



TANZANIA STATISTICAL ASSOCIATION

TASTA

GUIDELINES FOR RESEARCH, CONSULTANCY AND PUBLICATIONS

FINAL VERSION 1.0

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1 INTRODUCTION

The Tanzania Statistical Association (TASTA) hereby establishes its Research, Consultancy and Publications guidelines to provide for specific guidance on the handling of resources, processes and results generated from stewardship of TASTA.

The guidelines seek to enhance transparency and uniformity in planning, implementation, coordination and monitoring of research, consultancy and publication processes. It maps out processes and procedures of identifying topics, approvals, conduct and dissemination of outputs.

The guidelines also seek to cement commitment of TASTA in collaborating with research funding agencies, clients, academic institutions and publishers. As such, the guidelines visit all on the and modes of acquisition; mechanisms for project monitoring and control; dissemination of research results and evaluation of research effectiveness and impact.

2 BACKGROUND

The Tanzania Statistical Association (TASTA) is an association established in 1991. The association is registered under the Civil Society Act, 1954 with registration number S.A 7518. TASTA aims to stimulate, foster and promote the development of theory and application of statistics. It enhances the effective contribution and usefulness of statistics to administration, policy formulation, planning and research for socio-economic development; and establish links with national, regional and international statistical associations.

Among the Committees of TASTA is the Standing Committee of Research, Consultancy and Publications, with the main duty to facilitate knowledge generation among members, to provide professional linkage between TASTA and related institutions and to advance knowledge contribution to society.

To effect this duty, the process has to be guided by agreed procedures. This is the basis for developing guidelines for Research, Consultancy and Publications of TASTA.

3 SCOPE, RATIONALE AND OBJECTIVES

3.1 SCOPE

The guidelines apply to all in-house research, collaborative and individual researches utilizing TASTA resources.

3.2 RATIONALE

TASTA has members with different levels and types of experiences. As the Association revamps its management, it is prudent that certain frameworks for managing its affairs are in place, failure of which may dictate use of personal judgement in decision-making, a situation which is risky for the sustainability of the Association. As such, the loaded expectations above will be achieved in the following manner:

- (i)** *Transparency* will be achieved by shared expectations as documented in these guidelines.
- (ii)** *Professionalism* will be cultivated by sourcing guided outputs that seek to engage with TASTA actively in the utilization of knowledge-resources. The guidelines have also borrowed resources from relevant national and international standards;
- (iii)** *Efficiency* will be achieved through active collaboration and sharing of human, technical and financial resources with research community

3.3 OBJECTIVES OF GUIDELINES

The overall objective of the research Guidelines is to guide the proper conduct of research under the name of TASTA, use of data owned by TASTA, responsible collaboration with other parties, preparation, receipt and dissemination of scientific materials under ownership or stewardship of TASTA.

Towards achieving the goal, the following are the specific research Guideline objectives:

- (i)** To create an effective and targeted monitoring framework of generating TASTA knowledge resources;
- (ii)** To cultivate professional research practice and quality consultancy services in the name of TASTA;
- (iii)** To build respected knowledge resource base for reference;
- (iv)** To build a core database of researchers, clients and ambassadors of TASTA;
- (v)** To create a stable and standardized internal and external research support system;
- (vi)** To provide TASTA with favourable framework for attracting national and international research resources;
- (vii)** To increase visibility and corporate social responsibility of TASTA work among academicians and researchers

4 GUIDELINES STATEMENTS

4.1 DEFINITION OF TERMS

- (i)** Research: A systematic and scientific inquiry seeking new or additional knowledge about a subject with statistical interest academically or socially
- (ii)** Research framework: A general guidance on steps of research inquiry agreed by TASTA
- (iii)** Consultancy: For the purpose of these guidelines, consultancy shall mean any scientific inquiry work conducted by TASTA for agreed fee or inquiry contracted-out to an individual or firm in which TASTA pays a fee.
- (iv)** Collaborative research: Research conducted between TASTA and another individual or agency in which parties share resources
- (v)** Publication: A medium of dissemination of research outputs that is established within platform of scientific community

4.2 FUNDING RESEARCH AND PUBLICATIONS

The researches carried by the TASTA will be funded from the following sources:

- (i)** TASTA will annually allocate at-least five percent of Annual budget for funding research development activities. These funds will be utilised according to financial procedures of TASTA.
- (ii)** The TASTA may solicit external funding from private or public institutions, development partners or institutes.
- (iii)** In case of collaborative researches with academic and research institutions, development partners or training institutions; TASTA will enter into MOU that clearly states means and mechanisms of shared funding.
- (iv)** In case of individual researches with continuing students; TASTA will enter into signed Agreement determining funding arrangements in line with financial rules;

4.3 RESEARCH PLANNING AND ADMINISTRATION

Research will be performed in procedures and documented according to research (reporting) framework as approved by TASTA.

Research activities will undergo administration by the committee of Research, Consultancy and Publications of TASTA. Strategic, financial and operational Management of research,

consultancy and publications activities will be coordinated by the Standing Committee responsible for this function.

4.3 STANDARDIZATION OF PROCEDURES

TASTA will put in place an approved operational mechanism that shall be formulated in line with National procedures as guided by Statistics Act, 2015 or related frameworks so as to meet the strategic goal of strategic alliances, standardization and replication. TASTA shall;

- (i) Adhere to Public Procurement regulations and financial policies of TASTA in implementing the research guidelines, and where there are conflicts, the national legislations guiding research and statistics shall prevail in guiding the conducts;
- (ii) Endeavour to accommodate national and international standards in guiding research conduct;
- (iii) Adhere to the TASTA approved **research report framework** that shall guide the areas to be observed in the conduct and documentation of reports.

4.4 RESEARCH AGENDA

TASTA shall develop a research agenda which will culminate to provide road-map within TASTA mandate. The aim of the research agenda is to guide strategic alliances and immediate problem-solving. In order to accomplish this, TASTA shall:

- (i) Prioritise research activities through development of a five-year **research agenda** of the Association;
- (ii) Pro-actively seek-out emerging issues and inform members regularly to build consenses
- (iii) The research agenda will be updated annually to accommodate new agreed issues of interest;

4.5 RESEARCH MATERIALS

The research materials shall include questionnaires, electronic data and visual information that have been originally sourced by TASTA for use in research and consultancy projects. To safeguard these materials, TASTA shall do the following:

- (i) Observe the laws governing collection, sharing, privacy of information and disposal in collection and use of research materials;
- (ii) Ensure print questionnaires are kept in safe place for period of five years as guided by Section 34 and 35 of National Statistics Act, Cap 351, Records and Archives Act 3 of 2002 and other Tanzania legislation guiding security of individual information;
- (iii) Protect intellectual property rights of TASTA in sharing research data and outputs to safeguard its originality,
- (iv) Enter into that external confidentiality agreement pact with external researcher availed with TASTA research materials authorizing appropriate utility and safeguard of individual privacy;
- (v) Make all reasonable efforts to reach agreement (preferably in form of MOU), with research collaborator that is consistent with the national laws and these guidelines

regarding intellectual property, the rights to access, and use of TASTA research materials.

4.6 PRIVACY OF INDIVIDUAL RESEARCH INFORMATION

TASTA ought to maintain privacy of information obtained from subjects of research including persons or individual enterprises against disclosure that may harm personal health, space or competition and ensure safe custodianship of printed and electronic information. To accomplish this; TASTA shall do the following:

- (i) Specify informed consent request from the research subjects about the use of private information to be acquired and used, including a description of those conditions under which provisions for withhold or sharing with third party.
- (ii) Endeavour to develop and maintain an electronic database of research individual information that shall be kept in safe custodianship of TASTA or designated party;
- (iii) Share data with third-party data and information that has been separated from identification of enterprises or identity of individuals

4.7 REFERENCING OF PUBLICATIONS

In the implementation of research and consultancy activities, TASTA shall adhere to the following research accountability principles:

- i. Shall not engage in research plagiarism;
- ii. Shall endeavour to obtain the prior permission of person(s) or institution(s) before using unpublished research information;
- iii. Shall acknowledge and provide proper citation of source of data or publications that has been referenced in TASTA research work.

4.8 CO-AUTHORSHIP AND TECHNICAL COLLABORATION

There is a need to promote guided strategic alliances and collaboration with government and its agencies, research institutions, development partners and the private sector within and outside the country. This is encouraged in order to gain leverage for funding, technology transfer, research capacity building and wider dissemination of outputs. To accomplish this, the TASTA shall:

- i. Promote collaborative research where there is potential benefits;
- ii. Recognize in an appropriate form or manner in publications the substantive contributions of each research collaborators;
- iii. Enter into MOU detailing areas, mechanisms and limits of collaboration in conducting collaborative research;
- iv. Adhere to written modality of collaboration with individual researcher, for-profit organization or international organization; including special provisions for protecting confidentiality of individual research materials;
- v. In case of collaborative research between TASTA and individual researcher(s), for-profit organization or international organization; in which the share of funding from

TASTA is above fifty percent; TASTA research Guidelines and Framework shall apply;

- vi. In case of collaborative research between TASTA and another public institution in Tanzania, the research conduct shall adhere to Statistics Act 2015 and Statistical Standards as published for use by National Bureau of Statistics (NBS) of Tanzania;
- vii. In case of collaborative research, TASTA shall keep reasonable number of copies of outputs as determined in written collaborative agreement.
- viii. In case co-authorship of publication is determined; the cost to be incurred in the project, procurement and prevailing financial regulations to be observed by each party shall be clearly defined in the MOU;

4.9 DISSEMINATION OF RESEARCH OUTPUTS

Research outputs shall include thesis, dissertations, published research articles and journals. TASTA will develop means of sharing research outputs with other researchers, stakeholders and the community at large through publications, seminars, website and conferences. Therefore, TASTA shall:

- i. Ensure that the research results are widely disseminated to the intended audiences;
- ii. Ensure that the research results are published and released in a prescribed format;
- iii. Encourage and coordinate sharing of research outputs through feasible channels;
- iv. Develop and maintain database of TASTA research, consultancy and publications and make it accessible to members, scholars and researchers through website publication and resources centre (library);
- v. Set aside an effective forum for dissemination of outputs annually;
- vi. Endeavour to develop its own *Journal* in order to publish internal and invited research outputs.

4.10 REMUNERATION OF INDIVIDUAL EFFORTS

The TASTA will provide token for compensation of time utilized in generating research publications to authors in order to motivate them. The conditions under which such rewards shall be provided under the given conditions:

- a) The research must show evidence of publication in established national or international journals;
- b) Research that has enjoyed active participation of TASTA in form or kind will not be considered;
- c) Dissertations and theses to be considered must show relevance and proof of acceptance from host institution;
- d) Every year, TASTA shall advertise its area of focus in research and publications to seek contributions from members and invited parties
- e) In carrying out consultancy services, TASTA shall ensure involvement of members as first priority;

- f) In carrying out consultancy services, individual efforts shall be rewarded as fees agreed between TASTA and client

As such; TASTA commits to the following procedures:

- (i) Set aside budget item on personnel remuneration involved in research projects per TASTA's incentives and financial regulations. This is to safeguard against abuse of research staff and thus keep reputation of TASTA in engaging with research community;
- (ii) Pay daily subsistence (per diem) allowances are to external researchers at not less than the stipulated subsistence allowance rates of the TASTA;
- (iii) Negotiate consultancy or contracted-out research or collaborative research in the name of TASTA through Secretary General.
- (iv) Develop administrative procedures to ensure that TASTA and its members benefit from research/consultancy carried out by TASTA;
- (v) Set-aside a special budget annually to reward researchers who have demonstrated acknowledged effort in publications related to the development of statistics in Tanzania. Such reward, where available, shall be advertised yearly, and shall be selected in accordance to the conditions herein;
- (vi) Commit and advertise to public of areas of research focus in the beginning of TASTA financial year. This shall be in-line with Strategic Research Agenda;
- (vii) Rewarded publications must be endorsed by TASTA during preparation stages in order to assess relevance to TASTA agenda;
- (viii) Categories of reward shall be as follows:
 - a. Master degree dissertations
 - b. Doctorate degree theses
 - c. Publications in national journals
 - d. Publications in international journals

4.11 STATUTORY AND ETHICAL OBLIGATIONS

TASTA will ensure that the following ethical issues are considered at all stages of research conduct as per applicable laws. As such, TASTA shall:

- (i) Observe ethics in research shall be observed according to national legislations;
- (ii) Comply with national standards and legislations, including TASTA research framework, and any other ethical and contractual obligations,
- (iii) Ensure protection of research subjects against harmful physical or psychological treatments during research projects;
- (iv) Seek clarification and approval of competent authority prior to execution of research projects involving physical or psychological alteration of human subjects;
- (v) Comply and promote national standards promulgated by competent authority governing conduct of research, statistics and research ethics;

- (vi) Use only authorized and licenced software for collection, processing, analysis and dissemination of research data and outputs;
- (vii) Promote use of open-source data management applications in order to save cost and build core competences;
- (viii) Use highest available expertise in research management and where necessary co-opt a non-member to lead the research project.

4.12 APPLICATION AND REVIEW OF THE GUIDELINES

- i. The research guidelines shall apply to all the research and consultancy projects that will be conducted by TASTA, and to all research conducted with partners, consultants and collaborators.
- ii. The TASTA research guidelines shall be subject to review after year

4.13 EFFECTIVE DATE

The guidelines shall be applicable with effect from the date of approval by the Chairman of Association

Signed on this day of.....Month..... Year.....

Signed by (name).....

Signature:

Title:.....

5.0. Appendices:

5.1. Research Framework guiding questions

i. What is the problem requiring scientific inquiry (INTRODUCTION)

- Triggers to the problem
- Establish relation of the problem with previous similar inquiries in subject matter, method, situation, place or time
- Establish relation of the problem with policy and legal context
- Identify the information gap in previous findings, methods or context
- Decide the focus of inquiry
- Define boundaries of inquiry (objectives)

Describe context

ii. How to determine existence and magnitude of problem (METHODOLOGY)

- Who or what is the segment target of inquiry?
- Who will respond to the inquiry in relation to target?
- How to obtain the subjects to respond?
- How will questions be turned to data?
- How will data be converted to variables?
- What is the relationship between variables and objectives?
- Why choose the information/data?
- Where to acquire the data/information - source of data?
- How to acquire the data – tools/devices and methods of collecting data?
- How will data be analyzed in relation to objectives?
 - a) Formulae?
 - b) Schemes?
 - c) Tools?

Narrate these, ensure coherence

iii. Determine associates/correlates of the problem (ANALYSIS)

- How much do we know about the population under study?
- What population characteristics relate to the inquiry?

- What is the degree of relationship between the inquiry and natural characteristics?
- Any guiding theories to refer to?
- Any guiding experiences, local and international to be referred?
- Any guiding logic?

Describe in detail but concisely, focusing on objectives

iv. How will results be interpreted?

- Relationship between results and the objectives?
- How sufficient have results responded to objectives?
- Are there any gaps?
- What else can be done?

v. How are results presented depending on audience?

- Graphs?
- Table?
- Maps?
- Audio-visual?
- Media?

Choose wisely and economically

vi. How the results reach audience?

- Print media
- Soft media
- Main report
- Summary reports
- Truncated reports
- Published papers

Choose wisely and economically