

The United Republic of Tanzania
Information and Communication Technologies Commission (ICTC)



ICT Professional Registration Guidelines

Issued by;

Director General,
ICT Commission,
March, 2025

1.0 Interpretations

<i>Academic awards</i>	Means honors or recognitions given to individuals for their outstanding achievements in academic results serving to acknowledge, and celebrate dedication, hard work and accomplishments in their academic endeavors;
<i>Academic certificates</i>	Means official documents that are awarded to individuals upon successful completion of a specific academic program or course of study serving as evidence of the individual's knowledge, skills, and achievements in a particular field or subject;
<i>Bridging course</i>	Means a course which helps graduates bridge the gap between their current knowledge or qualifications and the requirement for professional registrations;
<i>Continuing Professional Development</i>	Means the ongoing process of learning, acquiring new knowledge, and developing skills and competencies to enhance professional practice;
<i>Foreign ICT professional</i>	Means a person who is an ICT Professional but is not a citizen of Tanzania;
<i>ICT Consulting Firm</i>	Means a company that provides specialized consulting services in the field of ICT having a team of experts with diverse skills and knowledge in various areas of ICT, allowing them to offer comprehensive solutions to their clients;
<i>ICT Graduates</i>	Means an individual who works in the field of ICT at an entry-level under the supervision of an experienced ICT professionals;
<i>ICT Professional</i>	Means an individual who has advanced knowledge, skills, and expertise in the field of ICT; often possessing advanced technical skills, industry certifications, and a deep knowledge gained through experience of a period of professional practice in his/her area of specialization;
<i>ICT Consultant</i>	Means an expert in the field of ICT who provides consulting services to organizations or individuals to help clients make informed decisions and implement effective ICT strategies;
<i>ICT Professional Training Institution</i>	Means an organization or a company that represents and supports professionals working in the field of ICT playing a crucial role in promoting professional standards, skills, providing training, and fostering collaboration and networking;

<i>Professional award</i>	Means a recognitions or honors bestowed upon an individual or organization to acknowledge and celebrate exceptional performance, innovation, leadership, or significant contributions to the ICT profession;
<i>Professional certificate</i>	Means a credential awarded to individuals who have completed a specific program or training in a particular professional field offered by professional organizations or industry associations and designed to validate and enhance the skills and knowledge of professionals in a specific area
<i>Professional Development Hours</i>	Means a unit of measure for the amount of time or efforts spent in undertaking continuing professional development activities seeking to keep an individual with required skills and competency;
<i>Professional registration</i>	Means a process by which an individual obtains official recognition and authorization to practice their profession;
<i>Structured continuing professional development</i>	Means a planned and organized approach to ongoing learning and skill development for professionals in their respective fields. It involves participating in activities and programs that are designed to enhance knowledge, skills and competencies;
<i>Structured training</i>	Means a systematic and organized approach to learning and skill development that follows a predetermined curriculum or program involving the use of planned activities, resources and assessments to guide individuals through the learning process and ensure that specific learning objectives are met;
<i>Unstructured continuing professional development</i>	Means an informal and self-directed learning activities that professionals engage in to enhance their knowledge, skills and competencies outside of formal structured programs;

2.0 Introduction

The ICT Professional registration guidelines provide a comprehensive framework for recognizing and promoting excellence in the field of Information and Communication Technology (ICT). These guidelines also provide guidance on the processes and requirements for applications, registrations, continuing professional development and monitoring of professional competence while ensuring that the potential of ICT services are realized for social-economic development. Furthermore, the guidelines set the criteria

for the qualifications, experience and ethical standards that professionals must meet to be recognized as ICT professionals.

In the digital age, ICT professionals play a key role in driving technological advancements and solving society challenges. Thus, the need for establishing a standard for professionalism and competence, ensuring that ICT professionals meet the highest standards of expertise and integrity. By adhering to these guidelines, ICT professionals can enhance their professional standing and contribute to the growth and development of the ICT industry. The guidelines provide clear pathways for career progression, enabling professionals to showcase their skills, knowledge and commitment to excellence. Therefore, fostering trust and confidence among employers, clients and the general public to rely on the expertise and integrity of registered ICT professionals, leading to improved project outcomes and increased customer satisfaction.

The guidelines are inclusive and encourage ICT professionals from diverse backgrounds and experiences to participate in the professional registration process. They also recognize the value of continuous learning and professional development, allowing individuals to showcase their unique skills and contributions as well as collective commitment to professionalism, competence and ethical conduct in the ICT field. By embracing these guidelines, we pave the way for a future where ICT professionals are recognized and respected for their contributions and where the ICT industry will continue to thrive and drive positive change.

3.0 The Objectives of the Guidelines

The objective of the guidelines is to enhance capacity of the ICT profession by ensuring that ICT professionals practice are adhered to the code of conduct and ethics. Specifically, the guidelines are aimed to provide guidance relating to: -

- i. Registrations of ICT Professionals;
- ii. Registrations of ICT Consulting Firms;
- iii. Monitoring and enforcement of ICT professional practice and competency.

PART I ICT PROFESSIONAL REGISTRATION

4.0 Application for Registration

All applications for registration shall-

- i. be made through the **Commission's website** and shall be submitted in english;

- ii. specify the qualifications upon which the application is based and be accompanied by certified copies of such certificates or other documents as deemed necessary to support those qualifications;
- iii. be made in the category of Graduate ICT Technicians, ICT Graduates, ICT Technicians, ICT Professionals, ICT Experts, ICT Consultants, and Independent ICT Consultants;
- iv. be accompanied by the evidence of professional competence which shall include details of duration and description of competence obtained with endorsement of supervising ICT Professional, ICT Expert or ICT Consultant;
- v. be accompanied by a mentorship program report of a period of a minimum period of three years for holders of certificates, diploma or bachelor degrees, two years for holders of masters' degree, and for one year for holders of Ph. D;
- vi. be accompanied by non-refundable application fee of such amount set by the Commission;
- vii. be accompanied by other documents for authentication upon the discretion of the Commission.

5.0 Categories for ICT Profession registration

The ICT Professional registration shall have the following categories-

5.1. Independent ICT Consultant

Applicants for registration as Independent ICT Consultant shall-

- i. Be a holder of a bachelor degree in ICT or ICT related field;
- ii. Demonstrate professional experience of not less than ten years post registration as ICT Professional;
- iii. Submit evidence of experience as ICT Consultant for not less than five years;
- iv. Submit evidence of latest professional certification in area of specializations;
- v. Submit evidence of compliance to the requirement of the continuing professional development;
- vi. Demonstrate adherence to the ICT Professional code of conduct and ethics; and
- vii. Submit references and recommendations from ICT Consultants providing vouch on expertise and professionalism;

5.2. ICT Consultant

Applicants for registration as ICT Consultant shall-

- i. Be a holder of a bachelor degree in ICT or ICT related field;

- ii. Demonstrate professional experience of not less than five years post registration as ICT Professional;
- iii. Submit evidence of latest professional certification in area of specializations;
- iv. Submit evidence of employment or engagement with the ICT Consulting firm;
- v. Demonstrate adherence to the ICT Professional code of conduct and ethics;
- vi. Submit evidence of compliance to the requirement for the continuing professional development; and
- vii. Submit references and recommendations from experienced ICT Professionals providing vouch on expertise and professionalism;

5.3. ICT Expert

Applicants for registration as ICT Experts shall-

- i. Be a holder of a bachelor degree in ICT or ICT related field;
- ii. Demonstrate a professional experience of not less than three years post registration as ICT Professional;
- iii. Submit evidence of latest professional certification in area of specializations;
- iv. Demonstrate expertise in the area of specialization including major roles undertaken while implementing ICT projects recognized by the Commission;
- v. Demonstrate adherence to the ICT Professional code of conduct and ethics;
- vi. Submit evidence of compliance to the requirement of the continuing professional development; and
- vii. Submit references and recommendations from experienced ICT Professionals providing vouch on their expertise and professionalism;

5.4. ICT Professional

Applicants for registration as ICT Professional shall-

- i. Be a holder of a bachelor degree in ICT or ICT related field;
- ii. Demonstrate a professional experience of not less than three years post registration as ICT graduate;
- iii. Demonstrate adherence to the ICT Professional code of conduct and ethics;
- iv. Submit evidence of compliance to the requirement for the continuing professional development; and
- v. Submit references and recommendations from ICT Professionals providing vouch on their expertise and professionalism;

5.5. ICT Graduate

Applicants for registration as ICT Graduates shall-

- i. Be a holder of a bachelor degree or advanced diploma in ICT or ICT related field;
- ii. Demonstrate adherence to the ICT Professional code of conduct and ethics; and
- iii. Be ready to engage in the continuing professional development activities;

5.6. ICT Technician

Applicants for registration as ICT Technicians shall-

- i. Be a holder of a diploma or certificate in ICT or ICT related field;
- ii. Demonstrate adherence to the ICT Professional code of conduct and ethics;
- iii. Demonstrate a professional experience of not less than three years post registration as graduate ICT technician;
- vi. Submit evidence of compliance to the requirement of the continuing professional development; and
- iv. Submit references and recommendations from ICT Professionals providing vouch on their expertise and professionalism.

5.7. Graduate ICT Technician

Applicants for registration as graduate ICT technicians shall-

- i. Be a holder of a diploma or certificate in ICT or ICT related field;
- ii. Demonstrate adherence to the ICT Professional code of conduct and ethics; and
- iii. Be ready to engage in the continuing professional development activities;

6.0 Requirements for ICT Professional Registrations

Applicants for ICT Professional registration shall submit evidence for completion of-

- i. Academic programs deemed fit for the registrations;
- ii. Academic programs which are ICT related or deemed to have ICT content but not adequate for registration considered together with bridging courses; and
- iii. The bridging courses necessary to meet the requirements for registration

7.0 Processing of Applications

Processing of received applications shall be as follows-

- i. Applications for professional registration shall be processed in accordance with procedures established by the Commission;
- ii. Applications which fulfil the requirements for registration shall be decided upon by the Commission within a period not exceeding ninety (90) days from the date of submission;

- iii. The Commission may require an applicant to furnish more information or evidence of eligibility for registration as it may deem fit and may require the applicant to attend in person for professional interviews;
- iv. Applications which have not fulfilled the requirements for registration shall become worthless and cancelled after one hundred and twenty (120) days from the date of submission;
- v. Applicants with cancelled or rejected applications shall submit fresh applications for reconsiderations;
- vi. The decision of the Commission in relation to an application for professional registration shall be final and shall be communicated to the applicant through the address provided during the application within fourteen (14) days from the date of the decision.

8.0 Registration Fees

Payment of registration fees shall be as follows-

- i. The Commission shall notify the applicants whose registrations are approved within fourteen (14) days from the date of approval for registration;
- ii. The notifications shall be made through the addresses provided during the application;
- iii. Where registration fees and other related fees are not paid within a period of two months from the date of notification, the Commission shall charge a fine of fifty percent of the registration fee after the two months have lapsed from the date of notification;
- iv. Where registration fees and other related fees are not paid within a period of six months from the date of notifications, the Commission shall consider the applications as void and shall terminate the application processes;
- v. Subject to these requirements, the Commission shall not consider fresh applications before the expiry of six months from the date of notification for which the previous application was approved unless, the applicant pays the registration fee and the associated fine of fifty percent;
- vi. Notwithstanding the provisions of these requirements, the Commission may consider an application after the expiry of the six months, if it is satisfied that the failure to pay the registration fee in respect of the approval was of sufficient reasons

9.0 Registration of Temporary ICT Professionals

A foreign ICT Professional wishing to be registered shall be registered as temporary ICT Professional. The applicant shall-

- i. be holder of a professional membership that allows him/her to practice as an ICT Professional in the home country or any other country;
- ii. submit records on professional performance of not less than three years prior to coming to Tanzania in a format set by the Commission;
- iii. submit evidence of involvement in at least three ICT projects in the last three years;
- iv. submit a contract of employment in Tanzania;
- v. be less than sixty-five years old;
- vi. be ready to appear for professional interviews arranged by the Commission;
- vii. submit certified copies of ICT degree certificate; and
- viii. submit certified copy of relevant pages of passport

10.0 Registration of ICT Consultants

Applicants for registration as ICT Consultant shall-

- i. submit applications accompanied by a fee of such amount as set by the Commission;
- ii. have a professional experience of not less than five years post registration as ICT Professional;
- iii. attend professional interviews arranged by the Commission; and
- iv. submit evidence of employment or engagement with ICT consulting firm

11.0 Registration of Temporary ICT Consultants

Foreign ICT Professionals wishing for registration as a temporary ICT Professional Consultants shall-

- i. submit application accompanied by a fee of such amount set by the Commission;
- ii. submit records of professional performance of not less than five years in the country of origin or domicile prior to coming to Tanzania;
- iii. submit valid employment contract in Tanzania;
- iv. submit certified copies of ICT degree certificate;
- v. submit certified copies of relevant pages of passport; and
- vi. attend professional interviews arranged by the Commission.

12.0 Registration of Independent ICT Consultant

Applicants wishing to be registered as independent ICT Consultants shall-

- i. Submit application accompanied by a fee of such amount set by the Commission;
- ii. have a minimum of five years post registration as ICT Consultants in the area of specialization;
- iii. have a minimum of ten years post-registration experience as ICT Professional out of which five consecutive years are in the field of specialization applied for;
- iv. have clean record of professional conduct and ethics;
- v. attend professional interviews arranged by the Commission;
- vi. be a Tanzanian citizen;

13.0 Renewal of Temporary Registrations

Renewals of temporary registrations shall be handled as follows-

- i. Where a registration of a temporary registered ICT Professional expires, the Temporary ICT Professional shall be renewed upon submission of the application for renewal, valid employment contract and payment of renewal fees;
- ii. Where a Temporary ICT Professional leaves the country for more than two consecutive years, the registration shall be revoked and shall be renewed after submitting an application and payment of relevant fees upon return;
- iii. The processing of applications for renewal shall take into consideration the good standings of the ICT Professional and status of payment of annual fees.

14.0 Publication of Registered and Deleted ICT Professionals

The Commission shall-

- i. Within the first week of January, publish in its website and a newspaper with wide circulation the names of all deleted ICT Professionals and revoked practicing certificates for the previous year;
- ii. Publish the names of all registered and deleted ICT Professionals, and revoked practicing certificates in the Commission's website within a week after each approval;

15.0 Application for Re-registration

A person wishing to be re-registered as ICT technician, ICT Professional, ICT Expert or ICT Consultant following deletion shall submit a fresh application to the Commission subject to fulfilment of conditions established.

PART II

REGISTRATIONS OF ICT CONSULTING FIRMS

16.0 Registration of ICT Consulting Firms

An entity wishing to be registered as ICT Consulting firm shall submit-

- i. An application accompanied by a fee of such amount set by the Commission;
- ii. A copy of certificate of incorporation or compliance or registration of business name extract from register of Registrar of Companies or act of establishment (parastatal or agencies);
- iii. A company profile with a summary of previous works undertaken;
- iv. A copy of current business license or offer/contract of engagement or business in Tanzania;
- v. Details of postal and physical address;
- vi. List of owned facilities including list of owned reference books, code of practice and ICT design software;
- vii. Curriculum vitae of key personnel sustaining the registration of the firm; and
- viii. Names of ICT Professionals or ICT Consultants in each of the area of specialization applied

17.0 Processing of Applications for ICT Consulting Firms

In processing the applications for ICT Consulting Firms, the Commission shall-

- i. Ensure that the firm applying for registration has at least one registered ICT Professional or ICT Consultant in each specialization applied for;
- ii. Inspect office premises of the firms to verify professional competence and capacity;
- iii. Register the firm for the period for which the contract for provision of ICT services is given;
- iv. Ensure that payment of registration fees is done within thirty days from the date of notification of such approvals; and
- v. Subject to this requirement, payments not made within thirty days from the date of notification of approval for registration shall be subjected to a penalty of fifty percent of the registration fee;

PART III

CONTINUING PROFESSIONAL DEVELOPMENT

18.0 Objectives of Continuing Professional Development

The purpose of continuing professional development is to-

- i. Ensure that professionals continue to grow and improve their knowledge and skills throughout their careers.
- ii. Reinforce the need for life-long learning among ICT professionals;
- iii. Provide a framework through which ICT Professionals can continuously maintain and enhance their professional competence;
- iv. Assist professionals to be more adaptable when faced with change;
- v. Encourage ICT professionals to broaden knowledge, skills and experience in order to improve the quality of provision of ICT services and enhance career prospects.

The professional activities undertaken by an individual to enhance competence in the ICT field shall be measured in Professionals Development Hours (PDH).

19.0 Improvement of ICT Professional Competence

As part of improving their professional competence, ICT Professionals shall-

- i. Commit to processes of lifelong learning in order to maintain, update and enhance the professional competence by participating in the continuing professional development programs;
- ii. Obtain a minimum of thirty professional development hours in a calendar year or as shall be determined by the Commission;
- iii. Where they exceed the annual requirement of thirty professional development units in the year under review, be allowed to carry forward a maximum of fifteen excess professional development units into the following year as guided by the Commission;
- iv. Where they have not obtained sufficient professional development units in the year under review, be allowed to carry over the shortfall into the following year, provided that they have accumulated a minimum of seventy-five professional development units in the previous three consecutive years.

20.0 Continuing Professional Development Activities

Activities recognized for continuing professional development shall include-

- i. Relevant postgraduate degree, diploma or certificate courses;
- ii. Lectures, short courses, conferences, symposia, workshops and seminars on technical, management or professional development relevant to ICT;
- iii. In-house courses on technical, management and professional development relevant to ICT;

- iv. Conducting accredited trainings, lectures, seminars, conferences, symposia and workshops;
- v. Writing or editing technical articles or papers published in peer reviewed journals, conference proceedings or books
- vi. Registering ICT patents

21.0 Category of Continuing Professional Development

The Commission shall categorize continuing professional development activities as follows-

- i. Internship programs;
- ii. Field attachments;
- iii. Professional trainings;

22.0 Recognition of ICT Professional Training Institutions

The Commission shall recognize ICT Professional training institutions providing professional trainings in the ICT Profession. As part of the recognition process, professional training institutions shall-

- i. Submit application for accreditation accompanied by a fee of such amount as established by the Commission;
- ii. Submit applications for accreditation of ICT professional trainings;
- iii. Submit other documents for verifications upon discretion of the Commission.

23.0 Authorization of ICT Professional Trainings

The Commission shall register and authorize ICT professional training programs and allocate professional development units. The criteria for authorization shall include-

- i. Academic and professional competency of teaching staff;
- ii. Training facilities and infrastructure;
- iii. Adequacy of professional contents in the training programs;
- iv. Training durations

24.0 Audit of ICT Professional Training Programs

For the purpose of ensuring relevance of ICT Professional training programs, the Commission shall-

- i. Review once every three years all authorized programs that are offered by the professional institution;
- ii. Determine category of each ICT professional programme authorized;
- iii. Audit the authorization of programs offered by the ICT training institutions;
- iv. Assess the content and delivery of ICT professional trainings;

- v. Withdraw authorization for programs which have failed to maintain the requirement set;

25.0 Valuation of Academic and Professional Awards

As part of recognition of professional development, the Commission shall -

- i. Review certificates for programs from academic and professional institutions;
- ii. Review certificates for foreign academic and professional programs recognized by authorized institutions in the country of origins;
- iii. Develop special ICT professional training programs;
- iv. Issue awards on outstanding academic and professional performance;
- v. Issue decisions following evaluation made upon request by applicants;

26.0 Lapse of the Registrations

- i. Where the ICT Professional fails to meet the prescribed professional development units' requirements or has not submitted his returns for three consecutive years, the Commission shall lapse his registrations;
- ii. ICT Professionals whose registration has lapsed under this requirement shall be required to obtain forty-five professional development units within one year before being reinstated;
- iii. The forty-five professional development units shall comprise of at least thirty professional development units obtained from professional trainings;

27.0 Exemptions from Continuing Professional Development

- i. ICT Professionals may be exempted from continuing professional development requirements upon experiencing disabilities, prolonged illness or other extenuating circumstances which prevents practicing the profession.
- ii. ICT Professionals who are unable to practice the profession, shall submit to the Commission in writings the evidence for such inability;

PART IV

PAYMENT OF ANNUAL FEES

28.0 Payment of Annual Fees

Registered ICT Professionals, ICT Professional Consultants, ICT Consulting Firms and ICT Professional training institutions shall-

- i. Pay annual fee to the Commission and such fee shall be due on 1st July of each Calendar year;

- ii. Pay annual fee calculated as appropriate for that year of registration, where the registration is approved after 31st March of a calendar year;
- iii. Pay a penalty of 10% to the outstanding amount for every calendar month after September of the calendar year, upon failure of payment of annual fee for the previous year;
- iv. Pay all annual fees in arrears, failure of which for more than three years shall lead to deletion of the name from the Register

29.0 Notice for Payment of Annual Fees

The Commission shall issue a notice for payment of annual fees to ICT Technicians, ICT Professionals, ICT Professional Consultants, ICT Consulting Firms and ICT Training Institutions for the following year, two months before the end of calendar year.

30.0 Exemption from Payment of Annual Fees

ICT Professionals, ICT Professional Consultants and ICT Technicians aged above sixty-five years or who are in ill-health may be exempted from paying annual fees, upon application to the Commission.

PART V CERTIFICATES AND RUBBER STAMPS

31.0 Registration Certificates

- i. A person or an entity registered with the Commission shall be issued with registration certificates;
- ii. The registration certificates shall be duly signed and sealed with the common seal of the Commission;
- iii. A registration certificate for ICT Professional, ICT Professional Consultant or ICT Technician shall have the photograph of the bearer

32.0 Practicing Certificates

- i. ICT Professionals and ICT Professional Consultants shall be issued practicing certificates in addition to the registration certificates;
- ii. ICT Professionals and ICT Professional Consultants shall carry the practicing certificates while executing their duties and shall submit to relevant authorities when required

33.0 Validation and Renewal of Practicing Certificates

- i. Practicing certificates shall be valid for a duration of three years and shall expire on 30th June;

- ii. ICT Professionals and ICT Professional Consultants shall apply for renewal of a practicing certificates as established by the Commission;
- iii. Renewals of practicing certificates shall be made within a month of July of the relevant Calendar Year

34.0 Deletion, Suspension, Revocation or Rejection

- i. ICT Professionals and ICT Professional Consultants whose names have been deleted from the register shall have their practicing certificates revoked forthwith;
- ii. The Commission may reject application for renewal of a practicing certificate if the applicant-
 - a) is in breach of the Code of Conduct and Ethics for ICT professionals;
 - b) has been suspended from practice;
 - c) has not fulfilled continuing professional development requirements for a consecutive period of three years;
 - d) is in default of payment annual fees;
 - e) is insolvent;
 - f) has been convicted for criminal offence for the past one year from the date of conviction;
 - g) is of unsound mind;
- iii. The Commission shall not suspend a practicing certificate of the ICT Professional or ICT Professional Consultant unless an opportunity of being heard has been given;
- iv. The holder of practicing certificate which has been revoked shall return the practicing certificate to the Commission within one month from the date of revocation;
- v. ICT Professionals whose practicing certificates have been revoked and have failed to return the revoked certificate within the period specified shall constitute an offence and upon conviction shall be liable to a fine as established by the Commission

35.0 Loss of Certificates

- i. Where a registration or practicing certificate is lost, destroyed or defaced, the holder of the certificate shall notify the Commission immediately;
- ii. Where a registration or practicing certificate has been defaced, duplicate certificates shall be issued upon return of the original certificate to the Commission;

- iii. A duplicate of a registration or practicing certificate shall be issued upon submission of a police loss report and payment of a fee of such amount as established by the Commission.

36.0 Certificate to Remain Property of the Commission

Registration and practicing certificates shall remain the property of the Commission and shall be returned when the holder is deleted from the register.

37.0 Use of Rubber Stamps

For the purpose of authentication of provision of professional services-

- i. Professional rubber stamps shall be issued to each ICT Professional and ICT Professional Consultants for use when approving or certifying provision of ICT services;
- ii. A certification given by the ICT Professional, in addition to the signature and date, shall have a professional rubber stamp affixed;
- iii. An approval given by the ICT Professional Consultant, in addition to the signature and date, shall have a professional rubber stamp affixed;
- iv. ICT Professionals and ICT Professional Consultants shall pay fees for use of rubber stamps of such amount as established by the Commission;
- v. Subject to these requirements, failure to use professional rubber stamps issued by the Commission shall constitute an offence and upon conviction shall be liable to fines as established by the Commission;
- vi. Professional rubber stamps issued to ICT Professionals or ICT Professional Consultants with temporary registration shall be valid for the period of registration and such validity shall be inscribed on the stamp.

PART VI

ENGAGEMENT OF ICT PROFESSIONALS

38.0 Engagement of ICT Professionals and ICT Consultants

- i. All ICT works and services shall be undertaken by ICT Professionals;
- ii. All ICT works or services that require consultancy services shall be undertaken by ICT Professional Consultants or ICT Consulting Firms;
- iii. Employers shall ensure that ICT job positions in all categories are occupied by ICT professionals registered by the Commission;

- iv. Completed projects found not in conformity with professional requirements, not environmentally friendly, a safety threat or posing danger to life shall constitute a professional misconduct;
- v. The Commission shall provide a guiding scale of fees and conditions of engagements of ICT Professionals and ICT Professional Consultants for provision of ICT services;
- vi. Subject to this requirement, the fees proposed for ICT services shall be construed as the minimum
- vii. The client or owner of the ICT projects or works shall be responsible to provide evidence of having engaged the services of ICT Professionals;
- viii. Subject to these requirements, an individual providing ICT professional services without having registered by the Commission, shall constitute an offense and upon conviction shall be liable to fines as determined by the Commission;
- ix. Subject to these requirements, an employer who employs unregistered ICT human capital, shall constitute an offense and upon conviction shall be liable to fines as determined by the Commission;

39.0 Conflict of Interests

In the execution of their professional-

- i. The practice of the ICT Professionals shall be carried out such that it avoids conflict of interest as detailed in the ICT Professional Code of Conduct and Ethics;
- ii. Where a government institution or agency has capacity to offer ICT consultancy, the same shall establish a consulting unit and register the unit with the Commission;
- iii. Where the institution or agency registered unit is offering consultancy for a given project, the unit shall not provide goods, works or services related to the same project;
- iv. Where the institution or agency registered unit offers goods, works or services for a project, the unit shall not provide consulting services for the same project; and
- v. A registered ICT consulting firm shall not offer services as a contracting firm.

40.0 Change of Consultancy Offices

- i. ICT Professional Consultant wishing to shift from one firm to another shall report to the Commission;

- ii. Subject to this requirement, where the ICT Professional Consultant shifting from the firm is the only one in the area of specialization, the firm shall cease to offer consulting services in the area of specialization; and
- iii. The ICT consulting firm receiving the shifting ICT Professional Consultant shall fulfil the conditions for registration before undertaking consultancy services.

41.0 Practice of Independent ICT Consultant

- i. Independent ICT Consultant shall be allowed to offer ICT consultancy services in accordance with other written laws; and
- ii. The scope of work to be undertaken by the Independent ICT Consultant shall be determined by the Commission.

42.0 Mental Incapacitation and Ill-health

- i. ICT Professionals, ICT Experts, ICT Consultants or ICT technicians who are confirmed to be mentally incapacitated or in ill-health shall not practice until such a time proved otherwise by a competent authority;
- ii. Subject to this requirement, ICT Professional, ICT Expert, ICT Consultant or ICT technician who were mentally incapacitated shall submit a medical report from a recognized medical practitioner.

PART VII MONITORING OF PROFESSIONAL CONDUCT

43.0 Project Register

For the purpose of promotion of strategic ICT investments-

- i. The Commission shall establish a register for all strategic ICT projects;
- ii. It shall be the responsibility of the project owner or ICT Professionals to report to the Commission all ICT projects they are involved with prior to commencement;
- iii. The reporting of the ICT project for registration, shall be made in the format prescribed by the Commission;
- iv. The register shall also serve the purpose of monitoring the ICT investments in the country.

44.0 Monitoring of ICT Services and Projects

For the purpose of ensuring that professional competency is sustained-

- i. The Commission shall at any time visit ICT projects, for a purpose of inspecting and auditing the professional conduct and ethics in the provision of ICT services without prior notification;

- ii. A person who denies or obstructs entry of the staff of the Commission or its agent to the ICT site, from performing their duties shall commit an offence and upon conviction shall be liable to a fine as established by the Commission;
- iii. A person without sufficient cause refuses to answer fully and satisfactorily to the best of his knowledge and belief all questions put to him or omits to produce any documents in his possession or under his control commits an offence and upon conviction shall be liable to a fine as established by the Commission;
- iv. In the absence of a representative at the ICT project, observations made by the Commission or its agent shall be recorded and the representative of the ICT project shall within five (5) days report to the Commission to countersign the observations;
- v. Where the inspection team has no access for reasons of closure, obstruction or any other reasons, a special notice shall be issued and the owner or representative shall be obliged to contact the Commission, addressing the requirements of the notice within seven days;
- vi. During monitoring of professional conduct of ICT Professionals, the inspection team shall be entitled to get any information regarding the works, software designs, related permits, competence of ICT Professionals and other information as may be considered necessary;
- vii. The Commission shall issue a stop order if satisfied that the on-going ICT projects/works endanger or threaten life, property, environment or other public interests;
- viii. Issued stop orders shall be lifted upon satisfaction that corrective measures to address the conditions that necessitated the issuance of the stop order have been implemented;
- ix. The inspection team shall register their names and sign in the visitors' book or relevant prescribed forms at ICT projects to be considered as a record of the visit

45.0 Audit of ICT Professional Conduct

- i. ICT Professionals shall keep a logbook for the continuing professional development activities in a format prescribed by the Commission;
- ii. The logbooks shall be submitted to the Commission annually, not later than three months following the end of the calendar year under review;
- iii. The Commission shall conduct random audit of ICT Professionals at any time of the year to verify the accuracy of information included in the logbook;
- iv. ICT Professionals may be required to submit evidence within a period of two years from the date of submission of their logbooks;

46.0 Default Score Points

- i. ICT Professionals and ICT Consulting Firms shall have their professional misconduct registered in a Default Score Points register;
- ii. Depending on the frequency of misconducts, the Commission may take actions including suspension or deletion of the ICT Professional or ICT Professional Consultants from the register; and
- iii. Threshold values and respective fines shall be determined by the Commission.

47.0 Change of Address

- i. A registered ICT Professional or ICT Consulting firm shall, within one month of any change of postal or physical address as entered in the register, notify the Commission of such change;
- ii. Notifications of change of postal or physical address shall be submitted in writing to the Commission;
- iii. Subject to these requirements, failure to submit notification on change of postal or physical address shall constitute an offence and upon conviction shall be liable to a fine to be determined by the Commission.

PART VIII MISCELLANEOUS PROVISIONS

48.0 Establishment of the Committees

For the purpose of implementation of these guidelines, the Commission shall-

- i. Establish the Professional Registration Committee;
- ii. Establish the Professional Development Committee;
- iii. Establish rules for the conduct, composition and procedures of the established committees; and
- iv. Co-opt members who are registered ICT Professionals to serve in the committees.

49.0 Inquiries by the Commission

- i. The Commission may hold an inquiry into the professional conduct and ethics of the ICT Professional or ICT Professional Consulting firm engaged in ICT projects or services;
- ii. The ICT Professional or ICT Consulting Firm violating the ICT professional code of conduct and ethics shall be issued with a notice to show cause within fourteen days from the date of issue of such notice to provide explanation on the professional misconduct;

- iii. An individual or a firm being inquired into shall be allowed to submit evidence in writings to be relied upon;
- iv. An individual or a firm summoned for an inquiry and failing to appear without acceptable reasons, shall be deemed to have committed the offence;
- v. Subject to these requirements, the Commission shall proceed with its decisions and such decision shall be final
- vi. Upon proof that such a person or firm has committed an offence against these guidelines, the Commission may issue a penalty or institute proceedings in the court of law on such misconduct;

50.0 Types of Fees to be Charged

The Commission shall charge fees on application, registration, annual and other related services as prescribed in the First Schedule to these guidelines. The fees shall include-

- i. fees on application for professional registrations;
- ii. fees on professional registrations;
- iii. fees on annual renewal of registrations;
- iv. fees on use of professional rubber stamps;
- v. fees on ICT consulting firms' registrations;
- vi. fees on use of professional practicing certificates;
- vii. fees on strategic ICT project registrations;
- viii. fees for extract, copies and lists of entries from registers;
- ix. fees for meetings/conferences/seminars/trainings organized by the Commission;

51.0 ICT Professionals and ICT Consulting Firms fees

ICT Professionals and ICT consulting firms shall charge fees for ICT services rendered as specified in the Second Schedule to these guidelines

52.0 Arbitrations

The Commission shall reconcile parties in dispute and conduct arbitration for parties under dispute whose services are related to the conduct of ICT Professionals or ICT Professional Consultant. In so doing the Commission shall prepare dispute resolution rules

FIRST SCHEDULE

Table 1: ICT Professional Registration fees

A. REGISTRATION FEE (TZS) FOR ICT PROFESSIONALS/CONSULTING FIRMS/PROJECTS - LOCAL						
S/N.	CATEGORY OF REGISTRATION	APPLICATION FEE	REGISTRATION FEE	PRACTISING CERTIFICATE FEE	RUBBER STAMP FEE	ANNUAL FEE
1.	Graduate ICT Technicians	20,000	30,000			50,000
2.	ICT graduates	20,000	40,000			60,000
3.	ICT Technicians	30,000	50,000			80,000
4.	ICT Professionals	50,000	70,000	50,000	100,000	120,000
5.	ICT Experts	50,000	200,000	100,000	150,000	250,000
6.	ICT Consultants	75,000	250,000	150,000	200,000	325,000
7.	Independent ICT Consultant	75,000	300,000	150,000	200,000	375,000
8.	ICT Consulting Firm	300,000	500,000	200,000	300,000	800,000
9.	Strategic ICT Project	200,000	1,000,000			2,000,000
10.	Extract of the ICT registers (less than 50 entrees)					50,000
11.	Extract of the ICT registers (more than 50 entrees)					100,000
B. REGISTRATION FEE (TZS) FOR ICT PROFESSIONALS/CONSULTING FIRMS/PROJECTS - FOREIGN						
S/N.	CATEGORY OF REGISTRATION	APPLICATION FEE	REGISTRATION FEE	PRACTISING CERTIFICATE FEE	RUBBER STAMP FEE	ANNUAL FEE
12.	Temporary ICT Professional	795,000.00	1,325,000.00	265,000.00	530,000.00	2,120,000.00
13.	Temporary ICT Consultant	1,325,000.00	2,120,000.00	265,000.00	530,000.00	3,180,000.00
14.	Temporary ICT Consulting Firm	7,950,000.00	13,250,000.00	795,000.00	1,325,000.00	21,200,00.00

SECOND SCHEDULE

SCALE OF FEES AND CONDITION OF ENGAGEMENT

Table 1 – Rates of Payment for Engagement of ICT Professionals on time basis

POSITION		RATES IN (TZS)					
S/N.		Hourly		Daily		Monthly	
1.	Level A – (Expert)	357,750.00	397,500.00	1,788,750.00	1,987,500.00	15,900,000.00	17,225,000.00
2.	Level B – (Principal)	318,000.00	357,750.00	1,590,000.00	1,788,750.00	14,575,000.00	15,900,000.00
3.	Level C – (Senior)	278,250.00	318,000.00	1,391,250.00	1,590,000.00	13,250,000.00	14,575,000.00
4.	Level D – (Officer)	238,500.00	278,250.00	1,192,500.00	1,391,250.00	11,925,000.00	13,250,000.00
5.	Level E – (Principal Technician)	198,750.00	238,500.00	993,750.00	1,192,500.00	10,600,000.00	11,925,000.00
6.	Level F – (Senior Technician)	159,000.00	198,750.00	795,000.00	993,750.00	9,275,000.00	10,600,000.00
7.	Level G – (ICT Graduates)	119,250.00	159,000.00	596,250.00	795,000.00	7,950,000.00	9,275,000.00
8.	Level H – (Technician)	79,500.00	119,250.00	397,500.00	596,250.00	6,625,000.00	7,950,000.00
9.	Level I – (Assistant Technician)	39,750.00	79,500.00	198,750.00	397,500.00	5,300,000.00	6,625,000.00
10.	Level J – (Graduate ICT Technician)	26,500.00	39,750.00	132,500.00	198,750.00	3,975,000.00	5,300,000.00

Table 2: Percentage charges on basis of cost of ICT projects

Cost of ICT Project in TZS		Fee as % of cost of ICT Project	
		Minimum	Maximum
1.	50,000,000.00 and below	10.00	10.00
2.	100,000,000.00	9.10	9.75
3.	250,000,000.00	7.60	8.75
4.	500,000,000.00	6.70	7.75
5.	750,000,000.00	6.10	7.10
6.	1,000,000,000.00	5.70	6.60
7.	1,250,000,000.00	5.40	6.20
8.	1,500,000,000.00	5.15	5.90
9.	2,000,000,000.00	4.75	5.50
10.	2,500,000,000.00	4.60	5.20
11.	4,000,000,000.00	4.55	5.10
12.	5,000,000,000.00	4.50	5.05
13.	6,500,000,000.00 and above	4.45	5.00