



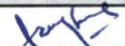
THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE, PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE
e-GOVERNMENT AUTHORITY

Document Title

Procedures for Government ICT Project Clearance, Monitoring and Closure

Document Number

eGA/EXT/BSA/009

APPROVAL	Name	Job Title/ Role	Signature	Date
Approved by	Dr. Jabiri Kuwe Bakari	Director General		12/2020

PREFACE

The use of Information and Communication Technology (ICT) as enabler for improving Government operations and service delivery to citizens has not only become rampant, but also inevitable prerequisite for enhancing efficiency and effectiveness. In the quest of reaping the benefits brought about by the use of ICT, public institutions in Tanzania have vigorously been striving to take its advantage but in an uncontrolled manner that resulted into emergence of a number of challenges relating to duplication of efforts, silo initiatives, high cost and security vulnerabilities.

However, if ICT is appropriately used by public institutions, it would effectively contribute to the improvement of their internal operations as well as public service delivery, which are expedient, ease to access and affordable. Therefore, in order to achieve these objectives, it was apparent for enactment of the e-Government Act No. 10 of 2019 and its Regulations which provide guidance on proper approach for implementing e-Government and caused establishment of e-Government Authority with mandate of coordinating, promoting and overseeing e-government implementations as well as enforcing compliance with laws, regulations, standards and guidelines related to e-government implementations in public institutions.

In this context, Regulation 27(4) of the e-Government General Regulations requires and empowers e-Government Authority to review and provide guidance and clearance to public institutions intending to implement ICT projects. Pursuant to these provisions, the Authority has prepared this document to prescribe procedures for Government ICT Project Clearance, Monitoring and Closure.



Dr. Jabiri Kuwe Bakari

DIRECTOR GENERAL

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1. INTRODUCTION

1.1. Overview

e-Government Authority also known as "e-GA" is a public institution established by the e-Government Act No. 10 of 2019 mandated to Coordinate, Oversee and Promote e-Government initiatives as well as Enforce e-Government related Policies, Laws, Regulations, Standards and Guidelines in Public Institutions.

1.2. Objective

This document establishes procedures for the Authority to effectively perform e-Government project clearance, monitoring and control as well as ensure successful project closure.

1.3. Rationale

The shift of Government operations from the former manual based to electronic means established a need for having a centralized coordination and control of ICT project implementation to reduce duplication of efforts, increase benefits realization and ensure availability of reusable solutions. It is therefore necessary to have a guideline which will enhance effective performance of the e-Government project clearance, monitoring and closure.

1.4. Scope

This document is intended to be used by the e-Government Authority during performance of e-Government project clearance, monitoring and closure. The document provides technical guidance in line with established technical standards and guidelines for ICT project implementation, approval and issuance of clearance certificate, monitoring and control during implementation as well as ensure public institution successful declare project closure.

2. THE PROCEDURES

The procedures for e-Government clearance, monitoring and closure categorize ICT project implementations into internal and external. Internal ICT projects are those implemented by the e-Government Authority (e-GA) whether solely used by the Authority or cut across the entire Government, while, external ICT projects are those implemented by public institutions whether solely used or cut-across few institutions.

2.1. Procedures for External ICT Project Clearance

To ensure effective performance of external ICT Project Clearance the e-Government Authority shall:

- i. Confirm ICT project submitted by public institution has a value of or above fifty million Tanzania shillings;
- ii. Confirm evidence of ICT project concept approval from public institution's ICT steering committee or Accounting Officer;
- iii. Confirm if the Submitted ICT project documents meet minimum criteria for review which include required details of the Project Concept Note or Project Proposal;
- iv. Check for completeness and accuracy of the submitted project details in the Government ICT Service portal (GISP);
- v. Assess the submitted ICT project for criticality as per established criteria to determine if it is a key ICT project;
- vi. Forward the Submitted key ICT project components with link to other Government initiatives to the e-Government Technical Committee for review;
- vii. Check for relation If the submitted ICT project does not comply with above mentioned criteria in (i), (ii), (iii) and (iv) to National Security and Safety, involvement of two or more public institutions and element of Directives from Minister and/or other Higher Authorities;
- viii. Archive, cancel or return to respective public institution for correction and resubmission if the Submitted ICT project does not comply with review criteria;

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- ix. The Submitted ICT project which comply with the criteria mentioned in (vi) above, shall pass through review procedures in the Government ICT Services Portal (GISP);
- x. Review of the submitted ICT project will take fourteen (14) working days from the submission date;
- xi. Review of the submitted ICT project will be against established review criteria as prescribed in the Government ICT Project Review Criteria (**eGA/EXT/PRC/003**);
- xii. Request for additional information or assistance whenever needed to facilitate the review process;
- xiii. Prepare technical recommendations in line with established Government ICT Project Review Criteria;
- xiv. Submit technical recommendation to the public institution and related stakeholders; and
- xv. Upon successful review and approval, the Authority shall issue a clearance certificate through GISP and/or letter.

2.2. Procedures for Internal ICT Project Clearance

To ensure effective performance of Internal ICT Project Clearance, the e-Government Authority shall:

- i. Confirm that the ICT project submitted by EGAS has a value of or above fifty million Tanzania shillings;
- ii. Confirm evidence of ICT project concept approval from the e-GA Director General;
- iii. Confirm evidence of initiation from respective e-Government Authority (e-GA) directorate which is the business process owner;
- iv. Confirm if the Submitted ICT project documents meet minimum criteria for review which include required details of the Project Concept Note or Project Proposal;
- v. Check for completeness and accuracy of the submitted project details in the Government ICT Service portal (GISP);

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- vi. Assess the submitted ICT project for criticality as per established criteria to determine if it is a key ICT project;
- vii. Forward the Submitted key ICT projects with link to other bigger e-Government initiatives to the e-Government Technical Committee for review;
- viii. Check for relation If the submitted ICT project does not comply with above mentioned criteria in (i), (ii), (iii) and (iv) to National Security and Safety, affect the entire Government and Directives from Minister;
- ix. Archive, cancel or return to EGAS for clarification and resubmission if the Submitted ICT project which does not comply with any of the criteria mentioned in (vi) above;
- x. The Submitted ICT project which comply with the criteria mentioned in (vi) above, shall pass through review procedures in the Government ICT Services Portal (GISP);
- xi. Review of the submitted ICT project will take fourteen working days from submission date; Review of the submitted ICT project will be against established review criteria as specified in the Government ICT Project Review Criteria (**eGA/EXT/PRC/003**);
- xii. Prepare and submit technical recommendations in line with established Government ICT Project Review Criteria; and
- xiii. Upon successful review and approval, issue clearance certificate through GISP.

2.3. Procedures for ICT Project Monitoring and Control

To ensure effective performance of monitoring and control for both, internal and external ICT projects the e-Government Authority shall:

- i. Perform monitoring and evaluation of Government ICT project in compliance to Government ICT Projects M&E Framework
- ii. Retrieve project progress quarterly report submitted by public institutions;
- iii. Confirm evidence of approval from public institution's ICT steering committee or Accounting Officer;

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- iv. Check the submitted details in the Government ICT Services Portal (GISP) accurately meet minimum criteria of the required details prescribed in the ICT project implementation progress report; and
- v. Consolidate progress report from all public institutions and Prepare quarterly ICT project implementation progress report and submit to the e-Government Technical Committee.

2.4. Procedures for ICT Project closure

To ensure that public institutions successful declare ICT project closure for both, internal and external ICT project and upon submission of project closure information by the Public Institution the e-Government Authority shall:

- i. Confirm that the project has been executed as per described requirements;
- ii. Confirm that all project work has been completed as planned;
- iii. Confirm that all agreed upon project management processes have been executed;
- iv. Confirm that all project documents have been signed by the appropriate stakeholders, this includes contracts and agreements with vendors for outsourced projects;
- v. Confirm that capacity building/ knowledge transfer has been appropriately done to the users and administrators after completion of the project;
- vi. Recognize a formal completion of a project and ensure final project reports has been submitted through GISP as well as plan for transition from project to normal operations; and
- vii. Conduct post project implementation review and prepare a report.
- viii. Submit the post implementation review report to public institution through GISP and/or letter.

3. IMPLEMENTATION AND REVIEWS

This document shall be:

- i. Effective upon being signed by the Director General on its first page.
- ii. Subjected to review at least once every three years or whenever necessary changes are needed; and

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- iii. Consistently complied with, any exceptions to its application must duly be communicated to and authorized by the Director General.

4. ACRONYMS

e-GA	e-Government Authority
ICT	Information Communication Technologies
EGAS	e-Government Authority Internal service

5. RELATED DOCUMENTS

- i. e-Government Act No. 10 of 2019.
- ii. e-Government General Regulations, 2020.
- iii. e-Government Guidelines (PO-PSM, 2017).
- iv. Standards and Guidelines for ICT Project Implementations
(**eGA/EXT/BSA/008**);

6. DOCUMENT CONTROL

Version	Name	Comment	Date
Ver. 1.0	e-GA	Creation of the document	November 2020