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RE: SUBMISSION OF EDUCATIONAL MATERIALS FOR EVALUATION

Reference is made to the Educational Circular No.4 of 2014 which came into effect on 1st 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, Secondary Schools and Teacher's colleges.

By this notice, TIE would like to inform authors and publishers, conditions pertaining to the submission of the works as spelled hereunder.

1. General/conditions

- a) The client shall submit six (6) copies of a manuscript/book to be evaluated.
- b) The author/publisher must clearly indicate the subject, class and level of education of the respective material.
- c) The author/publisher must indicate the intended use of the book, which may be reference, supplementary or readers' book
- d) The manuscript/book or non-textual material shall be accompanied with:
 - i. Letter of submission giving full physical and postal address, telephone/mobile number and e-mail address of the author/publisher.

- ii. Evidence of registration of the company where applicable, including the Tax Payers Identification Number (TIN).
- iii. Certificate from a recognized editorial body (for example BAKITA) being evidence that the Kiswahili used in the manuscript has been approved. In the case of publications written in English, the submission must be accompanied by a certificate from a recognized editor. The approved manuscript must also be stamped in at least four pages including the inner out of the cover.
- e) Evidence of payment of evaluation fees.
- f) Any materials 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.

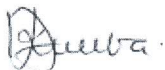
2. Evaluation fees — is as indicated below:

Reference/ Supplement Reader books	Level	Evaluation Fee (TShs.)	
		Arts Subjects	Science Subjects
Primary School	Pre-Primary	800,000	800,000
	Std I-II	800,000	800,000
	Std III-IV	900,000	900,000
	Std V-VII	1,000,000	1,000,000
Secondary School	Form 1-4	1,200,000	1,400,000
	Form 5-6	1,300,000	1,600,000

3. Author or publisher should note that:

- (i) The charges indicated above are NON-REFUNDABLE and are only valid for a single submission.
- (ii) No manuscript shall be processed or evaluated unless the author or publisher has paid all associated fee.
- (iii) The method of payment shall be to obtain a bill from Tanzania Institute of Education and pay via control number stated in the bill. Payment (in Tshs) may be made through NMB Bank , CRDB Bank or through mobile networks such as Tigo Pesa, M-Pesa and Airtel Money.

Thank you for your cooperation.



Dr. Aneth A. Komba
DIRECTOR GENERAL
TANZANIA INSTITUTE OF EDUCATION