

## **Programme Component: Support to Establish a Behavioural Science Nudge Unit with the University of Dar es Salaam, Department of Economics.**

### **Activity Report April - June 2019**

#### **Background**

The Centre for Behavioural Studies (CBS), the first “nudge unit” in Tanzania is established and housed within the University of Dar es Salaam, Department of Economics.

Key project activities include implementation of a number of behavioural centered research projects, trainings and dissemination/engagement. Throughout implementation of these activities CBS shall ensure a close engagement of the government departments and the rest of its stakeholders.

This report is meant to provide an overview of activities that have been implemented during the third quarter of the Centre’s being operational.

#### **The Scope**

This report is only limited to a set of activities implemented between April 2019 and 30<sup>th</sup> June 2019. It covers all activities related to day to day running of the CBS as well as implementation of key objectives of the center including training and researches.

### **Activities carried out during the reporting period**

#### **A: Key Institutional Arrangements**

- The Centre kept on improving its governing policies and procedures with the help from KPMG, members received Risk Management training and support in updating of risk register on April 5<sup>th</sup>.
- On May 27<sup>th</sup>, the Centre conducted a working session involving all CBS members to assess/review and finalize the risk management tools (policy, register) as well as working on other CBS policies to incorporate inputs from the Advisory Board members. CBS members also took time to draft the center’s governing and operational guidelines which is envisaged, in addition to the existing policies, to provide a day to day guideline on how various activities of the center shall be executed and financed.
- On early June an MOU was signed between CBS and INNOVEX in relation to CLEAR project, this will guide the working partners with the core activities /general TOR to be followed by specific TORs on tasks assigned to CBS.

## **B: Key Programme management**

- Every year the University of Dar es Salaam, 5<sup>th</sup> year in a row now, conducts a research week starting from college level up to the University level. Main objective of the event is to showcase great research activities undertaken by various departments, units and centers at the University to the wide array of stakeholders in the country. The University research week is preceded by college-level research week which often screens best researches to represent the colleges at the University level research week. CBS got a chance to showcase its projects in the 5<sup>th</sup> University research week in May following attaining a first place in category 2 during research week – college level conducted in April.
- The Centre's management team had a meeting with DFID representative in April, mainly regarding the Centre's progress report, CBS status as well as future plans.

## **C: Key Projects Activities**

- Tax project implementation is still on the roll with continuation of preliminary field work involving data collection in early April from TRA block level offices as well as from businesses. Furthermore, production of exploratory report on tax compliance commenced during this quarter. In early May Tax project PI represented CBS in a stakeholders' engagement session with Manager of Research BOT to deliberate on extended CBS support to the government beyond the current designed study.
- The Centre conducted an in house training on May 21<sup>st</sup> covering topics on Introduction to Behavioral Science and evaluation methods and CBS's Safeguarding policy/procedures. The training aimed at sharpening the members on the Centre's chosen research approach as well as to sensitize them on the importance of Safeguarding issues.
- In pursuit of acquiring buy-in from different stakeholders and expansion of the Centre's Project Portfolio, in May 1<sup>st</sup>, CBS coordinators presented a newly developed concept note on a potential intervention to foster customer centric behavior within tourism industry in Tanzania to the Permanent Secretary, Ministry of Natural Resources and Tourism. Along the same lines, CBS members had a working session in mid May with the CEO of the National College of Tourism (NCT) to discuss on areas of possible collaboration (i.e. international conference and project).
- The Centre has made effort to reach out to other programs in quest of developing and formalizing linkages with other DFID programme and projects, by meeting with EQUIP –T officials to discuss and deliberate on each entity's initiatives and projects and exploring areas of possible collaboration.
- CBS engagement on CLEAR project included a planning session with CLEAR Project Coordinator on April 5<sup>th</sup> to deliberate on how well CLEAR Project

evaluation will be handled. Subsequently in mid June, a kick off session was conducted on Project CLEAR involving CBS/LSHTM/ICL aimed at introduction of all working partners, strategizing and reach an agreement on a better approach to conduct CLEAR project evaluation especially setting timelines & tasks as well as appointing a PI (on CBS side) to.

- The Centre also had support from our partners BIT with a number of activities as described below (BIT engagement).

#### **D: BIT Engagement**

During the reference period, CBS engaged BIT who provided technical and advisory support to design the tools required for the exploratory phase of the Tax project.

Specific activities carried out by BIT during the reporting period were:

- Input on CBS' field work plan and survey instrument for a project to increase tax compliance
- Project administration: This includes calls between all project partners and preparation of the COSTECH clearance and travel preparation.

#### **Financial reporting**

CBS did not submit a request for payment to finance its activities for the current financial quarter due to availability of unspent resources from its previous financial quarter. The unspent balance of USD 46,851 from Jan – March quarter (equivalent to GBP 36,039) resulted from the activities that were budgeted for but did not take place as planned.

The centre has paid a total of GBP 24,375.00 as compensation for team members and supporting staff for undertaking various activities. Out of that, GBP 7875 has been paid to the two coordinators for coordinating all the centre's activities in accordance with the agreed budget at the rate of GBP 1312.5 per month (i.e. 30% FTE) for a period of three months. GBP 10300.00 has been paid to the team members for activities which involved implementation of tax and other activities in line with the Centre's operations (at the rate of GBP 200 per full day equivalent effort by each member) for the period of three months. GBP 3,000.00 has been paid to the project administrator and GBP 3,000.00 for the Post-doctoral fellow at a rate of 1,000 GBP per month for the period of three months. GBP 200 has been paid for other Centre's supporting activities: accounting. Annex 1 contains the details.

A total of GBP 1800 was paid to cover training expenses conducted.

Following the invitation from BIT to attend a Behavioural Exchange Conference (BX2019), the Centre incurred expenses amounted to GBP 1500 for payment of Behaviour Exchange conference ticket fee in London for three of its members.

Additionally, the Centre paid GBP 1305 for mentoring, and supervising two Master's students and compensation for producing working papers from the dissertations.

The centre has also incurred some office expenses which included travel expenses and staff welfare expenses which amounted to GBP 562.

The Centre also paid GBP 3835 to BIT for their consultancy service, of which GBP 3796 are consultancy fees and GBP 39 being compensation for expenses.

#### **Annex 1: Breakdown of Staff Costs**

<b>Activity</b>	<b>Period</b>	<b>Rate (GBP)</b>	<b>Amount ( GBP)</b>
Coordination (2 coordinators; each @ 1312.5 per month)	3 months	2625	7,875
<b>Team members involvement</b>			
projects (total man-days by all members)	50.5 days	200	10,100
Other administrative activities	1 day	200	200
<b>Supporting staff</b>			
Accountant	1 day	200	200
Administrator	3 months	1000	3,000
Post-Doc	3 months	1000	3,000
Total			24,375