

THE UNITED REPUBLIC OF TANZANIA  
**TANZANIA COMMUNICATIONS REGULATORY AUTHORITY**

ISO 9001:2015 CERTIFIED



**PUBLIC NOTICE**

**CALL FOR STUDY PROPOSALS**

The Tanzania Communications Regulatory Authority (TCRA) is a government entity overseeing and regulating the electronic and postal communications sector within the United Republic of Tanzania (URT). It ensures that communication services namely telecommunication and internet, broadcasting, and postal and courier services, adhere to established laws and regulations to maintain fairness, efficiency, and reliability across the country. TCRA emphasises informed decision-making through rigorous research and collaboration with external researchers.

In that light, TCRA invites researchers specialised in applied research from within and outside the URT to submit their study proposals. Submitted proposals must align with the focus area of Communication Sector Performance Review in Tanzania. For more details on the focus area, requirements, evaluation criteria, and application submission mode, please check our website: [www.tcra.go.tz](http://www.tcra.go.tz).

**Submission of applications**

All proposals and curriculum vitae of applicants must be electronically submitted to the Director General of Tanzania Communications Regulatory Authority, on or before 31<sup>st</sup> December 2024 at 16:00 EAT through e-mail: [dg@tcra.go.tz](mailto:dg@tcra.go.tz) and copy to [research@tcra.go.tz](mailto:research@tcra.go.tz).

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**DIRECTOR GENERAL**

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## CALL FOR STUDY PROPOSALS

### 1. Introduction

The Tanzania Communications Regulatory Authority (TCRA) is a government agency responsible for overseeing and regulating the telecommunications, broadcasting, and postal and courier subsectors in the United Republic of Tanzania (URT). TCRA operates under the guidance of the TCRA Act, 2003 and the Electronic and Postal Communications Act, 2010, including its 2022 revisions.

In order to effectively regulate the communications sector, TCRA is committed to conduct studies that support informed decision-making. Recognizing the complexities and dynamic nature of the sector, TCRA engages internal and external researchers to conduct studies in selected focus areas. This strategic approach is aimed to explore, anticipate, and address diverse challenges in the sector.

In that light, TCRA invites researchers from within and outside the URT to submit proposals aligned with the research focus areas outlined in Section 2. TCRA particularly encourages a multidisciplinary approach, welcoming scholars and experts from various fields to contribute their perspectives and expertise. This initiative highlights TCRA's commitment to leveraging research and innovation to drive sector growth and ensure long-term sustainability.

Interested researchers are invited to submit study proposal on **Communications Sector Performance Review**. One (1) proposal will be selected for execution based on merits.

### 2. Focus area

Focus area is Communications Sector Performance Review. The study entails performance review of the communications sector in Tanzania to enable measuring current performance of all three sub-sectors namely telecommunication, broadcasting and, postal and couriers. Aspects for consideration include tariff and traffic patterns and

analysis, services coverage, state of competition, efficiency in services delivery, economic and financial analysis for individual licensees and sub-sectors in general. The aim is to understand and be able to make informed decisions to enhance performance and gauge against key duties of TCRA namely promoting effective competition and economic efficiency, protecting financial viability of efficient suppliers and ensure continuous availability of regulated services to all consumers including low income, rural and disadvantaged segments.

### **3. Requirements**

Applicants must adhere to the following: -

- (a) Submit study proposals in the format provided in **Annex I**.
- (b) Submit curriculum vitae in the format provided in **Annex II**.
- (c) Submit a duly filled-out declaration form provided in **Annex III**.
- (d) Submit a cover letter from the head of an affiliated institution, where applicable.
- (e) Submit a recent electronic passport-size photograph of the Principal Investigator and a copy of citizen identity card for Tanzanians.
- (f) Foreign researchers must submit a letter introducing their local collaborator.
- (g) Indicated budget should align with the scope of the study.

### **4. Evaluation criteria**

Proposals will be evaluated based on their relevance to the advertised themes, methodological rigor, innovation, potential impact, applicant's expertise, and ability to deliver, among others, as per Annex I.

### **5. Submission of applications**

- (a) All proposals and curriculum vitae of the applicants must be electronically submitted to the Director General of Tanzania Communications Regulatory Authority, on or before 31<sup>st</sup> December 2024 at 16:00 EAT through e-mail: [research@tcra.go.tz](mailto:research@tcra.go.tz).
- (b) Any submission received after the deadline will not be considered.
- (c) An application that fails to meet the requirements in Section 3 will be rejected outright

## **Annex I: Guideline for preparation of study proposals**

A proposal must not exceed fifteen (15) pages of A4 paper, excluding appendices, and should include the following information in the specified order: -

### **1. Title of the study (5%)**

The applicant must ensure that the title is concise (not more than 15 words), clear, and accurately reflects the aim of the proposed study. It should be informative, specific, and immediately convey the core focus of the study to both experts and non-experts. The study's focus area and the name of the applicant should also appear below the title of the proposal.

### **2. Abstract (5%)**

The applicant must provide a concise and comprehensive summary of the entire proposal. It should include the key elements of the study, such as the problem statement, objectives, methodology, expected outcomes, and significance. The abstract should be clear and succinct, typically no more than 250-300 words, and written in a way that captures the essence of the study for readers who may not have the time to read the full proposal. Ensure the abstract effectively conveys the importance of the study and its potential impact on the field.

### **3. Problem statement (15%)**

The applicant must: -

- Ensure that the problem statement is clear, specific, and addresses a significant issue or gap, especially in the communications sector in alignment with the call for proposals.
- Provide robust evidence and a well-reasoned rationale to justify the problem's relevance.
- Highlight the implications if the problem is not addressed.
- Identify key stakeholders, and clearly articulate how the study will address their needs.
- The problem should be positioned within a clear context or background, demonstrating an understanding of the current literature, and highlighting the need for further research.

- Ensure that the problem is solvable within the available resources, time, and expertise.

#### **4. Aim/objectives, hypotheses/research questions, and scope of the study (15%)**

The applicant must: -

- Explicitly state the study's aim and objectives, ensuring alignment with the requirements outlined in the call for proposals and consistency with the study's title.
- Objectives should be SMART (Specific, Measurable, Achievable, Relevant, Time-bound), with a well-defined scope that balances broad impact and detailed insights.
- Ensure that the objectives and hypotheses/research questions directly address the identified research problem.
- Maintain the study's scope to be manageable within the given timeframe and contextual constraints.

#### **5. Significance of the study (10%)**

The applicant must: -

- Indicate the study's potential to impact regulatory frameworks in the communications sector.
- Clearly articulate how the study's findings will benefit the Tanzania Communications Regulatory Authority (TCRA), including influencing policy decisions or regulatory frameworks. Demonstrate how the study will advance knowledge and practices within the communications sector, contributing to more effective regulation and improved industry standards.
- Demonstrate how the study will advance current understanding or practices in the communications sector, contributing to improved regulation and industry practices.

#### **6. Literature review (10%)**

The applicant must: -

- Conduct a brief, yet comprehensive and critical literature review that includes up-to-date, relevant sources directly related to the research questions and objectives.

- Synthesize findings from a wide range of perspectives to identify gaps and justify the need for the study.
- Ensure the review is well-integrated into the proposed study, establishing a clear theoretical framework, addressing potential biases, and providing insights into methodologies used in previous studies.
- Properly cite all sources following the required referencing style and ensure a coherent narrative that supports the research design.
- Include a diverse range of reputable sources and ensure all references are properly cited and formatted according to the required style.

## **7. Methodology/approach (10%)**

The applicant must: -

- Choose a study methodology that is appropriate for addressing the research questions and objectives, with clear justification for its selection over alternatives.
- Assess the feasibility of the methodology given the available resources, timeframe, and expertise.
- Ensure the methodology aligns with the theoretical framework and research design to maintain the validity and reliability of data and results.
- Emphasize the validity and reliability of the methodology, making it replicable by others.
- Identify and propose strategies to address potential limitations of the methodology.
- Incorporate innovative techniques to enhance the study's robustness.
- Clearly define sampling methods and ensure they are suitable for obtaining representative and unbiased sample.
- Include pilot testing where applicable, and ensure that sampling methods are robust, representative, and unbiased.
- Outline data collection methods that are well-defined and appropriate for the study, with measures in place to minimize bias and error.
- Demonstrate a thorough understanding of data management strategies, including data organization and security.

## **8. Feasibility of the study (5%)**

The applicant must: -

- Rigorously assess the overall feasibility of the study, considering methods, timeframe, and the researcher's track record.
- Evaluate whether the expected study outputs are appropriate and realistic, given the available resources and time.
- Conduct preliminary work or pilot testing to address potential challenges and ensure that the proposed study is viable before proceeding with the full-scale project.

## **9. Budget (5%)**

The applicant must: -

- Ensure that the budget strictly adheres to the funder's guidelines and requirements.
- Provide a detailed and justified breakdown of costs for each budget category, based on reliable sources or previous similar studies.
- Include a contingency fund for unexpected expenses or cost overruns.
- Outline an acceptable payment schedule with provisions for financial audits and transparent reporting of expenses.
- Link disbursements to specific deliverables to maintain accountability.

## **10. Study implementation plan (5%)**

The applicant must: -

- Include a comprehensive study implementation plan supported by a Gantt chart.
- Detail a timeline with specific milestones and deadlines, ensuring they are reasonable and practical.
- Break down all necessary tasks and activities into manageable steps, with appropriate resource allocation.
- Clearly define and assign roles and responsibilities for all team members.
- Allow for adjustments and flexibility to address unforeseen challenges.
- Identify dependencies and constraints, with strategies in place to manage them effectively.

- Outline quality assurance processes to ensure the study meets required standards, addressing ethical considerations and necessary approvals.
- Include a plan for data collection, storage, and analysis that ensures data integrity and security.
- Develop a strategy for monitoring progress and evaluating the study's implementation at various stages.

### **11. Study output/deliverables (4%)**

The applicant must: -

- Clearly define and document expected outputs/deliverables, ensuring they align with the study's objectives.
- Ensure outputs are measurable, specific, realistic, and achievable within the available timeframe and resources.
- Include a plan for documenting and evaluating the success and impact of outputs and deliverables.
- Outline specific timelines and milestones for the completion of each output, with clear assignment of responsibility.

### **12. Stakeholder engagement and dissemination plan (4%)**

The applicant must: -

- Identify and document key stakeholders, with clear objectives for stakeholder engagement.
- Clearly outline the roles and responsibilities of both stakeholders and the research team.
- Identify methods and channels for engaging stakeholders and establish mechanisms for feedback and response.
- Include a comprehensive dissemination plan with strategies for reaching different stakeholder groups.
- Ensure dissemination materials are accessible to all stakeholders, including those with disabilities or limited access to technology.
- Allocate adequate resources for stakeholder engagement and dissemination activities.



- Align the stakeholder engagement and dissemination plan with the overall goals and objectives of the study.

### **13. Risk assessment (4%)**

The applicant must: -

- Thoroughly present potential risks, describing the likelihood of each risk occurring and propose strategies to mitigate or manage them.
- Include contingency plans for unexpected issues or crises, with adequate resources allocated to address potential risks.
- Identify and manage any ethical risks, with plans to ensure the security and confidentiality of data.
- Establish a plan for communicating risks to stakeholders and managing relationships if risks materialize.
- Reflect on risks faced by similar studies and how they were managed or mitigated.
- Identify risks related to stakeholder engagement and dissemination, with appropriate mitigation strategies.
- Establish processes for ongoing risk monitoring and review throughout the study.

### **14. Research team/expertise (3%)**

The applicant must: -

- Ensure that the research team is highly qualified and experienced, with relevant expertise in the study area.
- Confirm that the team possesses the necessary skills for the study, such as data analysis, study design, and qualitative research, and that these are appropriately distributed among team members.
- Highlight the team's track record of successful project completion and publication in relevant fields.
- Clearly define and align the roles and responsibilities of each team member with their areas of expertise.
- Demonstrate the presence of experienced leaders capable of managing and guiding the study.

- Provide evidence of successful collaboration among team members and with external experts. Highlight the team's experience in managing resources and problem-solving skills.
- Ensure team members are proficient in the research methodologies to be used and that the proposal reflects a deep understanding of the relevant paradigms and methods.
- Ensure the proposal is well-written, with appropriate references cited, and professional standards of grammar and syntax maintained.
- Appropriately use figures, tables, diagrams, and illustrations to support and enhance the text.
- Ensure the proposal's quality suggests the final study report will meet the expectations of its intended readership.
- Adequately describe the study content, including plans for accessing the research setting.
- Clearly define and describe the researcher-respondent relationship and the role of the researcher as a "research tool."
- Demonstrate an understanding of the necessary measures for the protection of research subjects, with clear evidence of ethical guidelines being constructed and observed.

All additional details, such as the detailed budget, letters of support, methodological specifics, and CVs of key personnel, should be provided in the Appendices.

Shortlisted proposals must attain a score of 80% marks or higher, with the proposal receiving the highest marks and strongest recommendations being selected for execution.

**Annex II: Curriculum Vitae format**

1.0 Full Name.....

2.0 Institutional Affiliation and Address.....

3.0 Occupation  
.....

4.0 Gender (M/F)  
.....

5.0 Date of Birth (dd/mm/yyyy) .....

6.0 Nationality.....

7.0 E-mail address: .....

8.0 Mobile Phone Number: .....

9.0 Academic and professional qualifications.....

10.0 Three recent and relevant research projects undertaken as PI

1.....

2.....

3.....

11.0 Three most recent collaborative research projects undertaken

1.....

2.....

3.....

12.0 Publications (5 most current ones)

1.....

2.....

3.....

4.....

5.....

13.0 Invention/ patent – (relevant to the project, if any)

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14.0 Funds awarded (Project, funder, amount, and timeframe)

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**Annex III: Declaration of compliance**

**DECLARATION OF COMPLIANCE TO RESEARCH REQUIREMENTS I.**

.....(name)

of....., do hereby declare to abide by the conditions set out herein below but not limited to: -

1. Undertake research activities approved by TCRA.
2. To serve TCRA with copies of research findings and data.
3. To attend workshops/conferences as arranged by TCRA.
4. To assist TCRA to the best of my abilities, particularly in supporting local research and have a budget for such commitment.
5. To abide by the rules laid down by the Tanzania Commission for Science and Technology for conducting scientific work in Tanzania as per the laws of the land.
6. To adhere to the personal data privacy and confidentiality requirements.

Surname.....Other names: .....

Signature: ..... Date: .....