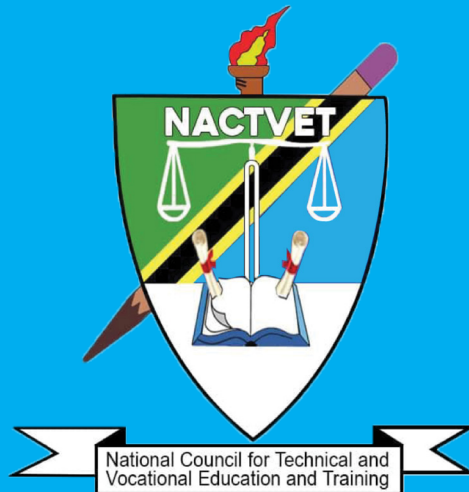


**THE NATIONAL COUNCIL FOR TECHNICAL AND
VOCATIONAL EDUCATION AND TRAINING (NACTVET)**



**GUIDELINES FOR ENGAGEMENT OF
EXPERTS IN COUNCIL OPERATIONS**

May, 2026

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PREFACE

The National Council for Technical and Vocational Education and Training (NACTVET) is mandated to regulate and assure the quality of Technical and Vocational Education and Training (TVET) in Tanzania. In fulfilling this mandate, the council engages qualified experts to support key regulatory functions, including institutional registration, programme accreditation, curriculum validation, monitoring and evaluation, assessment and certification oversight, and departmental recognition exercises. The credibility and effectiveness of these processes depend on the competence, integrity, and professionalism of the experts deployed.

These guidelines have been developed to establish a transparent, objective, and accountable framework for the identification, vetting, nomination, deployment, performance management, and oversight of experts engaged by NACTVET. They provide clear procedures for the establishing and managing of the expert database, eligibility and selection criteria; principles guiding team composition; performance evaluation mechanisms; and provisions for suspension, removal, and appeals. The guidelines are designed to ensure consistency in expert engagement while safeguarding fairness, impartiality, and adherence to regulatory standards.

Through the implementation of these guidelines, NACTVET seeks to strengthen quality assurance processes, enhance stakeholder confidence, and promote integrity in the discharge of its statutory responsibilities. The council remains committed to continuous improvement of its regulatory systems and to building a pool of competent experts capable of supporting the development of a robust and responsive TVET sector in Tanzania.



Dr. Mwajuma I. Lingwanda
EXECUTIVE SECRETARY

DEFINITION OF TERMS

Unless the context requires otherwise, the terms used in these guidelines shall have the following meanings:

A Consultant is an external professional engaged to provide specialized expertise, strategic guidance, and technical support to strengthen an institution or a general TVET system. Their mandate encompasses advisory, developmental, and evaluative functions aimed at enhancing the relevance, quality, and efficiency of TVET provision

A Facilitator is a professional who guides, supports, and coordinates the learning process in TVET capacity-building programmes. The Facilitator's role is to enable effective participation, foster engagement, and ensure that training objectives are achieved.

A Reviewer is an expert responsible for examining and assessing TVET standards, curricula, guidelines, and institutional submissions. The Reviewer ensures accuracy, relevance, and alignment with national and international frameworks.

A Senior-level Expert brings 5–10 years of in-depth experience in their field. They serve as strategic leaders, mentors, and recognized authorities, guiding teams, solving complex problems, and aligning initiatives with broader organisational goals. They often hold roles such as strategist, consultant, or lead specialist.

A Verifier is an expert tasked with confirming the authenticity, validity, and compliance of a TVET institution. This includes reviewing documentation, processes, staffing, infrastructure, and other institutional claims. The Verifier's role is to check evidence against established standards to ensure consistency and credibility

An Assignment means a specific task or a set of tasks defined in the Terms of Reference.

An entry-level expert is a professional who, despite having little to no prior industry experience, demonstrates high-level proficiency in key transferable skills.

An experienced-level expert is a seasoned professional with over 8 years of hands-on experience normally possesses full mastery of their domain, works with complete autonomy, and is capable of training and mentoring others. Recognized as authorities in their field, they influence strategic direction, establish best practices, drive innovation, and provide practical solutions to complex problems while effectively leading teams.

An Expert means a person formally appointed by the council to provide technical, academic, industry, or regulatory services.

An Inspector is an expert who conducts on-site visits and physical examinations of institutions, training facilities, and programmes. The Inspector ensures that prescribed requirements and standards are met, with a compliance-oriented focus on infrastructure, teaching practices, and operational procedures

Compliance Auditor is a professional responsible for independently assessing whether TVET institutions, programmes, and processes adhere to established laws, regulations, standards, and policies. Their role is to provide assurance that operations are conducted ethically, transparently, and in full compliance with Regulatory standards.

Conflict of Interest means any situation in which personal, financial, or professional interests may compromise objectivity

Council means the National Council for Technical and Vocational Education and Training (NACTVET).

Quality Assurance (QA) refers to systematic processes for ensuring compliance with approved standards and continuous improvement.

1.0. Introduction

The National Council for Technical and Vocational Education and Training (NACTVET) is a statutory body established under the NACTVET Act, Cap. 129, R.E. 2023, with the mandate to coordinate, regulate, and ensure quality in Technical and Vocational Education and Training (TVET) in Tanzania. The Council oversees the national qualifications system to ensure that graduates from TVET institutions acquire relevant skills and competencies that meet societal needs, labour market demands, and technological advancements.

Under Section 5 of the Act, the Council is tasked with registering and accrediting TVET institutions, registering technical teachers, supporting institutions to improve the quality of education, promoting and maintaining approved academic and occupational standards, and ensuring that the required quality for qualifications is consistently achieved throughout programme delivery. To fulfill this mandate, NACTVET also monitors institutional compliance and issues directives to address identified gaps and enhance quality.

In discharging these statutory responsibilities, NACTVET engages external experts with specialized technical, academic, and industry knowledge. These guidelines provide a structured framework for all stages of expert engagement, including identification, selection, appointment, deployment, management, performance evaluation, and remuneration. By defining clear procedures, roles, responsibilities, and criteria, the framework ensures that expert involvement is transparent, consistent, professional, and merit-based, while maintaining accountability, integrity, and credibility across all NACTVET regulatory and quality-assurance operations.

2.0. Purpose of the Guidelines

The purpose of these guidelines is to ensure that the engagement of experts in NACTVET operations is conducted in a professional, ethical, transparent, and accountable manner. Specifically, the guidelines aim to:

- i. Establish clear criteria and procedures for the selection and appointment of experts;
- ii. Ensure consistency and fairness in remuneration and facilitation arrangements;
- iii. Support effective delivery of NACTVET's statutory mandate through timely, high-quality expert contributions;
- iv. Strengthen the quality assurance function through competent, independent, and objective technical inputs;
- v. Enhance compliance with national laws, policies, and international best practices in TVET regulation; and
- vi. Promote accountability and value for money

3.0. Scope of the Guidelines

This guideline applies to all experts formally engaged by NACTVET to support its statutory and quality assurance functions. They cover expert involvement in institutional registration and compliance, programme accreditation, monitoring and evaluation, academic audits, curriculum and standards development, industry validation, capacity building, and participation in Council-authorized committees and task forces.

The guideline governs all expert-related processes, including appointment, deployment, reporting, performance management, remuneration, and record-keeping. They do not apply to activities outside NACTVET's mandate or to personnel not formally appointed as experts under this framework.

4.0. Rationale for Engaging External Experts

Engaging external experts through Evaluation Teams and similar mechanisms is a strategic approach aimed at enhancing the credibility, effectiveness, and objectivity of NACTVET's regulatory functions. The practical and implied rationales include:

4.1. Ensuring Specialized and Diverse Expertise

TVET covers multidisciplinary fields such as engineering, ICT, health, and agriculture, many of which require expertise beyond NACTVET's internal capacity. External experts provide specialized skills in areas such as research, industry standards, and governance, enabling comprehensive assessments that align programmes with labour market needs and international benchmarks.

4.2. Promoting Objectivity and Balanced Judgement

Independent external perspectives help reduce bias in evaluations, strengthening trust in accreditation outcomes. This objectivity is vital in maintaining public confidence in TVET qualifications and preventing conflicts of interest, particularly in a regulatory environment where NACTVET also plays an advisory role in policy matters.

4.3. Enhancing Quality Assurance and Compliance

Experts support on-site verification of compliance with standards, identify gaps, and recommend corrective measures. This reinforces continuous quality improvement and contributes to the production of competent graduates aligned with national skills priorities.

4.4. Improving Efficiency and Scalability

Engaging external experts is essential for the NACTVET, given the demands of overseeing more than 1,600 registered TVET institutions. Relying solely on internal personnel would likely overstretch the Council's resources, compromising its operational efficiency.

4.5. Strengthening Stakeholder Collaboration and Advisory Functions

Engaging external experts enhances the participation of professionals from industry, academia, and civil society, thereby strengthening NACTVET's advisory role to the government. These experts ensure that TVET remains responsive to economic trends and effectively addresses skills shortages in critical sectors.

5.0. Types of Experts

To effectively discharge its statutory mandate to regulate, coordinate, and assure quality in technical and vocational education and training colleges and centers, NACTVET shall engage experts with relevant technical, academic, industry, and regulatory competencies. The experts engaged shall include, but not be limited to, the following:

i. Institutional Registration Reviewers:

- . Assess compliance of TVET institutions against national registration requirements, verify infrastructure, staffing, and governance, and provide recommendations for registration or renewal.

ii. Programme Accreditation Experts:

- . also known as programme evaluators, will ensure alignment with occupational standards, learning outcomes, curriculum quality, teaching resources, and regulatory requirements for accreditation and reaccreditation.

iii. Monitoring and Evaluation (M&E) Experts:

- . also known as compliance auditors. These professionals are responsible for monitoring and evaluating the compliance of TVET institutions with mandatory requirements and quality standards. They assess the institutions' adherence to overall quality benchmarks, ensuring that they meet established guidelines and maintain high educational standards.

iv. Special Academic Quality Auditors:

- . Examine, evaluate, and assess the effectiveness and integrity of academic management, learner assessment practices, internal quality control systems, and qualification certification procedures to confirm that programmes consistently comply with nationally approved standards and quality auditors.

v. Standards, Guideline Developers/Reviewers:

- . Develop, review, and periodically update TVET standards, curricula, guidelines, and Standard Operating Procedures to ensure consistency, relevance, and alignment with national and international best practices.

vi. Industry Experts:

- . Provide practical, labour market-driven insights, validate programme relevance to industry needs, and advise on competency requirements for employability.

vii. Training of Trainers (ToT):

- . Build capacity of TVET trainers, assessors, and institutional staff in competency-based education, assessment methodologies, and quality assurance practices.

viii. Consultants:

- . Consultants provide strategic, technical, and industry insights to strengthen NACTVET's decision-making processes in registration, accreditation, curriculum validation, monitoring, and overall quality assurance. Their expertise ensures that institutional practices remain evidence-based, technically sound, industry-relevant, and aligned with national development priorities.

The engagement of these expert categories ensures that NACTVET's decisions on registration, accreditation, curriculum validation, monitoring, and overall quality assurance are evidence-based, technically sound, industry-relevant, and aligned with national development priorities.

6.0. Identification, Nomination, and Composition of Expert Teams

Expert teams shall comprise suitably qualified individuals drawn from the NACTVET Secretariat, TVET institutions, government agencies, industry, professional bodies, sector skills councils or advisory bodies, and development partners, depending on the nature and objectives of the assignment. The nomination of experts shall be coordinated by the relevant departments within the NACTVET Secretariat in accordance with established criteria. The selection process shall be guided by defined competency requirements and the specific technical and operational objectives of the assignment.

Experts shall be nominated exclusively from the NACTVET database of vetted experts. Eligibility for inclusion in the database shall be based on meeting the minimum qualification requirements, including relevant academic credentials, adequate years of professional experience, demonstrated competence in evaluation and report writing, adherence to ethical standards, absence of conflict of interest, and effective communication skills.

6.1 Establishment of Expert Database

The establishment of the Expert Database shall follow the procedure outlined below:

i. Submission of Applications

- . For Vocational Programmes individuals possessing at least: NVA level III from a recognized institution with working experience of not less than three years in related field and for Technical Institutions Individual possessing Bachelor's degree from a recognized institution, with a working experience of not less than three years in related field and registered with the relevant professional board (if any) shall be eligible to apply for inclusion in the NACTVET Expert Database by submitting their Curriculum Vitae (CVs) through the NACTVET Expert Management System. Applicants may originate from TVET institutions, universities, professional bodies, or industry.

ii. Content of CV:

- . The CV shall include personal information, professional information, academic qualifications, relevant work experience, technical competence, declaration of conflict of interest and other relevant details as specified in Appendix 1.

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iii. Vetting Process:

- . The Secretariat shall forward the submitted CVs to the relevant Subject Board which will vet the submission using the vetting form in Appendix 2.

iv. Approval and Inclusion in Database:

- . Inclusion in the expert database shall be based on meeting minimum qualification and experience requirements as determined by the relevant subject board. Nomination for specific assignments shall be made from the approved database based on relevance of expertise and availability.

6.2 Expert Nomination and Team Composition

Nomination of experts for any assignment shall be made exclusively from the approved NACTVET Expert Database. Only experts who have met the minimum qualification and vetting requirements and whose approval status remains valid at the time of nomination shall be eligible for deployment. The nomination and deployment of experts shall be guided by the principles of objectivity and transparency, relevance of expertise to the specific assignment, absence of conflict of interest, equity and fair opportunity among eligible experts, cost-effectiveness and operational efficiency and maintenance of quality assurance standards.

An expert shall be eligible for nomination to a specific assignment only if he or she possesses expertise relevant to the assignment, has declared and is free from any conflict of interest, is available within the required timeframe, has attained a satisfactory performance rating in previous assignments and, where applicable, holds a valid professional registration.

Selection of experts for specific assignments shall be conducted using an approved Expert Assignment Selection Tool (Appendix 3), which shall assess, at a minimum, the level of expertise and experience, direct experience in similar assignments, physical proximity to the assignment location where relevant, availability, past performance rating, and professional standing. The Secretariat shall maintain proper documentation of the scoring and selection process for purposes of audit, accountability, and quality assurance.

An expert team shall comprise a minimum of two members for a programme for Registration and Department Recognition, and a maximum of three members per Programme Curriculum Validation. The composition of the team shall reflect the technical requirements and objectives of the assignment. Where appropriate, teams may include a mix of senior and experienced experts to promote capacity development and knowledge transfer. NACTVET shall, where practicable, ensure diversity and balanced representation in team composition.

The Chairperson of any evaluation or technical team shall be appointed from among Level III (Senior) Experts in the relevant subject area and shall be responsible for leading and coordinating the team's activities, ensuring adherence to NACTVET standards and procedures, consolidating and validating the team report prior to submission, and upholding integrity and professionalism throughout the assignment.

6.3 Appointment of Team and Engagement

All expert engagements shall be formally established through a written Appointment Letter accompanied by clear Terms of Reference (ToR). The ToR shall explicitly define the following:

- i. Scope of Work:** The purpose and objectives of the assignment.
- ii. Tasks and Responsibilities:** Specific activities the expert is expected to perform.
- iii. Deliverables and Timeline:** Expected outputs, reporting requirements, and deadlines for submission.
- iv. Logistics and Facilitation:** Arrangements for travel, accommodation, and other logistical support.
- v. Remuneration:** Payment rates, sitting allowances, and other entitlements are in line with NACTVET procedures and approved Government rates.
- vi. Confidentiality:** Obligations to maintain the confidentiality of sensitive information accessed during the assignment.

This structured approach ensures clarity of expectations, accountability, and transparency in all expert engagements, while safeguarding the integrity of NACTVET operations and compliance with statutory and regulatory requirements. The Quality Assurance Department shall coordinate mandatory induction and periodic refresher training for experts on applicable standards, tools, procedures, and regulatory updates prior to deployment, as necessary.

7.0. Roles and Responsibilities

Experts shall conduct impartial, evidence-based assessments, audits, and verifications using tools, standards, and procedures approved by the Council. In performing their duties, they shall uphold the highest levels of professional integrity and confidentiality, disclose any actual or potential conflicts of interest, and consistently adhere to the Council's Code of Conduct.

They shall be responsible for collecting, verifying, and analysing relevant data; preparing clear, accurate, and timely technical reports; and submitting well-reasoned findings and recommendations to the NACTVET Secretariat and relevant Council organs. In addition, the experts shall participate in induction and refresher training, provide technical input during deliberations, and support the validation and dissemination of assessment outcomes as required by the Council. Furthermore, experts shall conduct special academic quality audits and actively engage in monitoring and evaluation activities. They shall promptly prepare and submit required reports, respond to requests for clarification or revision when necessary, and ensure transparency, consistency, and strict adherence to quality assurance principles in all actions undertaken on behalf of NACTVET throughout the assignment period.

8.0. Performance Evaluation and Management of Expert

Experts engaged in NACTVET activities shall be subject to continuous performance evaluation to ensure effectiveness, accountability, and compliance with the Council's regulatory mandate. The Quality Assurance Department shall oversee and coordinate the assessment of expert performance. Evaluation shall be based on the timeliness of assignments, quality and accuracy of technical outputs, adherence to NACTVET standards, tools, guidelines, and Standard Operating Procedures, professionalism and ethical conduct, and responsiveness to feedback from the Secretariat and relevant Council organs.

Upon completion of each assigned team activity, team members shall evaluate one another's performance. The evaluation shall be conducted online through

the NACTVET Expert Management System using the rating form provided in Appendix 4. The resulting performance ratings shall inform future assignment decisions and continued eligibility for deployment.

Failure to meet the required performance standards, including submission of substandard reports, non-compliance with procedures, breach of confidentiality, or unprofessional conduct, may result in corrective measures such as a warning letter, probation, suspension from assignments, or removal from the NACTVET roster of experts, in accordance with applicable policies and contractual terms.

9.0. Sanctions and Disciplinary Measures

Experts included in the NACTVET Expert Database shall be required to maintain the standards of competence, professionalism, and ethical conduct prescribed under these guidelines. NACTVET reserves the right to suspend or remove any expert from the database where there is evidence of misconduct, incompetence, or failure to comply with applicable standards and procedures.

An expert may be subject to suspension or removal from the database on any of the following grounds:

- i. Persistent unsatisfactory performance as reflected in performance evaluations;
- ii. Submission of substandard or misleading reports;
- iii. Breach of confidentiality or unauthorized disclosure of information;
- iv. Failure to declare or the existence of a conflict of interest;
- v. Non-compliance with NACTVET standards, tools, guidelines, or Standard Operating Procedures;
- vi. Professional misconduct or unethical behaviour during assignments;
- vii. Expiry, suspension, or revocation of required professional registration; or
- viii. Provision of false or misleading information during application or vetting.

Where concerns arise, the Secretariat shall notify the expert in writing, outlining the nature of the concern and providing an opportunity for the expert to respond within a specified period of 14 days. Upon review of the response, NACTVET may issue a formal warning, place the expert on probation, suspend the expert from

future assignments for a defined period, or remove the expert from the database, depending on the gravity of the matter.

Suspension shall result in temporary ineligibility for assignment for a period of 1 year. Removal shall result in deletion from the Expert Database. An expert who has been removed may reapply after 3 years, subject to fresh vetting and approval. All decisions regarding suspension or removal shall be documented and maintained for purposes of accountability and quality assurance.

10.0. Appeals and Complaints Mechanism

The Council shall establish a formal mechanism for receiving, reviewing, and resolving complaints or appeals relating to expert conduct, procedural matters, or findings arising from assignments. Complaints or appeals shall be submitted in writing within 14 days of completion of procedural matter and shall be considered on grounds such as procedural irregularities, factual errors, conflict of interest, bias, or other substantive issues that may have affected the outcome. The mechanism shall be guided by the principles of fairness, impartiality, transparency, and due process.

Upon receipt of a complaint or appeal, the Secretariat shall conduct a preliminary review and, where admissible, refer the matter to the appropriate Review Panel for independent consideration. A reasoned decision shall be communicated in writing to the concerned parties within a reasonable timeframe. Where a complaint is upheld, appropriate remedial or disciplinary measures may be taken in accordance with these guidelines. All proceedings and decisions shall be properly documented for accountability and quality assurance purposes.

11.0. Remuneration and Logistics

Remuneration for experts engaged in NACTVET activities shall be provided in accordance with Government Circulars on remuneration of Experts/consultants external to the Government MDAs, including Public Procurement (Selection and

Employment of Consultants) Regulations, 2001 (GN No. 137) or the General Conditions of Contract for Consultancy Services (PPRA, 2022) and procedures approved by the Council. NACTVET shall facilitate travel, accommodation, and other logistical arrangements in line with applicable Government circulars. Payments shall be effected upon satisfactory completion and formal acceptance of the required deliverables, or as otherwise determined by the Council.

For assignments relating to curriculum validation, institutional registration, accreditation, admissions, examinations, certification, monitoring and evaluation (M&E) visits to TVET institutions, and departmental recognition exercises, each activity shall be conducted over a minimum period of two (2) days. Depending on the scope and complexity of the assignment, additional days may be required, as determined by the Secretariat.

Experts shall be remunerated in accordance with established NACTVET procedures. The Chairperson and Secretary of the team shall each receive a sitting allowance of TZS 250,000 per day, while other team members shall receive TZS 200,000 per day, in addition to per diems where applicable. The NACTVET Secretariat shall be responsible for coordinating and facilitating all logistical arrangements related to the assignment.

Payment of sitting allowances, facilitation fees, and other related entitlements shall be subject to Council approval, availability of funds, and satisfactory performance of assigned duties. All payments shall be processed in a transparent and accountable manner, in accordance with applicable public sector financial management laws, regulations, and established Government practices governing committee remuneration.

12.0. Digital Systems and Records Management

All records related to experts engaged in NACTVET activities, including curricula vitae, terms of reference, contracts, reports, performance evaluations, and

committee proceedings, shall be properly documented, digitized, and securely stored in the Expert Management System in accordance with applicable records management and data protection requirements.

Findings, recommendations, and resolutions arising from expert assignments or committee deliberations shall be formally recorded and shall constitute an official basis for guiding the council's decisions, follow-up actions, and assignment of responsibilities to the relevant departments, committees, or officers. Access to records shall be controlled to ensure confidentiality, integrity, and accountability, while supporting institutional memory and continuity of NACTVET regulatory functions.

13.0. Review and Amendment of the Guidelines

These guidelines shall be subject to periodic review to ensure their continued relevance, effectiveness, and alignment with the NACTVET Act, national education and training policies, Government directives, and emerging best practices in technical and vocational education and training. The review shall be conducted at least once every three (3) years, or earlier where significant regulatory, policy, institutional, or operational changes arise that may affect the engagement and management of experts.

The review process shall be coordinated by the Institutional Operation (IO) Department and shall assess the adequacy of existing provisions, implementation challenges, effectiveness of expert engagement mechanisms, remuneration structures, and compliance with applicable laws and Government circulars.

NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION
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APPLICATION FORM FOR INCLUSION IN THE EXPERT DATABASE

SECTION A: PERSONAL INFORMATION

- 1. Full Name (as per official documents):
- 2. Nationality:
- 3. National ID / Passport Number:
- 4. Date of Birth:
- 5. Gender: ☐ Male ☐ Female
- 6. Postal Address:
- 7. Physical Address:
- 8. Telephone Number:
- 9. Email Address:

SECTION B: PROFESSIONAL REGISTRATION (If Applicable)

- 1. Professional Body:
- 2. Registration Number:
- 3. Category / Grade:
- 4. Valid Practicing License: ☐ Yes ☐ No If Yes, Expiry Date:

(Attach a copy of the registration certificate and license, where applicable.)

SECTION C: AREAS OF EXPERTISE

(Tick all that apply)

- ☐ Registration of TVET Institutions
- ☐ Accreditation of Programmes
- ☐ Recognition of Departments
- ☐ Curriculum Development and Review

- ☐ Quality Assurance and Compliance
- ☐ Monitoring and Evaluation
- ☐ Occupational Standards Development
- ☐ Assessment and Certification
- ☐ Institutional Audit
- ☐ Infrastructure and Facilities Evaluation
- ☐ Industry Linkage Evaluation
- ☐ Evaluation of RPL
- ☐ Other (Specify):

SECTION D: ACADEMIC QUALIFICATIONS

SN.	Qualification	Institution	Year Awarded	Field of Study

(Attach certified copies)

SECTION E: PROFESSIONAL TRAINING / CERTIFICATIONS

SN.	Course/Certification	Institution	Duration	Year Awarded

SECTION F: RELEVANT WORK EXPERIENCE

SN.	Position	Organisation	Duration	Key Responsibilities

SECTION G: EXPERIENCE IN TVET / HIGHER EDUCATION

Please tick applicable areas:

- ☐ Teaching
- ☐ Curriculum Development
- ☐ External Examination
- ☐ Institutional Leadership
- ☐ Regulatory / Accreditation Activities
- ☐ Other (Specify):

Brief Description (if applicable):

.....

.....

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SECTION H: PREVIOUS PARTICIPATION IN TECHNICAL TEAMS / ASSIGNMENTS

SN.	Institution	Role	Assignment	Year

SECTION I: KEY TECHNICAL COMPETENCIES

Provide a brief summary of your competencies relevant to NACTVET assignments:

.....

.....

.....

.....

SECTION J: CONFLICT OF INTEREST DECLARATION

Do you currently have any affiliation with a TVET institution that may be subject to evaluation?

- ☐ Yes ☐ No

If Yes, provide details:

.....
.....

SECTION K: AVAILABILITY STATUS

- ☐ Available full-time
- ☐ Available part-time
- ☐ Available upon request

SECTION L: REFEREES (Minimum Two)

Referee 1

Name:
Position:
Organisation:
Telephone and Email:

Referee 2

Name:
Position:
Organisation:
Telephone and Email:

SECTION M: DECLARATION

I hereby declare that the information provided in this application is true and correct to the best of my knowledge. I understand that providing false or misleading information may result in disqualification from the NACTVET Expert Database.

Signature:
.

Name:
Date:
...

Appendix 2

NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION
AND TRAINING (NACTVET)

EXPERT VETTING FORM FOR INCLUSION IN THE DATABASE

SUBJECT BOARD NAME:

STAGE 1: Minimum Eligibility Screening (Pass/Fail)

Only applicants who PASS all required criteria proceed to database inclusion.

A. Academic Qualification

Requirement	Yes	No	Remarks
Qualification relevant to subject area	☐	☐	
Meets minimum qualification level required	☐	☐	

B. Professional Experience

Requirement	Yes	No	Remarks
Minimum years of relevant experience met	☐	☐	
Experience aligned to TVET/quality assurance	☐	☐	

C. Professional Standing

Requirement	Yes	No	Remarks
Valid professional registration (if required)	☐	☐	
No known disciplinary issues	☐	☐	

ELIGIBILITY DECISION

- ☐ Eligible for Inclusion
- ☐ Not Eligible

Reason (if not eligible):

STAGE 2: Competency Profiling (Non-Scoring Categorisation)

A. Technical Expertise Areas

Tick applicable areas based on verified experience:

- ☐ Institutional Registration
- ☐ Programme Accreditation
- ☐ Recognition of Departments
- ☐ Curriculum & Standards Development
- ☐ Infrastructure & Facilities Assessment
- ☐ Monitoring & Evaluation
- ☐ Assessment & Certification
- ☐ Industry Linkage
- ☐ RPL evaluator

B. Level of Expertise

Tick the applicable level based on verified the expert.

- ☐ Level I Entry-level expert (meets minimum qualification, limited regulatory exposure)
- ☐ Level II Experienced expert (previous participation in evaluations/QA activities)
- ☐ Level III Senior expert (10+ years, leadership in accreditation or regulatory work)

Assigned Level:

STAGE 3: Suitability & Deployment Notes

Subject Board may indicate: Preferred type of assignment, any restrictions, Mentorship requirement (for Level I experts)

Remarks:

.....

.....

FINAL VETTING APPROVAL

Subject Board Recommendation:

- ☐ Approve for Database Inclusion
- ☐ Approve with Conditions
- ☐ Defer (Pending Clarification)
- ☐ Reject

Chairperson of the Subject Board:

Signature:

Date:.....

Appendix 3

NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (NACTVET)

EXPERT ASSIGNMENT SELECTION TOOL

(For Use after Inclusion in the Approved Database) STEP 1: Pre-Screening
(Mandatory Criteria – Pass/Fail) Only experts who pass ALL criteria proceed to scoring.

Criteria	Yes	No	Remarks
Registered in NACTVET Expert Database	☐	☐	
Relevant technical expertise for task	☐	☐	
No declared conflict of interest	☐	☐	
Available within assignment timeline	☐	☐	
☐ Eligible for Scoring			
☐ Not Eligible			

STEP 2: Weighted Selection Scoring Matrix

Maximum Score: 100 Points

A. Level of Expertise (Max 25 Points)

Level	Score
Level III (Senior Expert)	25
Level II (Experienced Expert)	20
Level I (Entry-Level Expert)	10
Score: ____ / 25	

*Chairperson Requirement: Must be Level III.

B. Relevant Experience for Specific Task (Max 30 Points)

Experience Type	Score
Extensive direct experience in similar assignments (5+ assignments)	30
Moderate experience (2–4 assignments)	20
Limited exposure (1 assignment)	10
No prior direct assignment	5
Score: ____ / 30	

C. Geographic Proximity (Max 15 Points)

(This reduces cost and improves logistical efficiency.)

Location	Score
Same Region	15
Adjacent Region	10
Different Region (within 500km)	5
Distant Location	2
Score: ____ / 15	

D. Availability & Responsiveness (Max 10 Points)

Availability	Score
Immediately available	10
Available within 2 weeks	7
Available but constrained	4
Limited availability	0
Score: ____ / 10	

E. Past Performance Rating (Max 15 Points)

(Based on team rating in previous NACTVET Assignments)

Performance Rating	Score
Excellent (85%+)	15
Good (70–84%)	10
Satisfactory (60–69%)	5
Below Standard (<60%)	0
Score: ____ / 15	

F. Professional Registration Status (Max 5 Points)

Status	Score
Valid Practicing License	5
Registered but license expired	2
Not required	
Score: ____ / 5	

TOTAL SCORE

Criteria	Score
Expertise Level	____ / 25
Relevant Experience	____ / 30
Geographic Proximity	____ / 15
Availability	____ / 10
Past Performance	____ / 15
Professional Registration	____ / 5
TOTAL	____ / 100

Scoring Range: Register [75% - 100%]
 Do not register [Below 75%]

Appendix 4

NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION
AND TRAINING (NACTVET)

EXPERT TEAM PERFORMANCE EVALUATION TOOL

(To be completed by Each Team Member after Assignment)

SECTION A: Assignment Details

Assignment Type:
Institution Evaluated:
Team Member Being Evaluated:
Evaluator Name:
Date:

SECTION B: Performance Rating Matrix

Rating Scale

Score Description

- 5 Excellent
- 4 Very Good
- 3 Good
- 2 Fair
- 1 Poor

1. Technical Competence (Max 25 Points)

Criteria	Score (1–5)
Demonstrated subject matter expertise	_____
Accurate application of standards and criteria	_____
Ability to analyse evidence objectively	_____
Quality of technical contributions	_____
Problem-solving ability	_____
Subtotal: ____ / 25	

2. Professional Conduct (Max 20 Points)

Criteria	Score (1–5)
Adherence to ethical standards	_____
Impartiality and objectivity	_____
Respect for team members and stakeholders	_____
Punctuality and reliability	_____
Subtotal: ____ / 20	

3. Teamwork and Collaboration (Max 20 Points)

Criteria	Score (1–5)
Effective communication	_____
Cooperation within team	_____
Openness to diverse views	_____
Contribution to team discussions	_____
Subtotal: ____ / 20	

4. Report Writing and Documentation (Max 20 Points)

Criteria	Score (1–5)
Clarity of written inputs	_____
Accuracy of findings	_____
Timely submission of inputs	_____
Quality of documentation	_____
Subtotal: ____ / 20	

5. Overall Contribution to Assignment (Max 15 Points)

Criteria	Score (1–5)
Overall value added to team performance	_____
Ability to lead (if applicable)	_____
Responsiveness to feedback	_____
Subtotal: ____ / 15	

TOTAL SCORE

Category	Score
Technical Competence	_____ / 25
Professional Conduct	_____ / 20
Teamwork	_____ / 20
Reporting	_____ / 20
Overall Contribution	_____ / 15
TOTAL	_____ / 100

SECTION C: Performance Classification

Score Range	Classification
85 – 100	Excellent
70 – 84	Good
60 – 69	Satisfactory
Below 60	Below Standard
Final Rating:	

SECTION D: Qualitative Feedback Strengths:

.....
Areas for Improvement:

.....
Recommendation:

- ☐ Eligible for future assignments without restriction
- ☐ Eligible with mentorship support
- ☐ Requires improvement before next assignment
- ☐ Recommend temporary suspension

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