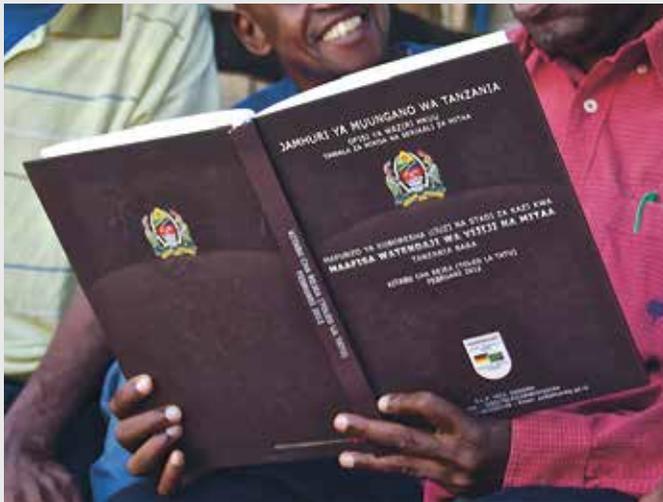


The context

The Local Government Reform Programme that was launched in 2000 was meant to address the problems that had been found to hinder the smooth running of local governments during earlier decentralisation efforts.

Some of the main problems concerned the structural and legal setup which led to a blurring of boundaries of responsibilities and jurisdictions especially with respect to Ward Executive Officers, Village Executive Officers and Mtaa Executive Officers. Some officers, as a result, were abusing their offices while cases of misguided decisions were also common.



Against this background, the Government of Tanzania, with its relaunched Local Government Reform Programme (2000), devised measures to develop the capacities of its local cadres, including providing them with training to enable them to execute their responsibilities efficiently. This reference book is aimed as a guide for the trainings and as a reference point for Ward, Mtaa and Village Executive Officers in the day-to-day execution of their duties.

German Development Cooperation

The Support to Local Governance (SULGO) programme is a cooperation between the governments of the United Republic of Tanzania and the Federal Republic of Germany. It is implemented by the Prime Minister's Office – Regional Administration and Local Government (PMO–RALG) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the Federal Ministry for Economic Cooperation and Development.

The overall aim of the programme is to improve access to public services for citizens through stronger local governments. It has been implemented since 2008, with the current phase running since November 2010.

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All products can be downloaded from the following websites:

<http://www.sulgo.or.tz>

<http://www.pmoralg.go.tz>

The VEO Reference Book

The VEO Reference Book is a training and reference document for Ward Executive Officers, Mtaa Executive Officers and Village Executive Officers in the execution of their duties. The handbook was officially launched by Hon. Hawa Ghasia, Minister of State, PMO–RALG in Dar es Salaam in 2012.

SULGO
better lives through better services



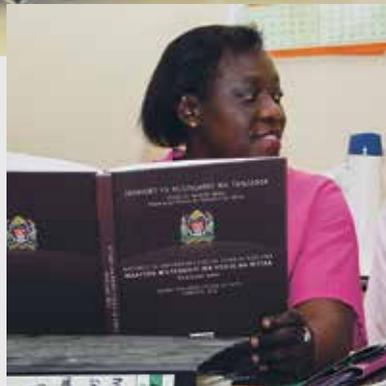
Enhanced capacities for
better administration

An all-in-one reference book

The VEO Reference Book is a consolidation of materials that were often scattered and hard to come by on issues pertaining to the functions of Ward Executive Officers, Mtaa Executive Officers and Village Executive Officers.

GIZ in partnership with PMO–RALG commissioned a team of experts experienced in local administration from the ministry, selected LGAs, the Local Government Training Institute (Hombolo), the Ministry of Trade and Industry and the Ministry of Labour to develop the reference book.

In preparing the book, the team sought to ensure it was up to date by taking into account the latest developments on the various subjects it covers.



What the reference book offers

The VEO Reference Book has been structured so that it can be utilised as a training and reference guide. The book targets VEOs, WEOs and MEOs. It is organized in the following modules:

- ▶ Laws and the structure of local administration.
- ▶ The Local Government Reform Programme.
- ▶ Job descriptions for Village and Mtaa Executive Officers.



- ▶ Duties, responsibilities and rights of Village and Mtaa Executive Officers.
- ▶ Responsibilities of the Village and Mtaa Executive Officers with regard to keeping peace and order.
- ▶ Principles of management and administration, labour laws and dispute resolution.
- ▶ Procedures for organizing and presiding over meetings, records management and information and computing technology (ICT).
- ▶ National poverty reduction strategies and entrepreneurship.
- ▶ Participatory planning at the village and mtaa level.
- ▶ Project preparation and supervision.
- ▶ Principles of financial management and procurement.
- ▶ Code of Conduct for public servants.
- ▶ Cross-cutting issues like good governance, gender, marginalized groups, HIV/AIDS and sustainable environmental protection.

The results

- ▶ An all-in-one reference book is available in Kiswahili and aims at improving the capacities of officials at the lower local government (LLGA) level.
- ▶ The Prime Minister's Office – Regional Administration and Local Government (PMO–RALG) prepared a training programme for Ward, Village and Mtaa Executive Officers using this reference book.
- ▶ To date, all Ward Executive Officers in the country and a large number of Village and Mtaa Executives have been trained in the modules outlined in this reference book.
- ▶ There are positive impacts of the trainings so far conducted that are already evident in partner LGAs such as the enforcement of the rule of law.

