



NATIONAL ENVIRONMENT
MANAGEMENT COUNCIL



PROJECT MANAGEMENT SYSTEM - (PMS)

DEVELOPERS USER GUIDE

Version No.: 1.0



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15.				
16.				
17.				
18.				
19.				
20.				
21.				

Table 2: Document Review and Approval



LIST OF FIGURES

Figure 3.1: Public User interface Screenshot.....	7
Figure 3.2: List of projects awarded certificate screenshot.....	9
Figure 3.3: Project details for public user screenshot.....	10
Figure 3.4: Developer Interface Screenshot.....	11
Figure 4.1: Login screen for developer.....	15
Figure 4.2: Signup form screenshot.....	16
Figure 4.3: Account Activation email screenshot:.....	17
Figure 4.4: Password Recovery	18
Figure 4.5: Password Reset.....	19
Figure 4.6: Resetting Password.....	19
Figure 4.7: My Dashboard Screenshot	20
Figure 4.8: Published Projects	21
Figure 4.9: My Projects tab screen	22
Figure 4.10: Bills and Payment screenshot.....	23
Figure 4.11: Notification Alerts	23
Figure 4.12: Options Menu	24
Figure 4.13: Developer Profile.....	24
Figure 4.14: Change developer Password.....	25
Figure 5.1: My Project Tab Screenshot	26
Figure 5.2: Project Category selection	26
Figure 5.3: Proposed undertaking/Development-Part A form.....	27
Figure 5.4: Proposed Site screenshot	29
Figure 5.5: Infrastructure and utilities form	31
Figure 5.6: Part D-Environmental Impacts screenshot.....	32
Figure 5.7: Form Part E Declaration Screenshot	32
Figure 5.8: Linear Project Part A Form Screenshot.....	33



<i>Figure 5.9: Proposed site Linear Project - Part B form.....</i>	<i>35</i>
<i>Figure 5.10: Part A form for Communication tower.....</i>	<i>36</i>
<i>Figure 5.11: Part B form for communication tower Projects.....</i>	<i>36</i>
<i>Figure 5.12: Communication tower cluster Screenshot.....</i>	<i>37</i>
<i>Figure 5.13: Cluster Registration form</i>	<i>38</i>
<i>Figure 5.14: Expert Selection Screen.....</i>	<i>41</i>
<i>Figure 5.15: Confirmation msg Email sent to Expert</i>	<i>41</i>
<i>Figure 5.16: An Email send to Expert Screenshot.....</i>	<i>42</i>
<i>Figure 5.17: successfully an expert is selected.....</i>	<i>42</i>
<i>Figure 5.18: Document uploading Screen.....</i>	<i>43</i>
<i>Figure 5.19: Investment cost Screenshot.....</i>	<i>44</i>
<i>Figure 5.20: Submit Investment cost Screenshot</i>	<i>44</i>
<i>Figure 6.1: Control Number Generation Screenshot.....</i>	<i>45</i>
<i>Figure 6.2: Billing Details Screenshot.....</i>	<i>47</i>
<i>Figure 7.1: Project Stages Screenshot</i>	<i>48</i>
<i>Figure 7.2: Project timeline screenshot.....</i>	<i>53</i>
<i>Figure 7.3: Project details Screenshot</i>	<i>55</i>
<i>Figure 7.4: Part of Project details screenshot</i>	<i>56</i>
<i>Figure 7.5: Project Details Edit Form Screenshot</i>	<i>56</i>
<i>Figure 8.1: List of Alerts/Notification Screenshot</i>	<i>57</i>
<i>Figure 8.2: Notification Details Screenshot.....</i>	<i>57</i>



LIST OF TABLES

<i>Table 1: Document Distribution List</i>	<i>i</i>
<i>Table 2: Document Review and Approval</i>	<i>ii</i>
<i>Table 3: Terms and Acronyms.....</i>	<i>3</i>
<i>Table 4: Document Structure</i>	<i>4</i>
<i>Table 5: Project status summary</i>	<i>22</i>



TABLE OF CONTENTS

List Of Figures	iii
List Of Tables	v
Table Of Contents	vi
CHAPTER 1: INTRODUCTION	1
8.1 Background Information	1
1.2 Benefits of the EIA Process.....	2
1.3 Terms and Acronyms	2
1.4 Intended Audience	3
1.5 Document Structure	4
CHAPTER 2: REQUIREMENTS.....	4
2.1 System Requirements	5
2.2 Minimum/Recommended Requirements	5
CHAPTER 3: USER INTERFACE	7
3.1 Public user Interface	7
3.2 Public User Guidelines:.....	8
3.3 Public User Role/Permission.....	9
3.4 Developers Interface:.....	11
3.5 Developer Guidelines	11
3.5.1 Provisional Environmental Certificate (PEC)	11
3.5.2 Certificate of Variation	13
3.5.3 Certificate of Transfer	13
3.5.3 Certificate of Surrender	14
CHAPTER 4: LOGIN ACCESSIBILITY AND NAVIGATION	15
4.1 Developer Login accessibility.....	15
4.2 Login to the system for the first time	16
4.3 Password Recovery/Change	18
4.4 Successful First Login.	20
4.4.1 Developer Profile	24
4.4.2 Change Developer Password	25



4.4.3 System Log out	26
CHAPTER 5: PROJECT REGISTRATION	26
5.1 My Projects (Add New/View).....	26
5.1.1 Normal Projects	27
5.1.2 Linear Project.....	33
5.1.3 Communication Tower Projects	36
5.1.4 Registration Of Communication Towers In Cluster	37
5.2 Project Submission	39
5.3 Expert Selection	40
5.4 Document Uploading	43
5.5 Investment Costs	43
CHAPTER 6: FEES PAYMENT	45
6.1 Generate Control Number	45
6.2 Print Fee Note/Invoice.....	47
6.3 Billing tab under main menu.	47
CHAPTER 7: PROJECT STAGES	48
7.1 Activities within a Project	48
7.2 Project Timeline.....	52
7.3 Project Details	54
CHAPTER 8: ALERTS	57
8.1 Alerts	57



CHAPTER 1: INTRODUCTION

1.1 Background Information

Environmental Impact Assessment (EIA) is a procedure used to examine the environmental consequences or impacts, both beneficial and adverse, of a proposed development project and to ensure that these effects are taken into account in a project design. The purpose of EIA is to assist in the decision-making process and to ensure that any projects undertaken are environmentally sound and sustainable. EIA identifies the ways of improving project's environmental impact and in so doing helps in preventing, minimizing, mitigating or compensating for adverse impacts that might be caused by the project concerned.

The main objective of establishing this project is to enable National Environmental Management Council (NEMC) to have EIA system which will help in identifying, analyzing and assessing any possible environmental effects of various activities whether cultural, healthy or social impacts and how those impacts can be mitigated while creating awareness and transparency so as to enhance informed decision. Specifically, the project aimed at developing a centralized database software system compatible with NEMC which will enable NEMC staff to document all activities and tasks related to EIA process, analyze information and report on progresses/monitoring of the projects.



1.2 Benefits of the EIA Process

EIA allows the likely significant environmental effects of a project to be identified and to be avoided, remedied or minimized at an early stage. Nevertheless, the general public is often concerned about the possibility of unknown or unforeseen environmental effects of particular development. The project has the following benefits: -

- i. Potentially screens out environmentally-unsound projects
- ii. Proposes modified designs to reduce environmental impacts
- iii. Identifies feasible alternatives
- iv. Predicts significant adverse impacts
- v. Identifies mitigation measures to reduce, offset, or eliminate major impacts
- vi. Engages and informs potentially affected communities and individual
- vii. Influences decision-making and the development of terms and conditions
- viii. Reduced cost and time of project implementation.
- ix. Cost-saving modifications in project design.
- x. Increased project acceptance.
- xi. Avoided impacts and violations of laws and regulations.
- xii. Improved project performance.

1.3 Terms and Acronyms

Please refer to the table below for a list of the acronyms and definitions used in this document.

Terms and Acronyms	Description
CPU	Central Processing Unit
EAP	Environment Assessment Portal
EIA	Environment Impact Assessment
EIS	Environment Impact Statements
GB	Gigabyte
HDD	Hard Disk Drive
HTML	Hypertext Markup Language



MySQL	My Structured Query Language
NEMC	National Environment Management Council
PEA	Primary Environmental Assessment
PHP	Hypertext preprocessor
PMS	Projects Management System
RAM	Read Access Memory
TAC	Technical Advisory Committee
TB	Terabyte
ToR	Terms of Reference
UAT	User Acceptance Testing
VCL	Visibility Company Limited
VPO	Vice President Office
EIA-PMS	Environment Impact Assessment Projects Management System

Table 3: Terms and Acronyms

1.4 Intended Audience

This document is intended for the following audiences:

- Project Developers
- Public User.
- Stakeholders



1.5 Document Structure

The following main topics will be covered in this user manual document:

- Chapter 1: **Introduction:** This chapter outlines the structure, terms and acronyms, objectives and intended use of this document.
- Chapter 2: **Requirements:** There are certain requirements so that you can use the PMS well. In the requirements, we present only one aspect: Client requirements The server side is for technical users.
- Chapter 3: **User Interface:** There are two user interfaces in the PMS for Developers portal: public users and registered developers. Each interface has its own functionality to serve public users and registered users (developers). Public users can view only some of the information about various projects registered with NEMC
- Chapter 4: **Log In, accessibility and navigation:** This chapter describes the features available on the login screen, the initial enterprise system settings, and the global variables used to connect to the server side
- Chapter 5: **Projects Registration:** This chapter describes how to register new projects and manage existing projects. Moving Documents, Approving Documents, and Selecting the Project Expert
- Chapter 6: **Fee Payment:** This chapter describes how the user/developer can pay various fees through Mpesa, Tigo Pesa, Airtel Money and also through banks.
- Chapter 7: **Project Stages:** Collection of activities within a project, each phase of the project is goal oriented and ends at a milestone. Reaching these milestones means that the project is progressing and each phase can be divided into sub-phases. The main project phases are: - Registration, Screening, Scoping, EIA report preparation, Review, Certificate issuance and Monitoring.
- Chapter 8: **Alerts:** The definition of alert is a message sent to the developer about project activity or a request from NEMC about a particular project.

Table 4: Document Structure



CHAPTER 2: REQUIREMENTS

2.1 System Requirements

System requirements are the necessary specifications that a device must have in order to use a particular piece of hardware or software. For example, a computer requires a specific I/O port to work with a peripheral device. A smartphone may need a specific operating system to run a specific application. Before you purchase a software program or hardware device, you can check the system requirements to make sure the product is compatible with your system. Typical system requirements for a software program are:

2.2 Minimum/Recommended Requirements

The following list contains both minimum and recommended system requirements. For example, a video game may work with the minimum requirements of CPU and the GPU, but it works better with the recommended hardware. A more powerful processor and graphics card can provide better graphics and faster frame rates. Below is an example of the minimum and recommended system requirements

Minimum requirements:

1. Relatively recent Operating System (e.g. Windows XP or 7, or equivalent)
2. Office tools (e.g. MS Office support MS Word, MS Excel, or equivalent)
3. Email client (e.g. MS Outlook, or equivalent) with access to the end user's mailbox
4. Browser: Internet Explorer (11 or higher), or Firefox (40 or higher), or Opera/Chrome/Safari (latest)
5. Session Cookies: enabled
6. Window Resolution: 1024 x 768
7. PDF viewer (e.g. Adobe PDF Reader, or equivalent)
8. Compression/decompression software (e.g. 7zip, winrar, or equivalent)



9. Access to the Internet through HTTP/HTTPS
10. A valid e-mail address

Recommended requirements:

1. Windows 7, or above
2. MS Office 2007, or above
3. Email client (e.g. MS Outlook, or equivalent) with access to the end-user's mailbox
Browser: Internet Explorer (11 or higher), or Firefox (45.0.1 or higher)
4. Session Cookies: enabled
5. Window Resolution: 1600 x 900
6. PDF viewer (e.g. Adobe PDF Reader, or equivalent)
7. Compression/decompression software (e.g. 7zip, winrar, or equivalent)
8. Access to the Internet through HTTP/HTTPS
9. A valid e-mail address
10. Pop-up blockers disabled
11. Application url : eia.nemc.or.tz



CHAPTER 3: USER INTERFACE

3.1 Public user Interface

The PMS user interface is a standard web application with a menu bar and a series of tabs that contain the various objects you will be working with. This section provides an overview of the user interface for **developers** and **public users**.

PMS Home Published Projects

THE UNITED REPUBLIC OF TANZANIA
National Environment Management Council (NEMC)
Project Management System

Guidelines

National Environment Management Council (NEMC) is a government body in Tanzania established to undertake environmental enforcement, compliance, review and monitor environmental impact statements, research and awareness raising.

Projects Management System (PMS) is the environmental impact assessment and environmental audit management system.

[Click here to find a list of published projects.](#)

For Project Developers.

- How to sign up.
 - Click the [Sign Up](#) button.
 - Fill out the signup form with correct information and submit.
 - Registration confirmation is required, a confirmation link will be sent to your email address.

Sign In

Email *

Password *

[Sign In](#) [I Forgot My Password](#)

[Resend Activation Token.](#)

Are you a developer?
join us on [Sign Up](#).

Figure 3.1: Public User interface Screenshot

Public users can only view published projects. Click the Published **Projects** tab to view the projects. If you need more details about the projects, you will need to request full access to NEMC.



3.2 Public User Guidelines:

The **National Environment Management Council (NEMC)** is a government agency in Tanzania responsible for environmental enforcement, regulatory compliance, review and monitoring of environmental impact statements, research and awareness raising. The **Project Management System (PMS)** is the management system for environmental impact assessment and environmental review.

For Project Developers.

- How to sign up.
 1. Click the [Sign Up](#) button.
 2. Fill out the signup form with correct information and submit.
 3. Registration confirmation is required, a confirmation link will be sent to your email address.
- Environmental expert selection.
 1. A list of proposed registered environmental experts will be provided.
 2. After a successful expert selection, a selected expert will be required to declare on a project.
- Attachments.
 - All attached documents should be in a Portable Document Format (**PDF**).
- Technical support.
 - Email : eiasupport@nemc.or.tz.



3.3 Public User Role/Permission

PMS


Home

Published Projects

Home

>


Published Projects



THE UNITED REPUBLIC OF TANZANIA


National Environment Management Council (NEMC)

Project Management System





Published Projects

Showing 1-1 of 1 item.



20





All


#	Project No	Region	District	Project Title	Date Awarded	Actions
1	EC/EIA/2020/8666	Shinyanga	Kahama CBD	ENVIRONMENTAL AND SOCIAL IMPACTS ASSESSMENT FOR THE PROPOSED PETROL-STATION ON PLOT No. 26, BLOCK 'A' (LOW DENSITY), AT MWENDAKULIMA MTAA, MWENDAKULIMA WARD, KAHAMA TOWN DISTRICT, SHINYANGA REGION	20th Jan, 2021	<div> View</div>

Figure 3.2: List of projects awarded certificate screenshot

Public users can view some of the information. Click Published Projects to view all projects for which the certificate has been issued. To view a project, click View under Action. Public users see a pop-up form with partial information about the published project. If you need more information, please contact NEMC for access.



Project Details with partial information

Project Details	
Project Number	EC/EIA/2020/8666
Developer	Star Oil Tanzania Limited
Project Title	ENVIRONMENTAL AND SOCIAL IMPACTS ASSESSMENT FOR THE PROPOSED PETROL-STATION ON PLOT No. 26, BLOCK 'A' (LOW DENSITY), AT MWENDAKULIMA MTAA, MWENDAKULIMA WARD, KAHAMA TOWN DISTRICT, SHINYANGA REGION
Region	Shinyanga
District	Kahama CBD
Area	Mwendakulima

Figure 3.3: Project details for public user screenshot



3.4 Developers Interface:

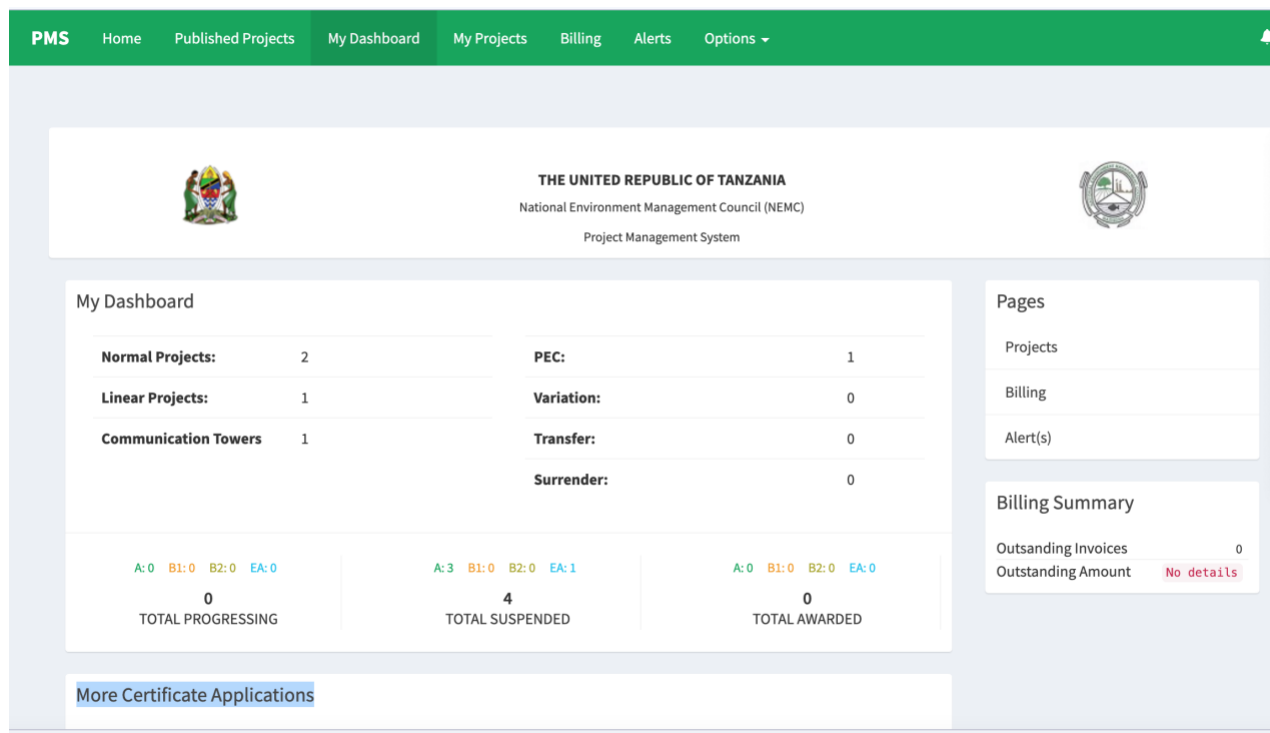


Figure 3.4: Developer Interface Screenshot

For menu description please refer **topic 4.3** Successful First Login for Developers

3.5 Developer Guidelines

3.5.1 Provisional Environmental Certificate (PEC)

The PEC is a non-renewable permit; its validity period is four months from the date of issue. The Minister shall issue this permit (PEC) when the Council has conducted a site review of the proposed project. The developer to whom a PEC is issued must complete the environmental assessment within four months.

The Minister may issue a preliminary environmental clearance (PEC) to the applicant or developer proposing to invest in the following projects.

- Agriculture and Agro-processing Industries



- Transport and Infrastructure
- Food and Beverage Industries
- Textile Industries
- Leather Industries
- Wood, Pulp and Paper Industries
- Building and Civil Engineering Industries
- Chemical Industries
- Extractive industries
- Non-metallic Industries
- Electrical and Electronic Industries
- Printing Industries

The following attachments may be required:-

1. Land ownership document for PEC
2. Signed application letter for PEC
3. Signed application letter for Variation
4. Signed application letter for Certificate Transfer
5. Scanned original EIA/EA certificate (Certificate Transfer)
6. Land Lease Agreement for PEC
7. Scanned original Specific conditions (Variation project)
8. Scanned original EIA/EA certificate (Variation project)
9. Scanned original Specific conditions (Certificate Transfer)
10. Signed application letter for Surrender
11. Decommission Plan
12. Scanned original EIA/EA certificate for Surrender

- According to **THE ENVIRONMENTAL IMPACT ASSESSMENT AND AUDIT REGULATIONS of 2005 (regulation 35, 36 and 37)** the holder of an environmental impact assessment is allowed to apply (with genuine reasons) for the following certificates: -



1. Certificate of Variation
2. Certificate of Transfer
3. Certificate of Surrender

3.5.2 Certificate of Variation

- **SECTION 35.- (1)** Where circumstances arise which compels or requires a developer or proponent to vary the terms and conditions on which an environmental impact assessment certificate has been issued, the holder of the certificate shall apply for a variation in accordance with the format in Form 5 specified in the Third Schedule to these Regulations accompanied by a prescribed fee.
- **(2)** The Minister may issue a certificate of variation of an environmental impact assessment certificate in Form No. 6 set out in the Third Schedule to these Regulations.
- **(3)** A variation of an environmental impact certificate issued under these Regulation may be issued without the holder of the certificate submitting a fresh environmental impact statement if the Council is satisfied that the project if varied would comply with the requirements of the original certificate.
- **(4)** Where an environmental impact assessment is required for variation of the environmental impact assessment certificate the provisions of Part IV of these Regulations shall apply.

3.5.3 Certificate of Transfer

- **SECTION 36.- (1)** The holder of an environmental impact assessment certificate may, on payment of the prescribed fee, transfer the certificate to another person only in respect of the project to which such certificate was issued.
- **(2)** The transferee as well as the transferor of an environmental impact assessment certificate shall be liable for all liabilities, and the observance of all obligations imposed by the transfer in respect of the certificate transferred, but the transferor shall not be responsible for any future



liabilities or any obligations so imposed with regard to the environmental impact assessment certificate that was issued.

- **(3)** Where an environmental impact assessment certificate is to be transferred, the person to whom it is to be transferred and the person transferring it shall jointly notify the Minister of the transfer in Form 7 specified in the Third Schedule to these Regulations.
- **(4)** The Minister shall issue environmental impact assessment certificate of transfer of an environmental impact assessment certificate in Form 8 specified in the Third Schedule to these Regulations.
- **(5)** Where no joint notification of a transfer is given in accordance with this regulation, the registered holder of the environmental impact assessment certificate shall be deemed for the purposes of these Regulations and the Act to be the owner or the person having charge, management or control of the project, as the case may be.

3.5.3 Certificate of Surrender

- **SECTION 37.- (1)** The holder of an environmental impact assessment certificate may surrender the certificate issued under these Regulations to the Minister after ceasing to be responsible for the implementation of the project.
- **(2)** The holder of the environmental impact assessment certificate shall notify the Minister through the Council of the intention to surrender the certificate under sub-regulation (1) at least six months before the surrender by submitting a notification in Form 9 specified in the Third Schedule to these Regulations together with the prescribed fees.
- **(3)** The holder of environmental impact assessment certificate shall not surrender it without the consent of the Minister.
- **(4)** The surrender of an environmental impact assessment certificate shall not be effective until the Minister issues environmental impact assessment certificate of surrender in respect of that an environmental impact assessment certificate in Form 10 specified in the Third Schedule to these Regulations.



- (5) A surrender shall be without prejudice to any liabilities or obligations which have accrued on the holder of the environmental impact assessment certificate prior to the date of surrender.

CHAPTER 4: LOGIN ACCESSIBILITY AND NAVIGATION

4.1 Developer Login accessibility

Figure 4.1: Login screen for developer

- Type your user name and password in order to login (Note: letters are case sensitive), for the first login you can change your password through your profile Menu, click **Change Password** on options Menu.
- To **change the password** make sure you provide the correct previous password, otherwise the new password fields will remain disabled till you provide the correct password.



4.2 Login to the system for the first time

For new developers, click [Sign Up](#) (the sign-up form will appear, see screenshot below). Fill in all the fields and click Submit. Note that * mandatory fields must be filled in to submit this form.

SIGN UP FORM

Complete Name *

®

Write your name here correctly.

Entity *

Select

Select an entity from the provided list.

Email Address *

@

Write here your valid email address, we will occasionally send different updates to this address.

Phone *

Write here your phone number not to exceed 12 digits including your country code number.

Fax

Write here your fax number if you have one.

Address *

P.O.Box XXX Dar es Salaam, Tanzania.

Write here your address.

Figure 4.2: Signup form screenshot

Submission successful notification will pop see the message below



✓ Saved successfully, an activation link has been sent to your email address.

The user must activate their account using the link sent via email (see screenshot below). Click on the link to activate the account. After successful activation, a message will appear and you will need to log in as a registered developer.

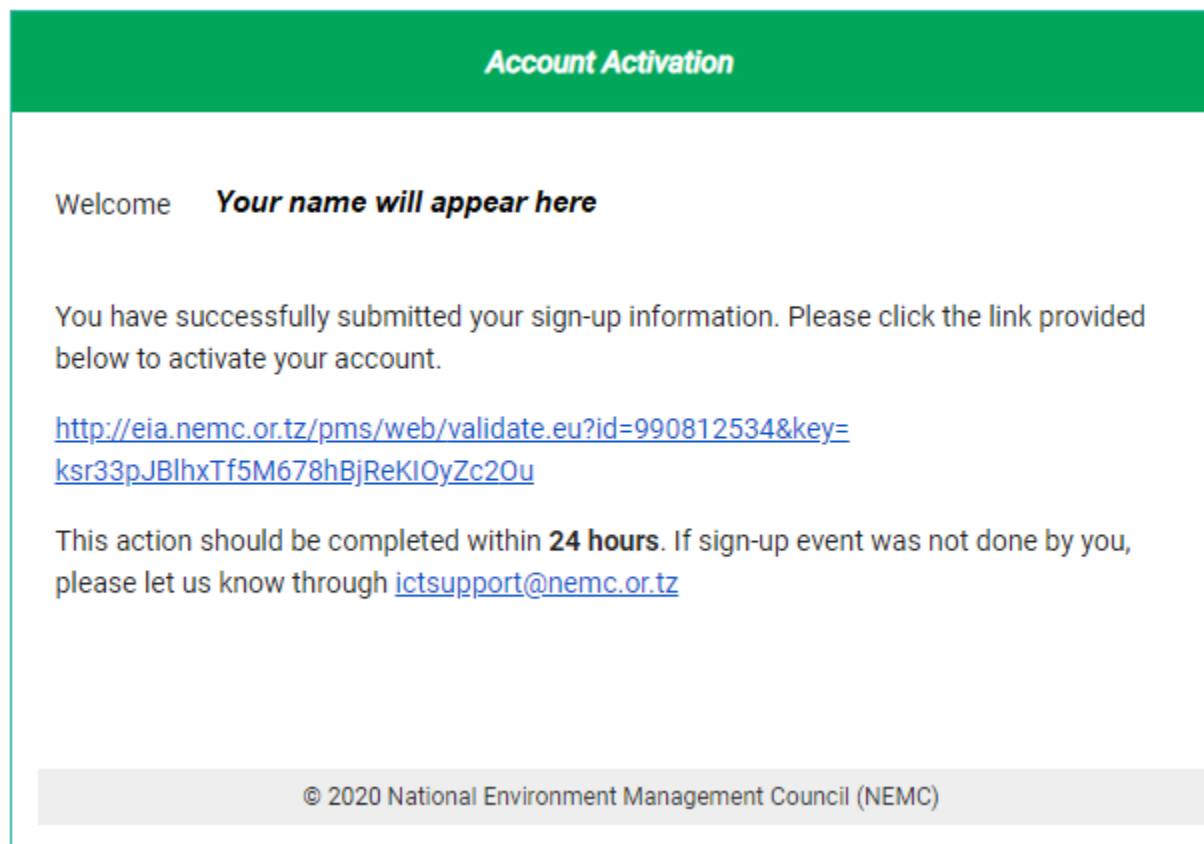


Figure 4.3: Account Activation email screenshot:

If you did not receive an email, click Resend Activation Token to receive the activation link. After activation, please use the password and your email address to log in to the system. If the user provides an incorrect password for a username more than 3 times, the user account will be automatically disabled. In this case, the user should contact the system administrator to reactivate the account.



4.3 Password Recovery/Change

The user can recover his password from the “Forgot your password” functionality (Figure 5) available from the home page

The screenshot shows a 'Sign In' form with two input fields: 'Email' and 'Password'. Below the 'Password' field, there is a blue 'Sign In' button and a grey 'I Forgot My Password' button. Below the buttons, there is a section titled 'Resend Activation Token.' with a link 'Sign Up.' and a note 'Are you a developer? join us on Sign Up.'

If the specified email is valid, the system sends an email to the associated address. The user's email contains a uniquely generated access link. (See Figure 6 for the activation link).

The screenshot shows a 'Password Recovery' form. At the top, there is a message: 'Please fill out your email address. A link will be sent there.' Below this, there is an 'Email' input field with a red asterisk. Below the input field, there is a text prompt: 'Write here your registered valid email address.' At the bottom, there is a blue 'Send' button.

Figure 4.4: Password Recovery

Password reset email Link

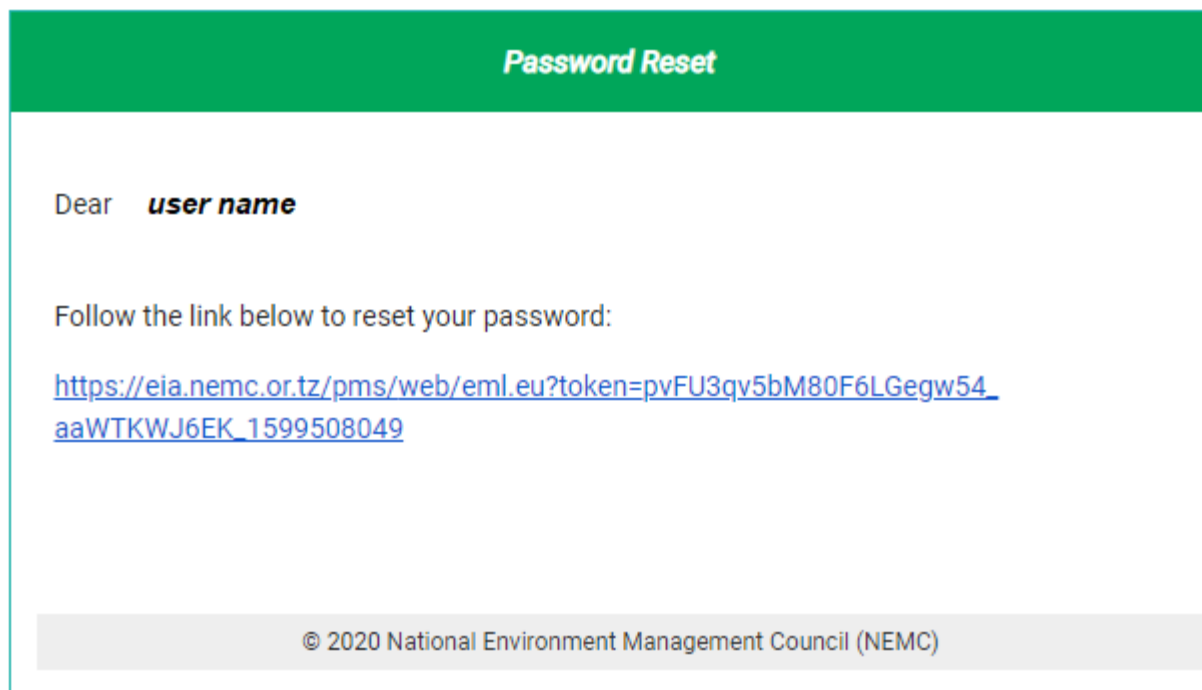


Figure 4.5: Password Reset

Click on the link that appears to reset your password. The following screen will open to reset your password (see *Figure 4.6*).

Figure 4.6: Resetting Password



To reset the password, the user accesses the displayed link. To trigger the password reset function, the system prompts the user to enter the password:

- New password
- Password confirmation
- Save button

4.4 Successful First Login.

The screenshot displays the 'My Dashboard' page of the Project Management System. The top navigation bar includes links for PMS, Home, Published Projects, My Dashboard, My Projects, Billing, Alerts, and Options. The main content area features the NEMC logo and title, followed by a 'My Dashboard' section with project counts and a 'Billing Summary' sidebar.

My Dashboard	
Normal Projects:	2
Linear Projects:	1
Communication Towers	1
PEC:	1
Variation:	0
Transfer:	0
Surrender:	0

A: 0	B1: 0	B2: 0	EA: 0
0			
TOTAL PROGRESSING			

A: 3	B1: 0	B2: 0	EA: 1
4			
TOTAL SUSPENDED			

A: 0	B1: 0	B2: 0	EA: 0
0			
TOTAL AWARDED			

More Certificate Applications

Provisional Environmental Certificate (PEC)

Billing Summary

Outstanding Invoices	0
Outstanding Amount	No details

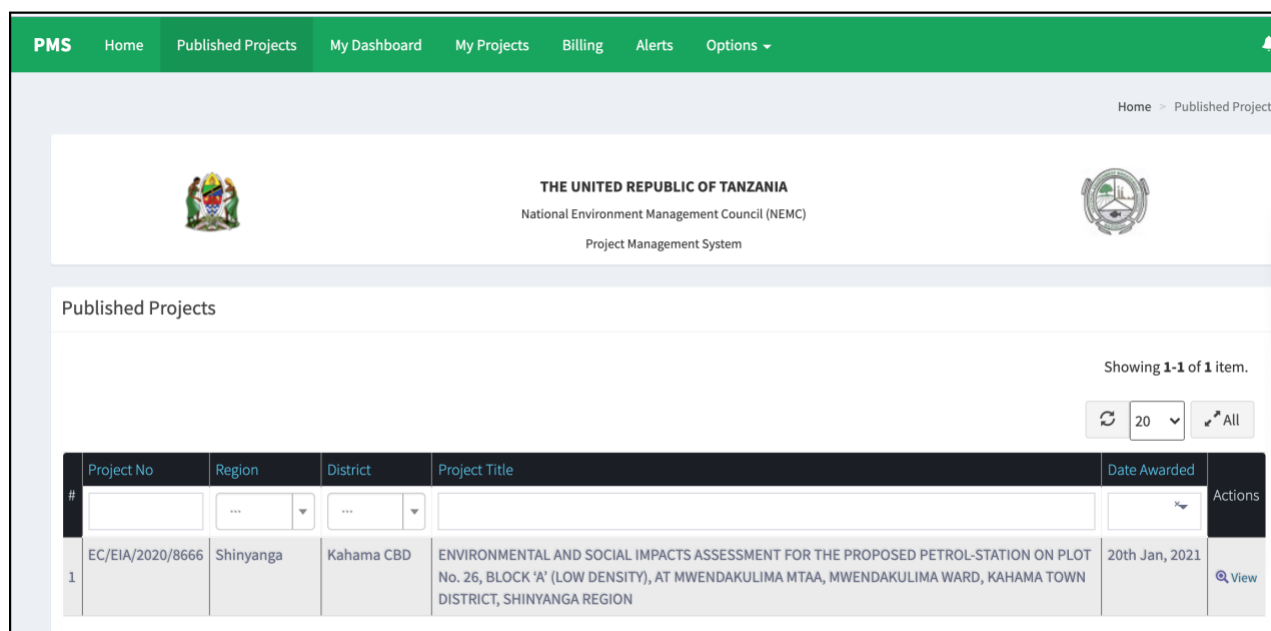
Figure 4.7: My Dashboard Screenshot

First login for developers he/she will see above form which contain the following menu

1. Published projects
2. My Dashboard
3. My Projects
4. Billing
5. Alerts
6. Options



Published Project: Click this tab to see the projects already issued certificates.



Project No	Region	District	Project Title	Date Awarded	Actions
EC/EIA/2020/8666	Shinyanga	Kahama CBD	ENVIRONMENTAL AND SOCIAL IMPACTS ASSESSMENT FOR THE PROPOSED PETROL-STATION ON PLOT No. 26, BLOCK 'A' (LOW DENSITY), AT MWENDAKULIMA MTAA, MWENDAKULIMA WARD, KAHAMA TOWN DISTRICT, SHINYANGA REGION	20th Jan, 2021	View

Figure 4.8: Published Projects

This option is for proponents who want to see the certificate projects that have been awarded. To see the project details, click **View** Link. The pop-up form will display with only a portion of the information filled in. Please click to **My Project** under the main menu for further information. There, you will find all of the project's details.

My Personal Dashboard: It offers an overview of the information in *Figure 4.4*. The first item displays the developer's total number of typical projects. The second category includes all linear projects, and the third category includes projects involving communication towers. The total number of PEC received from NEMC is the fourth component. The fifth component is for certifications given to developers after they have made a request.



My Projects: All developer projects (This menu designed for displaying developer projects.)

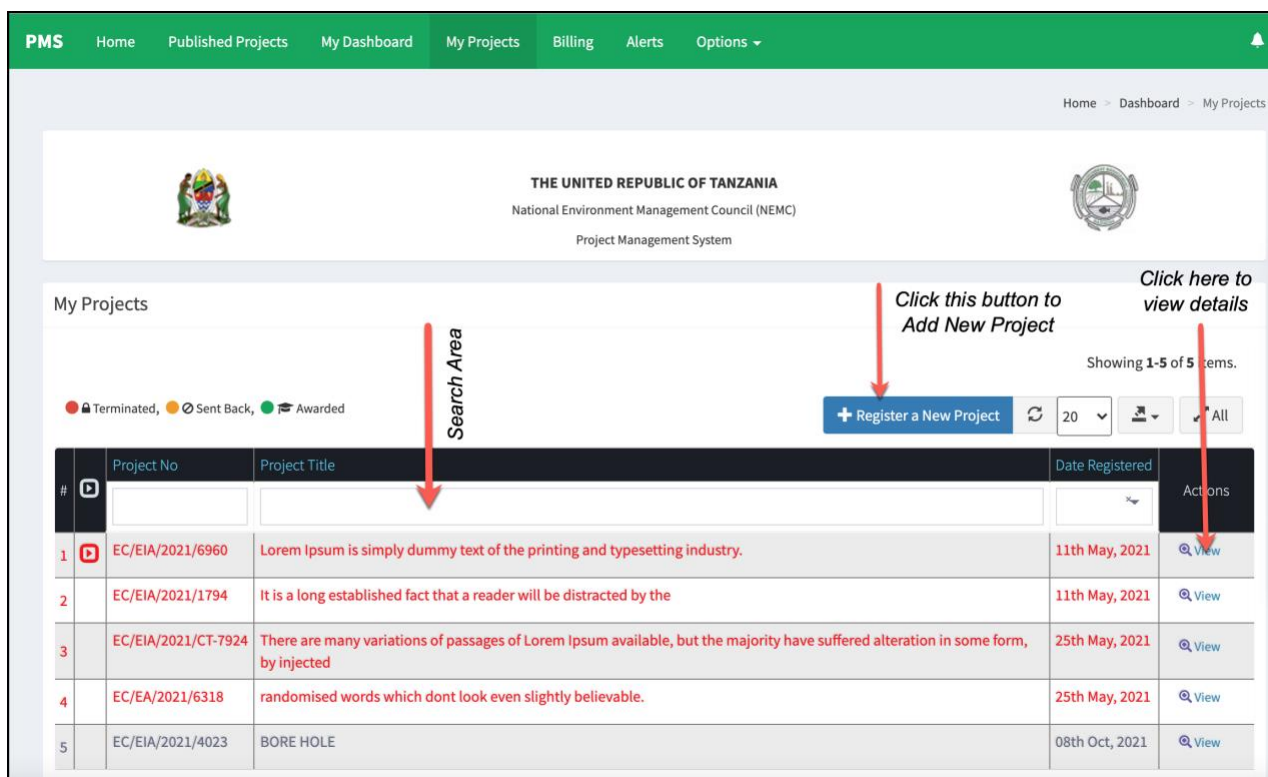


Figure 4.9: My Projects tab screen

The user can view all the information on the main tab by clicking the View button, and can also add new projects by clicking the Register New Project button. The user can view the status of the project, which is summarized in the following table:

Table 4.4 Project status summary.

General Project Status	Expert declaration is required
Linear/C.Towers Project	Communication towers project
Current Project Stage	Registration
Project Level	Developer

Table 5: Project status summary



Bills Menu: Specifically for viewing developer invoices and payments made, you can view all invoices and payments for all projects.

Home > My Bills & Payments

THE UNITED REPUBLIC OF TANZANIA
National Environment Management Council (NEMC)
Project Management System

My Bills & Payments

20 All

#	Invoice Number	Control Number	Currency	Remained Amount	Status	Date
No results found.						
Total				0.00		

Figure 4.10: Bills and Payment screenshot

Alerts: Designed for showing all Project alerts from NEMC Staff to Developer Also shows corresponding between NEMC and Developer

Home > Notifications

THE UNITED REPUBLIC OF TANZANIA
National Environment Management Council (NEMC)
Project Management System

Notifications

Showing 1-8 of 8 items.

20 All

#	Title	Date	Actions
1	Payment for EC/EIA/2020/2308 to facilitate a revie...	29th Sep, 2020	View Delete
2	A final improved report is required for your proje...	29th Sep, 2020	View Delete
3	Project Correction for a project number EC/EIA/202...	24th Sep, 2020	View Delete
4	Perform environmental study for a project with num...	20th Sep, 2020	View Delete

Figure 4.11: Notification Alerts



Options: Designed for editing user profile, changing user password and System logout.

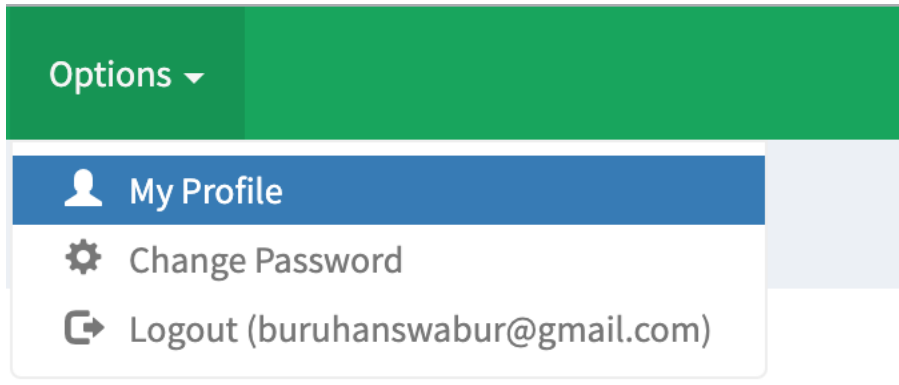


Figure 4.12: Options Menu


4.4.1 Developer Profile

Select My **profile** to view your profile information

Profile Data

Guide:

- Click on the right hand side pencil icon to update your account details
- Changes to some details are restricted. Please submit your request to ictsupport@nmc.or.tz and changes will be made on your behalf.
- To save your changes, click on the save icon. This icon will be displayed once you click on the update (pencil) icon



Complete Name	Josephat Mwangeni
Email Address	jmwageni@gmail.com
Entity	Person
Phone	255-754-990725
Fax	
Address	Box 12744
Country	TANZANIA, UNITED REPUBLIC OF
Account Created At	07th Sep, 2020

Figure 4.13: Deeloper Profile



The user can edit his profile after successful authentication by using the "**Edit Profile**" function (accessible from the left column menu). The user can make changes to the information fields and then click "**Save**" to save the changes. The system will display an error message to the user if any of the mandatory information is missing.


4.4.2 Change Developer Password

To change the password, first make sure you have the correct previous password, then enter the new password and confirm that it matches the existing password.

Note: letters are case sensitive

Please choose your new password

Current Password *



We have to verify that you are the owner of this account.

*** Required ***


New Password *

0%

Too Short

Make sure you choose a complex one so that no one can guess it.

Re-type Password *



Repeat the same password as typed above.


 Save

Figure 4.14: Change developer Password



4.4.3 System Log out

Click this Link to Terminate a connection with a PMS system

CHAPTER 5: PROJECT REGISTRATION

5.1 MY PROJECTS (ADD NEW/VIEW)

Select **My project** tab to add new project or to view existing projects

#	Project No	Project Title	Date Registered	Actions
1	EC/EIA/2021/6960	Lorem Ipsum is simply dummy text of the printing and typesetting industry.	11th May, 2021	View
2	EC/EIA/2021/1794	It is a long established fact that a reader will be distracted by the	11th May, 2021	View

Figure 5.1: My Project Tab Screenshot

To add a **new project**, click Register New Project (Pop up form will appear to allow user to choose the project category then the Project Registration form will appear)

SELECT A PROJECT CATEGORY FROM A PROVIDED LIST BELOW

1. A Normal Project
2. A Linear Project
3. A Communication Tower Project

Figure 5.2: Project Category selection



Fill in all fields and click Save to save the projects (all fields descriptions are provided on the form, and the user must fill out all mandatory fields before saving the projects.)

Note: We have provided all necessary descriptions for each field so that the user understands the meaning and what is required to be filled on the form.

5.1.1 Normal Projects

PART A: PROPOSED UNDERTAKING/DEVELOPMENT

PART A. PROPOSED UNDERTAKING/DEVELOPMENT

Category * **Project Type** **Sector *** **Office ***

Select ... Select ... Select ... Select...

For EIA projects only, Select a project type from the provided list. Select a project sector from the provided list.

Environmental Impact Assessment
Environmental Audit

General classification of undertaking.

Description of Proposal *

Nature of undertaking, unit processes (flow diagram), raw materials list of chemicals (source, types and quantities), storage facilities, wastes/by-products (solid, liquid and gaseous).

Scope of Proposal *

Size of labour force, equipment and machinery, installed/production capacity, product type, area covered facility/proposal, market.

Figure 5.3: Proposed undertaking/ Development-Part A form



PART A Field descriptions (Normal Projects)

Category: User have to select either the project is an **Environmental Impact Assessment (EIA)** or **Environmental Audit (EA)**

Project Type: Select one of the three items listed on the combo box,

Type A; All mandatory projects

Type B1: Category for borderline projects

Type B2: Category for non-mandatory projects

Project Sector: Select the proper sector which the project belongs to i.e. Energy, Fisheries, Tourism, Health and care facilities, Civil Engineering industries, Water supply, Transport, Electrical etc.

Office: Location of the Project select zone listed on the combo box. For example, if the project is from mwanza then select Lake zone.

If the project is **Linear project**, you will be asked this question **Does the project involves more than one region?** The answer is YES or NO.

Project Title: General/short Description of the project undertaking

Description of Proposal: Nature of undertaking, unit processes (flow diagram), raw materials list of chemicals (source, types and quantities), storage facilities, wastes/by-products (solid, liquid and gaseous).

Scope of Proposal: Size of labour force, equipment and machinery, installed/production capacity, product type, area covered facility/proposal, market.



PART B: PROPOSED/DEVELOPED SITE

PART B. PROPOSED/DEVELOPED SITE

Region * **District *** **Locality ***

Select a project region from the provided list. Select a project district from the provided list.

Guide: How to get your project area GPS coordinates by using your smartphone

1. Open Google Maps on your device and find the location of your project.
2. Once you have found the location, make sure you zoom in as far in as possible.
3. Press and hold the location on the screen and Google Maps will drop a pin onto that location.
4. Coordinates be automatically displayed in the Google Maps search box. Also once you tap a location pin you should see location details. Your coordinates in Decimal Degree (DD) format will be like -6.776696,39.256048

X Coordinate in Decimal Degree (DD) Format * **Y Coordinate in Decimal Degree (DD) Format ***

Example: -6.776696 Example: 39.256048

Current zoning

Distance to nearest residential and/or other facilities *

Adjacent land uses (existing & proposed) *

Figure 5.4: Proposed Site screenshot

Field Description

Region: Select a project region from the provided list. For Linear project multi region selection is allowed. Arusha, Iringa, Dar es salaam, Mbeya, Njombe, Mtwara, Mwanza, Tanga, Kigoma, Morogoro, Geita etc.

District: Select a project district from the provided list, filtered respect to the region's selections.

Locality: Ward/Street

X Coordinate in Decimal Degree (DD) Format (Example: -6.776696)

Y Coordinate in Decimal Degree (DD) Format (Example: 39.256048)



Guide: How to get your project area GPS coordinates by using your smartphone

1. Open Google Maps on your device and find the location of your project.
2. Once you have found the location, make sure you zoom in as far in as possible.
3. Press and hold the location on the screen and Google Maps will drop a pin onto that location.
4. Coordinates be automatically displayed in the Google Maps search box. Also once you tap a location pin you should see location details. Your coordinates in Decimal Degree (DD) format will be like -

6.776696,39.256048

Current zoning: is the way the governments control the physical development of land and the kinds of uses to which each individual property may be put.

Distance to nearest residential and/or other facilities: the **extent or amount** of space between two things, points, lines, etc. the state or fact of being apart in space, as of one thing from another; remoteness. a linear extent of space

Adjacent land uses (existing & proposed): means the ecosystem function adjacent to an area of significant disturbance, or where there is no ecosystem function, the use of the land.

Site Description: Give information about the site where Project is built or to be built.



PART C: INFRASTRUCTURE AND UTILITIES

Figure 5.5: Infrastructure and utilities form

PART C Field Description:

Water: Water (source, quantity).

Power: Power (type, source of power & quantity).

Road: a long, hard surface built for vehicles to travel along the proposed project

Structure: Structures (buildings and other facilities).

Land Required [SQM]: Total area required in per square meters

Other Major Utilities: Mention other major utilities (e.g. sewerage, etc).



PART D. ENVIRONMENTAL IMPACTS AND OTHER ENVIRONMENTAL ISSUES

PART D. ENVIRONMENTAL IMPACTS AND OTHER ENVIRONMENTAL ISSUES

Environmental Impacts *

Describe here environmental impacts.

Other Environmental Issues *

Describe here other environmental issues.

PART E. DECLARATION

Figure 5.6: Part D-Environmental Impacts screenshot

PART D Field Description

Environmental Impacts: refers to the direct effect of socio-economic activities and natural events on the components of the environment.

Other Environmental Issues: Describe other environmental issues that affects community health, pollution noises etc.

PART E. DECLARATION

PART E. DECLARATION

Full Name *

Type here your correct full name.

Position *

Type here your working position.

On Behalf Of

Incase you write for another person's benefit or support, Type here the one you are representing.

Save

Figure 5.7: Form Part E Declaration Screenshot



PART E Field Description

Full Name: Type here your full name including your first name, middle name, and family name

Position: Type here your job position that includes specific duties and responsibilities that help the company reach its goals

On Behalf Of: In case you write for another person's benefit or support, Type here the one you are representing.

5.1.2 Linear Project

PART A: PROPOSED UNDERTAKING/DEVELOPMENT

PART A. PROPOSED UNDERTAKING/DEVELOPMENT

Category *
Select ...
Select a project category from the provided list.

Project Type
Select ...
For EIA projects only, Select a project type from the provided list.

Sector *
Select ...
Select a project sector from the provided list.

Does the project involves more than one region? *
Select...

Office *
Select...

Project Title *
General classification of undertaking.

Description of Proposal *
Nature of undertaking, unit processes (flow diagram), raw materials list of chemicals (source, types and quantities), storage facilities, wastes/by-products (solid, liquid and gaseous).

Scope of Proposal *

Figure 5.8: Linear Project Part A Form Screenshot



PART A Field descriptions (Linear Projects)

Category: User have to select either the project is an **Environmental Impact Assessment (EIA)** or **Environmental Audit (EA)**

Project Type: Select one of the three items listed on the combo box,

Type A; All mandatory projects

Type B1: Category for borderline projects

Type B2: Category for non-mandatory projects

Project Sector: Select the proper sector which the project belongs to i.e. Energy, Fisheries, Tourism, Health and care facilities, Civil Engineering industries, Water supply, Transport, Electrical etc.

Office: Location of the Project select zone listed on the combo box. For example, if the project is from mwanza then select Lake zone.

If the project is **Linear project**, you will be asked this question **Does the project involves more than one region?** The answer is YES or NO.

Project Title: General/short Description of the project undertaking

Description of Proposal: Nature of undertaking, unit processes (flow diagram), raw materials list of chemicals (source, types and quantities), storage facilities, wastes/by-products (solid, liquid and gaseous).

Scope of Proposal: Size of labour force, equipment and machinery, installed/production capacity, product type, area covered facility/proposal, market.

PART B: PROPOSED/DEVELOPED SITE – LINEAR PROJECT



PART B. PROPOSED/DEVELOPED SITE

Region *
Select....
Select a project region from the provided list.

District *
Select...
Select a project district from the provided list.

Width of the project reserve *
Road reserve for road construction projects

Sites Description *
Describe for each site in your linear project

Figure 5.9: Proposed site Linear Project - Part B form

PART B Field Description

Region: Select a project region from the provided list. For Linear project multi region selection is allowed.

District: Select a project district from the provided list, filtered respect to the region's selections.

Width of the project reserve: Road reserve for road construction projects

Sites Description: Give information about the site where Project is built or to be built.

PART D&E: Similar to Normal and Communication tower projects.



5.1.3 Communication Tower Projects

PART A: PROPOSED UNDERTAKING/DEVELOPMENT

PART A. PROPOSED UNDERTAKING/DEVELOPMENT

Category * <input type="text" value="Select ..."/> <small>Select a project category from the provided list.</small>	Project Type <input type="text" value="Select ..."/> <small>For EIA projects only, Select a project type from the provided list.</small>	Sector * <input type="text" value="Select ..."/> <small>Select a project sector from the provided list.</small>	Office * <input type="text" value="Select..."/>
--	---	--	---

Project Title *

General classification of undertaking.

Description of Proposal *

Nature of undertaking, unit processes (flow diagram), raw materials list of chemicals (source, types and quantities), storage facilities, wastes/by-products (solid, liquid and gaseous).

Scope of Proposal *

Size of labour force, equipment and machinery, installed/production capacity, product type, area covered facility/proposal, market.

Figure 5.10: Part A form for Communication tower

Fields description is similar to Normal Projects (Please refer PART A: Proposed undertaking/development)

PART B: PROPOSED/DEVELOPED SITE – COMMUNICATION TOWER PROJECT

PART B. PROPOSED/DEVELOPED SITE

Region * <input type="text" value="Select...."/> <small>Select a project region from the provided list.</small>	District * <input type="text" value="Select..."/> <small>Select a project district from the provided list.</small>
--	---

Figure 5.11: Part B form for communication tower Projects



PART C & D is Similar to Normal projects **PART D & E**



TOWER REGISTRATION FORM ×

Tower ID *

Type here a tower identification.

Tower Name *

Type here a tower name.

X Coordinate in Decimal Degree (DD) Format *

Example: -6.776696

Y Coordinate in Decimal Degree (DD) Format *

Example: 39.256048

Distance to nearest residential and/or other facilities *

Adjacent land uses (existing & proposed) *

Figure 5.13: Cluster Registration form

Scroll down until you see the Save button. Click the Save button to save/update the communication tower details.



5.2 PROJECT SUBMISSION

Fill the form according to the fields descriptions above and then **click Save** all Mandatory fields must be filled in order to save the details. (**Save** button is located at the end of the Declaration form see below figure 4.5)

PART E. DECLARATION

Full Name *
Type here your correct full name.

Position *
Type here your working position.

On Behalf Of
Incase you write for another person's benefit or support, Type here the one you are representing.

Save

Figure .4.5 Saving Project Details

Form Submission: Before submitting the form developer have to:

1. Select the **Expert** after selection Expert receives an email notification
2. Upload the necessary documents
3. Generate control number in order to pay registration fee
4. Print fee note in order to pay registration fee
5. Using control number pay the fee through MPESA, TIGO Pesa or through bank.
6. Now you can submit the application form



5.3 EXPERT SELECTION

The screenshot displays the PMS interface for the National Environment Management Council (NEMC) of Tanzania. The top navigation bar includes links to PMS, Home, Published Projects, My Dashboard, My Projects, Billing, Alerts, and Options. The breadcrumb trail shows Home > My Projects > EC/EIA/2. The main content area is divided into several sections:

- References:** Project # : EC/EIA/2021/4023, Category : Environmental Impact Assessment, Type : Not yet decided, Date Created : 08th Oct, 2021.
- Action Center:** Required Action : ★ Expert declaration is required. Please follow these guidelines to accomplish this step:-
 1. Click the **Select Expert** button below to select an environmental expert from a proposed list.
 2. Email notification will be sent to an expert (the one selected) requiring him to confirm your selection.
 3. Email validity is within 24 hours from a time of successful project expert selection.
 4. Once your expert declared on this project, you will be able to proceed further to the next steps.
 5. **You will not be able to amend your project details after this action.**
 6. If you get stuck in your selection, please ask for help via our support email eiasupport@nemc.or.tz.
- Project Payments:** No any payment is done!
- Project Details:** Project Stages, Timeline, Documents, Review, Mail.

A blue button labeled "Select Expert" is visible in the Action Center section.

Figure 5.3 Expert Selection

To select the Expert, click **Expert button** then the pop-up form will appear (Confirmation Message asking do you really want to select an environmental expert on this project?) see the message below

The confirmation pop-up form has an orange header with the title "Confirmation" and a close button (X). The main text asks: "Do you really want select an environmental expert on this project?". At the bottom right, there are two buttons: "Cancel" (with a circular arrow icon) and "Ok" (with a checkmark icon).

If the answer is Ok then the form below will appear to allow you to select among the active expert.

Expert Selection Form:



PROJECT EXPERT SELECTION

This list of proposed environmental experts depends on your project category (i.e EIA or EA)

Expert Name *
Abdon Mapunda

Certificate 1591-640356C82-32	Nationality TANZANIA, UNITED REPUBLIC OF	Address P. O. BOX 90169, DAR ES SALAAM Mob:/0715 464 941
Phone 255-715-464941	Email Address mapunda2000@yahoo.com	Fax

[Send Email](#)

Figure 5.14: Expert Selection Screen

Click **send email** button to send an email to expert selected make sure expert have a valid email address.

Confirmation message

Action Center

A Confirmation email was sent successfully to your project expert, please wait after 24 hours from the time of first attempt before another attempts. Meanwhile you may contact your project expert and ask him to check if he has received any confirmation email from NEMC.

Figure 5.15: Confirmation msg Email sent to Expert

The message above will appear if an email has been sent successfully.

An Expert will get an email like this see the below *figure 5.2.3* which requires him/her to click the link send to him in order to declare



Email send to expert.

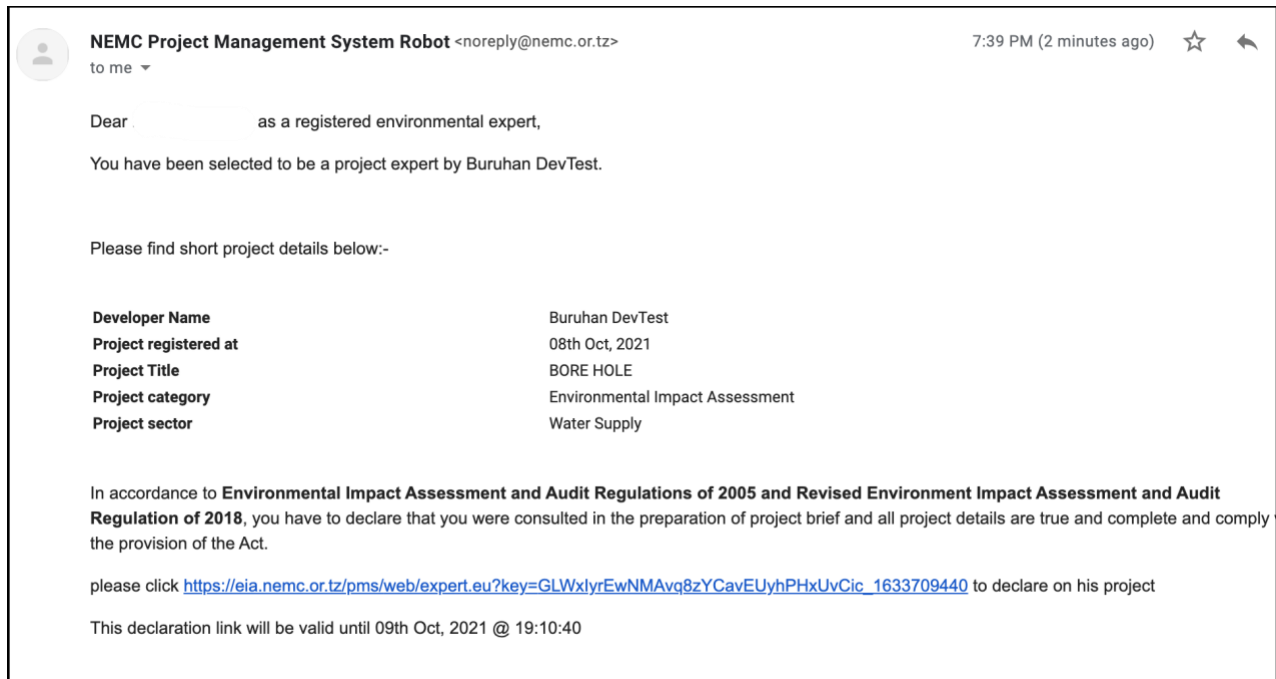


Figure 5.16: An Email send to Expert Screenshot

After you click the link on your email expect to see the screen shoot below

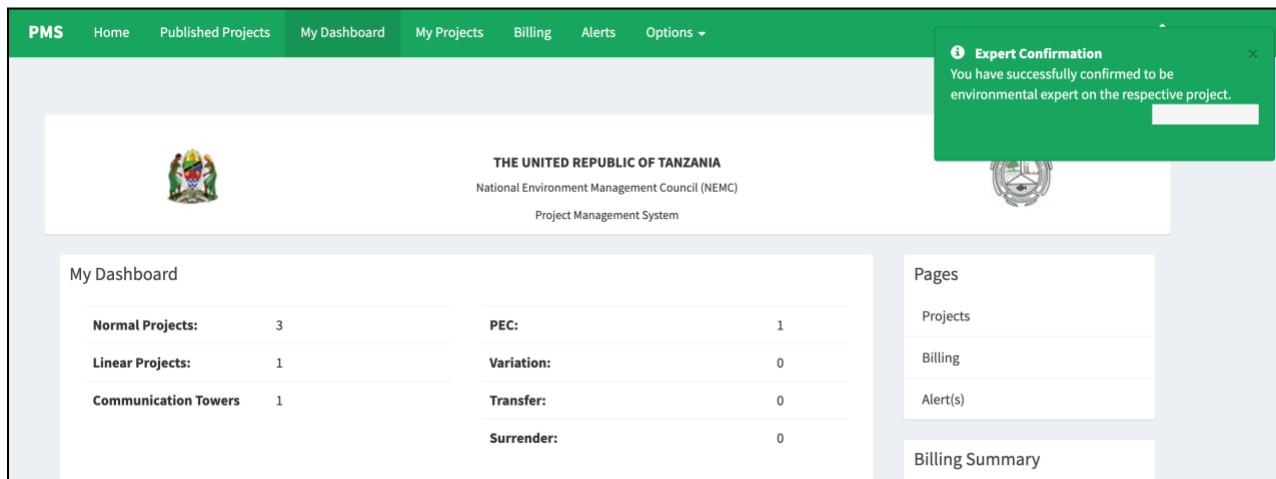


Figure 5.17: successfully an expert is selected



5.4 DOCUMENT UPLOADING

After selection of expert then upload the mandatory document see *figure 5.4.1*

#	Document Name	Document Code	Mandatory	Upload
1	Project Brief / Scoping Report	247021	Yes	

Figure 5.18: Document uploading Screen

To upload a document, click the Cloud button under the Upload column. A popup form will appear where you can upload the required documents. Make sure to upload all mandatory documents to proceed to the next step.

5.5 INVESTMENT COSTS

Project investment costs are the development and implementation costs required to make a project fully functional. Project investment costs include:

- All purchases
- Lease or finance costs
- Hardware, software, networking, and telecommunications equipment, construction costs etc.
- Installation, training, personal and purchased services
- Internal agency resources
- All applicable taxes



Investment costs do not include ongoing costs for operation and maintenance. At this stage, the developer/promoter must specify the investment cost. Click on the Investment Cost button to enter the **investment cost** see figure 5.5.1

Action Center

i Dear developer, you have to specify your **Project Investment Cost** (amount), this figure will help our officers to plan the review process on this project. Click the **Investment Cost** button below to fill data and then submit your project.

Investment Cost

Figure 5.19: Investment cost Screenshot

PROJECT INVESTMENT COST FORM X

Amount in TZS *

6900

Type here investment cost in TZS

Submit

The project capital cost form is used to estimate the capital cost of the project. The developer must enter the investment cost in Tanzania shillings. Then the investment cost can be reviewed by all participants and a project officer will make the configuration to determine the Amount to be paid to facilitate the project review process.

Figure 5.20: Submit Inves



CHAPTER 6: FEES PAYMENT

6.1 Generate Control Number

Generate the control number in order to pay the required fees, Registration Fee and application fee Click **Get Control Number** the generated number will appear on the gray rectangle then you can use the control number generated to pay the fees through Bank, Tigo Pesa, Mpesa, Halotel Money, Airtel Money etc.

Payment system

The proponent pays directly to NEMC a fee of Tsh 50,000 for EIA application and Submission of Project brief/Scoping report a fee of 150,000. These fees are not linked to the environmental permit and is only for EIA administration. The proponents are **obliged to contact NEMC to receive latest information** about the required fees. Fees are also required to access Council records of decision, EIS documents and to register EIA practitioners.

Action Center

Please make payment for the described item(s) below, click **Get Control Number** button to get your payment control number.

#	Item	Item Amount	Currency
1	Application for EIA	50,000.00	TZS
2	Submission of Project Brief/Scoping Report	150,000.00	TZS

should be displayed over here

Get Control Number

Figure 6.1: Control Number Generation Screenshot



You can also pay through M-Pesa, Tigo Pesa and Airtel by following the following steps:

M-Pesa: Follow these steps to pay

1. Dial *150*00#
2. Select 4 “Pay Bill”
3. Select 4 “Enter Business Number”
4. Enter 001001
5. Enter Reference Number “**Enter Control Number Here**”
6. Enter amount “Enter the amount you want to pay”
7. Enter Password “Enter your account Password”
8. Enter 1 “To agree”

Tigo Pesa: Follow steps to pay

1. Dial *150*01#
2. Select 4 “Pay Bill”
3. Select 3 “Enter Business Number”
4. Enter 001001
5. Enter Reference Number “Enter Control Number”
6. Enter amount “Enter amount you want to pay”
7. Enter Password “Enter your account Password”

Airtel Money: Follow steps to pay

1. Dial *150*60#
2. Select 5 “Make Payments”
3. Select 3 “Enter Business Number”
4. Enter 001001
5. Enter Reference Number “Enter Control Number”
6. Enter amount “Enter amount you want to pay”
7. Enter Password “Enter your account Password”



6.2 Print Fee Note/Invoice

To pay fees through **Bank**, Developer must have the **Fee Note/Invoice** so that he/she can pay the fees through banks. The details of Fee Note contain Invoice number, Payee Name, Amount to Pay and Control Number.

NOTE: If the payment is successfully then the user is allowed now to submit the Project.

6.3 Billing tab under main menu.

Billing is defined as the step-by-step process of requesting payment from customers by issuing invoices/Fee Note. An invoice is the commercial document businesses use to request payment. An act or instance of preparing or sending out a bill or **invoice**. the total amount of the cost of services billed to a customer, usually covering services rendered within a specified period of time. So the below table “Billing Particulars shows the invoices settled and not paid.

NEMC may send you an invoice for services performed but upon receipt you see it as a **bill**. Using the word invoice can imply that payment terms, such as NET-30 days, have been established — whereas a bill is a **simple statement of what is due now**.

PMS Home Published Projects My Dashboard My Projects **Billing** Alerts Options ▾

Home > My Bills & Payments

Billing Tab

THE UNITED REPUBLIC OF TANZANIA
National Environment Management Council (NEMC)
Project Management System

My Bills & Payments

Billing Particulars

Refresh 20 ▾ All

#	Invoice Number	Control Number	Currency	Remained Amount	Status	Date
No results found.						
Total				0.00		

Figure 6.2: Billing Details Screenshot

CHAPTER 7: PROJECT STAGES

7.1 Activities within a Project

The term project stages refer to a collection of activities within a project, each project stage is goal-oriented and ends at a milestone. Reaching these milestones means the project progresses and each stage can be divided into sub-stage. The main project stages are: - registration, screening, scoping, EIA report writing, review, Certificate Issuing and monitoring.

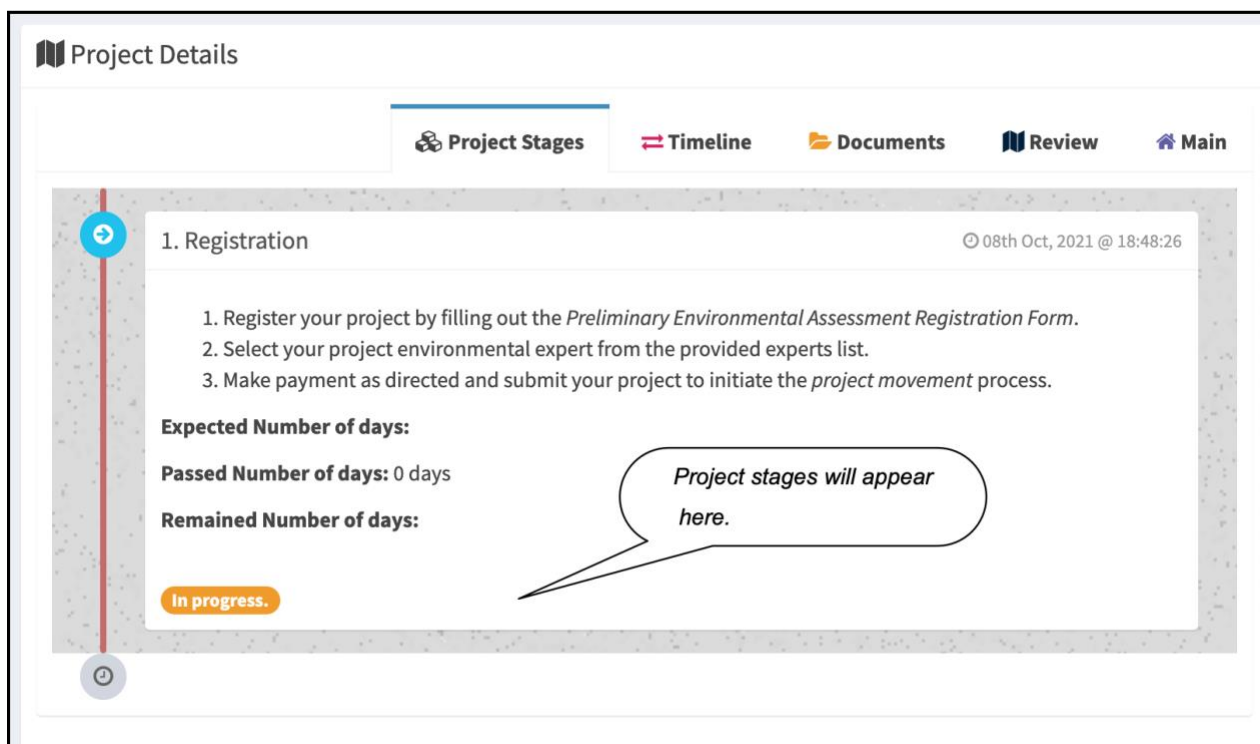


Figure 7.1: Project Stages Screenshot

a. Registration:

Project registration is done through a submission of a project brief to NEMC in a prescribed form. The contents include: Name of the proponent; proposed project; proposed site; required infrastructure and utilities; environmental impacts and other environmental issues that NEMC may request, register your project by filling out the Preliminary Environmental Assessment Registration Form, then Select your project environmental expert from the provided experts list, lastly Make



payment as directed and submit your project to initiate the *project movement* process. Through our **online system**.

Scope of application

All development projects likely to have significant environmental impacts. These projects are listed under the first schedule of the EIA regulation 2005 and include public and/ or private, national and/ or foreign. In summary they include projects in:

- i) Agriculture; ii) Livestock and range management; iii) Forestry activities; iv) Fisheries activities; v) Tourism and recreational development; vi) The energy industry; vii) The petroleum industry; viii) Food and beverage industries; ix) The textile industry; x) Building and civil engineering industries; xi) Chemical industries.

b. Screening Process:

Screening is a legal requirement and is conducted by NEMC. Projects of national interest or those of potential high risk are screened by NEMC. More localised projects are screened by the local authority of the area where it is located under supervision of NEMC. Upon receipt of the project brief from the proponent, NEMC distributes it to relevant stakeholders (Ministries, local government and/ or regional secretariat and public institution). A period of 21 days is given for comments. NEMC then screens the project brief based on the comments and the screening criteria given under the second schedule of the EIA regulation 2005. NEMC can require a preliminary assessment when more information is needed for the screening decision. Following the screening process, a screening report is presented to the proponent. The decision (whether or not an EIA is required or if more information is required to make the screening decision) is then communicated to the proponent, in writing, 45 days after the initial application.

**c. Scoping Process:**

Scoping is a mandatory requirement, where EIA is required after screening, the proponent or consultants hired by the proponent are required to prepare a scoping report on the results of the scoping process. Thereafter, the proponent or the consultant has to develop the Terms of Reference (ToR). Accompanied by the scoping report, the ToR are then submitted to NEMC for approval. If found necessary, a site visit is made as part of the review of the ToR. Finally, the outcome of the review is communicated to the proponent. The submission is done by attaching the Scoping the report.

Contents of the scoping document include:

- a) Method of scoping;
- b) Identification of issues and problems;
- c) Synthesis of results of the scoping exercise including details of potential impacts;
- d) Stakeholders and how they were involved in the scoping exercise;
- e) Spatial, temporal and institutional boundaries of the project;
- f) Alternatives and;
- g) Terms of reference

d. Assessment Process:

Assessment begins after the approval of the ToR. The proponent is required to: identify, predict and evaluate significant impacts; ensure that the concerns and views from stakeholders are fully taken into account during assessment of impacts and; assess all alternatives and their impacts recommending the appropriate options. The proponent then identifies impact mitigation and enhancement measures and prepares an Environmental Impact Statement. Before submitting it to NEMC, the proponent shall also consult the relevant authorities on it.

According to the EIA guidelines and procedure, the methods of assessment is depended on the particular case. There is however a general requirement to determine the baseline study in which case consideration should be given to the existing social, economic, physical, ecological, socio-cultural and institutional



environment within the project boundary area. It is stated under the 4th schedule of the EIA regulations, 2005 that the consultant should ensure adequate stakeholder participation.

Contents of the EIA report

- a) Executive summary; (inclusive record of stakeholders consulted)
- b) Project background and description;
- c) Policy, administrative and legal framework;
- d) Baseline or existing conditions
- e) Assessment of impacts and identification of alternatives;
- f) Impacts management or environmental mitigation, measures;
- g) Environmental and social management plan;
- h) Environmental and social monitoring plan;
- i) Resource evaluation or cost benefit analysis;
- j) Knowledge gaps;
- k) Report preparers
- l) Reference

e. Review Process:

NEMC is required to circulate the EIS in order to receive written comments from various institutions and government stakeholders and make it available to the public. Moreover, NEMC may conduct site visits as part of the review process and hold open public hearings. Where necessary, the EIA regulation provides for information to be put on the internet.

The NEMC has developed a formal system for reviewing EIA reports. As part of the process, the reviewer considers whether certain specified aspects have been adequately addressed or satisfied in the report, and then gives a score for each of the main topics covered. The overall score of the report is the average of the scores given to each of those topics.

f. Decision making



Approval of EIA report is necessary to obtain an EIA Certificate. NEMC prepares terms and conditions for issuance of the EIA Certificate and recommends to the Minister responsible for Environment in the Vice President's office. The Minister in turn approves the projects by signing the EIA Certificates, as stipulate in EMA 2004 section 92 (1).

For activities listed in the First Schedule of the EIA and Audit Regulations (2005), the licensing authority (line ministry) does not issue the required license for proceeding with the project, unless an EIA Certificate has been received.

Decision justification

The minister is required to communicate decisions and the reasons thereof to the proponent in writing with reference to the EIA. The EIA regulations require that the decisions by the minister be made public. A copy of the decision document is supposed to be availed for inspection by the general public at NEMC offices.

g. Follow-up

Compliance monitoring

The EIA and audit regulations require monitoring to check compliance with EIA approval conditions through NEMC on the one hand and through the proponent on the other hand. NEMC, in consultation with respective line ministries, may undertake inspections for impact and compliance monitoring. NEMC is also responsible for carrying out environmental audits. Such audits must be done for all activities which are subjected to EIA. The audit reports must be reviewed by the cross-sectoral Technical Advisory Committee.

The proponent submits an EMP as part of the EIA report. Additionally, the EIA and audit regulations of 2005 require self-auditing by the proponent, who has to submit annual environmental audit reports. An elaborate mechanism for auditing by the proponent is described in Part X of the EIA regulation, 2005.

7.2 Project Timeline



A project timeline is a canvas of **project deliverables**. It provides a simple, but comprehensive visual overview of a project from start to finish. A detailed timeline paints a roadmap for your project with milestones, tasks, dependencies, and delivery dates.

A timeline is a **chronological list of events** that have happened or are about to happen. Project timelines are the same, they tell you what tasks you need to complete and how much time you have to complete them.

Figure 7.2.1 shows the timeline records list of events performed by different user for selected projects.

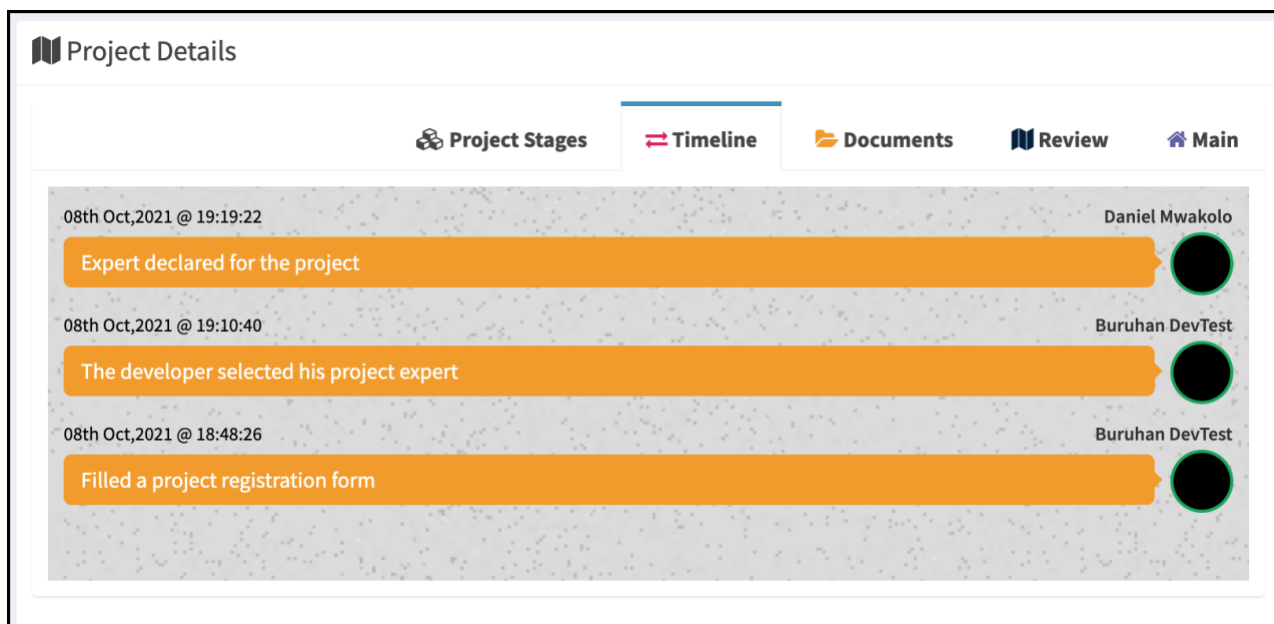


Figure 7.2: Project timeline screenshot

Note: Timelines are essential to any project. They are not only helpful in organizing the work that needs to be done, but it holds everyone accountable for completing the work. Timelines **provide a simple visual overview of a project from start to finish** and lead to increased work efficiency among teams.

How a project timeline created

- Step 1: Understand the scope of your project. - System Settings



- b. Step 2: Split the project into milestones. - System Settings
- c. Step 3: Estimate the time of each task. - System Settings
- d. Step 4: Assign tasks to your team. – DESIA
- e. Step 5: The PMS system will handle your project timeline.
- f. Step 6: Save each task on your timeline (Automatically done by PMS System).

7.3 Project Details

Project descriptions provide the applicant with the following details: the problem the project will address, a set of goals for the project, the overall objectives for the project, and a project plan that describes the activities that members will undertake. The project description also includes the location of the project, the duration of the project, and any benefits you will receive while participating in the project.

Where can I find project Details?

Project details can be found by clicking the View Project button under the Action column. Click view the form Figure 7.3.1 appears under the Main tab.



Project Details

Project Stages

Timeline

Documents

Review

Main

General Project Status	Project registration payment is required
Linear/C.Towers Project	Normal
Current Project Stage	Registration
Project Level	Developer

ENVIRONMENTAL EXPERT

Name	Daniel Mwakolo
Category	EIA
Entry	Person
Email	jmwageni@gmail.com
Declared ?	Declared on 08th Oct,2021 @ 19:19:22

Click here to Edit Details

PROPOSED UNDERTAKING/DEVELOPMENT

Project Type	Type B1, Category for Borderline Projects
Project Office	HEADQUARTERS - Dar es Salaam
Project Title	BORE HOLE

Figure 7.3: Project details Screenshot

PROPOSED UNDERTAKING/DEVELOPMENT

Project Office	HEADQUARTERS - Dar es Salaam
Project Title	randomised words which dont look even slightly believable.
Project Sector	Building and Civil Engineering Industries
Description of Proposal	randomised words which dont look even slightly believable.
Scope of Proposal	randomised words which dont look even slightly believable.

PROPOSED/DEVELOPED SITE

Project Region	Geita
Project District	Chato
Width of the project reserve	randomised words which dont look even slightly believable.
Site(s) Description (Description to each site in the whole linear project)	randomised words which dont look even slightly believable.

Edit Button

Figure 7.4: Part of Project details screenshot

To edit the details of the section, click the Edit button with the red arrow at the top. The following pop-up form will appear to allow the user to edit the details.

EDIT PROJECT DETAILS

Region *

Geita x

Select a project region from the provided list.

District *

Chato x

Select a project district from the provided list.

Width of the project reserve *

randomised words which dont look even slightly believable.

Road reserve for road construction projects

Sites Description *

randomised words which dont look even slightly believable.

Describe for each site in your linear project

Update

Update details

Figure 7.5: Project Details Edit Form Screenshot

Click **update** to save details.




CHAPTER 8: ALERTS

1.1 Alerts

The definition of alert is a message sent to the developer about project activity or a request from NEMC about a particular project.

PMS Home Published Projects My Dashboard My Projects Billing Alerts Options				
Home > Notifications				
THE UNITED REPUBLIC OF TANZANIA National Environment Management Council (NEMC) Project Management System				
Notifications				
Showing 1-8 of 8 items.				
20 All				
#	Title	Date	Actions	
1	Payment for EC/EIA/2020/2308 to facilitate a review...	29th Sep, 2020	View	Delete
2	A final improved report is required for your project...	29th Sep, 2020	View	Delete
3	Project Correction for a project number EC/EIA/202...	24th Sep, 2020	View	Delete
4	Perform environmental study for a project with num...	20th Sep, 2020	View	Delete
5	Perform environmental study for a project with num...	19th Sep, 2020	View	Delete
6	Project Correction for a project number EC/EIA/202...	17th Sep, 2020	View	Delete
7	A final improved report is required for your project...	16th Sep, 2020	View	Delete
8	Perform environmental study for a project with num...	15th Sep, 2020	View	Delete

Figure 8.1: List of Alerts/ Notification Screenshot

Click  **View** button to view notification details and Delete button to delete notification.

Notification Details		X
TITLE	PAYMENT FOR EC/EIA/2020/2308 TO FACILITATE A REVIEW PROCESS IS REQUIRED	
BODY	Please conduct environmental study and report findings	
DATE	29th Sep, 2020 11:48:10	

Figure 8.2: Notification Details Screenshot