

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

**GUIDELINES FOR RESEARCH EXCELLENCE AWARD TO
RESEARCHERS PUBLISHING IN HIGH IMPACT FACTOR
JOURNALS**

February 2023

Foreword

The Ministry of Education, Science and Technology's vision is “an educated Tanzanian with the requisite knowledge, skills, ability and positive attitude that add value to National development.” Achieving this overarching vision calls for strengthening the quality of training and research. Over the years, the Government of the United Republic of Tanzania, through the Ministry of Education, Science and Technology (MoEST), has strived to enhance research capacity of local researchers, encouraging local innovation and solutions that aim to address national challenges and thus enhance national socioeconomic development for competitiveness and industrialisation.

Despite efforts and investment in academic infrastructure, research output from Tanzania, like other low and lower-middle income countries, has not matched the needs on the ground. In addressing capacity gaps, several national-led initiatives have been established by MoEST. These efforts are geared towards promoting the conduct of local research and dissemination of scientific findings.

In line with the Government's vision, MoEST is establishing a research excellence award, targeting scientists in Higher Learning Institutions (HLIs) who publish their scientific findings in internationally renowned high-impact factor journals. This will contribute to an overall increase in the quality and competitiveness among scientists and ultimately strengthen research output from Tanzania. The Ministry appointed a Committee to develop guidelines to oversee the process through a consultative approach to ensure fairness and effectiveness.

The developed document will guide the establishment, announcement, application, selection process, and awarding of Tanzanian scholars that have excelled in research as measured by their scientific publications in renowned high-impact factor journals. The guidelines also identify the criteria to be used, eligibility of applicants and Selection Committee. I hope this document will be put immediately to use and facilitate efforts to strengthen the quality of research output from Tanzania and make the country stand tall among its peers in this highly dynamic science, technology and innovation era.


Prof. Adolf F. Mkenda (MP)

MINISTER

Acknowledgement

In the quest to improve quality of research output in its Higher Learning Institutions and Research and Development Institutions, the Government of United Republic of Tanzania through MoEST has set aside a budget to award Tanzanian researchers who excel in research and publish in high-impact factor journals. During the Budget Session (April – July 2022) of the Parliament of the United Republic of Tanzania, Hon. Prof. Adolf Mkenda (MP), the Minister for Education, Science and Technology, made a bold statement to initiate this award to Tanzanians who excel in science and publish their research findings in the high impact factor journals such as Lancet, Science and Nature. The Ministry appreciates his vision and endeavours to improve the quality of research in Tanzania. Furthermore, the Ministry appreciates the efforts of all senior officials in this process for their role in realising this vision.

To implement the planned awards, MoEST appointed a Committee of five senior researchers from public higher learning and research institutions representing Tanzania mainland and Zanzibar. The Ministry appreciates and acknowledges the efforts of the Committee members who worked tirelessly to develop these guidelines. The Committee comprised the following members:

- 1 Prof. Yunus D. Mgaya – University of Dar es Salaam, Chairman
- 2 Prof. Rudovick R. Kazwala – Sokoine University of Agriculture, Member
- 3 Prof. Evelyne I. Mbede – University of Dar es Salaam, Member
- 4 Dr. Abdul Ali Juma Mohamed – The State University of Zanzibar, Member
- 5 Prof. Bruno F. Sunguya – Muhimbili University of Health and Allied Sciences, Member

The Committee received the terms of reference from the Ministry and thereafter initiated its task through a consultative process that has resulted in the development of guidelines benchmarking from other countries and institutions. The Ministry further acknowledges all scholars and researchers who gave their inputs and views that informed the development of these guidelines. In particular, the Ministry appreciates specific inputs from Vice Chancellors of Higher Learning Institutions. The Ministry believes that these guidelines will be used immediately in order to reach short-, mid-, and long-term goals and eventually realise the MoEST's vision to strengthen research and training in Tanzania.


Prof. Carolyn I. Nombo
PERMANENT SECRETARY

List of Acronyms

COSTECH	Commission for Science and Technology
GDP	Gross Domestic Product
GoT	Government of Tanzania
HLIs	Higher Learning Institutions
ICT	Information and Communication Technology
IF	Impact Factor
JCR	Journal Citation Report
MoEST	Ministry of Education, Science and Technology
MP	Member of Parliament
R&D	Research and Development
RDI	<u>Research</u> and Development Institution
STEM	Science, Technology, Engineering, and Mathematics
TCU	Tanzania Commission for Universities
UTS	University of Technology Sydney

Definition of Terms

Reputable Journals: These are peer-reviewed journals with the following characteristics: First, they rely on peer reviewers who are experts in their respective fields to carefully review submitted manuscripts for suitability to publish. Second, they have a board of experts in relevant areas that serve in an advisory capacity to the editorial staff. The credibility of a journal may be assessed by examining several key factors:¹

(a) Where is it indexed?

- Is the journal included or indexed in the major bibliographic databases for the field?
- Are its articles discoverable where the journal claims?

(b) What is its publishing history?

- How long has the journal been available?
- For new journals, is the journal mission clearly available? Who are the members of the editorial board?

(c) Is it peer-reviewed?

- How long does the peer review process take? Is this a reasonable timeframe for a quality assessment?

(d) What is its impact factor?

Impact Factor: It is a statistical measure used to compare journals in a given field. Calculation is based on the average number of times articles published in a journal over the previous two years were cited in the current year. It simply reflects the ability of the journals and editors to attract the best papers available ²

Globally, there are various groups and publishers who assess journals for their impact factors. They include; Journal Citation Report (JCR)³, International Scientific Indexing⁴, among others.

¹ <https://libraries.emory.edu/health/writing-and-publishing/quality-indicators/assessing-journal-credibility>

² Sharma M, Sarin A, Gupta P, Sachdeva S, Desai AV. Journal impact factor: its use, significance and limitations. World J Nucl Med. 2014 May;13(2):146. PMID: [PMC4150161](https://pubmed.ncbi.nlm.nih.gov/24811111/) DOI: [10.4103/1450-1147.139151](https://doi.org/10.4103/1450-1147.139151)

³ <https://clarivate.com/webofsciencegroup/solutions/journal-citation-reports/>

⁴ <https://isindexing.com/isi/>

Higher Learning Institution (HLI): It is an institution of higher learning which includes universities, polytechnics, agricultural colleges, which specialize in different fields such as engineering, agriculture, medicine, pedagogy, the arts, and economics, among others.⁵

Research and Development Institution (RDI): It is an establishment founded for doing research. It may specialize in basic research or may be oriented to applied research. Research and development (R&D) therefore, includes activities that RDI undertake to innovate and introduce new products and services. It is often the first stage in the development process. The goal is typically to take new products and services to market and add to the institution's bottom line.⁶

⁵ <https://www.igi-global.com/dictionary/higher-education-institution/13096>

⁶ Kenton, W. Research and Development (R&D) definition, types and importance. <https://www.investopedia.com/terms/r/randd.asp>. Updated June 19, 2022. Accessed on 11.10.2022.

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1. Background

Research dissemination is central to the efforts to link scientific findings to local and global evidence-based practices. Dissemination in high-quality platforms is a proxy measure of the quality of evidence, and it validates the methods used and reproducibility. To this end, high-quality research conduct and output remain of paramount importance to any national development. Ensuring such quality is the duty of the national authority and institutions. Such quality can be reached if the capacity of researchers and research institutions, policies, guidelines, and incentives rewarding research excellence are in place.

The Government of the United Republic of Tanzania has been working to strengthen the research capacity of local researchers, encouraging local innovation and technological solutions that aim to address the national challenges and thus enhance national socioeconomic development for competitiveness and industrialisation. Such efforts have, however, been slow owing to resource constraints, including low numbers and experience of scholars, low capacity and strengths of laboratories and research equipment, inadequate research funds, and lack of incentives for researchers beyond metrics of promotion. Adding to the heavy work burden, especially in training and research institutions, scholars in Tanzania are under-represented in the global scholarly publishing industry particularly in the most reputable journals despite having a number of researchable questions, challenges, and national needs. The overall national research output has therefore been low, jeopardising the availability of quality evidence to inform policies and practices.

In addressing capacity gaps, a number of national-led initiatives have been established by the Ministry of Education, Science and Technology (MoEST). Such initiatives include establishment of the National Fund for Advancement of Science and Technology (NFAST), efforts to increase research budgets based on the Gross Domestic Product (GDP), strengthening research and training institutions through availing employment slots, soliciting research and training grants to Higher Learning Institutions at a high level (doctoral and post-doctoral), and improving remuneration and promotion. These efforts are geared towards stimulating the conduct and dissemination of scientific findings from local researchers. To further stimulate conduct of high-impact research conduct and, therefore output, efforts in awarding excellence have been practised elsewhere, and within individual institutions, but not at national level.

In stimulating conduct of high-quality research and dissemination, MoEST pledged to start recognising and awarding research excellence in Tanzania. In line with the sixth phase Government's vision, Hon. Prof. Adolf Mkenda (MP), the Minister for Education, Science and Technology, announced the initiation of a research excellence award targeting scientists in HLIs who publish their scientific findings in internationally renowned most reputable journals. Such journals are known for their rigour and excellent criteria that also measure the quality of research output. The criteria include high impact factors, their indexing databases, publishers and publication history as well as best publication practices. These publications increase the rating of HLI and the country's output as well. This award will contribute to an overall increase in the quality and competitiveness among scientists and ultimately strengthen research output from Tanzania. Furthermore, the incentive will increase the sense of competition and, in the end, enhance the capacity and visibility of researchers and research/training institutions internationally.

2. Purpose

This document serves as a guideline for identifying, selecting, and awarding scholars who have published their scholarly works in internationally recognised high-impact factor journals. It sets the criteria for selection of such scholars and the process of awarding the winners.

The guidelines follow a call by MoEST to develop a standardised yet benchmarked document to guide the awarding process of Tanzanian scholars who excel in research through publications in international high-impact factor journals. To start with, the awards will be focused on Science, Technology, Engineering, and Mathematics (STEM). This move comes as another initiative to strengthen research in these important areas. Other fields will be incorporated going forward.

The Ministry appointed a Committee of researchers from HLI to develop this document through a consultative process. The guidelines are also accompanied by tools for selection and the process of identifying the Selection Committee members who will proceed with the process of selecting candidates.

3. Assessment of Current Status in Awarding Research Publications

Tanzania remains behind in research and scientific output owing to resources limitation. Lack of adequate quality and quantity of scholars, poor research infrastructure, and inadequate

direct research funding, have negatively impacted quality research publications. It is acknowledged however that recent efforts to improve the research environment have resulted in significant achievements. To this end, some of the scholars, whether in isolation or in collaboration with partner institutions have started to get international recognition through high impact research output and dissemination. Such efforts need to be recognized in order to strengthen the research growth trajectory.

Incentivizing research calls for a systematic approach guided by policies and guidelines for objectivity, sustainability and trustworthiness. To this end, various institutions across the country have been having their own guidelines or policies to recognize and award research excellence. Such efforts have been noted in particular at the University of Dar es Salaam, Muhimbili University of Health and Allied Sciences, and Sokoine University of Agriculture, among others. All these institution-based guidelines and policies however, address the needs of specific groups and not the entire population of scientists. Moreover, they are based on multiple attributes in the research ecosystem and not on research dissemination, a measure of scientific output. Currently, there are no national guidelines that have streamlined recognition of research excellence. Despite a dire need for the same, it has been impossible to provide such award from the central governing body to Tanzanian researchers.

4. Benchmarking for Awarding High Impact Publications

Tanzania has no similar policy or guidelines to award researchers who publish in high-impact factor journals. However, various institutions have guidelines used to award research excellence. The team benchmarked the guidelines to reward research excellence against the University of Dar es Salaam, Muhimbili University of Health and Allied Sciences and Sokoine University of Agriculture. From these institutions, the team gathered information of available criteria used for research awards and categories of awards.

Internationally, the benchmarking was done on the following guidelines:

- i) The University of Technology Sydney (UTS) Vice-Chancellor's Awards for Research Excellence
- ii) The Irish Research Council, Researcher of the Year Award
- iii) The University of Melbourne Research Excellence Award
- iv) Hollings High Impact Publications Award

From the internationally benchmarked guidelines, the team learned and used some of the existing criteria for awarding scientists who publish in reputable journals. Some of these guidelines had award categories and level of award that were useful for the Committee. However, most of the existing awards are general on research excellence globally, and most countries do not have specific guidelines, leaving the institutional guidelines relevant for benchmarking. Upon reading through these and other documents with similar aims and guided by the terms of reference, the team focused on publications in reputable journals. The common and preferred metric used to rank journals in terms of their reputation is Impact Factor (IF) and it shall be adopted for these guidelines.

5. The Rationale for Awarding Publications in Reputable Journals

Although research output is low in low- and middle-income countries' settings, it is widely acknowledged that the considerable resources put into research and research conducted is somehow higher compared to the documented outputs. Tanzania is no exception. Research output is an objective measure of students and staff assessment for graduation and promotion. In most institutions in Tanzania, postgraduate students conduct research under supervision to generate a thesis or dissertation at Master's and Doctoral levels. However, the guidelines in most HLIs have not made it mandatory for candidates to publish in reputable journals before graduation. The culture of publishing in reputable journals ought to be cultivated during postgraduate training and beyond.

Faculty and scientists in HLIs are mandated to teach, supervise, conduct research, and provide services and consultancies as part of their job descriptions. As part of their promotion criteria, it is mandatory that they engage in research and publish in peer reviewed journals. The Harmonized Scheme of Service for Academic Staff in Public Universities and Constituent Colleges (2022) does not stipulate the nature and quality of the journals to be considered. Therefore, it is left to the individual institution to judge and consequently award promotion based on its customised promotion guidelines, and once the promotion is achieved, continued publishing becomes stagnant because there is no more motivation to the individual. In addition to a significant burden of teaching, scholars in HLIs may not find it important to compete and publish in highly competitive journals which take longer review time and have a high article processing fee. In view of that, incentives are needed to promote publication in these reputable journals.

This document aims to bridge the above-mentioned gaps by creating an incentive scheme for scientists who manage to publish in reputable journals. It is expected that implementation of these guidelines will contribute towards the motivation of researchers and consequently increase research quality, volume and impactful output from Tanzania. In order to ensure that the awardees are properly, fairly and objectively selected it is necessary to have these guidelines in place to standardize the process.

6. Guidelines for Awarding Publication in Reputable Journals

This section outlines the specific guidelines that will be used to guide:

- i) Establishment of the MoEST Research Publications Award
- ii) Eligibility criteria for applicants
- iii) Application process
- iv) Appointment process and criteria for the Selection Committee
- v) Selection of winners
- vi) Award procedure

6.1 Establishment of the MoEST Research Publications Award

The Government through MoEST shall announce the inauguration of the MoEST Research Publications Award. This award will be given to Tanzanian researchers, affiliated with HLIs accredited in Tanzania (by TCU or NACTVET), who have published their scholarly works in reputable journals within the financial year. Tanzanian researchers based at research and development institutions (RDIs) will be considered for this award in the future as resources permit. The selection criteria and awarding process will be guided by this document. The award will be in the form of a certificate signed by the sitting Hon. Minister responsible for education, science and technology, displaying the name of each scholar (in the case of a multi-authored paper) and his/her institutional affiliation. In addition to this recognition, a cash prize of TZS 50,000,000 (Fifty Million Tanzanian Shillings) will be given for the publication.

In recognition of the diversity of experience and disciplines, the award will be categorized as follows:

- (a) **Award for research excellence in Engineering and Information and Communication Technology (ICT):** Recognizing researchers from TCU-accredited

HLIs who have excelled and published their research results in reputable journals in areas of Engineering and ICT.

- (b) **Award for research excellence in natural sciences and mathematics:** Recognizing researchers from TCU-accredited HLIs who have excelled and published their research work in reputable journals in areas of mathematics, natural sciences and related disciplines.
- (c) **Award for research excellence in health and allied sciences:** Recognizing researchers from TCU-accredited HLIs who have excelled and published their research results in reputable journals in health and allied sciences.
- (d) **Award for research excellence in animal and agricultural sciences:** Recognizing researchers from TCU-accredited HLIs who have excelled and published their research results in reputable journals in areas of agriculture and food production, livestock health and production, forestry, and wildlife.

It should be noted that the focus for the financial year 2022/2023 will be Health and Allied Sciences and Natural Sciences and Mathematics. Other disciplines will be considered in subsequent years.

6.2 Secretariat for the Award

The Ministry of Education, Science and Technology shall appoint the Commission for Science and Technology (COSTECH) as an implementing institution for this award. The Commission shall therefore ensure that:

- i) The budget for the award is set every year;
- ii) The meetings for the Selection Committee are convened timely;
- iii) The winners have received their awards timely; and
- iv) The reports for implementation of this guidelines document are submitted to the Permanent Secretary MoEST timely.

In turn, MoEST shall ensure that:

- i) The budget for this award is made available every financial year; and
- ii) The Secretariat has adequate operational budget for implementing these guidelines.

6.3 Eligibility Criteria for Applicants

To be awarded, one must have applied and fulfilled all the stipulated criteria hereunder:

- i) Be a faculty member or honorary/adjunct faculty in an accredited HLI in Tanzania. Independent researchers are not eligible;
- ii) The research must have been published or accepted for publication between June of the previous financial year and May of the current financial year (data collection or analyses may have been conducted earlier on);
- iii) Only the accepted manuscripts with evidence of a letter of acceptance from the journal or published manuscripts will be considered;
- iv) In case of multi-authored papers, the application must be submitted by one of the potential awardees, but the award can be shared by Tanzanian authors who appear on the paper based on percentage contribution following the Harmonized Scheme of Service for academic staff;
- v) More than one publication may be considered if submitted separately; in this case, each publication shall be evaluated differently;
- vi) Multi-disciplinary applications are allowed within the priority disciplines, but condition (iv) is applicable;
- vii) Application forms and necessary attachments must be duly filled and submitted;
- viii) Research must address national research priority areas regularly updated by COSTECH and field specific research regulators. Researches must fit in categories listed in section 6.1, and as announced in the specific year; and
- ix) Position in the publication is not a limiting criterion in the application process, but transparency in the contribution in a publication must be shown and verified by the Selection Committee.

6.4 Application Process

The Award Secretariat at COSTECH shall create an online application portal to receive and process the applications for the awards. The portal shall be functional and running before the announcement of the award. In case the application portal is not functional, an independent email address shall be made available to accommodate applications from researchers. The appointed administrator shall make sure that either the portal or the email address is working at all times.

The Award Secretariat shall issue a call for applications through official channels, including the COSTECH website, MoEST website, HLIs website, newspapers, and social media for wider reach. The application portal will be open from the dates designated to receive applications through the application period. Once the application period has elapsed, all applications shall be sent to the chairperson of the Selection Committee appointed by the Permanent Secretary, MoEST.

The following are the conditions and procedures of application:

- i) The applicant shall fill out the online linked form for general details of the applicant, names and affiliations of all the co-authors, roles and contributions in the publication, funding source, and any conflicts of interest with the application.
- ii) The candidate must fill in the details of the publication, including: names of the authors and the journal; dates submitted and dates published/accepted; publication details including volume, issue, and DOI; citation index of the publication; impact factor of the journal (as measured in the year before).
- iii) The applicant shall submit a cover letter stating why the publication is eligible, the impact of the publication, and how it has addressed national research priorities duly signed by the applicant. The cover letter must be supported by the HLI authorities attesting to the applicant's affiliation.
- iv) All applications must be made online, and candidates must ensure they have received a confirmation of their submissions.

6.5 Selection Committee Appointment Process and Criteria

Selection Committee members:

The Permanent Secretary, MoEST shall appoint the Selection Committee to oversee the appraisal and selection process of the applicants for these awards. This Committee shall comprise seven (7) members as follows:

- i) Four Professors drawn from Tanzania (at least one from Zanzibar) with a track record in research and publication in high impact factor journals;
- ii) One senior researcher from public RDIs;

- iii) Representation of the Commission for Science and Technology (COSTECH); and
- iv) Director of Science, Technology and Innovation - MoEST (to serve as Secretary).

To ensure inclusivity, the Permanent Secretary shall ensure gender representation of the Selection Committee members. Depending on the specific award categories announced in a particular year, the Permanent Secretary shall ensure representation of the core members according to the disciplines. This criterion is applicable to the four professors and the senior researcher appointed to the Selection Committee.

Responsibilities of the Committee:

Members of this Committee shall serve for a tenure of one year. The Ministry can re-appoint and/or co-opt credible scholars or scientists to serve in the Committee based on performance after expiry of the tenure. To ensure continuity and Committee memory, representative of the COSTECH and MoEST shall remain in the Committee throughout the tenures. All members must agree to serve without bias and must maintain a high level of integrity and confidentiality.

The chair of the Committee must submit minutes to the Permanent Secretary MoEST following each Committee meeting for the purposes of records. Members are NOT responsible for soliciting applications, encouraging or promoting submissions, but may act within their institution to promote the awards and inform members of this award. Members can be removed and replaced at any time if they fail to deliver according to the terms of reference, and may resign voluntarily through an official letter to the appointing authority. Members of the Committee will be required to declare conflict of interest by signing a Conflict of Interest form before deliberating on the agenda items. Members of the Committee are not barred from submitting an application for the award once announced, but in doing so, they shall sign a declaration of conflict of interest form, therefore not take part in the selection process.

MoEST shall bear costs related to the operationalisation of this Committee through the Permanent Secretary during the financial year 2022/2023. Subsequent management of the Committee shall move to COSTECH. The chairperson of the Committee shall submit the written budget of operations ahead of any activity to request for funds. Rates shall be according to Government-approved guidelines. This position is not salaried but considered scientific public service.

6.6 Selection of Winners

All applications shall be received from the application portal or the official email designated to receive the applications. The designated administrator shall ensure all applications are saved in a secure folder for monitoring, evaluation, and audit.

The chairman of the Selection Committee shall convene a Committee meeting immediately after receiving the applications for the awards from the Secretariat. The chairman or members of the Committee shall:

- i) Ensure Selection Committee members sign a declaration of conflict of interest form;
- ii) Ensure completion and completeness of the applications against the eligibility criteria;
- iii) Read through each application and assign the score against the available tool and criteria;
- iv) Rank the applicants against the awards made available;
- v) Recommend the top-ranked scorers for the awards;
- vi) Prepare the selection process report for the Permanent Secretary, MoEST; and
- vii) Recommend areas of improvement, if any, for the subsequent award.

6.7 Selection Criteria

- i) Journals considered for the award are among the top ten percent measured using Impact Factor scores.
- ii) Impact factor is one of the objective measures for quality of publications, and therefore reputation. Different disciplines may have different cut-off points of their top ten percent. This criterion shall be used after disaggregating publications submitted by their disciplines. This also means, one discipline may have more than one winner but provided they are within the top ten percent.
- iii) Applicant must be a Tanzanian and the applicant's primary or secondary affiliation in the publication must clearly be a Tanzanian accredited HLI. Independent researchers who are not affiliated with HLI shall not be considered for this award.
- iv) One award shall be limited to one publication that has fulfilled the criteria.
- v) Applicant may submit more than one publication that fulfils criterion (i) above in separate applications. In case of multiple authors who fulfil criterion (ii) above,

they will divide the award equally or otherwise as per signed agreement amongst themselves, following the Harmonized Scheme of Service.

- vi) An award category may have more than one awardee provided the submissions fulfil criterion (i) above and the budget allocated for the specific award year is sufficient for more than one award. ALL awarded winners may come from one category as long as the journals’ impact factors are higher than in other award’s categories. For example, when journals are ranked using Impact factor, all applicants with higher scores may come from one award category.
- vii) Publication must be of original research work, secondary data analyses, systematic review and/or with meta analyses. Publications in form of letter to the editor, rapid response, commentary, book chapters, books, book review, opinion, perspectives, or editorial are not eligible even when they fulfil criterion (i) above.
- viii) The award does not discriminate against age, gender, or public/private HLIs.

The Committee shall work within seven working days to achieve its objectives. Upon receiving the list, and upon vetting the process, the Permanent Secretary, MoEST shall inform the Hon. Minister about the list of the awardees and prepare the awarding ceremony depending on Hon. Minister’s availability. The list of awardees shall be made known through the press and officially transmitted to their institutions.

6.8 Award’s Timelines

Activity	Month			
	July	April	May	June
Announcement of the award				
Application window open				
Selection Committee activities				
Announcement of awardees				

The award will be announced at the beginning of the new financial year in July. The application portal will remain open through May. The Secretariat and Committee will work to accomplish the selection of awardee in the month of May to June for winners to be announced before the end of the financial year.

The publications that will be considered shall be those papers published or accepted one year before the award deadline. This is June 1st to May 31st of a subsequent year to ensure a one full year cycle.

6.9 Appeal Against the Committee's Decision

In an event that applicants are not satisfied with decision made, they can channel their written appeal to the Permanent Secretary MoEST within seven days of the announcement of the winners. The Permanent Secretary shall form an independent committee to discuss the appeal and give verdict within five working days (after the deadline for submission of appeal). The Committee shall collect necessary documents used for selection from the Secretariat and go through the procedures. The special Committee shall communicate back to the Permanent Secretary for further action and communication to the appellant.

7. The Award Value

The award for the top scholar/researcher or team of scholars/researchers who have published in a reputable journal shall be awarded:

- (a) Cash prize of not less than TZS 50,000,000 (Fifty Million Tanzanian Shillings);
- (b) A certificate with the researcher's printed name and institutional affiliation, stating the category of the award, date, and title of the publication; and
- (c) Recognition by MoEST and the Government for contributions to impactful research output addressing the national challenges.
- (d) Awardees shall follow the Harmonized Scheme of Service to distribute the award amongst the Tanzanian scholars in case of a multi-authored publication.

8. Monitoring, Evaluation and Lessons

The Secretariat shall be the responsible entity to monitor and evaluate the award. The indicators for monitoring shall among others include the following:

- (a) **Input indicators:** Amount of funds made available, setting up of the Committee and procedures set according to the timelines.
- (b) **Output indicators:** Applications made and processed stratified by types of HLIs, category, and other parameters. The Committee shall evaluate trends by years.

- (c) **Outcome indicators:** Trends of publications in reputable journals in Tanzania, quality improvement of Tanzanian scientists as per global indicators, quality of HLIs in Tanzania as per global indicators, and overall quality of Tanzanian HLIs measured by global ranking.
- (d) **Impact indicators:** Improved quality of training and research in Tanzania by years.

General issues: The Selection Committee in its selection report shall recommend to the Permanent Secretary MoEST areas of improvement based on the results. Based on the recommendations, the PS may call for improvement of the guidelines and selection criteria. As much as possible, the criteria shall be applicable by the Committee to remove biases.

Monitoring and evaluation shall be done independently and the report be submitted to the Permanent Secretary for further action.

9. Guidelines Management

9.1 Responsible Office

Office of the Permanent Secretary, MoEST.

9.2 Status of the Guidelines

These are new guidelines. As a general rule, these guidelines will be reviewed, if need be, so as to keep them as up to date as possible.

9.3 Key Stakeholders

The main stakeholders of these guidelines include:

- (a) Ministry responsible for Education, Science and Technology
- (b) All Higher Learning Institutions in Tanzania
- (c) All training institutions
- (d) Research and Development Institutions
- (e) Ministry responsible for Finance and Planning
- (f) Parliament of Tanzania

9.4 Approval and Commencement

The guidelines document for awarding research publications in high impact factor journals was approved by Permanent Secretary on 24th February 2023 in Dodoma, Tanzania.

9.5 Related Policies, Documents, and Guidelines

- (a) National Research and Development Policy 2010
- (b) National Research Agenda 2020/2021 – 2025/2026
- (c) MoEST Budget Speech 2022/2023

9.6 Owner of the Guidelines

The Ministry of Education, Science and Technology shall own these guidelines.

9.7 Contact Person

Any queries regarding the content of this document shall be directed to:

The Permanent Secretary,

Ministry of Education, Science and Technology,

Government City, Mtumba Area, Afya Street,

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