

# TANZANIA INSTITUTE OF EDUCATION (TIE)



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## **RE: SUBMISSION OF EDUCATIONAL MATERIALS FOR EVALUATION**

Reference is made to the Education circular No.4 of 2014 which came into effect on 1<sup>st</sup> September, 2014. The said circular directs the Tanzania Institute of Education (TIE) to carry out the exercise of evaluating all teaching and learning materials intended to be used in Pre-Primary, Primary, and Secondary Schools as well as Teacher's colleges.

By this notice, TIE would like to inform the authors and publishers about the conditions that pertain to submission for Pre-evaluation (initial review) and Evaluation of Educational Materials as spelled hereunder.

### **1. General Conditions for Pre-evaluation (Initial-review) Submissions**

- a) The client shall submit one (01) Coloured Spiral Bind (CSB) copy of a manuscript/book for Pre-evaluation (Initial review).
- b) The Author/Publisher must properly indicate the subject, class, and level of education of respective educational material except for Pre-Primary, and Standard One and Two.
- c) The Author/Publisher must properly indicate the competence, class, and level of education (Pre-primary or Primary).
- d) The Author/Publisher must indicate the intended use of the book, which may be the reference, supplementary, literary, or readers' books.
- e) The manuscript/book or non-textual material shall be accompanied with:
  - i. Letter of submission for Pre-evaluation (Initial review) giving full physical address, telephone/mobile number, and e-mail address of the author/publisher.
  - ii. Certificate from a recognised editorial body (for example BAKITA) being evidence that the language (Kiswahili) used in the manuscript has been approved. In the case of publications written in English language, the submission must be accompanied by a certificate

from a recognised professional language editor. The approved manuscript must also be stamped in at least four pages including the inner out of the cover.

**Note:** All submissions for pre-evaluation (Initial review) should be made through the Quality Assurance Unit (QAU).

## **2. General Conditions for Evaluation Submissions**

- a) The client shall submit six (06) Coloured Spiral Bind (CSB) copies. Five (05) anonymised copies (without publisher/writer's identity) except one copy retained for official use of a manuscript/book to be evaluated.
- b) The Author/Publisher must properly indicate the subject, class, and level of education of respective educational material except for Pre-Primary, and Standard One and Two.
- c) The Author/Publisher must properly indicate the competence, class (Pre-primary or Standard One or Standard Two) and level of education (Pre-primary or Primary),
- d) The Author/Publisher must indicate the intended use of the manuscript/book, which may be the reference, supplementary, literary, or readers' book.
- e) For Supplementary and Reference Books, the Author/Publisher must fill Manuscript's Submission Form (Appendix 1.3-pages 35-37) of the "Revised Guidelines for Writing and Evaluating Supplementary and Reference Books" for each title of the submitted manuscript.
- f) For Story Books, the Author/Publisher must fill Manuscript's Submission Form (Appendix II-page 67-68) of the "Guidelines for Writing and Evaluating Story Books" for each title of the submitted manuscript.
- g) For Electronic Teaching and Learning Content (ELTC), the Author/Publisher must fill Submission Form (Appendix 3-page 37-38) of the "Guidelines for Evaluation of Electronic Teaching and Learning Contents" for each title of the submitted ETLC.
- h) The Manuscript/book or non-textual material shall be accompanied with:
  - i. Letter of submission giving full physical address, telephone/mobile number, and e-mail address of the author/publisher.
  - ii. Evidence of Publishing Company registration, including the Tax Payers Identification Number (TIN).
  - iii. Certificate from a recognised editorial body (for example BAKITA) being evidence that the language (Kiswahili) used in the manuscript has been approved. In the case of publications written in English language, the submission must be accompanied by a certificate from a recognised professional language editor. The approved

manuscript must also be stamped in at least four pages including the inner out of the cover.

- iv. Evidence of payment of evaluation fees.
- v. Any material that an author or publisher intends to be considered for more than one level/class should be submitted in distinct sets for each class; Each set constituting a submission.

**Note:** All submissions for Evaluation should be made through the Quality Assurance Unit (QAU).

### 3. Evaluation Fees for Supplementary/ Reference/Literary/Reader's books

Level	Class	Evaluation Fees (TZS)	
		Arts Subjects	Science Subjects
Pre-Primary School	Pre-primary	800,000	800,000
Primary School	Std I-II	800,000	800,000
	Std III-IV	900,000	900,000
	Std V-VII	1,000,000	1,000,000
Ordinary Secondary School	Form 1-4	1,200,000	1,400,000
Advanced Secondary School	Form 5-6	1,300,000	1,600,000

An Author or Publisher should note that:

- a) The charges indicated above are NON-REFUNDABLE and are only valid for a single submission.
- b) No manuscript shall be received by the Quality Assurance Unit (QAU)/ Manuscript Evaluation Secretariat (MES) or evaluated by the Subject Manuscript Evaluation Panel (SMEP) unless the author or publisher has paid all associated fees and met the conditions for Evaluation submissions.
- c) The method of payment shall be to obtain a bill from the Tanzania Institute of Education and pay via the control number stated in the bill. Payment (in TZS) may be made through NMB Bank, CRDB Bank or through mobile networks such as Tigo Pesa/Yas, M-Pesa, Airtel Money, and Halo Pesa.

Thank you for your cooperation.



Dr Aneth A. Komba

**DIRECTOR GENERAL**

**TANZANIA INSTITUTE OF EDUCATION**