**e) Child labour**

- Does the investment have the child labour policy statement and is this implemented? (.....)

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

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

- Does the company undertake annual audits as per the laws of Tanzania? (.....)

**b) Certification by regulatory authorities**

- Does the investment have all the legally required licenses and certificates to operate? (.....)

- Are your licenses and certificates mentioned above valid at the time of this assessment? (.....)

**c) Conflict management**

- Is there established dispute management system/ structure in place which is communicated to workers? (.....)
- Are the procedures being followed? (.....)

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

- Is there a formal contract between your establishment and smallholder suppliers/ out-growers engaged by the Investment? (.....)
- Indicate the level of awareness of your smallholder groups/ out-growers with regards to the formal contract indicated above (.....)
- Does the investment provide technical and financial support for smallholder groups in formal contracts with your investment? (.....)
- Is there any support on business development and business growth strategies provided for smallholder groups contracted or engaged by your organization? (.....)
- Are you providing any marketing support including market linkages for smallholder suppliers/ out-growers working with your investment? (.....)

**e) Land tenure**

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



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

- Is the investment engaging with the local communities and how? (.....)
- Is there a long-term plan for working with the local community? (.....)

**iii. Environmental Management Principle (35 points)**

**a) Knowledge and skills on environmental management:**

- Does the investment have environmental management policy and plan in place? (.....)
- Does the investment have a designated officer for environmental management affairs? (.....)
- Does the investment have environmental Impact Assessment Certificate (EIA)? If NOT, what are the plans, if YES, is it implementable? (Explain in brief). (.....)
- Do you regularly undertake Environmental Audits? (.....)

**b) Occupational Health and Safety:**

- Does the investment have an occupational health and safety policy? (.....)
- Is the investment in compliance with OSHA requirements? (.....)
- Are the workers trained and updated on the occupational health and safety standards? (.....)
- Are workers provided with protective gear as necessary? (.....)
- Does the investment have a First Aid Kit on the premises and key locations as required? (.....)
- Does the company have a designated Occupational Safety and Health Officer?

- Does the company provide free occupational health care for workers? (.....)

**c) Safe use of agro-chemicals**

- Does the investment manage agro-chemicals and other hazardous materials in ways that minimize risks to people and the environment? (.....)
- 
- What is the company's strategy to handle accidents, spills and potential accidents in areas where chemicals are mixed or stored? (.....)
- Is the investment aware of the prohibited chemicals and is this being observed? (.....)

**d) Waste management**

- Is the investment in compliance with the waste management regulations guiding your sector? (.....)
- How do you manage waste from your production activities? (.....)
- Are key persons in the organization trained on waste management? (.....)

**e) Conservation of water Resources and Sources**

- Is the investment in compliance with the 60m buffer from water bodies? (.....)
- Does the investment have and implement strategies to improve efficient water use? (.....)
- Is there a climate smart agriculture strategy and is this being implemented? (.....)

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

- How is the investment managing water, air, soil and noise pollution in your operations? Please provide details (.....)

**g) Biodiversity and protected areas management**

- Does the investment maintain buffer zones around protected areas, Key Biodiversity Areas (KBA), areas of cultural and religious heritages? (.....)

**iv. Guiding Questions for Developmental Requirements (50 points)**

**a) Does the Investment have an annual IGG work-plan? (.....)**

If YES, please provide evidence of the work plan for verification purposes. Also note that the work plan can be separate or part of the overall organizational annual strategy.

- b) Have you developed a summarized report against the previous year's targets? (.....)
- c) Does the investment have a local content strategy and is this being implemented? E.g is procurement of required capacities and supplies being done locally? (.....)
- d) Does the investment have a policy towards engagement of women, the disabled and vulnerable people such as those with HIV-AIDs? (.....)
- e) Please indicate the investment's strategy and plan, including the adoption of Climate Smart Agriculture (CSA), if available, to ensure that your operations have minimal impact on the climate (.....)
- f) Is the investment working with or certified with any voluntary standards and how is this contributing towards achievement IGG objectives? (.....)
- g) What is the investment's policy towards efficient and sustainable energy and water management and what practical steps have been taken in the past year towards achieving these objectives? Please be specific and provide figures where necessary and available. (.....)

- h) How does the investment support and provide opportunities for staff personal development for long-term engagement? (.....)
- i) Please state any specific technical, organizational and economic strategies to support smallholders and out growers engaged by the investment to access markets on sustainable basis. (.....)
- j) Please indicate your plans on engagement with local communities in your operational area. Please provide specific examples and plans supporting the engagement. (.....)

### 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	30	x	x/30X 100
2	Sustainable Business Strategy Principle	30	x	x/30 X 100

3	Environmental Management Principle	35	x	x/35 X 100
4	Developmental Requirements	50	x	x/50 X 100
Total score				

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

*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      YES      NO  
(please circle)

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

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

Name of participant.....

Date.....

### Assessment team lead

*This assessment was conducted by:*

*Full name:*

*Position:*

*Signature:*

*Date:*



**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 )	NA	Annually	NA	NA	NA	Same
<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 Acr 2002 cap 3-40 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. 1day 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 investment from 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 No. 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 0755014014, 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%2fords">https://ors.brela.go.tz/ors/start?returnUrl=%2fbrela%2fprod%2fords</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

**12. INSTITUTION: TANESCO (AREAS: POWER GENERATION, TRANSMISSION AND DISTRIBUTION)**

Requirement	Processing Time	License Validity	Cost Associated	Required documents	Penalties for non-conformity	Contact person	Documents for Details
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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	Ths 1 to 5 million	OSHA Zonal Manager, Mifugo road Uzunguni Mbeya Labor office. Mobile 0754 339634
Risk assessment preparation using internal officers or consultancy	Company duty	3 years	NA	NA	NA	Website: -
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>	<b>Documents for Details</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>	Website <a href="http://www.tfra.go.tz">www.tfra.go.tz</a> Jurisdiction of the Authority. Fertilizer Act Cap. 40 (1) (a) with its amendment 2014.
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 and 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







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