

15246



Purchase Order

Dispatch via Print

| | | | |
|---|-----------------------------------|---------------------------|------------------|
| PO Number TZA10-0000012580 | Date 19/09/2013 | Revision | Page 1 |
| Payment Terms Immediate | Freight / INCOTERMS DES | Ship Via Common | |
| Buyer Alphonse Kisesebe alphonse.kisesebe@undp.org | Phone Tel: | Currency TZS | |
| Approver Titus OSUNDINA | | | |

Tanzania

6th Floor
International House
Shaaban Robert St./Garden Avenue
P.O.Box 9182
Dar es Salaam
Tanzania
Tel: 22 2112576
Fax: 22 2111668

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

Ship To: 6th Floor
International House
Shaaban Robert St./Garden Avenue
P.O.Box 9182
Dar es Salaam
Tanzania

Tel: 22 2112576
Fax: 22 2111668

Bill To: 6th Floor
International House
Shaaban Robert St./Garden Avenue
P.O.Box 9182
Dar es Salaam
Tanzania
Tel: 22 2112576
Fax: 22 2111668

| Ln-Sch Item | Description | Quantity | UOM | Due Date | Unit Price | Line Total |
|---------------|---------------------------------|----------|-----|------------|--------------|--------------|
| 1-1 80161905E | Local Consultants-Technica 1 | 1.00 | EA | 19/09/2013 | 4,070,000.00 | 4,070,000.00 |

<< Monthly salaries for Godwell Ole Meingataki for the months of August, September, October, November and December, >>

<< Monthly salaries for Godwell Ole Meingataki for the months of August, September, October, November and December, >>

Total PO Amount TZS **4,070,000.00**

This PO is subject to UNDP General terms and conditions.

Authorized Signature

This Purchase Order is Electronically Approved by Titus OSUNDINA and does not require Signature.

PAK

Confirmation

Requested For: Gemma ALITI
Requisition Name: GODWELL OLE MEINGATAKI
Requisition ID: 0000010844
Business Unit: TZA10
Priority: Medium
Budget Status: Not Checked


Number of Lines: 1
Total Amount: 2,515.45USD

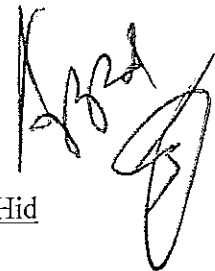
UNDP Approval

▽ GODWELL OLE
MEINGATAKI

:Pending


View/Hide

 Comments



UNDP Approval

Pending

 Multiple Approvers
UNDP Approval

▷ Comment History

Approved
Gina
18/9/2013

PO No. 0000012580

Alphonse

20/02/2013

Gemma Aliti

From: Godwell Ole Meing'ataki [gmeingataki@southerncircuit.org]
Sent: Friday, August 23, 2013 11:53 AM
To: Gemma Aliti
Subject: MY JULY 2013 SALARY

Dear Gemma

Sorry, this has happened again!

I have not received my July 2013 salary Todate.

Godwell.

Godwell Ole Meing'ataki
Project Coordinator
SPANEST Project
P.O BOX 2404
IRINGA, TANZANIA
gmeingataki@southerncircuit.org

Tel. + 266 26 270 1634

Tel: + 255 767 605 655

Tel: + 255 784 605 655

<https://www.facebook.com/southerncircuitproject>

<https://twitter.com/southerncircuit>

Gemma Aliti

From: olemeingatiki@gmail.com on behalf of Godwell Ole Meing'ataki
[gmeingatiki@southerncircuit.org]
Sent: Monday, June 24, 2013 9:33 AM
To: Gemma Aliti
Cc: Gertrude Lyatuu
Subject: UNPAID SALARY FOR FOR APRIL & MAY 2013

Dear Gemma,

Once again Gemma take a note that i have not received my salary for April and May 2013 from UNDP. I'm not sure why this keeps happening every time.

I will appreciate your quick follow up.

I wonder if you received the latest copy of TANAPA letter on the review of my salary?

Regards
Godwell



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;

71305 TZA CC406 38205 T2110 CC17042 Ad 3

10/2/12
CC1491 CC17

- (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).

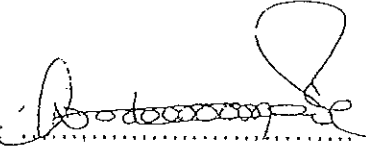
APPOINTMENT ACCEPTANCE

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 Ok Mijazi

Name of the employee



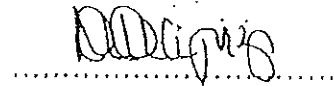
Signature of the employee

07/02/2012

Date

Allan H. Mijazi

Name of the employer



Signature of the employer

07/02/2012

Date

No of Working days From 1/10 Jan to 31/10 Jan 2018 = 11

Salary (NSSF inclusive) = TShs. 4,070,000.00

Basic Salary (x)

$$= x + \frac{10}{100}x = 4,070,000.00$$

$$\frac{100x + 10x}{100} = 4,070,000.00$$

$$\frac{110}{100} \times \frac{110x}{100} = 4,070,000.00 \times \frac{100}{110}$$

$$x = \frac{4,070,000.00}{11}$$

$$x = 3,700,000.00$$

Basic Salary = TShs. 3,700,000.00

11 ~~days~~ (working days) basic salary

$$= \text{TShs. } \frac{3,700,000.00}{21.75} \times 11 = 1,871,264.37$$

$$10\% \text{ NSSF of TShs. } 1,871,264.37 = \overset{\text{Basic Salary}}{1,871,264.37} \times \frac{10}{100} = \overset{10\% \text{ NSSF}}{187,126.43}$$

$$\text{Total} = \text{TShs. } 1,871,264.37 + 187,126.43$$
$$= \text{TShs. } \underline{\underline{2,058,390.80}}$$

No of Working days 11/11 17th Jan to 31st Jan 2010 11

Salary (NSSF inclusive) = TShs. 4,070,000.00

Basic Salary =

$$= x + \frac{10}{100}x = 4,070,000.00$$

$$\frac{100x + 10x}{100} = 4,070,000.00$$

$$\frac{100}{110} \times \frac{110x}{100} = 4,070,000.00 \times \frac{100}{110}$$

$$x = \frac{4,070,000}{1.1}$$

$$x = 3,700,000.00$$

Basic Salary = TShs. 3,700,000.00

11 ~~days~~ (working days) basic Salary

$$= \text{TShs. } \frac{3,700,000.00}{21.75} \times 11 = 1,871,264.37$$

$$10\% \text{ NSSF of TShs. } 1,871,264.37 = \overset{\text{Basic Salary}}{1,871,264.37} \times \frac{10}{100} = \overset{10\% \text{ NSSF}}{187,126.43}$$

$$\text{Total} = \text{TShs. } 1,871,264.37 + 187,126.43$$

$$= \text{TShs. } \underline{\underline{2,058,390.80}}$$