THE UNITED REPUBLIC OF TANZANIA, PRESIDENT'S OFFICE, ETHICS SECRETARIAT

Annual Performance Report 2012/13

Prepared by:
President's Office, Ethics Secretariat
P.O Box 13341,
Dar es Salaam.

President's Office, Ethics Secretariat Offices:

Head Quarter Office:

Ohio Street,
P. O. Box 13341
Dar Es Salaam
Tel: +255 22211810/11 2136422
Fax: +255 22 2119217
Email: secretariat@ethics.go.tz
Website: www.ethicssecretariat.go.tz

Zonal Offices:

Southern Highland Zonal Office: NBC building, Karume Road, P. O. Box 6311, Mbeya. Tel: +255 252502714 Fax: +255 252502724 Email: mbeya@ethicssecretariat.go.tz. **Regions covered:** ***Mbeya, Katavi, Rukwa, Njombe & Iringa***	**Northern Zonal Office:** Audit House, Kware/Sakina Street, P. O. Box 3174, Arusha Tel: 255 272544534 Fax: +255 272544780 Email: arusha@ethicssecretariat.go.tz **Regions covered:** ***Arusha, Kilimanjaro & Manyara***	**Western Zonal Office:** NSSF Building, Jamhuri Street, P. O. Box 1126, Tabora Tel/Fax: +255 2605323 Email: tabora@ethicssecretariat.go.tz **Regions covered:** ***Tabora, Kigoma, Simiyu na Shinyanga***
Southern Zonal Office: Regional Commissioner Building, P. O. Box 218, Mtwara Tel/Fax: +255 232333963 Email: mtwara@ethicssecretariat.go.tz . **Regions covered:** ***Lindi, Mtwara & Ruvuma***	**Lake Zonal Office:** NSSF Building, Kenyata Street, P. O. Box 1473, Mwanza Tel/Fax: +255 282505005 Email: mwanza@ethicssecretariat.go.tz **Regions covered:** ***Kagera, Mara, Geita na Mwanza***	**Central Zonal Office:** NSSF building, P. O. Box 1887, Dodoma Tel: +255 262321059 Fax: +255 2323838 Email: dodoma@ethicssecretariat.go.tz. **Regions coverage:** ***Dodoma & Singida***
	Coastal Zonal Office: Regional Commissioner Building, Kibaha Tel/Fax: +255 713 656 92 **Regions covered:** ***Tanga, Morogoro & Pwani***	

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ABBREVIATIONS

COI	Conflict of Interest
DFATD	Canadian International Development Agency
DP	Development Partners
ES	Ethics Secretariat
FY	Financial Year
GCCU	Good Governance Coordination Unit
IEC	Information and Education Communication
IMTC	Inter-Ministerial Technical Committee
M&E	Monitoring and Evaluation
MDAs	Ministry Department Agencies
MTEF	Medium Term Expenditure Framework
NSGRP	National Strategy for Growth and Reduction of Poverty
OC	Other Charges
PCCB	Prevention and Combating of Corruption Bureau
PE	Personal Emolument
PLCE	Public Leadership Code of Ethics
SP	Strategic Plan
TDV	Tanzania Development Vision
USAID	United State Agency for International Development
WB	World Bank

PREFACE

Statement of Ethics Commissioner

Judge (Rtd)
Salome Kaganda
Ethics Commissioner

The Financial Year (FY) 2012/13 Annual Performance Report looks at the evolving Leadership Ethics, examining the emerging issues and new actors who are shaping the Leadership Ethics Development. The aim of this report is to provide details on the institution achievements for the FY 2012/13. During the FY 2012/13, the Ethics Secretariat (ES) embarked on a number of initiatives to promote and monitor Leadership Ethics in Tanzania. These initiatives include implementation of ethical promotion programs, verification of Assets and Liabilities of the Public Leaders and investigation on breach of Public Leadership Code of Ethics (PLCE). Also the Ethics Secretariat embarked on improving Ethics Legal Infrastructures by preparing a Proposal for Amendment of the PLCE and researching on System for Conflict of Interest Management as preliminary steps towards assessing the applicability of Blind Trust System in Tanzania.

The Report shows that, the capacity of the Ethics Secretariat to enforce standards of ethical behaviour and conduct of the Public Leaders has been enhanced. However, the high deterioration of the moral in the Public Sector and the society in general has remained to be a challenge to the Ethics Secretariat in implementation of the PLCE. This challenge necessitated the introduction of ethics in education curriculum from the grass root to the National level. Therefore, the lesson learnt during the implementation calls for assessment of Ethics from family to National level. It further calls for greater transparency and accountability among Public Leaders.

Finally, the Ethics Secretariat would like to extend our sincere appreciation to Tanzania Tax Payers and Development Partners including United State Agency for International Development (USAID) and Department of Foreign Affairs Trade and Development (DFATD) who contributed greatly to achievements of the Ethics Secretariat functions. It is my sincere hope that their support will continue in our endeavor to realize the Leadership Ethics in Tanzania.

Judge (Rtd) Salome Suzette Kaganda
ETHICS COMMISSIONER

EXECUTIVE SUMMARY

During the FY 2012/13, the Ethics Secretariat embarked on a number of initiatives in promoting and monitoring Leadership Ethics in Tanzania. These initiatives include implementation of ethical promotion education, Assets and Liabilities verification and investigation on the breach of the PLCE. The performance of the Ethics Secretariat in terms of reaching outcomes and improving services delivery are summarized as follow:-

PROGRESS TOWARDS REACHING OUTCOMES:

OUTCOME1: ETHICAL CONDUCT, TRANSPARENCY AND ACCOUNTABILITY TO THE PUBLIC LEADERS ENHANCED:

- The Proposal for Amendment of the PLCE Act No 13 of 1995 has been successfully passed by the Inter-Ministerial Technical Committee (IMTC). It is now pending to be presented before the Cabinet Secretariat.
- A research on the System on Conflict of Interest Management was conducted in Ghana, Singapore, United States and Trinidad and Tobago to research the use of blind trusts as well as the management of Conflicts of Interest (COI) in those venues.
- The percentage of Public Leaders who submitted their declarations by 31st December, 2012 declined from 96 percent in the FY 2011/12 to 91 percent in the FY 2012/13.
- Physical verification of Assets and Liabilities was conducted to 247 Public Leaders equivalent to 2.9 percent of the declarations submitted in the FY 2012/13 which is an increase of 85.7 percent from 133 Public Leaders in the FY 2011/12.
- The percentage of declared and verified information without discrepancies declined from 96 percent in the FY 2011/12 to 83 percent in the FY 2012/13 due to the increase if newly appointed and elected leaders.
- The percentage of investigations completed increased from 10 percent in the FY 2011/12 to 25 percent in the FY 2012/13.
- The outreach programs and Ethics promotion trainings in the FY 2012/13 reached 3,764 Public Leaders which is an increase of 213 percent from 1,204 Public Leaders in the FY 2011/12.

OUTCOME2: PUBLIC AWARENESS ON THE PUBLIC LEADERSHIP CODE OF ETHICS RAISED

- The awareness on the PLCE by general Public seems to be increasing. This is justified by the decrease of the number of complaints not relating to the breach of PLCE from 90 complaints in the FY 2010/11 to 57 in the FY 2012/13. The decrease is associated with the improved understanding of the ES Mandate and Functions among the General Public due to implementation of ethics awareness programme to the Public under USAID assistance.

PROGRESS IN IMPROVING SERVICE DELIVERY:

- Launched the ES website (www.ethicssecretariat.go.tz) in November, 2012. The site provides an alternative to accessing ES services by our clients through internet/email. The website had enhanced the communication flow between ES and stakeholders in terms of sharing information. The website had made the ES services easy accessible online instead of paying visits to the Ethics Secretariat Offices. Apart from that, the ES had been using the website as an interface for complaint submission and provision of ethical issues which reduced the costs for service delivery
- Established Eastern Zone Office. This has enhanced the accessibility of the Ethics Secretariat services to the Coast, Morogoro and Tanga Regions.
- Instituted complaints procedures, organized ethics forums, dialogue and promotion programs.
- 70 Ethics Secretariat Staff participated in different capacity development trainings in the FY 2012/13.
- Improvement in timely services delivery was noted. Departments/Units that submit activity, weekly and quarterly progress reports on time increased to75 percent in the FY 2012/13 from 65 percent in FY 2011/12

MAIN ISSUES/ PROBLEMS:

The deterioration of morals in the Public Sector and the society in general is a threat towards Leadership Ethics as stipulated in the PLCE. Also, the legal limitations as per current PLCE Act No.13 of 1995 and lack of systematic process improvement are pitfalls for the effective implementation of the PLCE. Furthermore, inadequate financial resources and untimely release of the inadequate financial resources lead to delays in the implementation as well as reduced scope and quality of outputs.

PART I

1.0 INTRODUCTION

1.1 Introduction

This is the 2012/13 Development Project Annual Performance Report for the Ethics Secretariat. It covers the implementation period of 12 months which started from July, 2012 to June 2013. The purpose of this report is to provide details on the progress towards achieving outcomes and improving service delivery. This report also provides details on the achievement of Annual Targets and assessment of milestones as stipulated in the Strategic Plan (SP) 2009/10-2011/12. It further provides details on the financial expenditures and issues transpired during the implementation of the Annual Plan.

Participatory approach was adopted during the preparation of the Report whereby the Ethics Secretariat's Departments, Zones and Units were involved. References were made from the Medium Term Expenditure Framework (MTEF) for the FY 2012/13 and SP 2009/10 - 2011/12. The references were also made from the National Development Framework namely; Tanzania Development Vision (TDV) 2025, Five Year Development Plan (FYDP) 2012/13-2015/16, National Strategy for Growth and Reduction of Poverty (NSGRP II) and Ruling Party Manifesto 2010-2015. Furthermore, Data were collected from Departments, Zones and Units through interviews and documentary review.

1.2 Structure

The Report is structured into five main parts and five annexure as follows;

- **Part I:** Introduction which presents methodology, purpose and layout.
- **Part II:** Overall Performance which presents progress towards reaching outcomes and improving service delivery, review, Milestones and issues;
- **Part III:** Achievement of Annual Targets, which provide details about each target and what happened during the implementation;
- **Part IV:** Financial Performance, which presents overall aggregate expenditure data compared to the budget and;
- **Part V:** Human Resource review with a focus on staffing levels, vacancies and balance between Personal Emolument (PE) and Other Charges (OC).
- **Annexes and Tables:** Represents forms which includes; Cumulative Quarterly MTEF Target Monitoring (Form 12A); Quarterly Cumulative Milestone (Form 12B); Outcome Indicator Monitoring (Form 12C); Quarterly Cumulative Financial Overview (Form 13A); and Quarterly Cumulative Financial Detailed (Form 13B).

PART II

2.0 OVERALL PERFORMANCE

2.1 Progress towards reaching outcomes

This section details progress in reaching intermediate outcomes as reflected in SP 2009/10-2012/13. Indicators presented in this section are those reflected in SP Result Framework. During the FY 2012/13, the Ethics Secretariat made the following progress;

2.1.1 Ethical Conduct, Transparency and Accountability to the Public Leaders enhanced.

2.1.1.1: Compliance to Assets and Liabilities Declaration requirements

Assets and Liabilities Declaration Forms distributed and submitted (collected)

During the FY 2012/13, a total of 9,505 forms were distributed to Public Leaders, 8,978 forms equivalent to 94 percent were collected at the end of the Financial Year (June 30, 2013). Specifically, 8,644 forms equivalent to 91 percent were collected before the deadline (31st December, 2012) as directed by the PLCEA. In response to leaders who did not met the deadline of submission, reminder letters were sent to them. 334 forms equivalent to 4 percent were collected after the submission deadline while 556 forms equivalent 6 percent of total form distributed were not collected due to different reason such as retirement of some of leaders, death, resignation and statistical discrepancy. In response to forms not submitted, the ES planned to call leaders whom they failed to fill and submit their declarations purposely before the Ethics Tribunal though the Members of Ethics Tribunal were not appointed during the FY 2012/13. Table 1 presents the trend for Assets and Liabilities forms distributed and collected.

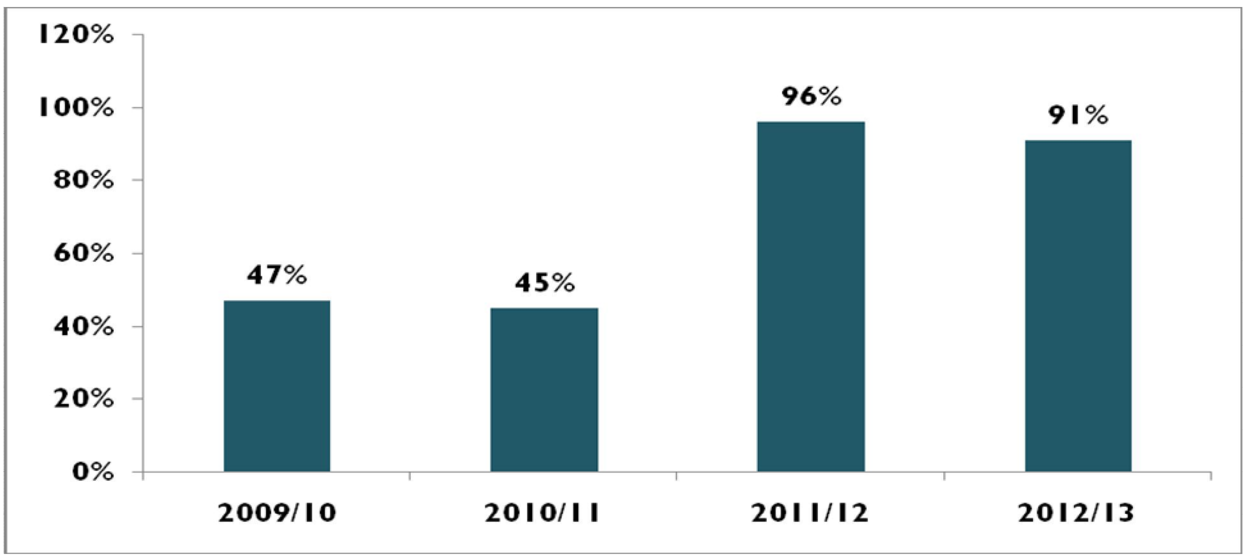
Table 1: Assets and Liabilities forms distributed and collected

	2009/10	2010/11	2011/12	2012/13
Number of Assets and Liabilities Declaration Form distributed	7,819	8,412	8,972	9,505
Number of Declarations made by 31st December	3,664	3,769	8,646	8,644
Number of Declarations made by the end of FY (June, 30)	4,144	7,655	8,646	8978

Compliance to statutory Declaration submission deadline (31st December).

The progress in compliance to Statutory Declaration Submission shows a regression from 96 percent in the FY 2011/12 to 91 percent in FY 2012/13. This regression is associated by lack of knowledge about the PLCE among the new appointed and elected leaders. Statistics show an increase of Public Leaders by 6% from 8,972 Public Leaders in the FY 2011/12 to 9,505 Public Leaders in the FY 2012/13. Though there is a regression in the submission rate, the progress made in the last two Financial Years (2011/12 and 2012/13) are still high compared to the FY 2009/10 and 2010/11. The improvement made in the FY 2011/12 and 2012/13 associated with provision of trainings and implementation of disciplinary measures to leaders who failed to submit their declarations on time. For example in 2011/12, 41 leaders were brought before the Ethics Tribunal because they failed to submit their declarations. Figure 1 presents the progress in compliance to submission deadline.

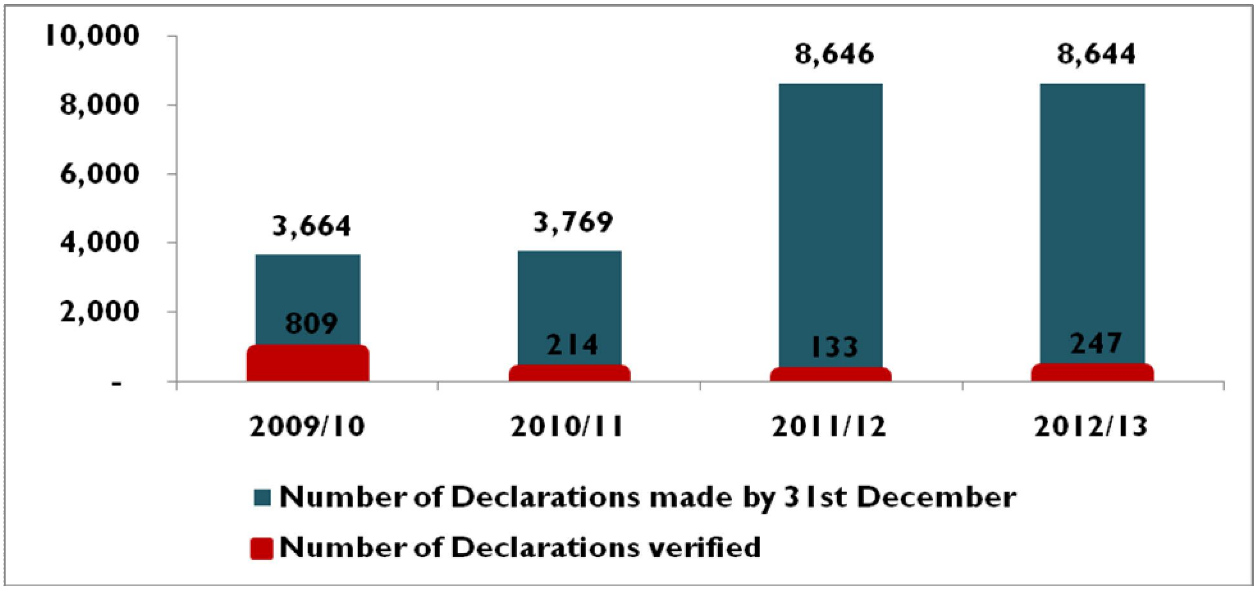
Figure 1: The progress in compliance to submission deadline



Physical Verification of Asset and Liabilities

During the FY 2012/13, the Physical Verification of Assets and Liabilities was conducted to 247 Leaders which is equivalent to 2.9% of the total Leaders submitted their declarations. This is an increase of 85.7 percent from 133 verifications conducted in the FY 2011/12. Regardless of the positive progress made in physical verification, the achievement made in the FY 2009/10 to 2012/13 it is below the achievement made in the FY 2009/10. The low performance in physical verification of assets and liabilities is associated by inadequate budget allocation for completing the activity. Therefore, the performance of this activity is solely based on the availability of fund. Figure 2 presents the declarations verified and declarations made by 31st December..

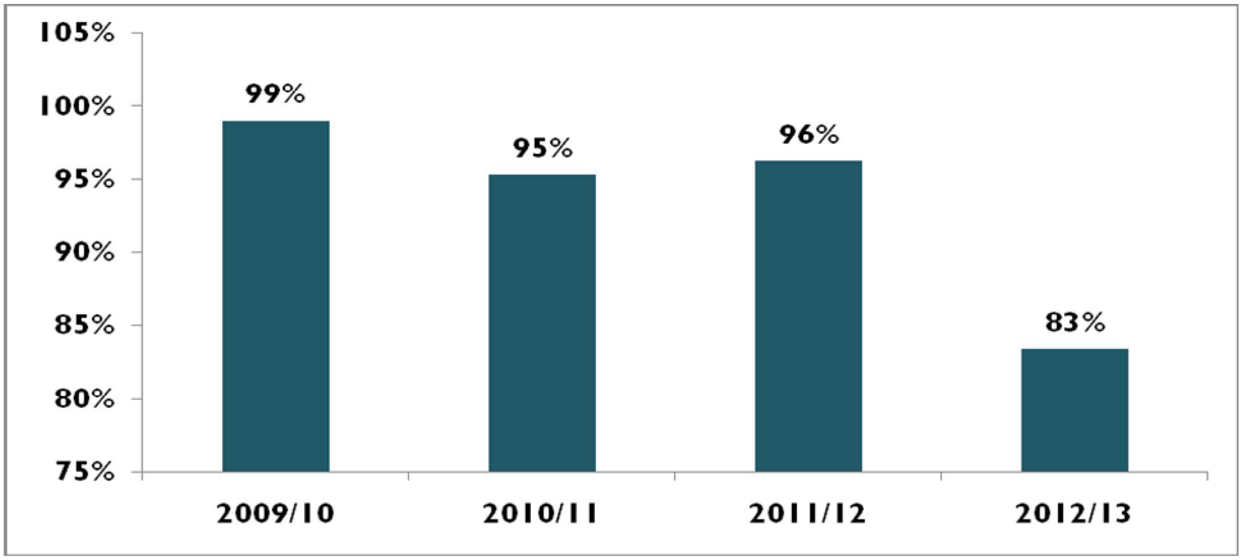
Figure 2: The declarations made and verified



The declared and verified information without discrepancies

The physical verification was conducted to 247 Public Leaders equivalent to 2.9 percent of the total leaders submitted declarations by 31st December, 2012. Out of 247 declarations verified, there were no discrepancies between the declared and verified information to 206 declarations equivalent to 83 percent of the verified declarations. There were only minor discrepancies to 41 declarations and leaders responsible were ordered to revisit their declarations and correct or justify the discrepancies in their declarations. The percentage of the declared and verified information without discrepancies decreased from 96 percent in the FY 2011/12 to 83 percent in the FY 2012/13. Also the progress made in the FY 2012/13 still low compared to the progress made in the FY 2009/10 and 2011/12 (99 and 95 respectively). This decrease has been contributed by the increase of 516 newly appointed and elected leaders who were not trained on Assets and Liabilities Declarations. In response to the regression, the ES in collaboration with USAID commenced training programmes in February 2013 to Public Leaders on Leadership ethics and Assets and Liabilities disclosures whereby 3,764 leaders were trained by using local and foreign funds. Figure 3 presents the progress of the declared and verified information without discrepancies.

Figure 3: The progress of the declared and verified information without discrepancies



2.1.1.2: Complaints Management

Complaints received and analyzed.

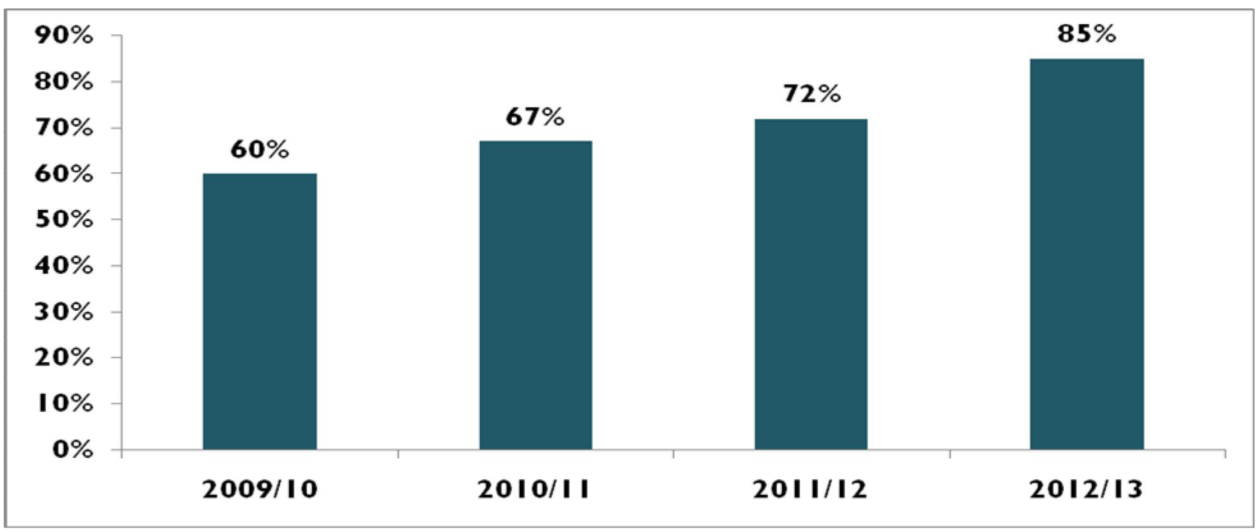
The total number of complaints received and processed at the ES decreased from 181 in the FY 2009/10 to 171 in the FY 2012/13. Out of 171 complaints received in 2012/13, 114 complaints were related to the PLCE and 57 complaints were not related to the PLCE. The complaints against the breach of the PLCEA increased from 74 in the FY 2009/10 to 114 in the FY 2012/13. The increase of complaints related to the PLCE received associated by raised awareness on citizen's roles in demanding accountability to Public Leaders due to implementation of awareness programmes under the USAID support. Equally, the numbers of complaints not related to the breach of PLCE decreased from 107 in the FY 2009/10 to 57 in the FY 2012/13. The complaints not related to the PLCE were forwarded to responsible institutions which include Preventing and Combating Corruption Bureau (PCCB) and Police for further actions. The decrease in the complaints not related to the breach of PLCE also associated by the raised awareness on the ES functions and mandates as a result of implementation of ethics promotion programs under the support of USAID. Table 2 presents the number of complaints received.

Table 2: The number of complaints received

	2009/10	2010/11	2011/12	2012/13
Total complaints received	181	187	215	171
Complaints on the breach of PLCE	74	75	125	114
Complaints not concern with the breach of PLCE	107	112	90	57
Number of complaints analyzed	109	125	155	145

The number of complaints received and analyzed in 2012/13 (145) it is equivalent to 85 percent of 171 complaints received. The percentage of complaints/ issues rose by citizens received and analyzed kept on increasing from 60 percent in 2009/10, 67 percent in 2010/11, 72 percent in 2011/12 and 85 percent in 2012/13. The increase seen is associated with the improved skills and techniques in managing complaints among Investigators after attending trainings on advanced specialized investigation techniques at Kidatu Police Staff College under DFATD support and provision of Technical Assistance by Cowater International Inc. Also, the increase is associated with different trainings on Complaint Management, Leadership Ethics and Ethics Framework provided to ES staff under USAID support. Through these trainings, the ES Investigators gained various knowledge and skills on the complaints management best practices. Among the knowledge and skills gained include complaints analysis, Time Management, planning, report writing and data processing which play a significant role in handling complaints or issues raised by the citizens. The skills and knowledge gained improved the processes and procedures as well as confidence of Investigators in handling complaints and solving problems or issues raised by citizens. Figure 4 presents the trend for percentage of complaints against the breach of PLCE received and analyzed.

Figure 4: Percentage of Complaints on the Breach of PLCEA received and analyzed



The analysis findings show that, 28 percent of complaints were related to abuse of power, 12 percent related to misuse of power, 9 percent related to corruption and various claims, 8 percent related to mismanagement, 7 percent related to denial delay justice and violation of human rights, 6 percent related to Embezzlement of Public Property, 5 percent related to ethnicity, 4 percent related to violence and fraud, 3 percent related to bias, 2 percent related theft of public property and conflict of Interest. Also, 83 percent of complaints were related to Public Service Leadership Cadre while only 17 percent were related to Political Leadership cadre. Specifically, under political leadership cadre, most of complaints were related to Local

Councilors, Mayors, Ministers & Deputy Ministers, District Council Officers and Members of Parliaments. Furthermore, under Public Service Leadership cadre most of complaints were related to District Executive Directors, Magistrates, Judges, Heads of Departments and Units, Court Registers, Chief Executive Officers and Manager of Public Organizations. Table 3 presents the types of complaints submitted by citizens to Ethics Secretariat.

Table3: Types of complaints submitted to ES in the FY 2012/13

S/N	Types of complaints	Number of complaints	Percentage
1	Abuse of power	48	28%
2	Misuse of public resources	20	12%
3	corruption	16	9%
4	Various claims	15	9%
5	Mismanagement	13	8%
6	denial delay justice and violation of human rights	12	7%
7	Embezzlement of Public Property	11	6%
8	Ethnicity	9	5%
9	Violence	7	4%
10	Fraud	6	4%
11	Bias	5	3%
12	Theft of public property	4	2%
13	bullying	3	2%
14	Conflict of Interest	2	1%
Total		**171**	**100%**

Complaints received, analyzed and investigated.

The number of complaints related to the breach of the PLCEA investigated kept on increasing from 9 complaints in 2009/10 to 19 complaints in 2010/11, 12 complaints in 2011/12 and 28 complaints in 2012/13. Consistence to that, the percentage of complaints investigated also kept on increasing from 12 percent in 2009/10 to 25 percent in 2010/11 and 25 percent in 2012/13. The increase is associated by the improved investigation skills and knowledge among Investigators in attaining investigations as result of specialized investigation trainings conducted at Kidatu Police Staff College under DFATD support and provision of Technical Assistance by Cowater International Inc. Also, the increase is associated with different trainings on Complaint Management, Leadership Ethics and Ethics Framework provided to ES staff under USAID support. The trainings have increased the understanding of investigators on the scope of investigation process and procedures as well as understanding government institution framework and how to network with whistleblower. Also, through trainings, the behavior of investigators in handling investigation against the breach of PLCEA have improved in terms of confidence in solving problems and teamwork. Table 4 presents the number of complaints related to the breach of the PLCEA received and investigated. Table 4 presents the complaints related to the PLCE received and investigated.

Table 4: Complaints related to the PLCE received and investigated

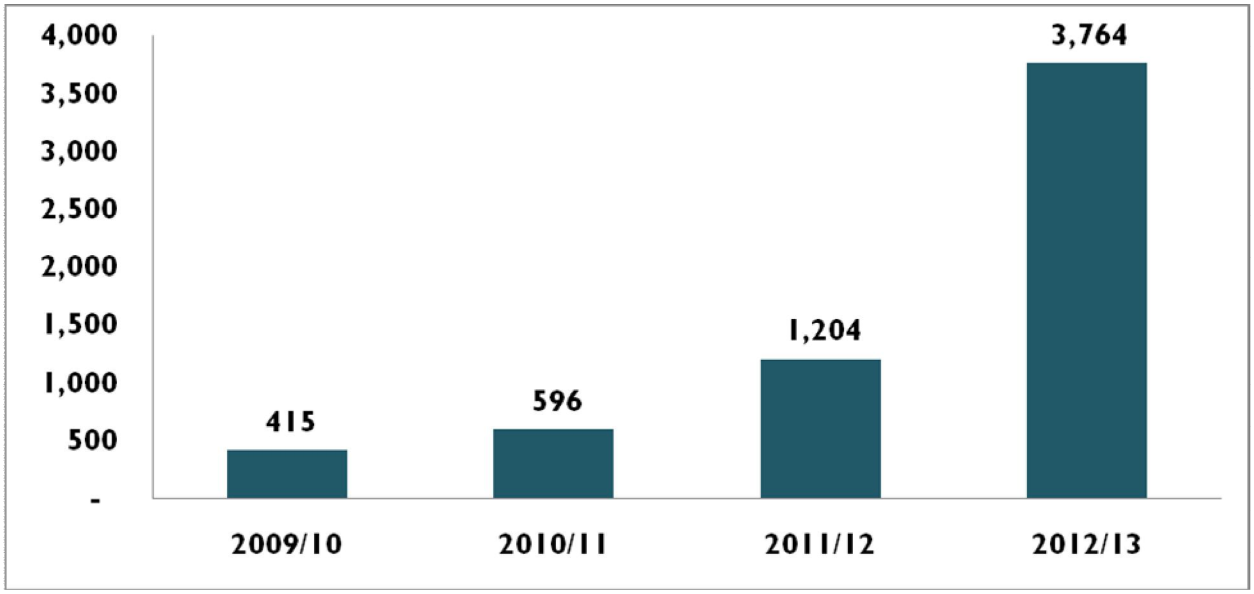
	2009/10	2010/11	2011/12	2012/13
Complaints on the breach of PLCE	74	75	125	114
Complaints on the breach of PLCE investigated/ analyzed	9	19	12	28
% of complaints on the breach of PLCE investigated	12%	25%	10%	25%

2.1.2 Public awareness on the Public Leadership Code of Ethics Act raised

2.1.2.1 Ethics promotion programs to Public Leaders

The outreach programs and Ethics Promotion Trainings in the FY 2012/13 were provided to 3,764 Public Leaders which is an increase of 213 percent from 1,204 Public Leaders in the FY 2011/12. The cumulative numbers of Public Leaders who have been exposed with Ethics Promotion programs from the FY 2009/10 to 2012/13 are 5,979 which is equivalent to 63 percent of the total Public Leaders in 2012/13. Public Leaders involved in the trainings were Public Service and Political Leaders from different MDAs and LGAs namely: - President Office - State House, President Office-Public Service Management, Vice-President, Ministry of Information, Culture and Sports, Prime Minister, Ministry of Energy and Minerals, Ministry of Foreign Affairs, Ministry of Land and Human Settlement Developments, Ministry of Finance, Ministry of Fisheries and Livestock Development, Ministry of Health and Social Welfare, Ministry of Works, Ministry of Transport, Court Magistrates, Local Councilors and Members of Parliament. Figure 5 presents public leaders reached through the Ethics promotion program.

Figure 5: Number of public leaders reached Ethics training program.



2.1.2.2 Ethics promotion programs to the General Public.

The awareness on the PLCE by general Public seems to be increasing. This is justified by the decrease of the number of complaints not relating to the breach of PLCE from 107 complaints in the FY 2009/10 to 90 in the FY 2011/12 and 57 in the 2012/13. The decrease is associated by the improved understanding of the ES Mandate and Functions among the General Public due to implementation of ethics awareness programme to the Public under USAID assistance. For example in 2012/13, the ES produced and aired 72 TV shows and 36 radio shows via TBC Taifa, TBC1 and Star TV media houses to raise awareness on the ES mandates and functions as well as the role of citizens in demanding accountability among Public Leaders. Also different IEC materials were produced which includes; 6,000 copies of Brochures, 4,100 copies of Calendars, 3,000 copies of posters, 6,000 copies of PLCE, 500 copies of Fliers, and 1,000 copies of newsletters. Furthermore, 244,444 mobile phones ethical message programme were circulated to the Central and Southern Zonal Offices as presented in table 5.

Table 5: The trend of the production of communication materials and programs

	2009/10	2010/11	2011/12	2012/13
Copies of Brochures	2,000	400	400	6,000
Copies of Calendars	10,000	10,000	2,000	4,100
Radio Shows	570	42	2	36
TV Shows		10	1	72
Copies of Fliers	4,000	0	2,000	500
People Visited ES booth	6,812	2,000	2,000	841
Journals/Newsletter produced	1,000	500	500	1,000
Copies of PLCE	2,000	1,500		6,000
Mobile phone Ethical Message	0	0	0	244,444

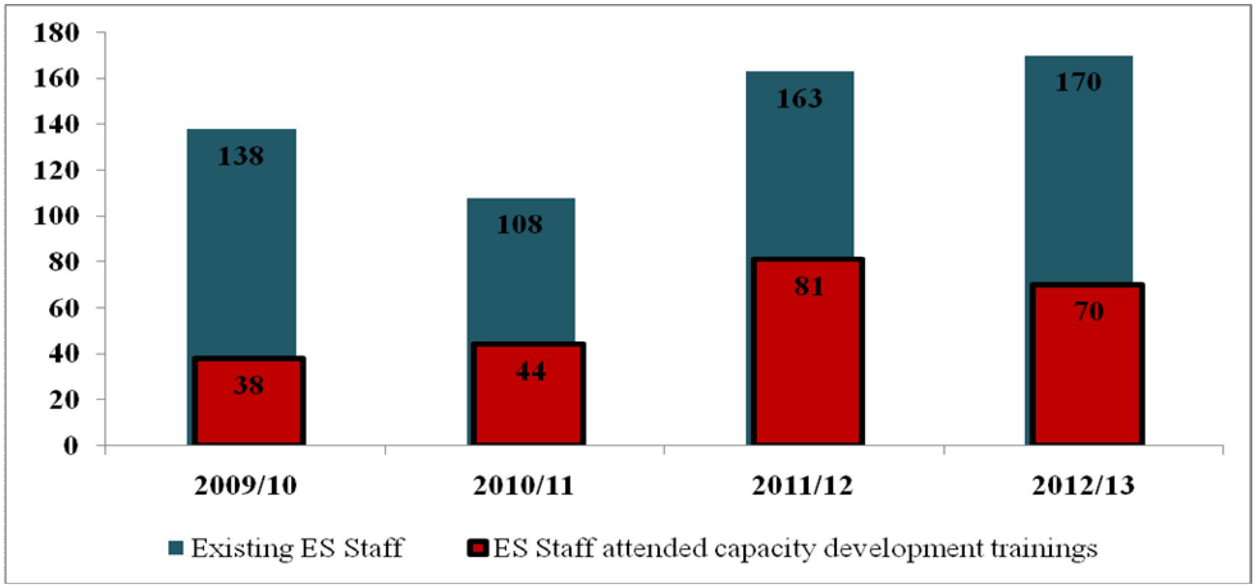
2.2 Progress in improving service delivery

Quality improvement has been a major focus especially in delivering services to our clients. The progress assessment on the quality of the Ethics Secretariat services was based on the ten determinants of Service quality as provided by the Accounts Commission for Scotland (1999). The details based on these determinants can be provided as follow:-

In the FY 2012/13 the Ethics Secretariat established the Eastern Zone Office to enhance the accessibility of the Ethics Secretariat services to the Coast, Morogoro and Tanga Regions. The establishment of Eastern Zone Office led to increase of the Ethics Secretariat Zonal Offices from six (6) in the FY 2011/12 to seven (7) Zonal Offices in the FY 2012/13. Also, the establishment of the Ethics Secretariat website (www.ethicssecretariat.go.tz) in 2012 has made it easy for Public Leaders to access the Assets and Liabilities Declarations Forms through the website instead of paying visits to the Ethics Secretariat Offices. Equally, the website has educative information on ethics that is accessed by our clients.

The ES established complaints handling mechanism, launched a website and implemented various ethics promotion programs in the FY 2012/13. These initiatives have contributed in ensuring smooth flow of information to and fro our clients and within the institution. Consistence to that, the ES trained its staff in the FY 2012/13 on various courses relating to their jobs. Trained staff gained new skills and knowledge in delivering quality services. Through the new acquired skills and knowledge, staff competence in service delivery has been enhanced. For example in 2012/13, 70 staff equivalent to 41 percent of the total staff were exposed on different trainings in various areas of specialization both domestic and international. Figure 6 presented the trend for training capacity development at ES.

Figure 6: The trend for training capacity development



Besides that, the ES acquired a new office building at Sukari House in the FY 2012/13. The new office is well established and the working environment is secure. Working facilities and equipment like computers, furniture, vehicles, IEC materials and investigation gadgets have been availed to respectful staff. Furthermore, the institution reviewed its customer needs through a stakeholders' analysis technique in order to better understand and meet those needs and expectations.

Furthermore, most of the Departments/ Zonal/ Units adhered to the sat deadline. During the FY 2012/13 about 75% of the Departments/Zonal/Units submitted their field, weekly and quarterly progress reports on time as compared to 60 percent in 2011/12. This achievement is to a great extent attributed to the availability of working facilities, improved knowledge and necessary skills.

2.3 Performance Review

During the FY 2012/13, the Ethics Secretariat conducted a Performance Review for the period of three years as stipulated in the Strategic Plan 2009/10- 2012/13. The review employed participatory approach methodology, which involved representatives from the Headquarters and Zonal Offices. The review was facilitated by experts from the Public Service Management and the following are the results of the review based on objectives.

Objective: Ethical Conduct, Transparency and Accountability by Public Leaders enhanced and openly discussed.

Achievements

- 583 complaints against the breach of PLCE Act No. 13 of 1995 were received and processed.
- 33 Investigations against the breach of PLCE Act No. 13 of 1995 were conducted.
- Seminars on Leadership ethics conducted to 2,215 Public Leaders from 77 MDAs.
- 24 Public Leaders were convicted by the Ethics Tribunal on breach of the PLCE Act No. 13 of 1995. .
- Establishment and operationalization of Ethics Tribunal.
- 46 stakeholders were engaged on ethics promotion and monitoring.
- PLCE Act No. 13 of 1995 review draft in place.
- Verification of Assets and Liabilities conducted for 1,156 Public Leaders

Areas for improvement

- Conduct research on areas of prevalence of ethical breaches.
- Develop Investigation systems and procedures.
- Develop short and long term ethics promotion programs.
- Develop and implement strategies to mobilize funds on strategic areas.
- Use of modern equipment in Investigations.
- Develop instruments, systems, procedures and processes to prevent instances of conflict of interest.
- Strengthen the capacity of Ethics Tribunal.
- Establish complaints handling mechanisms.
- Finalize the review of PLCE Act No. 13 of 1995.
- Develop Assets verification guideline.

Objective: Public awareness on the Public Leadership Code of Ethics Act raised

Achievements

- Simplified version of the Public Leadership Code of Ethics reviewed and 1,500 copies disseminated.
- 7 National exhibition events were actively participated and a total of 10,812 citizens were educated on Public Leaders ethics.
- 11 commercial TV graphics on ethics leadership were broadcasted and 614 radio programs were aired on different radio stations.

- Ethics campaigns in 4 schools were conducted.
- 22,000 calendars that provide Public Leadership Code of Ethics education were printed and disseminated.
- 2,800 brochures that provide Public Leadership Code of Ethics education were printed and disseminated.
- 6,000 flyers that provide Public Leadership Code of Ethics education were printed and disseminated.
- 2,000 Journals/ Newsletters that provide Public Leadership Code of Ethics education were printed and disseminated.

Areas for improvement

- Develop and implement strategies to mobilize funds on strategic areas.
- Develop IEC strategy.
- Effective use of e-government systems
- Develop sustainable programmes for ethics promotion and monitoring framework.
- Develop ethics promotion teaching manuals for primary schools, secondary schools and higher learning institutions.
- Develop Training manual on public leadership ethics

Objective: Ethics Secretariat Service Delivery Improved.

Achievements

- Organization structure has been reviewed and implemented.
- Management Information System (MIS) has been designed.
- 51 New Ethics Secretariat staff have been recruited.
- 150 ES staff were trained on various capacity gaps
- 55 ES staff were promoted.
- 52 ES staff were confirmed.
- Draft scheme of Service for ES staff was formulated.
- Working tools and equipment were procured
- Client Service Charter was reviewed

Areas for improvement

- Strengthen performance management systems.
- Increase investments on ICT infrastructures.
- Carry out impact evaluation surveys
- Establish and strengthen M&E system.

HIV/AIDS infections reduced and related services improved

Achievements

- 163 ES staff were trained on HIV/AIDS.
- HIV/AIDS situation analysis was carried out
- ES staff living with HIV/AIDs were provided with care and support.

Areas for improvement

- Customize and implement HIV/AIDS programs and interventions
- Develop and implement strategies to mobilize funds on strategic areas

2.4 Milestones

This part provides details on the progress in implementation of the critical Milestones. The Milestones presented in this part are those reflected in the SP 2009/10-2012/13. The assessments of milestones status during the Financial Year 2012/13 are provided in Annex 2.

2.4.1Amendment of the PLCE Act No. 13 of 1995

The Proposal for Amendment of the PLCE Act No 13 of 1995 has been successfully passed by the Inter-Ministerial Technical Committee (IMTC). It is now pending to be presented before the Cabinet Secretariat.

2.4.2 Investigation processes and procedures of complaints against Public Leaders improved.

From the FY 2009/10 to 2012/13, the Public Leaders have been submitting their declarations before the deadline (December, 31) for an average of 70 percent per year. Also, physical verification of Assets and Liabilities for the FY 2012/13 has been carried out to 1,403 Public Leaders equivalent to 15 percent of 9,505 existing leaders in 2012/13. Out of 1,403 declarations verified, there were no discrepancies between declared and verified information to 1,339 declarations equivalent to 93 percent. Furthermore, 754 complaints have been received whereby 388 related to the PLCE and 366 not related to the PLCE. The investigations have been completed to 68 complaints equivalent to 18 percent of complaints related to the PLCE. The implementation it is on truck however more funds needed particularly on conducting investigations and physical verifications.

2.4.3 Compliance mechanism of the PLCE strengthened and monitored.

The Research was conducted in Ghana, Singapore, United States and Trinidad and Tobago to research the use of blind trusts as well as the management of Conflicts of Interest (COI) in those venues. The purpose of the mission was to provide input to an effort to propose revised legislation in Tanzania for management of COI, and specifically to introduce, through legislation, the concept of blind trusts. The research team prepared and submitted a comprehensive report with recommendations. That report has been submitted to the Government of Tanzania President's Office. The implementation it is on truck however, political will is needed for effective completion of other processes.

2.4.4 Ethics Promotion programs developed and implemented.

The outreach programs and Ethics promotion trainings have been provided to 5,979 Public Leaders from Ministry Department Agencies (MDAs) and Local Government Authorities (LGAs) which is equivalent to 63 of 9,505 existing leaders from the FY 2009/10 to 2012/13. Also, 53,900 copies of IEC Material have been produced and distributed to citizens, CSOs and Public Leaders at high level and low level. Furthermore, 650 Radio Programs and 83 TV Programs have been produced and aired. The implementation it is on truck, however the review the training methodology is required. Also more funds required to finance trainings as numbers of leaders kept on changing due retirement, resignation and end of tenure while on other side new leaders might be appointed, elected and added.

2.4.5 MIS installed and operationalized

ES Database has been developed pending for operationalization. The implementation it is on track however according to the ES current requirement, there is a need for upgrading and operationalizing the data base.

2.5 Issues

2.5.1 Issues/Problems

The Ethics Secretariat Annual Performance Report for the FY 2012/13 reflects significant achievements; however the Institution is still facing a number of issues as indicated in the following Table 6.

Table 6 Issues or Problem encountered during the implementation

<table>
<tr><th>S/No</th><th>Issues or Problems</th><th>Target at Risk/Not Fully Met</th><th>Action taken</th></tr>
<tr><td>1</td><td>Inadequate financial resources and Untimely release of funds.</td><td rowspan="7">• Complaints handling by Ethics Tribunal enhanced
• Management Information System (MIS) installed and operationalized.
• Government Communication Unit (GCU) Strategy Development Implemented and Strengthened.
• Public Leadership Code of Ethics is reviewed printed and disseminated
• Compliance mechanism of the PLCE strengthened and monitored
• Investigation processes and procedures of complaints against Public Leaders improved by June 2014.
• Skilled Staff recruited</td><td>• Solicitation of funds from Development Partners (DPs)
• Prioritized the planned activities.</td></tr>
<tr><td>2</td><td>Deterioration of ethics to the general public and inadequate public awareness on Ethics Secretariat mandate and core functions.</td><td>• Organized Ethics Promotion Programmes to the Public Leaders and general Public.
• Proposed the introduction of ethics education in the Tanzania education Curriculum.</td></tr>
<tr><td>3</td><td>Legal limitations as per current PLCE Act. No. 13 of 1995</td><td>• Proposal for amendment of PLCE was presented before the Cabinet for approval.</td></tr>
<tr><td>4</td><td>Lack of complaint, investigation and verification system</td><td>• Development of the Systems, processes and manuals on investigations is in progress.</td></tr>
<tr><td>5</td><td>Lack of Communication Strategy</td><td>• No action taken due to lack of funds.</td></tr>
<tr><td>6</td><td>Gaps in human resources requirements</td><td>• Implementation of new organization structure
• Promotion of 30 Staff and confirmation of 24 Staff.</td></tr>
<tr><td>8</td><td>Slow adoption pace of technology</td><td>• Established ES Website in November, 2012
• Data Bank in place.</td></tr>
</table>

PART III

3.0 ACHIEVEMENT OF ANNUAL TARGETS

This part provides details on the progress towards reaching annual targets in the FY 2012/13 by Sub Vote basis. Also it describes resources planned and actual expenditure which includes Recurrent and Development Expenditures.

3.1 SUB VOTE 1001: ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT

During the FY 2012/13, the budget allocated for implementation of the Administration and Human Resources Management Division activities was **Tshs 2,058,627,112.00.** All funds were Recurrent Expenditure. At the end of the FY 2012/13, a total amount fund released was **Tshs 2,048,579,170.57** which is equivalent to 99% of the allocated budget. The actual expenditure was **Tshs 2,049,613,542.87** which is equivalent to 100% of the fund released. The budget was allocated to finance seven (7) targets.

3.1.1 HIV/AIDS reduced and related services improved

During the FY 2012/13 HIV/AIDS care and supportive services including special food (diet food), drugs and medicines were provided on monthly basis to two (2) ES Staff who are living with HIV/AIDS. The total amount allocated for care and supportive services in the FY 2012/13 was **Tsh. 7,680,000.00** and the average amount of money allocated for each individual per month totaled to **Tshs. 300,000.00** The achievement of this target has significant contribution on the National Development Framework - MKUKUTA II Cluster II (Improvement in quality of life and social wellbeing) and MDGs goal number 6 (combat HIV/AIDS, Malaria and other related disease).

3.1.2 Staff training on Good Governance issues conducted

In the FY 2012/13, 200 copies of Anti- Corruption brochures were printed to customize the National Anti-Corruption Strategy at Ethics Secretariat offices. Also two integrity meeting were convened at Ethics Secretariat Headquarters. The achievement of this target has significant contribution on National Development Framework namely MKUKUTA II Cluster III (Good Governance and Accountability).

3.1.3 Ethics Secretariat Staff developed in various skills

During the FY 2012/13, the Ethics Secretariat in collaboration with other stakeholder namely USAID and DFATD facilitated trainings to 70 Staff where by six Staff enrolled for long courses and 64 Staff enrolled on various domestic and international short courses. The breakdown for the short course trainings as per various capacity gaps can be detailed as follows:-

- 35 Investigation Officers attended the training on specialized investigation techniques for 90 days at Kidatu Policy Staff College Morogoro Tanzania;
- Six (6) Senior Officers attended the training on international best practices of Ethics Compliance Frameworks for 14 days in Dubai;
- 20 ES Staff attended the training on Leadership Ethics, Public Speaking, Presentation Skills and Complaints Management for 7 days at ESAMI Arusha Tanzania;
- Two (2) IEC Staff attended the training on the International best practices on Media skills and Management for 14 days in Swaziland and;
- One (1) Planning, M&E Staff attended the training on Advanced Project M&E for Development Project for 14 days in Namibia.

The total budget allocated for these training for the FY 2012/13 totaled to **Tshs. 470,624,500/=.** The achievement of this target has significant contribution on National Development Framework namely FYDP under Human Capital Development and Social Services Strategic Intervention.

3.1.4 Open Performance Appraisal System (OPRAS) implemented

The orientation on OPRAS requirement has been conducted to 170 ES Staff at Head Quarter and Zonal Offices. The orientation was followed by the actual implementation. Midyear and annual appraisal review was conducted as required.

3.1.5 Working environment within Ethics secretariat improved.

During the FY 2012/13 the ES acquired a new office accommodation at 'Sukari House'. Rehabilitation was pursued to suit the building with the office need. Also, 49 computers, 29 UPS and three (3) Four Wheel Drive Vehicles have been procured. Furthermore, the office facilities and utilities such as cleaning services, security services, electricity bills, office rent, Internet services, Telephone Charges, Diesel and vehicle services, Newspapers and Magazines, Post and Telegraphs bills were provided at Head Quarter Office and 7 Zonal Offices. The achievement of this target has positive contribution on National Development Framework namely FYDP under Enhancing operational capacity of governance institutions Strategic Intervention.

3.1.6 Social welfare to benefit Ethics Secretariat Staff

During the FY 2012/13 Statutory Entitlements which include Leave and travel, responsibility allowance, Housing allowance, electricity, telephone and furniture were paid to all entitled ES Staff. The participation of Ethics Secretariat Staff in SHIMIWI and Sport Bonanza was poor due to lack of funds. For example, the ES manages to sponsor only three Staff to attend SHIMIWI.

3.1.7 Skilled Staff recruited

The main activity planned for the FY 2012/13 was the recruitment of 13 new Staff as per President's Offices Public Service Management approval. This activity was not implemented. However, the promotions were done to 30 Staff and also 24 Staff were confirmed.

Furthermore the transfer allowance was paid to one appointed Assistant Secretaries for Mtwara Zonal office and 3 ES Staff.

3.2 SUB VOTE 1002 - FINANCE AND ACCOUNT UNIT

In the FY 2012/13, the budget allocated for implementation of Finance and Accounts Unit activities was **Tshs 214,519,100.** All funds were Recurrent Expenditure. At the end of the FY 2012/13, a total amount fund released was **Tshs 195,996,467.79** which is equivalent to 91% of the allocated budget. The actual expenditure was **Tshs 195,973,467.79** which is equivalent to 99% of the fund released. The budget was allocated to finance one target.

3.2.1 Financial Management System strengthened

The main activities planned for this target were the supervision of financial accounts at Head quarter Office and seven Zonal Offices and preparation of annual accounts report. At the end of the FY 2012/13, the Head quarter office's and 7 Zonal Offices' accounts were supervised. Also Annual budget and report of Public Accounts Committee were prepared and submitted. The achievement contributes to PAF Cluster four (Public Financial Management and Macroeconomic Stability)

3.3 SUB VOTE 1003 - PLANNING, MONITORING AND EVALUATION UNIT

During the FY 2012/13, the budget allocated for implementation of Planning, Monitoring and Evaluation Unit activities was **Tshs 1,016,827,902.00** whereby **Tshs. 129,425,000/=** was Recurrent Expenditure and **Tshs. 887,402,902.00.00** was Development Expenditure. Development budget allocated under this Sub Vote financed the short course trainings in Sub Vote 1001. At the end of the FY 2012/13, a total amount fund released was **Tshs 966,085,840.29** which is equivalent to 95% of the allocated budget. The actual expenditure was **Tshs 942,383,106.98** which is equivalent to 99% of the fund released. The budget was allocated to finance the main two targets on planning and budgeting as well as monitoring and evaluation.

3.3.1Plan and budget coordinated and prepared

Three activities were planned to be implemented in the FY 2012/13 namely review of SP 2009/10-2011/12, preparation of ES budget for the FY 2013/14 and submission to the Parliament for approval. At the end of the FY 2012/13, the review process of Strategic Plan for the year 2013/14-2017/2018 was completed and baseline study for set indicators is expected to be carried in the next FY2013/14. The budget for the FY 2013/14 was prepared and approved by Parliament. Furthermore the Action plan and Cash Flow Plan for the FY 2013/14 was prepared and submitted on time to MOF & POPC as well as USAID and DFATD for Development Projects. Corresponding to the Tanzania Development Vision 2025, the Implementation Framework for LTPP (2011/12 – 2015/16) for the Ethics Secretariat was prepared and submitted to POPC on time. The achievement of this target contributes to the National Development Frameworks which includes MKUKUTA II, FYDP, PAF and Ruling Part Manifesto.

3.3.2 Monitoring and evaluation System developed and implemented.

During the FY 2012/13, there are number of tools for project implementation that were in place to maintain the planned activities on track. Among others includes Performance Monitoring Framework which describe indicators of various outcomes and data collection instruments such as performance assessment forms which were provided on weekly, monthly and quarterly basis to the Ethics Secretariat departments/Units. Given these instruments, the Planning, Monitoring and Evaluation Unit coordinated and monitored the preparation of weekly progress reports for the FY 2012/13 and convened weekly meeting to assess the implementation progress. Also the quarterly progress and Midyear Review for the FY 2012/13 were prepared and submitted on time to the MOF, POPC, USAID and DFATD on time. Therefore since the main objective of monitoring and evaluation is to maintain the implementation of ES activities on track includes adherence to National Development Framework, this target also contributes to MKUKUTA II, FYDP, PAF and Ruling Part Manifesto.

3.4 SUB VOTE 1004: GOVERNMENT COMMUNICATION UNIT

The budget allocated for the implementation of Government Communication Unit activities in the FY was **Tshs 367,887,497.00** whereby Recurrent Expenditure was **Tshs 127,674,500.00** and Development Expenditure **was Tshs 240,212,997.00**. At the end of the FY 2012/13, a total amount of fund released was **Tshs 365,014,696.78** which is equivalent to 99% of the allocated budget. The actual expenditure was **Tshs 247,945,197.30** which is equivalent to 68% of the fund released. The budget was allocated to finance the development of Ethical promotion programs in collaboration with stakeholders.

3.4.1 Ethical promotion programmes developed in consultation with stakeholders

The target focuses on strengthening two ways communications in order to empower and encourage citizens to cooperate and blow the whistle against unethical practices. The promotion programmes entails ES Ethical Publications, radio and TV shows. During the FY 2012/13 the following work was done as part of fulfilling this target.

During the FY 2012/13, the ES implemented the ethics promotion programs through production of TV and Radio shows as well as production of ethical Publications. The ethical publications included; 6000 copies of Brochures, 3000 copies of posters, 6,000 copies of PLCE, 4100 copies of Calendar, 500 copies of Fliers, and 1000 copies of newsletters. Equally, 244444 mobile phones ethical messages were circulated to the Central and Southern Zonal Offices. Furthermore, 36 Radio shows and 72 TV shows were produced and broadcasted via TBC Taifa, TBC1 and Star TV. The budget allocated to finance this target accounted to **Tshs 402, 524,700/=.** Furthermore, 13 ES Staff participated in Nane Nane 2012 exhibition in Dodoma region whereby 841 citizen visited ES booth. Also 13 ES Staff participated in Saba Saba Exhibition 2013 whereby 3,000 copies of ethical brochures and 75 ethical T-shirts were produced and distributed. The achievement made under this target has positive contribution to FYDP under Good Governance and Rule of Law.

3.5 SUB VOTE 1005: PROCUREMENT AND MANAGEMENT UNIT

During the FY 2012/13, the budget allocated to the Procurement and Management Unit for implementation of the planned activities totaled to **Tshs 150,784,000.00.** All funds were Recurrent Expenditure. At the end of the FY 2012/13, a total amount fund released was **Tshs 146,219,102.28** which is equivalent to 97% of the allocated budget. The actual expenditure was **Tshs 146,054,127.18** which is equivalent to 99% of the fund released. The budget was allocated to finance the development of development and implementation of Procurement plan target.

3.5.1 Procurement Plan developed and implemented

The main focus for this target was to enhance the procurement process at Ethics Secretariat in compliance to the PPRA requirements. The main activities planned to be implemented included; preparation of a procurement plan, convention of tender board meetings, preparation and maintenance of fixed asset register. At the end of the FY 2012/13, the annual Procurement Plan for the Ethics Secretariat in the FY 2012/13 was developed and submitted on time for approval. Likewise, procurement and disposal tender activities were managed on time and four tender board meetings were convened. Furthermore, the Ethics Secretariat master inventory register was updated and maintained throughout the Financial Year and monthly, quarterly, and annual procurement reports were prepared and submitted on time. Moreover, four (4) Procurement Management Officers were facilitated to attend the annual procurement conference in Arusha. The achievement of this target has positive contribution on PAF Cluster four (Public Financial Management and Macroeconomic Stability)

3.6 SUB VOTE 1006: INTERNAL AUDIT

The budget allocated for the implementation of the Internal Audit Unit activities in the FY 2012/13 was **Tshs 154,112,224.** All funds were Recurrent Expenditure**.** At the end of the FY 2012/13, a total amount fund released was **Tshs 133,298,138.13** which is equivalent to 86% of the allocated budget. The actual expenditure was **Tshs 133,160,862.13** which is equivalent to 99% of the fund released. The budget was allocated to finance the two targets on Financial Management system and audit function.

3.6.1 Financial Management System updated

The main activities implemented in this target were the review of ES internal control system and production of reports on disbursement of fund; and audit to 7 zonal offices. At the end of the FY 2012/13, internal control system at Ethics Secretariat was reviewed and orientation was conducted to the Accounts and Financial Unit for the effective implementation of the system. Also audit for paid payment vouchers and Procurement Unit for the FY 2012/13 was conducted and quarterly reports prepared on time. Either the preparation of annual report audit report is still on progress. The achievement of this target contributes to PAF Cluster four (Public Financial Management and Macroeconomic Stability)

3.6.2 Audit function implemented

The activities implemented in this target for the FY 2012/13 included development and customization of risk management framework and facilitation of auditing committee. Workshops to develop ES' risk management framework were conducted to ES Staff at Headquarters and 6 Zonal Offices. A draft ES' risk management framework is in place.

3.7 SUB VOTE 1007: INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

The budget allocated for implementation of activities under the Information and Communication Technology Unit in the FY 2012/13 was **Tshs 109,554,000.00.** All funds were Recurrent Expenditure. At the end of the FY 2012/13, total amount fund released was **Tshs 88,260,881.94** which is equivalent to 81% of the allocated budget. The actual expenditure was **Tshs 88,201,059.08** which is equivalent to 99% of the fund released. The budget was allocated to finance one target on installation and operationalization of the Management Information System.

3.7.1 Management Information System installed and operationalized

Four activities were planned to be implemented in the FY 2012/13 and these are maintenance of ES computer hardware and software, maintenance of access to internet services, installation and maintenance of ES data bank as well as upgrading and supporting environment and security at ES' server room. At the end of the FY 2012/13, 49 new Computers PCs (Desktop & Laptops) were installed with software application programs like Anti-virus, Adobe, etc. Also the ES website was launched in November, 2012 and monthly payments effected to the Internet services and Domain provider (www.ethicssecretariat.go.tz). Furthermore, the ES Database was developed. Equally, one ICT Staff attended a two days training on use of HCMIS and Lawson application program in Dodoma. Needs assessment for ICT services (Computers, printers and UPSs) at ES was conduct to identify the shortages for effective plan in the next FY 2013/14. The achievement made under this target contributes to FYDP under Science, Technology and Innovation.

3.8 SUB VOTE 1008: LEGAL SERVICES UNIT

During the FY 2012/13, the budget allocated for implementation of Legal and Services Unit activities was **Tshs 422,602,000.00** whereby Recurrent Expenditure was **Tshs 335,317,000.00** and Development Expenditure was **Tshs 87,280,000.00.** At the end of the FY 2012/13, a total amount fund released was **Tshs 427,367,000.00** which is equivalent to 101% of the allocated budget. The actual expenditure was **Tshs 296,412,009.54** which is equivalent to 69% of the fund released. The budget was allocated to finance the two targets focusing on reviewing, printing and dissemination of Public Leadership Code of Ethics; and updating investigation process of complaints against Public Leaders.

3.8.1 Public Leadership Code of Ethics reviewed, printed and disseminated

During the FY 2012/13 two activities were planned to be implemented under this target. These activities include; conduct library research, prepare and submit the proposal for the amendment of PLCE Act No. 13 of 1995 to the Parliament and conduct research on the operation of Blind Trust in the Foreign Countries. At the end of the FY 2012/13, The Proposal for Amendment of the PLCE was prepared and presented before the IMCT. Also a research on the System on Conflict of Interest Management was conducted in Ghana and Singapore as a preliminary step towards assessing the applicability of the Blind Trust System in Tanzania. The achievement of this target contributes to area of Good Governance in National Development Framework which includes MKUKUTA II (Cluster III), FYDP, PAF and Ruling Part Manifesto.

3.8.2 Investigation process of complaints against Public Leaders updated.

The planed activity under this target in the FY 2012/13 was to convene Ethics Tribunal meeting and Management meetings on handling the allegations referred to the Ethics Tribunal. This activity was not implemented because the positions for Ethics Tribunal Members were vacant waiting for Presidential appointment which was done in August, 2013. Therefore it was impossible to convene Ethics Tribunal meeting. But fund allocated under this activity was reallocated to facilitate the preparation of PLCE Regulation. At the end of the FY 2012/13 PLCE Regulation was prepared and zero draft is in place pending the amendment of the PLCEA of

1995. The achievement of this target has positive contributes to area of Good Governance in National Development Framework which includes MKUKUTA II (Cluster III), FYDP, PAF and Ruling Part Manifesto.

3.9 SUB VOTE 2001: PUBLIC SERVICE LEADERS DIVISION

In the FY 2012/13, the budget allocated for implementation of Public Service Leaders Division activities was **Tshs 584,954,698.00** whereby Recurrent Expenditure was **Tshs. 315,398,000.00** and Development Expenditure was **Tshs. 269,556,698.00**. At the end of the FY 2012/13, a total amount fund released was **Tshs 637,892,228.45** which is equivalent to 109% of the allocated budget. The actual expenditure was **Tshs 637,892,228.45** which is equivalent to 100% of the fund released. The funds were allocated to finance two targets that focus on monitoring compliance of the Public Leadership Code of Ethics and updating investigation process of complaints against Public Leaders.

3.9.1 Compliance of the Public Leadership Code of Ethics monitored

This target was focusing on enhancing compliance to the Leadership Code of Ethics by Public Leaders on. Public Leaders targeted in this target were Public Service Leaders includes; Judges& Magistrates, Permanent Secretaries, Directors and Commissioners. During the FY 2012/13, six activities implemented includes building the capacity of Public Leader's compliance with the Leadership Code of Ethics; training on leadership ethics to 240 Public Service Leaders, orientation of newly appointed Public Services Leaders on Leadership Ethics, building capacity of OWIs, CSOs, NGOs and FBOs on Leadership Ethics, conducting ethical leadership education to Court Magistrate and convene dialogue with OWIs. At the end of the FY 2012/13, the following were implemented:-

The first training on Public Leadership Code of Ethics Act No. 13 of 1995 and Leadership Ethics was conducted to 240 Public Service Leader from different MDAs namely: - President Office - State House, President Office-Public Service Management, Vice-President, Ministry of Information, Culture and Sports, Prime Minister, Ministry of Energy and Minerals, Ministry of Foreign Affairs, Ministry of Fisheries and Livestock Development on 30th April, 2013. The second training on Public Leadership Code of Ethics Act No. 13 of 1995 was conducted to 190 newly elected and appointed Public Leaders from Ministry of Health and Social Welfare, Ministry of Works, Ministry of Transport and their institutions on 30th May, 2013. The third training on Leadership Ethics and Good Governance was conducted to 255 Court Magistrates, from five Regions namely:-Tabora, Shinyanga, Kigoma, Lindi and Mtwara in June from 18th to 29th June 2013. Equally, trainings and outreach programs on capacity building were conducted to 1,587 Public Service Leaders from 12 MDAs/Regions out of 17 scheduled.

The main topic presented in these trainings were; Public Leaders Ethics, Management of Public Service Code of Ethics and Conflict of interest as an ethical problem among Public Leaders. Contrary to that, the implementation of the two activities namely; building capacity of OWIs, CSOs, NGOs and FBOs on Leadership Ethics and convening dialogue with OWIs were not completed on time due to delays experienced on release of funds by the Treasury. Total amount allocated for implementation of this target was **Tshs 207,074,244.00.**

3.9.2 Investigation process of complaints against Public Leaders updated.

During the FY 2012/13, three (3) activities were planned to be implemented. These activities include; conduct three (3) phases of physical verification of Assets and Liabilities declared by Public Leaders, conduct thorough investigation on alleged breach of the PLCE and update, distribute and receive Assets and Liabilities Declaration forms to Public Service Leaders. At the end of the FY 2012/13, the following were implemented:-

Declaration forms were distributed to 2,457 Public Service Leaders and 2,321 Public Service Leaders managed to submit their declaration by 31st December, 2012 which is equivalent to 94% of the total Public Service Leaders under this sub vote. However, 136 Public Service Leaders which is 6% of the total Public Service Leaders under this Sub Vote failed to meet the deadline. Equally, Assets registers were updated to 1,200 leaders. Physical verification of Assets and Liabilities for Public Service Leaders was carried out to 140 Public Services leaders. Results show that, about 117 equivalents to 83.5% of the verified Public Service Leaders declared correctly their Assets and Liabilities.

Also 29 complaints against the breach of the PLCE by Public Service Leaders were received whereby five (5) complaints were investigated and 24 complaints were analyzed but preliminary investigations still on progress. The budget allocated for implementation of this target was **Tshs 109,600,000.00**

3.10 SUB VOTE 2002: POLITICAL LEADERS DIVISION

During the FY 2012/13, the budget allocated for implementation of Political Leaders Division activities was **Tshs 424,718,000.00** whereby Recurrent Expenditure was **Tshs. 328,598,000** and Development Expenditure was **Tshs. 96,120,000.00**. At the end of the FY 2012/13, a total amount fund released was **Tshs 497,533,220.48** which is equivalent to 117% of the allocated budget. The actual expenditure was **Tshs 496,013,108.60** which is equivalent to 99% of the fund released.

3.9.1 Compliance of the Public Leadership Code of Ethics monitored

This target focu on developing the capacity of Political Leader's compliance with the Leadership Code of Ethics. Political Leaders targeted in this target were Ministers, Members of Parliaments, Regional Commissioners, District Commissioners and Local Councilors. During the FY 2012/13, three (3) activities planned include building the capacity of Political Leader's on ethical principles, conduct seminars to 200 Members of Parliament on leadership ethics and conduct training to local councilors on Leadership Ethics and Good Governance. At the end of the FY 2012/13, the following were implemented:-

The seminar on Leadership Ethics and Good Governance was held on 20th April 2013 to 184 Members of Parliament at the National Assembly in Dodoma. The seminar took almost seven hours with in depth participatory discussion. The main topics presented were Leadership Ethics and Good governance. The Members of the Parliament who participated in this seminar, to a great extent commanded Ethics secretariat for conducting seminar on Public Leadership Code of Ethics Act No.13 of 1995 immediately after the inaugural session of the Parliament of the United Republic of Tanzania. This training was of great importance especially in making political leaders comply with the laws.

The trainings on Leadership Ethics and Good Governance also was held to 295 Local Councilors from different districts and municipality namely Singida and Shinyanga Municipality Iramba, Mpwapwa, Kahama, Mbulu, Muheza and Kiteto district in June, 2013. The main topics presented were Leadership Ethics as stipulated in the Public Leadership Code of Ethics Act No. 13 of 1995 and Good Governance. Likewise, capacity building seminar on PLCE and ethics principle in general was held to 1,013 Political Leaders in respective Districts and Municipal Councils namely; Kilosa, Kilombero, Morogoro Manispaa, Mafia, Bagamoyo, Kibaha, Morogoro Vijijini and Rufiji.

Based on the topics presented in these seminars/trainings which necessitates the awareness and insist to the Public Leaders on Leadership Ethics also it was recommended that; Due to high deterioration of morality in the public sector and the society in general Ethics Secretariat should put various strategies to impart and inculcate ethical knowledge from the grass root to the National level by facilitating National Educational organs to include ethics into their Curriculum. This may be embedding to Primary education, Secondary school education, teachers colleges and all Higher Learning Institutions. Also given the same situation it was recommended that the government should establish ethics teaching colleges which will bridge ethics and related information gaps. Total budget allocated for implementation of these six activities was **Tshs 95,520,000/=**

3.10.2 Investigation process of complaints against Public Leaders updated.

During the FY 2012/13, three activities were planned to be implemented. These activities were; to conduct three phases of physical verification of Assets and Liabilities declared by Public Leaders, to conduct thorough investigation on alleged breach of the PLCE and to update, distribute and receive Assets and Liabilities Declaration forms to Political Leaders. At the end of the FY 2012/13, the following have been implemented:-

The declaration forms were distributed to 505 Political Leaders and 350 Political Leaders managed to submit their declarations by 31st December, 2012 which is 69% of the total Political Leaders under this Sub vote. However, 155 Political Leaders which is 31% of the total Political Leaders under this Sub Vote failed to meet the deadline. At the end of the FY 2012/13 the number of Political Leaders submitted their forms increased from 350 to 376 equivalents to 74% of the total Political Leaders under this Sub Vote. The physical verification of Assets and Liabilities for Political Leaders was carried to 107 Political Leaders and the result of physical verification shows that, 99 Political Leaders declared correctly their Assets and Liabilities equivalent to 92.5% of the total Political Leaders physically verified.

Equally, seven (7) complaints against the breach of the PLCE by Political Leaders were received and four (4) complaints were investigated. Three (3) complaints have not been analyzed as preliminary investigation is still on progress. Total amount allocated for implementation of these six activities totaled to **Tshs 61,500,000.00.**

3.11 SUB VOTE 2003: ZONAL OFFICES

The budget allocated for implementation of Zonal Offices activities in the FY 2012/13 was **Tshs 1,038,508,564.00.** All funds were Recurrent Expenditure. At the end of the FY 2012/13, total amount fund released was **Tshs 1,126,880,847.10** which is equivalent to 108% of the allocated budget. The actual expenditure was **Tshs 1,129,615,431.12** which is equivalent to 100% of the fund released. The budget was allocated to finance two targets focusing on monitoring compliance of the Public Leadership Code of Ethics monitored and updating investigation process of complaints against Public Leaders.

3.11 Investigation process of complaints against Public Leaders updated.

During the FY 2012/13, three activities were planned to be implemented. These activities were; to conduct thorough investigation on alleged breach of the PLCE and to update, distribute and receive Assets and Liabilities Declaration forms to Public Leaders namely Political and Public Service Leaders in zones. By the end of the FY 2012/13, the following were implemented:-

Declaration forms were distributed to 6,543 Public Leaders and 6,076 Public Leaders managed to submit their declarations by 31st December, 2012 which is 93% of the total Public Leaders under this Sub Vote. Equally, 467 Public Leaders which is 7% of the total Public Leaders under this Sub Vote failed to meet the deadline. At the end of the FY 2012/13 the number of Public Leaders who submitted their forms increased from 6,076 to 6,281 equivalents to 96% of the total Public Leaders under this Sub Vote. Table 7 presents details on the distribution of Assets and Liabilities Declaration Forms and its submission.

Table 7: Assets and Liabilities Declaration Status for Zonal Offices

S/N.	Zonal Offices	Forms Distributed	Declarations Submitted by December, 31	% Submitted
1	Southern Highland Zonal Office	1023	1004	98.1%
2	Western Zonal Office	944	942	99.8%
3	Central Zonal Office	732	681	93.0%
4	Northern Zonal Office	862	832	96.5%
5	Lake Zonal Office	1147	1043	90.9%
6	Southern Zonal Office	810	804	99.3%
7	Eastern Zonal Office	1025	770	75.1%
	Total	**6543**	**6076**	**92.9%**

Complaints against the breach of the PLCE by Public Leaders received at 7 Zonal Offices were 78 complaints. Preliminary investigations were completed for 19 complaints whereby 59 complaints were analyzed and preliminary investigations are on progress. Total budget allocated for implementation of this target was **Tshs 54,300,000.00.**

PART IV

4.0 FINANCIAL PERFORMANCE

4.1 Recurrent and Development Budget Analysis

4.1.1 Recurrent and Development Budget Analysis for the FY 2012/13

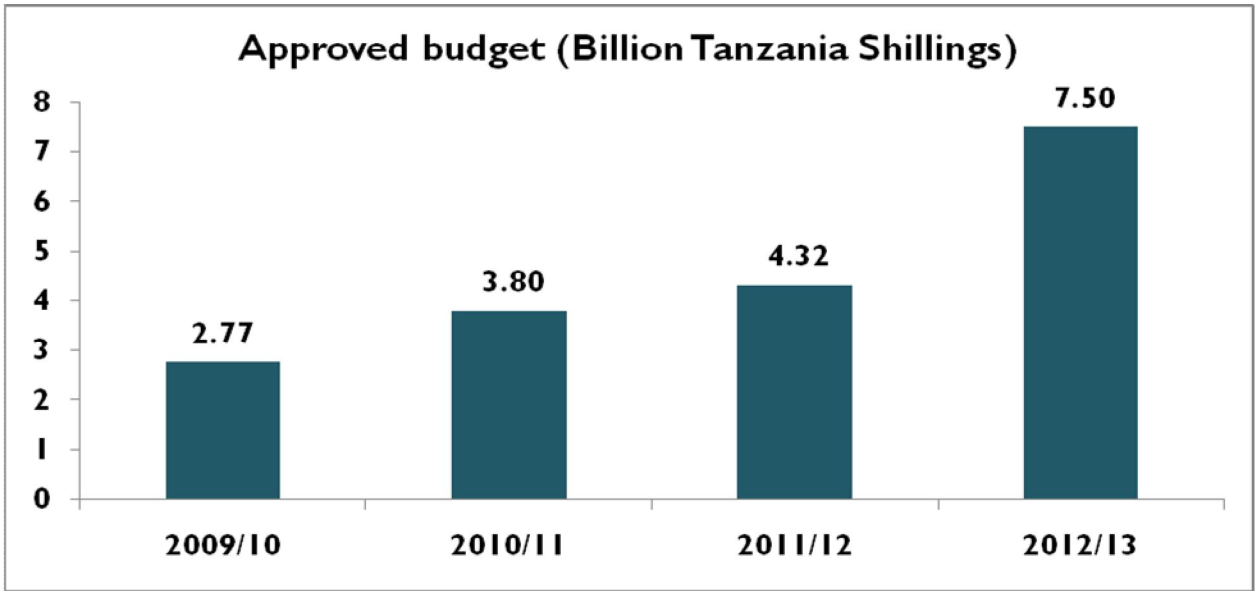
During the FY 2012/13, the approved budget for the Ethics Secretariat was Tshs. 7,504,015,097.80, whereby Recurrent Expenditures was Tshs. 5,923,438,000.00 and Development Expenditures was Tshs. 1,580,577,597.8. At the end of the FY 2012/13 the Fund released was Tshs 6,708,505,231.13 (Recurrent Expenditure was Tshs 5,183,556,688.08 and Development Expenditure was Tshs 1,524,949,343.05). The budget released was equivalent to 89.4 percent of the total approved Budget. At the end of the FY 2012/13, the Actual Expenditure was Tshs 6,363,074,645.77 (Recurrent Expenditure was Tshs 5,185,851,835.65 and Development Expenditure was Tshs 1,177,222,810.12). The Actual Expenditure at the end of the FY 2012/13 was equivalent to 84.8 percent of the total approved Budget and 94.8 percent of the total released funds.

The variation between the total Ethics Secretariat approved budget and Actual Expenditure was Tshs. 1,140,940,452.03 (Recurrent Expenditure was Tshs 850,908,762.15 and Development Expenditure was Tshs 290,031,689.88). The unspent cash balance of the variation was Tshs. 281,328,732.93 and the amount of fund that was not released was Tshs. 859,611,719.10 (Recurrent Expenditure was Tshs 850,908,762.15 and Development Expenditure was Tshs 8,702,956.95).

4.1.2 The Trend of the Ethics Secretariat Budget

The trend of the Ethics Secretariat budget for the last four Financial Years has been increasing annually. For example, the budget has been increased by **71** percent from Tsh billion **4.3** in the FY 2011/12 to Tsh. billion **7.3** in the FY 2012/13. The increase of budget has been contributed by the implementation of new organization Structure and solicits of funds from DPs namely USAID and DFATD - CANADA. Figure 7 illustrates the trend of the Ethics Secretariat budget for the FY 2009/10 to 2012/13.

Figure 7: The trend of the Ethics Secretariat budget



4.1.3 The Status of budget approved and released

The percentage of budget released kept on increase from 88 percent in the FY 2011/12 to 89 percent in the FY 2012/13. The under release of budget by 11 percent affected the implementation of some activities by reducing its scope and quality. Table 8 presents the status of budget approved and released.

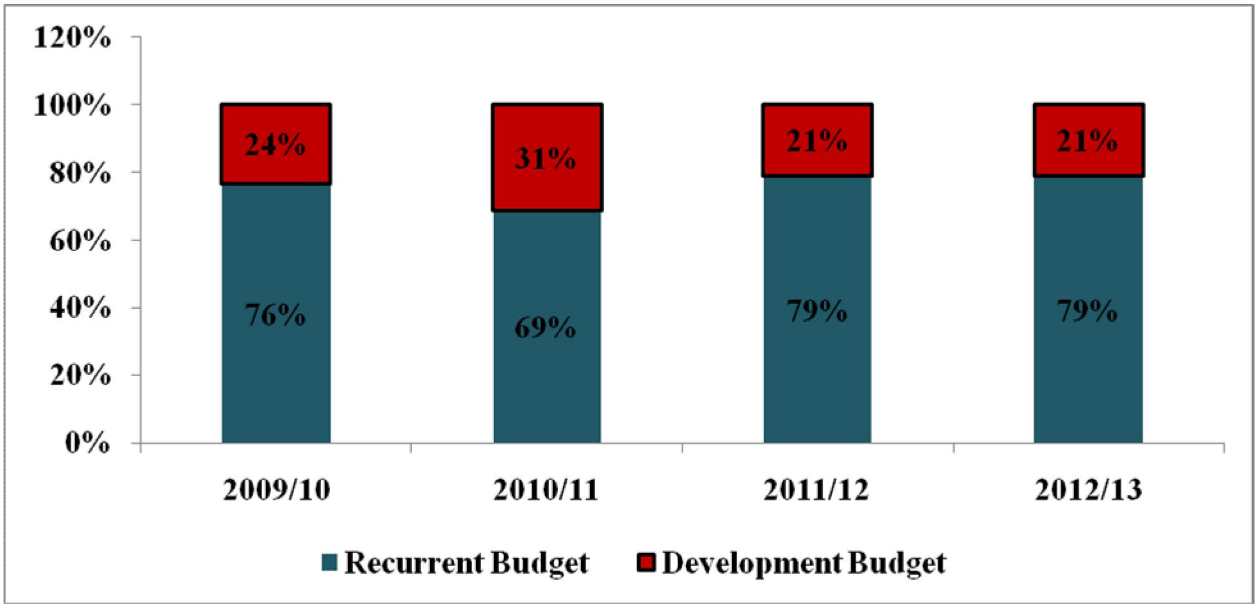
Table 8: Status of budget approved and released

	2009/10	2010/11	2011/12	2012/13
Approved budget (TSHS)	2,765,181,000	3,795,716,940	4,315,778,189	7,504,015,098
Fund Released(TSHS)	2,548,594,870	2,975,080,354	3,793,680,188	6,708,505,231
% of Budget Released	92%	78%	88%	89%

4.1.4 The contribution of Development and Recurrent budget

The contribution of Development Budget has been decreased from 31 percent in the FY 2010/11 to 21 percent in the FY 2011/12 and 2012/13. The decrease of percentage contribution of Development budget has been contributed by high proportion increase of recurrent budget due to implementation of new organization Structure in the FY 2011/12 and 2012/13. Therefore, though the actual figure of the Development Budget is increasing, the proportion of increase is lower than the proportion of increase of the Recurrent Budget. Figure 8 presents the status on the contribution of Development and Recurrent Budget.

Figure 8: The status on the contribution of Development and Recurrent Budget.



4.2 Revenue Budget Analysis

The Ethics Secretariat has only one source of Revenue which solely depends on sales of Tender Documents. However this source is not reliable because it depends on the willingness of the Bidders to purchase the Tender Documents. During the FY 2012/13 approved Revenue was Tshs. 4,101,000.00. The Actual Collection at the end of the FY 2012/13 was Tshs 1,250,000.00 equivalent to 30 percent of the approved revenue. However, the FY 2012/13 target was not met due to low willingness of the Bidders to purchase the Tender Documents; the Revenue collected in 2012/13 increased to Tshs 1,250,000.00 compared to Tshs 1,140,000.00 in 2011/12 and 700,000 in 2010/11. The variation between the approved revenue and actual collection was negative Tshs. 2,851,000.00.

Table 9: The Trend of Revenue Budget

	2009/10	2010/11	2011/12	2012/13
Approved Revenue (Tshs.)	4,600,000	2,500,000	4,100,000	4,100,000
Actual Collected (Tshs.)	1,660,000	700,000	1,140,000	1,250,000
Variance(Tshs.)	-2,940,000	-1,800,00	-2,960,000	-2,850,000

PART V

5.0 HUMAN RESOURCE REVIEW

5.1 Overview of Human Resources Situation in Ethics Secretariat.

5.1.1 Staffing level and Employment

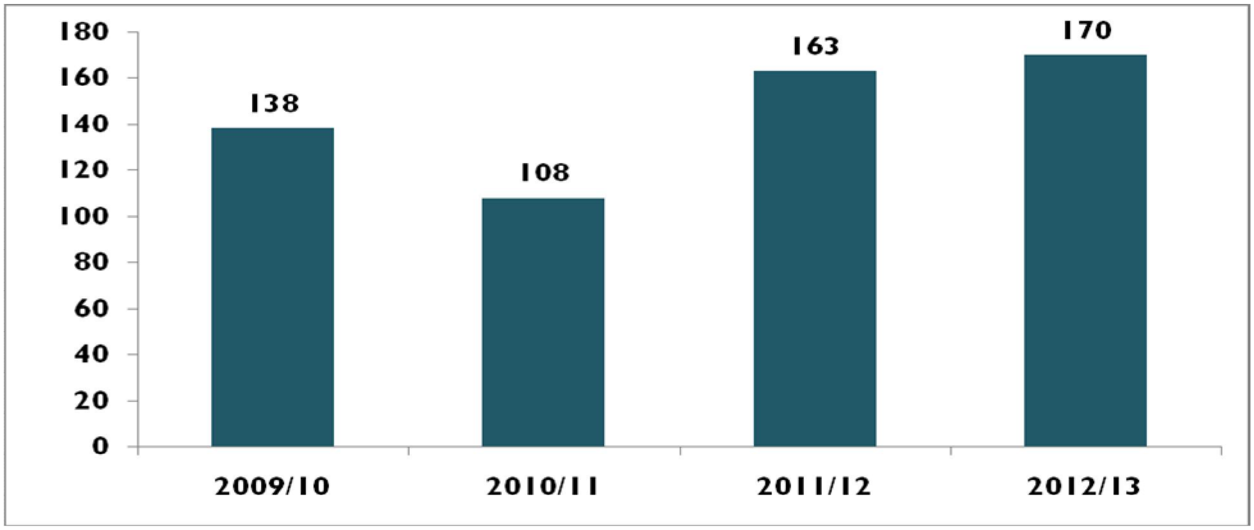
The provision of Ethics Secretariat quality service depends very much on the quality and quantity of human resource available. The minimum Staffing level required by the ES after review of the Ethics Secretariat Organization Structure was 288 Staff. While the number of existing Staff is 170, yet there is still a deficit of 118 Staff as presented in table 10.

Table 10: Staffing Levels for Ethics Secretariat by Sub Vote for FY 2012/13

Sub Vote Code	Sub Vote Name	Minimum Level	Existing Staff	Deficit
1001	Administration and HR Management Division	106	67	39
1002	Finance and Accounting Unit	15	14	1
1003	Planning, Monitoring and Evaluation Unit	11	3	8
1004	Government Communication Unit	11	5	6
1005	Procurement and Management Unit	10	9	1
1006	Internal Audit	7	4	3
1007	Information and Communication Technology	10	2	8
1008	Legal Services Unit	8	5	3
2001	Public Service Leaders Division	22	11	11
2002	Political Leaders Division	20	8	12
2003	Zonal Office	68	42	26
Total		**288**	**170**	**118**

Though there is high deficit of 118 Staff, ES didn't recruit any new Staff in the FY 2012/13 regardless the fact that the plan was to recruit 13 new Staff. The increase of existed Staff from 163 in the FY 2011/12 to 170 in the FY 2012/13 was contributed by transfer of Senior Staff from other MDAs. However the level of staff deficit is still high although the number Staff has increased from 108 in the FY 2009/10 to 170 in the FY 2012/13. The increase of existing Staff has been contributed by the implementation of New Organization Structure since the FY 2011/12. The New Organization Structure introduced three (3) new divisions, seven (7) units, four (4) sections and Zonal Offices. Figure 9 represents levels of staff at ES for the last four Financial Years.

Figure 9: The trend of the existing ES Staff for the FY 2009/10 to 2012/13.



5.1.2 Promotion and Confirmation

In the FY 2012/13, the Ethics Secretariat promoted 30 ES Staff from different areas of specialization after achieving legibility as stipulated in the Public Servant Standing Order of 2009. Table 11 provides details on the promotion that has been conducted in the FY 2012/13.

Table: 11: Promotion among ES Staff for the FY 2012/13

Area of Specialization	Total number
Investigation Officers	16
Legal Officers	4
Human Resources Officer	1
Assistant Executive Secretaries	2
Telephone Operator	1
Record Management Assistants	2
Drivers	4
Total	**30**

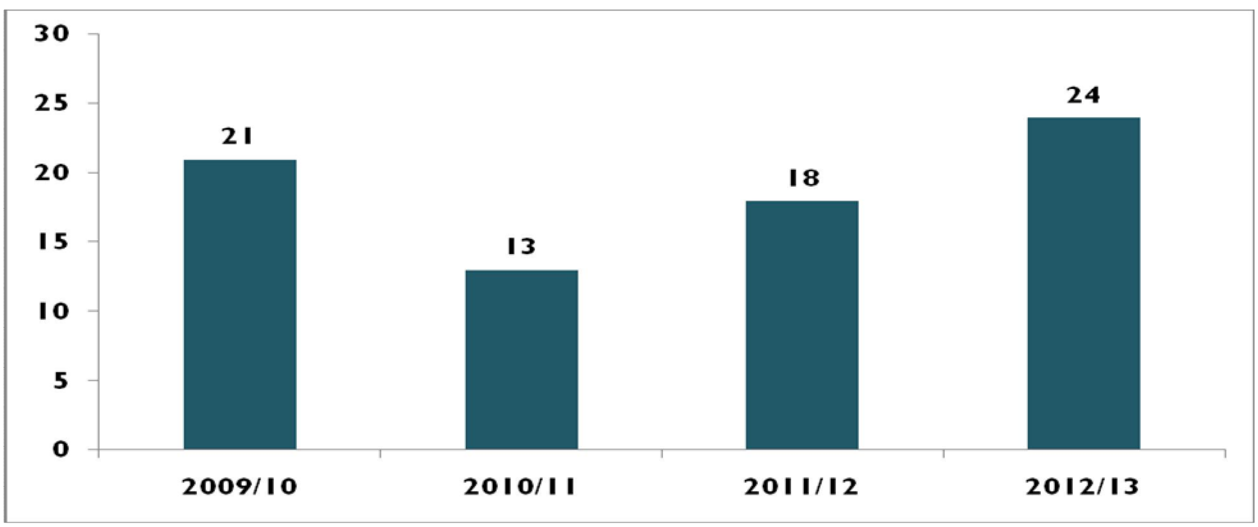
Also in the FY 2012/13, confirmation was made to 24 ES Staff from different departments/units who achieved the criteria as stipulated in the Public Servant Standing Order of 2009. Table 12 provides details on the promotion conducted in the FY 2012/13

Table 12: The confirmation among ES Staff for the FY 2012/13

Area of Specialization	**Total number**
Legal Officers	2
Investigation Officers	3
Human Resource Officer	1
Record Management Assistants	2
Executive Secretaries	5
Procurement Officers	5
Accountant	4
Economist	1
Statistician	1
Total	**24**

The trend of confirmation for the last four FY 2009/10 to 2012/13 shows a positive progress for confirmation of Staff who met the required criteria. Figure 10 presents the trend of the confirmation at the Ethics Secretariat.

Figure 10: The trend of confirmation at the Ethics Secretariat.

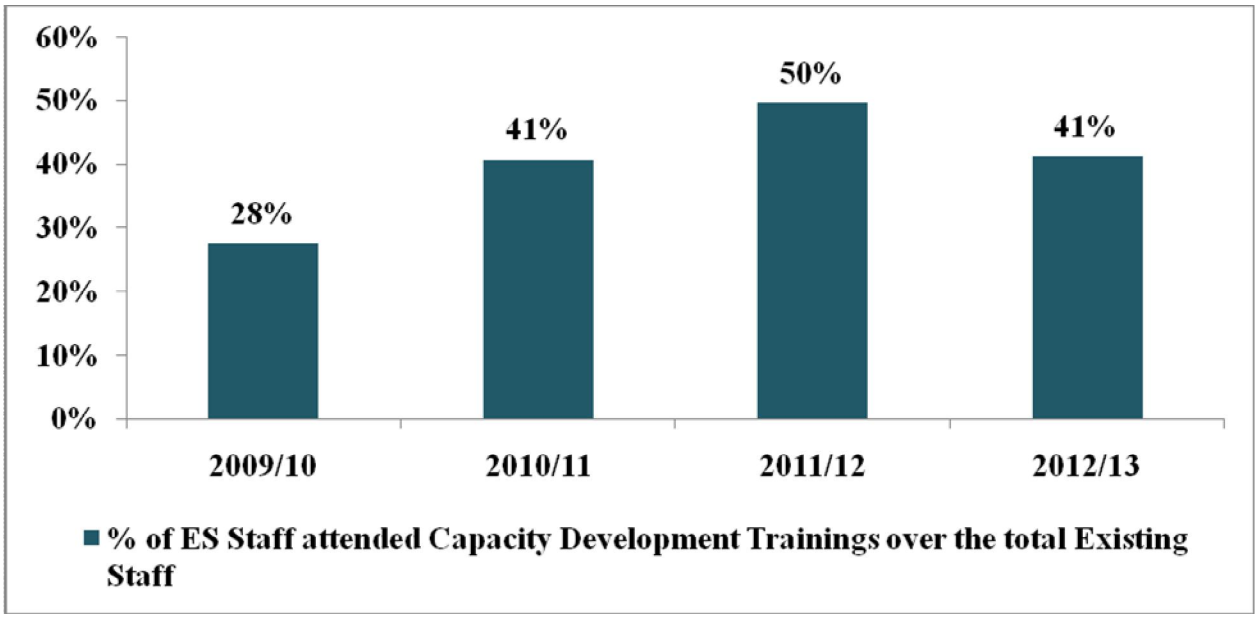


5.1.3 Capacity Development

During the FY 2012/13, the Ethics Secretariat in collaboration with other stakeholder namely USAID and DFATD facilitated trainings to 70 Staff equivalent to 41% of existing staff, whereby six (6) Staff enrolled for long courses and 64 Staff enrolled on various Local and International short courses. The breakdown for the short course trainings can be detailed as follows:-

- 35 Investigation Officers attended the training on Specialized Investigation Techniques for 90 days at Kidatu Police Staff College Morogoro Tanzania;
- Six (6) Senior Officers attended the Training on International Best Practices of Ethics Compliance Frameworks in Dubai;
- 20 ES Staff attended the training on Leadership Ethics, Public Speaking, Presentation Skills and Complaints Management at ESAMI Arusha Tanzania;
- Two (2) GCU Staff attended the training on the International Best Practices on Media skills and Management in Swaziland and;
- One (1) Planning, M&E Staff attended the Training on Advanced Project M&E for Development Project in Namibia. Figure 11 present the trend of capacity development trainings.

Figure 11: The capacity development Status at the Ethics Secretariat.



5.1.4 Working environment within Ethics secretariat improved.

During the FY 2012/13 the ES acquired a new office accommodation at ‘Sukari House’. Rehabilitation was pursued to fit the building with the current office needs. Also, 49 computers, 29 UPS and three (3) Four Wheel Drive Vehicles were procured.

ANNEX and TABLES

Annex 1: Form 12A: MTEF Target Vs Actual achievement

RECURRENT EXPENDITURE – OTHER CHARGES

PERIOD COVERED: ANNUAL PERIOD ENDING 30 JUNE, 2013 IN THE FINANCIAL YEAR 2012/13

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Target Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
SUB- VOTE CODE 1001: ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT													
OBJECTIVE A: SERVICES IMPROVED AND HIV/AIDS INFECTIONS REDUCED													
A01S	√		√	HIV/AIDS reduced and related services improved by 2016	● HIV/AIDS care and supportive services includes special food (diet food), drugs and medicines were provided to two (2) Ethics Secretariat Staff that are living with HIV/AIDS on monthly basis. .	90	√			7,680,000.00	4,700,000.00	61	Annual target met but need for the increase of fund to improve the service as required
OBJECTIVE B: ENHANCE, SUSTAIN AND EFFECTIVE IMPLEMENTATION OF THE IMPLEMENTATION OF THE NATIONAL ANT-CORRUPTION STRATEGY													

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATIO N
Targe t Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
B01C	√			Awareness to Ethics Secretariat Staff on Ant-corruption Strategy raised by June 2016	200 copies of Anti-Corruption brochures were printed to customize the National Anti-Corruption Strategy at Ethics Secretariat offices which includes Headquarter and seven Zonal offices. Also two integrity meeting were convened at Ethics Secretariat Headquarter office.	15	√			4,034,000.00	1,000,000.00	25	Annual target not met
OBJECTIVE C: ETHICS SECRETARIAT SERVICES DELIVERY IMPROVED													
C01C	√			Ethics Secretariat Staff developed in various skills by June 2016	First installment for Tuition Fees, Accommodation and Training Allowance has been paid to 6 ES staff.	95	√			36,750,900.00	20,815,000.00	57	Annual target met
C02C	√			Open Performance Appraisal System (OPRAS) implemented by June 2016	The orientation on OPRAS requirement has been conducted to Ethics Secretariat Staff at Head Quarter and Zonal Offices. The orientation	96	√			2,245,000.00	2,645,000.00	101	Annual target met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Target Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
					was followed with the actual OPRAS filling exercise whereby Midyear and annual form has been filled and submitted for appraisal.								
C03C	√			Complaints handling mechanism customized and implemented by June 2016	Annual ethics Secretariat staff conference and 2 days workers council has been conducted in Morogoro Region and the complaints forms has been developed.	85			√	16,520,000.00	12,602,000.00	76	Annual target met
C04S	√			Working environment within Ethics secretariat improved by June 2016	• Office facilities and utilities such as cleaning services, security services, electricity bills, Office rent. Internet services, Telephone Charges, Diesel and vehicle services, Newspapers and Magazines, Post and Telegraphs bills have been paid at HQ Office for the FY 2012/13.	92	√			1,178,004,800.00	645,481,837.50	51	Annual target met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Target Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
					● Office Consumables such as papers, pencils, pens and Stationeries have been provided to the AHRMD department. ● 3 ES staff were facilitated to attend SHIMIWI ● Furniture and fitting has been provided to AHRMD department ● Rehabilitation of the New office Sukari House has been done. ● One(1) Four Wheel Drive has been purchased								
C05S	√			Social welfare to benefit Ethics Secretariat staff by June, 2016	●Statutory Entitlements has been paid to AHRMD Entitled staff for the FY 2012/13.	94	√			221,852,000.00	168,292,000.00	76	Annual target met
C06S	√			Skilled staff recruited by June, 2016	●The promotions have been done to 30 ES Staff and 24 ES Staff have been confirmed. Furthermore the transfer allowance	80	√			143,944,000.00	109,441,340.00	76	Annual target not met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Target Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
					has been paid to 1 appointed Assistant Secretaries for Mtwara Zonal office and 3 ES Staff.								
SUB-VOTE 1002: FINANCE AND ACCOUNTS UNIT													
OBJECTIVE C: ETHICS SECRETARIAT SERVICES DELIVERY IMPROVED													
C01S	√			Financial Management System Strengthened by June 2016	● Annual budget and report of Public Accounts Committee have been prepared and submitted ● The Head quarter offices and 7 Zonal Offices accounts have been supervised.	100	√			20,150,000.00	15,150,000.00	75	Annual target met
C02S	√			Working environment within Ethics Secretariat improved by June 2016	● Office general supplies and services such as office consumables (papers, pencil, pens and stationeries) have been provided up to March.	85	√			12,599,900.00	10,270,500.00	82	Annual target met
C03S	√			Social Welfare Benefit Ethics Secretariat staff by June 2014	● Statutory Entitlements has been paid to Finance and Accounts Units.	100	√			69,973,100	62,305,020.00	89	Annual target met
SUB-VOTE 1003: PLANNING, MONITORING AND EVALUATION													

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATIO N
Targe t Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
OBJECTIVE C: ETHICS SECRETARIAT SERVICES DELIVERY IMPROVED													
C01S	√			Plan and budget coordinated and prepared by June 2016	Review process of Strategic Plan for the year 2013/14-2017/2018 has been done and baseline Studies to be carried in the next Financial year ES Budget for the Financial Year 2013/14 had been prepared and already approved by Parliament MTEF Budget for 2013/14-2017/18 is in place. ● Action plan and Cash Flow Plan for the FY 2012/13 have been prepared and submitted on time to MOF & POPC. ● Implementation Framework for LTPP (2011/12 – 2015/16) has been prepared and submitted to POPC	95			√	54,200,000.00	47,852,000.00	88	Annual target met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Target Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
C02S	√			Monitoring and evaluation System designed developed and implemented by June 2016	● ES Annual Performance Report for the FY 2011/12 has been prepared and submitted on time to the MOF ● The preparation of the Quarterly Progress Reports and midyear review for the FY 2012/13 has been coordinated and submitted on time. ● The preparation of the inception report on the capacity building project supported by DFATD has been coordinated and facilitated	95	√			5,600,000.00	4,212,000.00	75	Annual target met
C03S	√			Working environment within Ethics secretariat improved by June 2016	● Office general supplies and services such as office consumables (papers, pencil, pens and stationeries) have been provided for the FY 2012/13	95	√			12,800,000.00	11,340,222.56	89	Annual target met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Target Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
C04S	√			Social Welfare Benefit Ethics Secretariat staff by June 2014	● Statutory Entitlement , leave and responsibility allowances have been paid to Planning, Monitoring and Evaluation Units Staff	95	√			37,160,000.00	25,513,680.00	69	Annual target met
SUB-VOTE 1004: GOVERNMENT COMMUNICATION UNIT													
OBJECTIVE C: ETHICS SECRETARIAT SERVICES DELIVERY IMPROVED													
C01S	√		√	Working Environment within Ethics Secretariat improve by 2016	● Office general supplies and services such as office consumables (papers, pencil, pens and stationeries) have been provided for the FY 2012/13	95	√			7,400,000.00	4,905,500.00	47	Annual target met
C02S				Social welfare to benefit Ethics Secretariat staff by 2016	● Statutory Entitlement has been paid to Government Communication Unit	95	√			25,800,000.00	17,552,520.00	68	Annual target met
OBJECTIVE E: PUBLIC AWARENESS ON THE PUBLIC LEADERSHIP CODE OF ETHICS RAISED													

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATIO N
Target Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	√			Ethical promotion programmes developed in consultation with stakeholders by June 2016	● 13 ES staff participated in Nane Nane exhibition (DODOMA) and 841 citizen visited ES booth. ● 6,000 brochures and 1,500 copies for the simplified PLCE Act printed and disseminated in Nane Nane exhibition and Maadili day. 4,100 copies of Calendars for 2013 and 500 flyers were printed and distributed	80	√			28,470,000.00	17,562,200.00	62	Annual target met
SUB-VOTE 1005: PROCUREMENT AND MANAGEMENT UNIT													
OBJECTIVE C: ETHICS SECRETARIAT SERVICES DELIVERY IMPROVED													
C01S	√			Procurement plan development and implemented by June 2016	● Procurement plan for the FY 2012/13 has been prepared and four tender board meeting has been convened. ● procurement and disposal Tender activities were managed on time 4 PMU Staff participated	96	√			54,300,000.00	51,564,718.78	95	Annual target met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Target Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
					on annual procurement Conference in Arusha								
				Social welfare to benefit Ethics Secretariat staff by June 2016	● Leave and Responsibility Allowance has been paid to PMU staff	95	√			23,400,000.00	12,537,500.00	54	Annual target met
SUB-VOTE 1006: INTERNAL AUDIT UNIT													
OBJECTIVE C: ETHICS SECRETARIAT SERVICES DELIVERY IMPROVED													
C01S	√	√		Financial management system strengthened by June 2016	● Orientation has been conducted to the Account and Financial Unit of the effective implementation of the system. ●Auditing of paid payment voucher for the FY 2012/13 has been done and report produced. ●Auditing of paid payment vouchers for the FY 2012/13 has been done and report to be	80	√			8,440,000.00	2,812,000.00	33	Annual target met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATIO N
Targe t Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
					prepared. ●Auditing of procurement Unit for the FY 2012/13 has been done and report to be prepared.								
C02S	√	√		Audit function strengthened by June 2016	●Workshop on how to develop ES' risk management framework has been conducted. ●Draft of ES risk management framework has been prepared.	65	√			41,989,776.00	26,830,000.00	64	Annual target met
C03S			√	Working environment within Ethics Secretariat improved by June 2016	● Office general supplies and services such as office consumables (papers, pencil, pens and stationeries) have procured for the FY 2012/13. ●Order for Consumable items and equipment have been done	98	√			2,400,000.00	4,060,000.00	169	Annual target met
C04S	√			Social welfare to benefit Ethics Secretariat staff	● Responsibility Allowance paid to Internal Audit Staff up to	80	√			43,788,224.00	29,882,980.00	68	Annual target met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATIO N
Targe t Code	**M**	**P**	**R**	**Target Description**	**Actual Progress**	**Estimated % completed**	**On track**	**Risk**	**Unknown**	**Cumulative budget**	**Cumulative Actual budget**	**% Spent**	
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
				by June 2016	March 2013. ● Statutory Entitlement have been provided March 2013.								
SUB-VOTE 1007: INFORMATION AND COMMUNICATION TECHNOLOGY UNIT													
OBJECTIVE C: ETHICS SECRETARIAT SERVICES DELIVERY IMPROVED													
C01S	√			Management Information System installed and operationalized by June 2016	● New Computers PCs (Desktop & Laptops) with software application programs (Anti-virus, Adobe, etc) had been installed ● ES website was launched in November, 2012 ● Monthly Payments effected for Internet services and Domain (www.ethicssecretariat.go .tz) ● ES Database has been developed. ●One ICT staff attended a two days training on use of HCMIS, and Lawson application program in	55	√			47,460,000	21,103,683.33	44	Annual target not met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Target Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
					Dodoma ●Conduct needs assessment for ICT services at ES Computers, printers and UPSs have been diagnosed.								
C02S	√			Working environment within Ethics Secretariat improved by June 2016.	● Office general supplies and services such as office consumables (papers, pencil, pens and stationeries) had been provided for the FY 2012/13.	80	√			6,400,000.00	3,200,000.00	50	Annual target almost met
C03S	√			Social welfare to benefit Ethics Secretariat staff by June 2016	● Leave and Responsibility Allowances had been provided ICT staff.	95	√			13,800,000.00	10,933,080.00	79	Annual target met .
SUB-VOTE 1008: LEGAL SERVICES UNIT													
OBJECTIVE C: ETHICS SECRETARIAT SERVICES DELIVERY IMPROVED													
C01S				Social welfare to benefit Ethics Secretariat staff by June 2016	● Responsibility Allowance had been paid to Legal Services Unit staff Tribunal members.	75	√			53,340,000.00	33,801,760.00	63	Annual target met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATIO N
Targe t Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
C02S				Working Environment within Ethics Secretariat improved by June, 2016	To provide departmental Offices supplies, working tools and equipments	79	√			4,520,000.00	4,481,000.00	99	Annual target met
C03S	√		√	Public Leadership Code of Ethics reviewed, printed and disseminated by June 2016	● Proposals for Amendment of the PLCE Act No 13 of 1995 has in March, 2013 successfully passed through the IMTC pending to be presented before the Cabinet Secretariat any time soon.	90	√			110,660,000.00	102,951,770.6 6	93	Annual target met
OBJECTIVE D: ETHICAL CONDUCT, TRANSPARENCY AND ACCOUNTABILITY BY PUBLIC LEADERS ENHANCED													
D01S	√			Investigate process of complaints against Public Leaders improved by June 2016	● PLCE Regulation zero draft in place save that it is inactive pending the amendment of the PLCEA of 1995	75	√			84,525,000.00	76,181,050.00	90	Annual target met
SUB-VOTE 2001: PUBLIC SERVICE LEADERS DIVISION													
OBJECTIVE C: ETHICS SECRETARIAT SERVICES DELIVERY IMPROVED													

CODE AND LINKAGES				**Target Description**	**CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET**					**EXPENDITURE STATUS**			**REMARKS ON IMPLEMENTATION**
Target Code	**M**	**P**	**R**	**Target Description**	**Actual Progress**	**Estimated % completed**	**On track**	**Risk**	**Unknown**	**Cumulative budget**	**Cumulative Actual budget**	**% Spent**	
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**
C01S				Social welfare to benefit Ethics Secretariat staff by June 2016	● Statutory Entitlement, leave and Responsibility Allowance has been paid to Public Service Leaders Division Staff.	75	√			159,598,000.00	112,342,000.00	70	Annual target met
C02S			√	Working environment within Ethics Secretariat improved by June 2016	● Office general supplies and services such as office consumables (papers, pencil, pens and stationeries) had been provided for the FY 2012/13	75	√			21,000,000.00	13,928,960.00	66	Annual target met
OBJECTIVE D: ETHICAL CONDUCT, TRANSPARENCY AND ACCOUNTABILITY BY PUBLIC LEADERS ENHANCED													
D01S	√		√	Compliance of the Public Leadership Code of Ethics enhanced and monitored by June 2016	● Seminar of PLCE provided to 12 MDAs/Regions out of 17 scheduled.	75	√			19,200,000.00	12,775,000.00	67	Annual target almost met
D02S	√		√	Investigate process of complaints against Public	● declaration forms were distributed to 2,457 Public Service Leaders and 2,321 Public Service	20	√			115,500,000.00	99,864,851.00	86	Annual target met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Target Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
				Leaders improved by June 2016	Leaders managed to submit their declaration by 31st December, 2012 ● 29 complaints against the breach of the PLCE by Public Service Leaders have been received whereby five (5) complaints have been investigated and 24 complaints have been analyzed and preliminary investigations it is on progress. ● Verification of Assets and Liabilities for Public Leaders have been carried out to 140 Public Services Leaders.								
SUB-VOTE 2002: POLITICAL LEADERS DIVISION													
OBJECTIVE C: ETHICS SECRETARIAT SERVICES DELIVERY IMPROVED													
C01S				Social welfare to benefit Ethics Secretariat staff by June 2016	● Statutory Entitlement, leave and Responsibility Allowance has been paid to Political Leaders	90	√			186,798,000.00	108,145,440.00	58	Annual target met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Target Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
					Division Staff.								
C02S	√		√	Working environment within Ethics Secretariat improved by June2016	● Office general supplies and services such as office consumables (papers, pencil, pens and stationeries) have been provided for the FY 2012/13	95	√			17,000,000.00	13,600,000.00	80	Annual target met
OBJECTIVE D: ETHICAL CONDUCT, TRANSPARENCY AND ACCOUNTABILITY BY PUBLIC LEADERS ENHANCED													
D01S	√		√	Compliance of the Public Leadership Code of Ethics enhanced and monitored by June 2016	● Training and Seminars on PLCE and ethics in general were conducted to 505 leaders, in respective District and Municipal Councils,Kilosa, Kilombero, Morogoro Manispaa, Mafia, Bagamoyo, Kibaha and Morogoro Vijijini, Rufiji and	80			√	15,200,000.00	6,652,000.00	44	Annual target almost met
D02S	√		√	Investigation process of	● Declaration forms were distributed to 505	80	√			113,600,000.00	101,734,589.0	90	Annual target met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Target Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
				complaints against public leaders improved by June 2016	Political Leaders and 350 Political Leaders managed to submit their declarations by 31st December, 2012 ● Seven (7) complaints against the breach of the PLCE by Public Service Leaders have been received whereby four (4) complaints have been investigated and three (3) complaints have been analyzed and preliminary investigation it is on progress. ● Verification of Assets and Liabilities for Public Leaders it is done for 107 Political Leaders						0		
SUB-VOTE 2003: ZONAL OFFICES													
OBJECTIVE C: ETHICS SECRETARIAT SERVICES DELIVERY IMPROVED													

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATIO N
Targe t Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
C01S	√			Working environment within Ethics Secretariat i.e equipments transport etc improved by 2016	● Office facilities and utilities such as cleaning services, security services, electricity bills, Office rent. Internet services, Telephone Charges, Diesel and vehicle services, Newspapers and Magazines, Post and Telegraphs bills have been paid to 7 Zonal Offices. ● Office Consumables such as papers, pencils, pens and Stationeries have been provided to 7 Zonal Offices.	70	√			612,714,164.00	312,327,784.00	51	Annual target almost met.
C02S				Social welfare to benefit Ethics Secretariat staff improved by June 2016	● Statutory Entitlement, Responsibility and leave Allowances have been provided to 7 Zonal Offices.	85	√			371,494,400.00	224,688,490.00	60	Annual target met
OBJECTIVE D: ETHICAL CONDUCT, TRANSPARENCY AND ACCOUNTABILITY BY PUBLIC LEADERS ENHANCED													
D01S	√		√	Investigation process of complaints against public	●The complaints against the breach of the PLCE by Public Leaders received at 7 Zonal	40	√			54,300,000.00	16,281,270.00	30	Annual target not met

CODE AND LINKAGES				Target Description	CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Target Code	M	P	R	Target Description	Actual Progress	Estimated % completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
				leaders improved by June 2016	Offices were 78 complaints. The preliminary investigations have been completed to 19 complaints and the 59 complaint have been analyzed and preliminary investigations it is on progress. ●The declaration forms were distributed to 6,543 Public Leaders and 6,076 Public Leaders managed to submit their declarations by 31st December, 2012								

COVERED: DEVELOPMENT EXPENDITURE

PERIOD COVERED: ANNUAL PERIOD ENDING 30 JUNE, 2013 IN THE FINANCIAL YEAR 2012/13

ACTIVITY		CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Activity Number	**Activity Description**	**Actual Progress**	**% completed**	**On track**	**Risk**	**Unknown**	**Cumulative budget**	**Cumulative Actual budget**	**% Spent**	
COMPONENT ONE – AIRING OF ES JINGLES, RADIO & TELEVISION PROGRAMS AND ES EDUCATIONAL PUBLICATIONS										
1	To produce 12 radio programs, 2 radio spots and 2 radio jingles and broadcast 12 radio programs, 12 radio jingles and 12 radio spots.	❖ 12 radio programs have been produced and broadcasted for 360 minutes on TBC1 from April 4, 2013 to June 30, 2013 at 3:15 to 3:45 hours every Tuesday. ❖ 2 radio spots and 2 radio jingles has been produced and broadcasted for 24 minutes via Tanzania Broadcasting Corporation.	50	√			23,180,000.00	22,000,000.00	96.49	Annual target met

ACTIVITY		CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Activity Number	**Activity Description**	**Actual Progress**	**% completed**	**On track**	**Risk**	**Unknown**	**Cumulative budget**	**Cumulative Actual budget**	**% Spent**	
2	To produce 1 hour TV documentary and 72 spots on TV graphics and commercial and broadcast it for 12months.	❖The production of one hour TV Documentary in progress.	15	√			118,200,000.00	19,520,000.00	16.51	Annual target not met, however the program will be broadcasted in the next Financial Year (2013/14)
3	To prepare and disseminate 244,444 mobile phones SMS which provides education on the Public Leadership Code of Ethics	❖Push Mobile Company has started circulating ethical SMS messages to the Mtwara residents.	30	√			11,300,000.00	0.00	0.00	Annual target not met, however the program will be circulated in the next Financial Year (2013/14)
4	To prepare and disseminate 4,000 copies of brochures which carry out mandate of ES, Ethical standards, Government Notice, Questions and Answers and 3,000 posters on Leadership Ethics	❖4,000 copies of brochures which carry out mandate of ES, Ethical standards, Government Notice have been produced and disseminated. ❖3,000 copies of posters of questions and answers on Leadership Ethics have been produced and	100	√			9,500,000.00	9,500,000.00	100.00	Annual target met

ACTIVITY		CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Activity Number	Activity Description	Actual Progress	% completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
		disseminated.								
5	To prepare and disseminate 6,000 copies of Public Leadership Code of Ethics, Act in English and Kiswahili version	❖ 3,000 copies of simplified Public Leadership Code of Ethics Act No. 13 of 1995 have been produced and disseminated and the production of 3,000 copies of copies of Public Leadership Code of Ethics Act No. 13 of 1995 – Swahili version it is in progress	100	√			19,520,000.00	19,520,000.00	100.00	Annual target met
6	To prepare 4,000 copies of Ethics Secretariat Calendars with messages on Public Leadership Code of Ethics	❖ 2000 copies of Wall Calendars and 2000 copies of Table Calendars produced and disseminated.	100	√			12,600,000.00	12,600,000.00	100.00	Annual target met

ACTIVITY		CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Activity Number	Activity Description	Actual Progress	% completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
7	To prepare 1,000 copies of Ethics Secretariat Newsletter/Journal	❖ The review of all stories to be included in the Journal is in progress.	40			√	4,840,000.00	0.00	0.00	Annual target not met but review will be carried in the first quarter of the next Financial Year (2013/14)
COMPONENT TWO - TRAININGS AND SEMINARS ON PUBLIC LEADERSHIP ETHICS FOR PUBLIC SERVICE LEADERS, POLITICAL LEADERS, EXECUTIVES AND JUDICIAL OFFICERS.										
1	To train 240 Public Service leaders from 4 MDAs on Public Leadership Code of Ethics Act No. 13 of 1995 and Leadership Ethics to (60 Public Service Leaders per MDA for one day)	❖Training on Public Leadership Code of Ethics Act No. 13 of 1995 and Leadership Ethics has been conducted to 240 Public Service Leaders from different MDAs namely:- President Office -State House, President Office-Public Service Management, Vice-President, Ministry of Information, Culture and Sports, Prime	100	√			55,360,000.00	55,360,000.00	100.00	Annual target met

ACTIVITY		CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Activity Number	**Activity Description**	**Actual Progress**	**% completed**	**On track**	**Risk**	**Unknown**	**Cumulative budget**	**Cumulative Actual budget**	**% Spent**	
		Minister, Ministry of Energy and Minerals, Ministry of Foreign Affairs, Ministry of Fisheries and Livestock Development. The training was conducted on 30th April,								
2	To conduct seminars for 180 newly elected and appointed leaders on the Public Service Leadership Code of Ethics Act No. 13 of 1995 (60 leaders x 3 seminars x 1 day each)	❖Seminars on Public Leadership Code of Ethics Act No. 13 of 1995 have been conducted to 190 newly elected and appointed Public Leaders. From Ministry of Health and Social Welfare, Ministry of Works, Ministry of Transport and their institutions under them.	100	√			39,975,000.00	39,975,000.00	100.00	Annual target met

ACTIVITY		CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Activity Number	**Activity Description**	**Actual Progress**	**% completed**	**On track**	**Risk**	**Unknown**	**Cumulative budget**	**Cumulative Actual budget**	**% Spent**	
		The training was conducted on 30th May, 2013								
3	To conduct seminars for 200 Members of Parliament on Public Leadership Code of Ethics Act No. 13 of 1995 (100 MPs x 2 seminars)	❖Seminars on Public Leadership Code of Ethics Act No. 13 of 1995 and ethics and Good Governance have been conducted to 184 Members of Parliament.	100	√			26,520,000.00	23,000,100.00	86.76	Annual target met
4	To train 300 Local Councilors on Leadership Ethics and Good Governance in 3 Zones (100 Local Councilors x 3 zones x 1 day)	❖Training on Leadership Ethics and Good Governance have been conducted to 295 Local Councilors.	100	√			69,600,000.00	69,600,000.00	100.00	Annual target met
5	To train 201 Court Magistrates on Leadership Ethics and Good Governance in 3 regions (67 Court Magistrates x 3 regions x 1 day)	❖Training on Leadership Ethics and Good Governance have been conducted to 255 Court Magistrates, from five Regions	100	√			51,780,000.00	51,780,000.00	100.00	Annual target met

ACTIVITY		CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Activity Number	**Activity Description**	**Actual Progress**	**% completed**	**On track**	**Risk**	**Unknown**	**Cumulative budget**	**Cumulative Actual budget**	**% Spent**	
		namely:-Tabora, Shinyanga, Kigoma, Lindi and Mtwara the seminar was conducted on 18th Tabora, 21st Kigoma and Shinyanga, on 27th and 29th June Mtwara and Lindi.								
COMPONENT THREE - ES STAFF CAPACITY BUILDING ON CONFLICT OF INTEREST, CODE OF ETHICS AND ETHICS MANAGEMENT.										
1	To train 20 Ethics Secretariat Staff on Leadership Ethics, Public Speaking, Presentation Skills and Complaints Management for 7 days (Arusha- ESAMI)	❖ 20 ES staff attended the training on Leadership Ethics, Public Speaking, Presentation Skills and Complaints Management for 7 days at ESAMI Arusha Tanzania.	100	√			57,600,000.00	51,135,000.00	88.89 %	Training was delivered on time. Annual target met
2	To train 7 Senior Officers on international best practices of Ethics Compliance Frameworks for 14 days in Dubai	❖ Four (4) Senior Officers attended the training on the International best practices of Ethics Frameworks in Dubai	0	√			97,727,600.00	97,727,600.00	100.00	Annual target met

ACTIVITY		CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Activity Number	Activity Description	Actual Progress	% completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
		from 17th to 30th August, 2013								
3	Working tools and equipments to support Ethics Campaign on PLCE awareness in regions	❖ The procurement process for 10 laptops, 5 desktops, 5 UPS and 1 was done and has been distributed to ES staff while the procurement of a Mobile Van Vehicle has been procured and delivery is expected to be on process in September 2013.	100	√			200,000,000.00	148,181,265.00	74.1%	Annual target met
4	IEC and M & E Staff on the International best practices on Media Skills and Management and Project Development and Management for 14 days (South Africa/Swaziland) (8 staff X 14 days)	❖ Two (2) IEC Staff attended the training on the International best practices on Media skills and Management for 14 days in Swaziland from 17th – 30 June, 2013.	100	√			38,016,000.00	32,658,000.00	86.00	Annual target met

ACTIVITY		CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Activity Number	Activity Description	Actual Progress	% completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
		❖One Planning, M&E staff attended the training on Advanced Project Monitoring and Evaluation for Development Project in Namibia for 14 days in from 15th -26th July, 2013.								
COMPONENT FOUR – PUBLIC LEADERSHIP CODE OF ETHICS REVIEWED, PRINTED AND DISSEMINATED										
1	To monitor the Public Leadership Code of Ethics Act No. 13 of 1995 review process	❖ Commencing time was disturbed to the legal procedures because the review of the Public Leadership Code of Ethics Act No. 13 of 1995 still on progress.	0			√	11,715,000.00	0.00	0.00	Annual target not met. Funds allocated were carried out for implementation of this activity in the FY 2013/14.
2	To hold Stakeholders' meeting to discuss the Draft Proposal of the new Public Leadership Code of Ethics Regulations at the Head Quarter Office for 1 day (about 50 stakeholders @7	❖ Commencing time not due to the legal procedures that the review of the Public Leadership Code of Ethics Act No. 13 of	0			√	75,570,000.00	0.00	0.00	Annual target not met. Funds allocated were carried out for implementation of this activity in the FY 2013/14.

ACTIVITY		CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Activity Number	Activity Description	Actual Progress	% completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
	Zonal Offices)	1995 still on progress.								
COMPONENT FIVE - NATIONAL EXHIBITIONS THEATRE ARTS SENSITIZATION OF PUBLIC LEADERS ETHICAL CONDUCT										
I,1	To prepare 3,000 copies of brochures, posters and other educational materials on ethical conduct of Public Leaders including dissemination, sensitization and advocacy at Public Service Exhibitions Week 2012 (6 day week)	❖3,000 copies of brochures, posters and other educational materials on ethical conduct of Public Leaders have been produced and disseminated on Saba Saba Exhibition 2013	100	√			26,127,500.00	26,127,500.00	100.00	Annual target met
COMPONENT SIX - SUPPORT OVERSIGHT AND WATCHDOG INSTITUTIONS (OWIS) TO STRENGTHEN THE DEMAND FOR ACCOUNTABILITY AND IMPROVEMENT IN ETHICS AND INTEGRITY AMONG PROFESSIONALS THROUGH DISSEMINATION OF QUALITY REPORTS TO STAKEHOLDERS										
1	To build capacity of OWIs, CSOs, NGOs, and FBOs on Leadership Ethics (12 Organizations x 5 days x 1 capacity building event)	❖Initial preparations are on progress	0			√	102,980,000.00	0.00	0.00	Annual target not met. Funds allocated were carried out for implementation of this activity in the FY 2013/14.

ACTIVITY		CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Activity Number	**Activity Description**	**Actual Progress**	**% completed**	**On track**	**Risk**	**Unknown**	**Cumulative budget**	**Cumulative Actual budget**	**% Spent**	
2	Strengthen ethics dialogue with 12 Non-Governmental Oversight and Watchdog Institutions (12 OWIs x 2 participants x 2 phases x 1 day each)	❖Initial preparations are on progress	0			√	11,990,000.00	0.00	0.00	Annual target not met. Funds allocated were carried out for implementation of this activity in the FY 2013/14.
3	To organize 2 forums with 100 Media Editors to enhance the demand side of accountability (50 participants X 2 forums)	❖ One forum with 100 Media Editors will be conducted to enhance the demand side of accountability during the end of September.	0			√	129,915,497.80	0.00	0.00	Annual target not met. Funds allocated were carried out for implementation of this activity in the FY 2013/14.
COMPONENT SEVEN - ANNUAL FINANCIAL AUDIT AND MONITORING, EVALUATION & REPORTING										
1	Annual Financial Audit, Monitoring, Evaluation and Reporting	❖ First Progress Report for the quarter of January to March 2013, have been completed and submitted to USAID. The preparation of the	27%			√	16,000,000.00	4,300,000.00	26.88%	Annual target not met. Funds allocated were carried out for implementation of this activity in the FY 2013/14.

ACTIVITY		CUMULATIVE STATUS ON MEETING THE PHYSICAL TARGET					EXPENDITURE STATUS			REMARKS ON IMPLEMENTATION
Activity Number	Activity Description	Actual Progress	% completed	On track	Risk	Unknown	Cumulative budget	Cumulative Actual budget	% Spent	
		second progress report for month April to June is on progress.								

Annex 2: Form 12B: Quarterly Cumulative Milestone (Priority) Monitoring

Planned Key Priority Interventions or milestones	Current Implementation Status from 2009/10 to 2012/13	Assessment			Comments
		On -track	At risk	Off-track	
Compliance mechanism of the PLCE strengthened and monitored.	❖ The Research was conducted in Ghana, Singapore, United States and Trinidad and Tobago to research the use of blind trusts as well as the management of Conflicts of Interest (COI) in those venues.	√			On track but. It is in the initial stage of development. Political will is needed
Investigation processes and procedures of complaints against Public Leaders improved.	❖ Public Leaders have been submitting declaration before the deadline (December, 31) for an average of 70 percent each year. ❖ Physical verification of Assets and Liabilities for the FY 2012/13 have been carried out to 1,403 Public Leaders equivalent to 15 percent of 9,505 existing leaders in 2012/13. ❖ 1,339 out of 1,403 declarations verified found with no discrepancies equivalent to 93 percent. ❖ 754 complaints have been received whereby 388 related to the PLCE and 36 not related to the PLCE. ❖ 68 complaints related to the PLCE have been investigated equivalent to 18 percent	√			On track but need more funds particularly for conducting investigations and physical verifications.
Ethics Promotion programs developed and implemented.	❖ The outreach programs and Ethics promotion trainings in the FY 2012/13 have been provided to 5,979 Public Leaders equivalent to 63 of 9,505 existing leaders. ❖ 53,900 copies of IEC Material (9,500 PLCE Act, 15,300 brochures, 26,100 Calendar and 3000 newsletters) have been produced and distributed to citizens, CSOs and Public Leaders at high level and low level.	√			On track but need to review the training methodology. Also need more funds as numbers of leaders leader kept on changing due retirement, resignation and end of tenure while on other side new leaders might be appointed, elected and added. Aso, need

Planned Key Priority Interventions or milestones	Current Implementation Status from 2009/10 to 2012/13	Assessment			Comments
		On -track	At risk	Off-track	
	❖ 650 Radio Programs have produced and aired ❖ 83 TV Programs have been produced and broadcasted ❖ 11,653 People have visited ES booth				for review of the IEM theme and channels.
Staff developed in various skills	❖ 233 ES Staff have been facilitated with long course and short term courses equivalent to an average of 39 percent of total staff per year.				
HIV/AIDS workplace preventive programs developed and implemented	❖ Special Food, drugs and medicine have been provided for average of two (2) living with HIV/AIDS each year.	√			On track but need attention on timely release of funds to adhere with the Action Plan.
Public Leadership Code of Ethics reviewed, printed and disseminated	❖ Proposals for Amendment of the PLCE Act No 13 of 1995 has in March, 2013 successfully passed through the IMTC pending to be presented before the Cabinet Secretariat any time soon.	√			On track but. It is in the final stage of implementation. Political will is needed
MIS installed and operationalized.	❖ ES Database has been developed pending for operationalization	√			On track but need more funds t upgrade and operationalize the data base

Annex 3: Form 12C: Outcome Indicator Monitoring

VOTE: 33 VOTE NAME: ETHICS SECRETARIAT
PERIOD: RESULTS AS OF THE END OF FY 2012/13

Outcome	Indicator Name and Description	INDICATOR VALUES AND TARGET						LINKAGE WITH NATIONALDEVEL OPMENT FRAMEWORK					Source of Data	Comment
		Baseline Date	2009/10 Baseline Indicator Value	2010/11	2011/12	2012/13	2012/13 Target Indicator Value	FYP	MDG	NSGRD	PAF	R		
Services Improved and HIV/AIDS Infection Reduced	Perception of ES staff on quality of HIV/AIDS supportive service.	July 2009	fair	Data not collected	Data not collected	Good	Good		√				Performance Review Reports	Target achieved
Improve Ethics Secretariat Services Delivery	% of ES Units/Department submitted approved reports on time	July 2009	30%	46%	60%	75%	70%						ES Annual Performance Reports.	Target achieved
Ethical Conduct, Transparency and Accountability by Public Leaders Enhanced	The percentage of declared and verified information without discrepancies	July 2009	99%	95%	96%	83%	100%	√		√	√	√	ES Annual Performance Reports.	Target not achieved
	% of complaints on the breach of PLCE received and analyzed	July 2009	9%	9%	10%	25%	50%	√		√	√	√	Complaints register & Performance Reports	Target not achieved
	% of Public Leaders submit declarations by 31st December	July 2009	47	45	96	91	85	√		√	√	√	Assets declaration verification reports.	Target achieved

Outcome	Indicator Name and Description	INDICATOR VALUES AND TARGET						LINKAGE WITH NATIONALDEVEL OPMENT FRAMEWORK					Source of Data	Comment
		Baseline Date	2009/10 Baseline Indicator Value	2010/11	2011/12	2012/13	2012/13 Target Indicator Value	FYP	MDG	NSGRP	PAF	R		
	% of Public leaders declarations verified	July 2009	10%	6%	2%	3%	12%						Assets declaration verification reports.	Target not achieved
	% of complaints received and analyzed	July 2009	60%	67%	72%	85%	75%						Complaints register & Performance Reports	Target achieved

Annex 4: Form 13A: Quarterly Cumulative Financial Overview Form

VOTE: 33 VOTE NAME: ETHICS SECRETARIAT
PERIOD: CUMULATIVE RESULTS FOR THE FY 2012/13

ITEM/COMPOSITION	BUDGET		RELEASED		ACTUAL EXPENDITURE		
	Amount in Tshs(Millions)	% of Total	Amount in Tshs (Millions)	Amount Released as a % of the Budget Amount(4÷2)	Amount in Tshs (Millions)	Actual Value as a % of the Budget Amount(6÷2)	% of Total
1	2	3	4	5	6	7	8
EXPENDITURE BY BUDGET CATEGORY							
P.E	1,855,263,000.00	24.72	1,431,664,887.22	77.17	1,426,617,895.59	76.90	19.01
O.C	4,068,174,000.00	54.21	3,751,891,800.86	92.23	3,759,233,940.06	92.41	50.10
Development Local Funds	0.00		0.00	0.00	0.00	0.00	0.00
Development Foreign Fund	1,580,577,597.80	21.06	1,524,948,543.05	96.48	1,177,222,810.12	74.48	15.69
Total	**7,504,015,097.80**	**100%**	**6,708,505,231.13**	**89.40**	**6,363,074,645.77**	**84.80**	**84.80**

Annex 5: Form 13B: Quarterly Cumulative Financial Details

VOTE CODE AND NAME: 33: ETHICS SECRETARIAT
PERIOD: CUMMULATIVE RESULTS FOR THE FY 2012/13

ITEM/COMPOSITION	BUDGET		RELEASED		ACTUAL REVENUE/EXPENDITURE		
	Amount in Tshs (Millions)	% of Total	Amount in Tshs(Millions)	Amount Released as % of Budget Amount(4÷2)	Amount in Tshs(Millions)	Actual Value as a % of the Budget Amount (6÷2)	% of Total
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
EXPENDITURE BY SUB-VOTE(Recurrent Only)							
1001	2,058,627,112.00	34.75	2,048,579,170.57	99.51	2,049,613,542.87	99.56	34.60
1002	214,519,100.00	3.62	195,996,467.79	91.37	195,973,467.79	91.35	3.31
1003	129,425,000.00	2.18	134,262,696.86	103.74	134,262,696.86	103.74	2.27
1004	127,674,500.00	2.16	122,143,496.78	95.67	121,497,797.30	95.16	2.05
1005	150,784,000.00	2.55	146,219,102.28	96.97	146,054,127.18	96.86	2.47
1006	154,112,224.00	2.6	133,298,138.13	86.49	133,160,862.13	86.41	2.25
1007	109,554,000.00	1.85	88,260,881.94	80.56	88,201,059.08	80.51	1.49
1008	335,317,000.00	5.66	296,412,009.54	88.40	296,222,514.27	88.34	5.00
2001	512,531,000.00	8.65	474,290,656.61	92.54	475,557,228.45	92.79	8.03
2002	560,324,000.00	9.46	417,213,220.48	74.46	415,693,108.60	74.19	7.02
2003	1,570,569,564.00	26.51	1,126,880,847.10	71.75	1,129,615,431.12	71.92	19.07
Total	**5,923,437,500.00**	**100**	**5,183,556,688.08**	**87.51**	**5,185,851,835.65**	**87.55**	**87.55**
EXPENDITURE BY SUB-VOTE BY PROJECT(Development Funds Only)							
Sub-Vote 1003							
Project 1(USAID)	426,871,902.00	27.01	410,871,901.62	96.25	373,114,728.12	87.41	23.61

Project 2(DFATD)	460,531,000.00	29.14	451,827,043.43	98.11	435,005,682.00	94.46	27.52
Sub-Vote 1004							
Project 1(USAID)	240,212,997.80	15.20	209,288,700.00	87.13	126,447,400.00	52.64	8.00
Sub-Vote 1008							
Project 1(USAID)	87,285,000.00	5.52	87,285,000.00	100.00	0.00	0.00	0.00
Sub-Vote 2001							
Project 1(USAID)	269,556,698.00	17.05	269,556,698.00	100.00	162,335,000.00	60.22	10.27
Sub-Vote 2002							
Project 1(USAID)	96,120,000.00	6.08	96,120,000.00	100.00	80,320,000.00	83.56	5.08
TOTAL	**1,580,577,597.80**	**100.00**	**1,524,949,343.05**	**96.48**	**1,177,222,810.12**	**74.48**	**74.48**
REVENUES(NON-TAX) COLLECTION							
Revenues Collected	1,250,000.00	N/A	N/A	N/A	N/A	N/A	N/A
Revenues Retained	0.00	N/A	N/A	N/A	N/A	N/A	N/A
SOURCE OF FUNDING (LGAs and Agencies ONLY)							
Subvention							
Own Sources			N/A	N/A			
TOTAL							