



Ref No. 14588

Purchase Order

Dispatch via Print

PO Number TZA10-0000012119	Date 28/05/2012	Revision	Page 1
Payment Terms Immediate	Freight / INCOTERMS DES	Ship Via Common	
Buyer Fina Masaro fina.masaro@undp.org	Phone Tel: Fax:	Currency TZS	
Approver Gertrude LYATUU			

Tanzania

PLOT 134-140
KINGSWAY/MAFINGA STREET
(OFF KINONDONI ROAD)
P.O. BOX 9182
DAR ES SALAAM
Tanzania
Tel: 266-8000
Fax: 266-8749

Vendor: 0000006980
GODWELL OLE MEINGATAKI
P.O BOX 369
IRINGA
Tanzania

Ship To: PLOT 134-140
KINGSWAY/MAFINGA STREET
(OFF KINONDONI ROAD)
P.O. BOX 9182
DAR ES SALAAM
Tanzania
Tel: 266-8000
Fax: 266-8749

Bill To: PLOT 134-140
KINGSWAY/MAFINGA STREET
(OFF KINONDONI ROAD)
P.O. BOX 9182
DAR ES SALAAM
Tanzania
Tel: 266-8000
Fax: 266-8749

Ln-Sch Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total
1-1 80161905S	Salary for the Month of May 2012	1.00	MON	23/05/2012	4,070,000.00	4,070,000.00
2-1 80161905S	Salary for the month of June 2012	1.00	MON	23/05/2012	4,070,000.00	4,070,000.00

Reference: TNP/HQ/PF.32 dtd 07/02/2012

Total PO Amount TZS 8,140,000.00

This PO is subject to UNDP General terms and conditions.

Authorized Signature

This Purchase Order is Electronically Approved by Gertrude LYATUU and does not require Signature.

#12119

approved
2/28/12

Requisition Details

Requisition Name	Requisition ID	Unit	Date	Status	Total
IC payment- O. MEINGATAKI	0000010271	TZA10	23/05/2012	Pending	5,125.94

Line	Item Description	Source Status	Amount Only	Qty	Price	Status	Total
1	S) Local Consultants-Technic...	Not Sourced	N	1.0000	Month 2,562.9723 USD	Pending	2,562.97
Line Comments: << MAY 2012 SALARY FOR MS. B. MEINGATAKI >>							
2	S) Local Consultants-Technic...	Not Sourced	N	1.0000	Month 2,562.9723 USD	Pending	2,562.97
Line Comments: << JUNE 2012 SALARY FOR MS. B. MEINGATAKI >>							

Edit Requisition

[Return to Manage Requisitions](#) [Requisition Schedule and Distribution](#)

Handwritten notes:

VCC / DL

be direct payment?

3rd party contract

VCC /

Handwritten signature

Handwritten initials

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Reg. No 10073



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TANZANIA NATIONAL PARKS
OFFICE OF THE DIRECTOR GENERAL
P.O. BOX 3134, ARUSHA - TANZANIA

Ref. No. TNP/HQ/PF.32

Date 07.02.2012

Mr. Godwel Ole Meing'ataki,
Senior Park Ecologist

Ufs Chief Park Warden,
Ruaha National Park,
P.O.Box 369,
IRINGA.

*Forwarded
Date 17/02/2012*

**CHIEF PARK WARDEN
RUAHA NATIONAL PARK
P. O. Box 369 IRINGA**

RE: CONTRACT OF APPOINTMENT AS A PROJECT COORDINATOR FOR STRENGTHENING THE PROTECTED AREA NETWORK IN SOUTHERN TANZANIA

Kindly refer to our letter with reference number TNP/HQ/PF.32 dated 17.01.2012 regarding your appointment as a Project Coordinator for the above mentioned project.

Following your appointment, the following are the principle terms and conditions of your appointment:

1. **DURATION OF THE CONTRACT**
This is a (two year) contract renewable subject to performance and your appointment starts with effect from 17.01.2012 and will end on 16.01.2014. The project office is located in Iringa Municipality.
2. **REPORTING RELATIONSHIPS**
Under the guidance of a Project Steering Committee (PSC), you will be required to head the project management team and report to the TANAPA Director General and UNDP.
3. **ROLES AND RESPONSIBILITIES**
Below are your specific roles and responsibilities:
 - (i) Effectively coordinating and guiding a multi-disciplinary team to ensure that the project produces the results specified in detail under the results framework in the project document;

Kindly raise a Requisition from May 2012 to ^{June} ~~Sept~~ 2012

1.

OU	Fund	DID	PC	Proj.	Imp Ag	Dona
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- (ii) Leading the design and ensuring implementation of the planned activities, meetings, monitoring and accountable for the delivery of the project outputs and reporting in a timely manner;
- (iii) Working closely with relevant Government agencies, Development partners, NGOs and the PSC to ensure that project implementation contributes to the goal and objectives of the projects;
- (iv) In collaboration with project team; preparing Annual Work Plan and budget for the Project covering technical and financial matters for the consideration of the PSC, UNDP/GEF;
- (v) Preparing subsequent periodic reports including the quarterly/annual progress and financial reports;
- (vi) In consultation with the Technical Advisor and key partners, spearhead recruitment of national consultations for specific technical services as foreseen in the project document;
- (vii) Facilitating smooth implementation of project activities in the two landscapes including monitoring and evaluation work, supervision of consultancies and timely organizing of consultative meetings, PSC being one of them;
- (viii) Providing logistical and technical support to the recruited consultants under the project and ensure timely delivery of consultant report and arrange consultative meetings for technical review in consultation with the Technical Advisor and partners prior to finalization;
- (ix) Organizing, facilitating and undertaking of all project activities including: Organizing/facilitating stakeholders' workshops as provided in the work plans including supervising the project team and researchers or consultants;
- (x) Capturing lessons that would eventually contribute to capacity development and project sustainability;
- (xi) Guiding the Project's M&E activities in line with the available guidelines and make recommendation to TANAPA and donors;
- (xii) Organizing Project Steering Committee meetings and provide secretariat to the meetings as required;
- (xiii) Working closely with consultations to collect necessary baseline monitoring information/data and associated monitoring indicators and prepare a comprehensive project monitoring and evaluation plan;
- (xiv) Preparing technical and financial reports, associated regular updates to UNDP, VPO and other key stakeholders in the project;
- (xv) Sharing information, communication and reporting on all matters relating to project implementation to all stakeholders.

4. REMUNERATION

The salary level for this position will be Tshs. 3,700,000.00 per month plus 10% employer's contribution for Pension Fund, making a total of TShs. (4,070,000.00) per month. Your salary will be paid by the UNDP directly from the project budget. Note that you will continue to be an employee of Tanzania National

Parks; therefore, all other allowances will be based on TANAPA rates. You will therefore, be required to remit 20% of the gross salary to NSSF every month and submit evidence (receipt) to that effect, otherwise the proceeding salary will not be paid, and your contract may be terminated.

5. HOURS OF WORK

The ordinary daily working hours shall be from 08:00 am to 04:00 pm. However, you may be required to work extra hours under certain circumstances.

6. ANNUAL LEAVE

You are entitled to 28 consecutive days paid leave during each leave cycle. The days shall be inclusive of any public holidays falling within the leave period. The number of leave days may be reduced by the number of occasional leave granted at your request.

7. TERMINATION OF EMPLOYMENT CONTRACT.

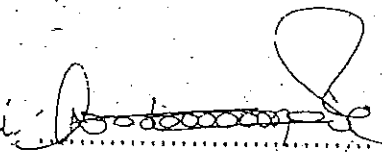
Either party may terminate this contract at any time, upon one month written notice to the other party. In the event of notice of termination, you shall take immediate steps to bring the service to a prompt and orderly conclusion, including return of UNDP equipment and files, if any. In the event of termination, the obligations of the parties will cease, except as otherwise expressly provided.

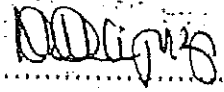
The Project Steering Committee may terminate the contract in case of any breach of the terms and conditions of this agreement. Note also that since you continue to be an employee of TANAPA as stated in the letter of appointment, other terms and conditions of your service will remain unchanged. Therefore, you will be required to adhere to the TANAPA Staff Regulations and the Code of Conduct and Ethics of the employees of TANAPA. Upon the termination of the contract as the Project Coordinator, you will be required to report back to the TANAPA Director General who will allocate you other duties as deemed necessary commensurate to your former designation (Senior Park Ecologist).

APPOINTMENT ACCEPTANCE

Dear Sir,

In reference to your Letter of Appointment Ref. No. TNP/HQ/PF.32 dated 17/01/2012; I agree and accept the appointment under the terms and conditions specified therein. I have also accepted all the terms and conditions as stipulated in this contract. I shall adhere to the enclosed code of conduct and ethics of the employees of TANAPA.

Godwell Phas Ob. Mwigataki  07/02/2012
Name of the employee Signature of the employee Date

Allan H. Kijazi  07/02/2012
Name of the employer Signature of the employer Date