

GOVERNMENT NOTICE NO. 156 published on 26/06/2026

THE EXECUTIVE AGENCIES ACT,

(CAP. 245)

ORDER

(Made under section 3)

THE EXECUTIVE AGENCIES (NATIONAL AGRICULTURAL
EXTENSION SERVICES AGENCY) (ESTABLISHMENT) ORDER,
2026

Citation

1. This Order may be cited as the Executive Agencies (National Agricultural Extension Services Agency) (Establishment) Order, 2026.

Establishment
of Agency

2.-(1) There is hereby established an agency to be known as the National Agricultural Extension Services Agency also known by its acronym “NAESA”.

(2) The functions, aims, objectives, authority, performance criteria and other matters relating to the administration and management of the National Agricultural Extension Services Agency shall be as specified in the Framework Document set out in the Schedule.

Executive Agencies (National Agricultural Extension Services Agency)
(Establishment)

GN 156 (Contd)

SCHEDULE

(Made under paragraph 2)

NATIONAL AGRICULTURAL EXTENSION SERVICES AGENCY (NAESA)
FRAMEWORK DOCUMENT

FRAMEWORK DOCUMENT

TABLE OF CONTENTS

INTERPRETATION.....	4
1.0 INTRODUCTION.....	5
2.0 LEGAL STATUS AND GOVERNANCE.....	6
2.1 Legal Status.....	6
2.2 Organisational Structure.....	6
2.2.1 Agricultural Extension Services Directorate.....	7
2.2.2 Business Support Services Directorate.....	7
2.2.3 Agricultural Training Unit.....	7
2.2.4 Internal Audit Units.....	7
2.2.5 Legal Service Unit.....	7
2.2.6 Monitoring and Evaluation Unit.....	7
2.2.7 Procurement Management Unit.....	8
2.2.8 Information, Communication And Technology Unit.....	8
2.2.9 Public Relations and Communication.....	8
2.2.10 Regional Offices.....	8
2.2.11 District Agricultural Offices.....	8
2.2.12 Review of Organization Structure.....	8
2.2.13 Staffing.....	9
2.3 Relationship Between NAESA, local government authorities and other institutions.....	9
2.4 Governance.....	9

Executive Agencies (National Agricultural Extension Services Agency)
(Establishment)

GN 156 (Contd)

3.0	AIMS, VISION, MISSION, CORE VALUES OBJECTIVE AND FUNCTIONS OF THE AGENCY.....	11
3.1	Aims.....	11
3.2	Vision.....	11
3.3	Mission.....	11
3.4	Core Values.....	11
3.5	Objective.....	11
3.6	Functions.....	12
3.7	Performance Criteria.....	12
4.0	ROLES, RESPONSIBILITY AND ACCOUNTABILITY OF THE MINISTER, PERMMANENT SECTRETARY, MINISTERIAL ADVISORY BOARD AND CHIEF EXECUTIVE OFFICER.....	13
4.1	The Minister.....	13
4.2	The Permanent Secretary.....	14
4.3	The Ministerial Advisory Board.....	14
4.4	The Chief Executive Officer.....	14
5.0	POWERS OF THE CHIEF EXECUTIVE OFFICER.....	15
6.0	ACCOUNTABILITY.....	16
7.0	FINANCE, PLANNING AND STRATEGIC CONTROL.....	16
8.0	HUMAN RESOURCES MANAGEMENT.....	19
9.0	REVIEW, AMENDMENTS, GUIDELINES AND PUBLICATIONS.....	21

*Executive Agencies (National Agricultural Extension Services Agency)
(Establishment)*

GN 156 (Contd)

INTERPRETATION

	In this Framework Document, unless the context otherwise requires:
	“Agency” means the National Agricultural Extension Services Agency;
	“extension services” means services of delivering education, knowledge, technology, advice, and innovations in agriculture to farmers, agro-dealers and other stakeholders in the agricultural value chain;
	“Board” means the Ministerial Advisory Board established under section 6 of the Executive Agencies Act, Cap. 245;
	“Chief Executive Officer” means the Chief Executive Officer of the National Agricultural Extension Services Agency;
	“Minister” means the Minister responsible for Agriculture;
	“Ministry” means the Ministry responsible for Agriculture; and
	“Permanent Secretary” means the Permanent Secretary of the Ministry.

1.0 INTRODUCTION

Agricultural extension services involve methods of delivering information in terms of knowledge, skills, advice and innovations to farmers, agro-dealers and other stakeholders involved in crops value chain development. These services are provided by public agricultural extension officers and others from the private sectors, with the aim of increasing productivity and enhancing market access for crops and agricultural products. Therefore, extension services are crucial in the development of the agricultural sector, which ultimately contribute to nation's prosperity in terms of food security, increasing employment, national income and enhancing the economy of individual farmers.

Extension services have undergone various transformation before and after independence in response to the prevailing needs of a specific time in order to enhance productivity and growth of the agricultural sector. Before independence, agricultural extension services were primarily focused on promoting strategic cash crops including cotton, coffee, tea, tobacco, cashew-nuts and sisal. Extension officers commonly known as *Bwana Shamba* were responsible for guiding farmers in good agricultural practices to ensure high productivity of crops. The goal was to supply abundant raw materials for both local and international industries.

Crop management was strictly governed by laws aimed at supporting the production of cash crops. For example, in the cotton farming, agricultural extension officers were enforcing cotton by-laws which include prohibiting intercropping of cotton with other crops. Farmers who failed to comply with those by-laws faced legal penalties.

After independence, the Government continued to provide extension services for cash crops. In the 1970s, the Government initiated a policy framework for extension and agricultural research, aiming to enhance production and productivity, thereby ensuring food security, particularly for smallholder farmers. During that period, extension services were promoted using various slogans, including "*Siasa ni Kilimo*" (1972), "*Chakula ni Uhai*" (1973), "*Kilimo cha Kufa na Kupona*" (1974) and "*Mvua za Kwanza ni za Kupandia*" (1974), along with various programs aimed at improving extension services. At the time, extension services were managed by the Ministry at all levels, ranging from the Ministry to the regional, district, division, ward, and village levels.

In 1998, the Government implemented Decentralisation by Devolution (D by D) policy to ensure the availability of services closer to the beneficiaries, including the delivery of extension services and resources based on needs and priorities.

GN 156 (Contd)

Agricultural extension services were provided by the office responsible for regional administration and local government authorities, while the sector ministries were accountable for formulating, and monitoring the implementation of policies, laws, regulations, strategies and guidelines. Furthermore, amendments to various local government laws in 2006 through the Local Government Laws (Miscellaneous Amendment) Act No. 13, 2006 among other things, restored the responsibility of supervising professionalism, quality assurance, monitoring and evaluation of technical personnel, filling of post required by its establishment and availability of working equipment and funds to the sector ministries.

To implement the resumed responsibility, extension officers under Local Government Authorities were facilitated with working facilities, including motor vehicles, motorcycles, soil scanners and ICT equipment. They were also provided with operational guidelines, including the Farmer Field and Business School Guidelines, the Extension Training Manual, and guidelines for the establishment and management of Ward Agricultural Resource Centres, mechanization centres and warehouse management.

Therefore, this Framework Document provides the institutional, governance and operational blueprint for guiding NAESA in delivering its mandate. The Agency is entrusted with managing and coordinating extension services, ensuring professionalism, accountability and fostering collaboration among stakeholders for the benefit of farmers and the nation at large.

2.0 LEGAL STATUS AND GOVERNANCE

2.1 Legal Status

The National Agricultural Extension Services Agency or in its acronym “NAESA” is established under section 3 (1) of the Executive Agencies Act, Cap. 245, as a body corporate that may under section 3(6) of the Act-

- (a) enter into contracts in its own name;
- (b) sue or to be sued in its own name;
- (c) upon approval of the Permanent Secretary of the Ministry and such terms and conditions as he may specify either generally or in any particular case, borrow money, acquire, hold or dispose of movable or immovable property; and
- (d) do all other things that are necessary or desirable for the efficient and effective discharge of its functions.

2.2 ORGANISATIONAL STRUCTURE

The National Agricultural Extension Services Agency will be headed by the Chief Executive Officer assisted by two functional directors, seven heads of

GN 156 (Contd)

units and managers. The number and responsibilities of directors and heads of units may be reviewed as need arises. The Chief Executive Officer, the directors, heads of units shall constitute the Management Team of the Agency.

The broad functions of each directorate and units are outlined below-

2.2.1 Agricultural Extension Services Directorate

The Directorate will perform technical functions of Agency including supervision of performance of extension service providers at all levels to safeguard the quality standards of services delivered in accordance with policies, laws, regulations and guidelines. The directorate will be led by Director and will have three Sections led by Managers as follows:

- (a) Agriculture Technology Transfer Section;
- (b) Agriculture Mechanisation and Land Use Management Section; and
- (c) Market and Value Addition Section.

2.2.2 Business Support Services Directorate

The Directorate will perform corporate functions of the Agency including provision of expertise on human resource management and administration, finance and accounts, and planning, research innovation. The directorate will be led by Director and will have three Sections led by Managers as follows:

- (a) Human Resources and Administration Section;
- (b) Finance and Accounts Section; and
- (c) Planning, Research and Innovation Section.

2.2.3 Agricultural Training Unit

The overall function of the Unit is to coordinate and monitor the management of agricultural training institutes and farmer training centres. The Unit will be led by a Director.

2.2.4 Internal Audit Units

The overall function of the Unit is to ensure effectiveness of internal controls by ensuring each directorate, department and section comply with the applicable operational standards. The Unit will be led by a Head.

2.2.5 Legal Service Unit

The overall function is to provide legal expertise and services to the Agency. The Unit will be led by a Head.

2.2.6 Monitoring and Evaluation Unit

The overall responsibility of the Unit is to provide expertise and advice in monitoring and evaluation of planned resources of the Agency. The Unit will be led by a Head.

GN 156 (Contd)

2.2.7 Procurement Management Unit

The overall function of the Unit is to provide procurement services to the Agency. The Unit will be led by a Head.

2.2.8 Information, Communication and Technology Unit

The overall function of the unit is to provide expertise and services on application of ICT to the Agency. The Unit will be led by a Head.

2.2.9 Public Relations and Communication

The overall function of the Unit is performance of technical functions of the Agency including developing and providing of awareness programs to disseminate information on issues related to agriculture extension services and investment opportunities. The Unit will be led by a Head.

2.2.10 Regional Offices

Regional offices perform functions of the Agency at regional level including supervision of the performance of agricultural extension services, coordination of farmers and extension officers training, management of agricultural statistics and extension services information, supervision of the use of agricultural mechanization and infrastructure utilization, coordination of farmers registration, coordination of agriculture stakeholders; facilitation of procurement procedures; identification and supervision of implementation of key agriculture investment priorities and management of administrative matters at regional level. The Regional Office will be led by a Manager.

2.2.11 District Agricultural Offices

District Office will perform Technical functions of Agency at district level that involve crop Extension Service Deliverable such as Supervise the performance of agricultural extension services at District; Register farmers in the Districts; Facilitate proper usage of agricultural mechanization service and infrastructure; Capacitate farmers on agro-processing and value addition technologies; Facilitate sustainable and climate smart agriculture; Collect and manage of agriculture statistics; Disseminate agricultural information and technologies; Coordination of farmers and Extension Officers training; coordination of agriculture stakeholders; Facilitate best post-harvesting handling practices; Identification of Agricultural Arable land; Management and conservation of agricultural catchment areas; Facilitate identification of viable agriculture investment projects. The District Agricultural Office will be led by a Head.

2.2.12 Review of Organisation Structure

The Agency's Organisation structure shall be reviewed after five years or when the need arises. The Chief Executive Officer through the Permanent Secretary and the Board shall advise the Minister on the changes required. The proposed structure

GN 156 (Contd)

shall be submitted to the President's Office – Public Service Management and Good Governance for approval process.

2.2.13 Staffing

The Chief Executive Officer shall recruit employees and transfer from public institutions the number of employees as he may consider necessary and desirable for the efficient and effective discharge of functions of the Agency, as per Public Service Act, Cap. 298 and on such terms and conditions of service as may be determined and approved by the Ministry responsible for public service management.

2.3 Relationship Between NAESA, local government authorities and other institutions

In the implementation of its responsibilities, the Agency will strengthen communication and operational relations at all levels where, among other things, it will be responsible for providing information on the status of the Development of the Agricultural Sector whenever required to do so by the Authorities in its area of work. Also, the Agency will be responsible for presenting the National Agricultural Development Plans at various decision-making and operational levels. Similarly, the Agency Manager at various levels will participate in decision-making sessions in their areas of work when required.

2.4 GOVERNANCE

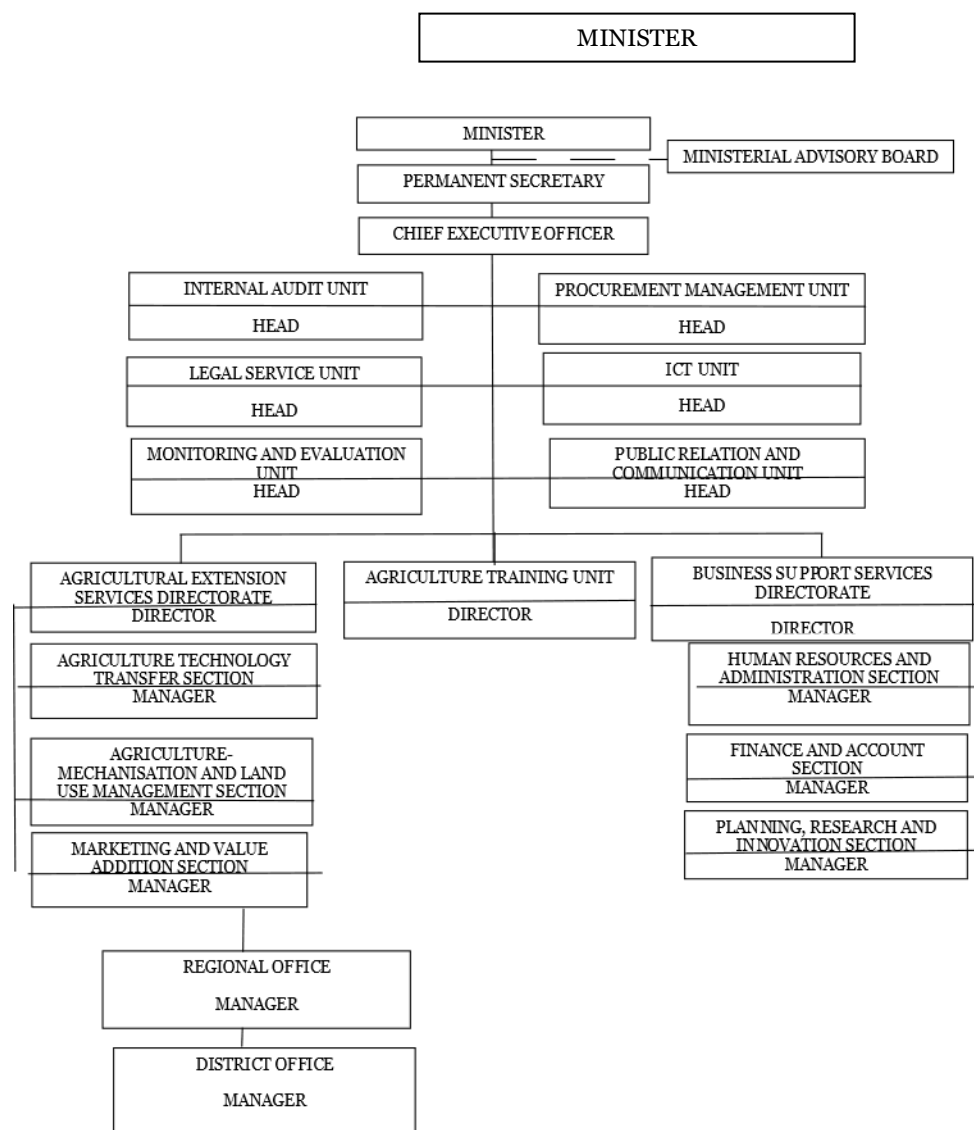
The Minister, in consultation with the Public Service Recruitment Secretariat, shall appoint the Chief Executive Officer (CEO) who shall hold the office for a term not exceeding five years or for such shorter period as may be specified in the instrument of appointment and shall be eligible for re-appointment based on performance.

The Chief Executive Officer is responsible for the management of NAESA and shall be directly answerable to the Permanent Secretary of the Ministry. The Permanent Secretary will oversee the interests of the Ministry and Government in general. There Board will advise the Minister on the performance of NAESA.

*Executive Agencies (National Agricultural Extension Services Agency)
(Establishment)*

GN 156 (Contd)

Figure 1: The Organization Structure for National Agricultural Extension Service Agency



GN 156 (Contd)

3.0 AIMS, VISION, MISSION, CORE VALUES OBJECTIVE AND FUNCTIONS OF THE AGENCY

3.1 Aim

The aim of the Agency is to strengthen extension services delivery in the country.

3.2 Vision

Bringing reforms to the agricultural sector by increasing innovation and efficiency in the delivery, coordination and supervision of extension services.

3.3 Mission

Providing sustainable agricultural extension services by disseminating technology, knowledge and skills to farmers and stakeholders, to increase productivity and production.

3.4 Core Values

- (a) **Integrity:** Commitment to honesty, transparency, and accountability in all actions and services;
- (b) **Professionalism:** Maintaining high standards of knowledge, competence, and conduct in delivering agricultural extension services;
- (c) **Client Centred Service:** Prioritising the needs of farmers and other stakeholders and rural communities;
- (d) **Innovation and Technology Adoption:** Promoting and applying modern agricultural technologies and practices;
- (e) **Collaboration and Partnership:** Working closely with stakeholders including farmers, research institutions, NGOs and government agencies;
- (f) **Equity and Inclusiveness:** Ensuring fair access to extension services regardless of gender, age or location;
- (g) **Sustainability:** Encouraging environmentally friendly and economically viable agricultural practices; and
- (h) **Responsiveness:** Addressing the changing needs and challenges faced by farmers and agricultural stakeholders promptly and effectively.

3.5 Objective

The Objective of NAESA is to coordinate and supervise agricultural extension services in the country.

GN 156 (Contd)

3.6 Functions

The functions of NAESA are-

- (a) to provide extension services in the country;
- (b) to coordinate and supervise agricultural extension services in the country;
- (c) to manage and supervise agricultural mechanisation services;
- (d) to establish and manage agricultural extension infrastructure and technologies;
- (e) to create an enabling environment for managing the delivery of quality agricultural extension services;
- (f) to supervise agriculture land management practices;
- (g) to manage and supervise agricultural training institutes and farmers training centres;
- (h) to promote agribusiness; and
- (i) to advise the Ministry on policy issues related to development of the country's agricultural extension services.

3.7 Performance Criteria

Agency will have performance criteria as the general areas in which performance will be measured. Specific performance targets will be set each year and clearly stated in the Performance Agreements for the management of the Agency. The performance criteria shall be based on the following specific areas:

(a) Quality of Service

The Agency is expected to provide high quality extension services according to the customer needs, operational manual and Guidelines.

(b) Operational Efficiency

The Agency is expected to ensure, timely availability and affordability of technologies suitable to agro-ecological zone, monitoring and evaluation of personnel's performance, timely recruitment of staffs, availability of working facilities and funds, adhere to procurement process and procedures as per the Public Procurement Act and regulations, timely and accurate preparation and submission of procurement plan and reports; and effectiveness, efficiency and transparency of the procurement procedures.

(c) Financial Management

The Agency is expected to establish and strengthen sound financial management systems that adhere to financial principles and procedures. In addition, it will ensure the preparation and timely submission of accurate financial statements, to provide a true picture of the Agency's financial position as a basis for decision making.

(d) Performance Appraisal for Agricultural Extension Officers

For the purpose of increasing efficiency in agricultural extension service delivery, the performance of Extension Officers will be assessed based on: -

- (i) Farmers engagement and communication, maintain regular visit with farmer group and individual farmers;
- (ii) Crop land area under cultivation within their supervision;
- (iii) Type of crops promoted in their area of supervision;
- (iv) Crop productivity and production;
- (v) Value addition and market access;
- (vi) Maintain accurate record of farmers profile, activities and outcomes; and
- (vii) Prepare timely and detailed progress reports.

4.0 ROLES, RESPONSIBILITY AND ACCOUNTABILITY OF THE MINISTER, PERMANENT SECRETARY, MINISTERIAL ADVISORY BOARD AND CHIEF EXECUTIVE OFFICER

4.1 The Minister

The Minister is responsible for determining and maintaining the policy framework for NAESA general direction and the functional boundaries within which it operates. Specifically, the Minister is responsible for-

- (a) establishing the Agency;
- (b) discipline and Control of the Chief Executive Officer;
- (c) appointing the Chief Executive Officer of the Agency;
- (d) appointing the Chairperson and other members of the Board; and
- (e) ensuring that the Government and the public derive maximum benefits from the establishment of the Agency.

Furthermore, the Minister shall meet the Management of the Agency in person at least once a year to discuss the Agency's strategies, its performance and management of risks. The Minister shall safeguard the interest of agency to ensure maximum contribution to the National economic growth and keep the Agency aware of high-level Government strategic thinking. In discharging the responsibilities, the Minister shall be assisted by the Permanent Secretary in ensuring that the policies and objectives of the Ministry are adhered to by the Agency.

4.2 The Permanent Secretary

The Permanent Secretary, as the Principal Accounting Officer of the Ministry, shall have overall responsibility for matters concerning voted funds and shall serve as the principal policy adviser to the Minister on matters related to the operations of NAESA. Specifically, the Permanent Secretary shall be responsible for:

- (a) approving the strategic plan, Business plan and Annual budget;
- (b) ensuring that the Chief Executive Officer is empowered accordingly to make sure that the services expected from him are duly delivered;
- (c) ensuring that boundaries within which the Agency is expected to operate are clearly defined and understood;
- (d) discipline and control of the Chief Executive Officer and NAESA operations in general;
- (e) receiving and discussing appeals of employees aggrieved by the decisions of the Chief Executive Officer;
- (f) creating and maintaining the strategic interface that will enable the Chief Executive to exercise his mandate to deliver the expected service and outputs;
- (g) monitoring and measuring the performance of the Agency;
- (h) ensuring that the Agency works in line with the Government's objectives for its establishment; and
- (i) meeting with the management at least twice a year to discuss on matters of concern to the Agency.

4.3 The Ministerial Advisory Board

The responsibilities of the Board, as provided for under the Executive Agencies Act, Cap. 245, shall include providing advice on-

- (a) development and maintenance of a strategic framework;
- (b) objectives of NAESA;
- (c) agency's plans and budgets;
- (d) setting priorities and annual performance targets for NAESA
- (e) NAESA's annual reports and accounts;
- (f) evaluation of NAESA's performance;
- (g) salaries, wages and allowances of employees of NAESA; and
- (h) any other matter related to the promotion and furtherance of the objectives and function of NAESA.

4.4 The Chief Executive Officer

The Chief Executive Officer is responsible for managing the Agency within the terms of this Framework Document and the Executive Agency Act, Cap. 245. The CEO is an Accounting Officer responsible for the day-to-day operations of

GN 156 (Contd)

NAESA and is accountable to the Permanent Secretary. The CEO is specifically responsible for:

- (a) preparation and submission of Strategic Plans, Business Plans and associated budgets, to the Permanent Secretary for approval;
- (b) implementation of the approved plans, including the achievement of performance targets;
- (c) concluding procurement contracts in accordance with Public Procurement Act, Cap. 410 and its Regulations;
- (d) organisation and management of assets and resources allocated to the Agency in efficiently and cost-effective manner;
- (e) human resources management, organisation, control and discipline of the Agency's employees;
- (f) managing the procurement and control of supplies for the Agency,
- (g) ensuring that all aspects of the management and organisation are kept under review and that they enable the best possible performance of the Agency;
- (h) providing performance reports to the Ministry and other relevant institutions;
- (i) preparation of Audited Financial Statement and Annual Reports for submission to the relevant authorities; and
- (j) being the Secretary to the Board.

5.0 POWERS OF THE CHIEF EXECUTIVE OFFICER

(a) Human Resource Management

The powers of the Chief Executive Officer concerning Human Resource-related matters are prescribed in the Executive Agencies Act, Cap. 245, the Public Service Act, Cap. 298 and other relevant legislation.

(b) Financial and Related Matters

The powers of the Chief Executive Officer in relation to financial and related matters are prescribed in the Public Finance Act Cap. 348 and other relevant legislation. The Chief Executive Officer may in writing delegate any powers given to him/her to an employee of NAESA, but is not thereby relieved of a duty or responsibility to him in terms of this Framework Document or any other legislation.

GN 156 (Contd)

6.0 ACCOUNTABILITY

The accountability of key players of NAESA is stipulated below:

(a) Minister

The Minister shall be accountable to the Parliament for all aspects of NAESA. In discharging his responsibility, the Minister shall be assisted by the Permanent Secretary and the Chief Executive Officer.

(b) Permanent Secretary

The Permanent Secretary who is the Principal Accounting Officer of the Ministry and as such, is responsible for assuring a high standard of financial management, conduct and performance of the Agency in carrying out responsibilities as per the approved agency's plans.

(c) Chief Executive Officer

The Chief Executive Officer is the NAESA's Accounting Officer, and is therefore accountable for ensuring the propriety and regularity of revenue and expenditure, for prudent and economical administration, and ensuring that requirements set by the Ministry responsible for finance are met in accordance with the existing financial laws and regulations.

The CEO is responsible for establishing and implementing proper management systems and this purpose shall take due account of financial management guidance issued by the Ministry responsible for finance and human resource management guidance issued by the President's Office - Public Service Management. The Chief Executive Officer shall also put into effect recommendations to the Government from the Public Accounts Committee and other Parliamentary Committees.

(d) Public Accounts Committee, Parliamentary and other inquiries

The Permanent Secretary and Chief Executive Officer may be required to appear before the Public Accounts Committee (PAC) to represent Agency at a hearing related to the NAESA. The Chief Executive Officer may also be required to prepare the response to the Parliamentary questions and inquiries that fall under the responsibility of NAESA. The Chief Executive Officer shall advise the Permanent Secretary and the Minister on other Parliamentary matters as may be required.

7.0 FINANCE, PLANNING AND STRATEGIC CONTROL

(a) Funding, Expenditures and Accounting

The funds of NAESA shall consist of:

- (i) Funds to be appropriated by Parliament;
- (ii) 10% of the funds from the Agricultural Development Fund;

GN 156 (Contd)

- (iii) 3% of revenues collected by crop Boards and regulatory authorities under the Ministry;
- (iv) 10% of funds collected from farm machinery operations services;
- (v) grants from development partners; and
- (vi) other emerging sources.

Expenditures incurred by NAESA shall be in accordance with the Business Plan approved by the Permanent Secretary and shall be accounted for in such a manner that it shall be possible to link all expenditure to the source of funding and for which purposes the fund has been spent. The Chief Executive Officer shall therefore ensure that the Agency's Financial Management System meet these requirements. The Chief Executive Officer shall prepare and submit quarterly reports to the relevant authorities.

(b) Strategic Plan

The Chief Executive Officer shall prepare a Strategic Plan covering a period of five years. The purpose of the Strategic Plan is to state the objectives of NAESA over the next five years and outlining the actions to be taken by NAESA in delivering the services. The strategic plan shall be approved by the Permanent Secretary.

(c) Business Plan

The Chief Executive Officer shall prepare and submit to the Permanent Secretary for approval a Business Plan that includes the estimates of the income and expenditure for the next ensuing year. The CEO may, at any time before the end of a financial year, prepare and submit to the Permanent Secretary for approval any estimates supplementary to estimates of a current year. The Business Plan shall give details of operations based on the approved Strategic Plan and the annual resource allocations.

(d) Approval

The Chief Executive Officer shall submit Strategic and Business Plans to Ministerial Advisory Board and thereafter to the Permanent Secretary for approval. The Chief Executive Officer may seek to review the Business Plan in the course of the year to reflect changes in policies, resources or priorities. Approval of these plans will constitute authority for NAESA to conduct its operations accordingly.

(e) Performance Agreement

The Chief Executive Officer shall enter into Performance Agreement with relevant authorities at the commencement of each financial year and evaluate the performance at the end of each financial year in accordance with the Guidelines.

(f) Procurement Procedures

Procurement procedures for goods and services shall be in accordance with Public Procurement Act, Cap. 410 and its regulations.

(g) Reports and Accounts

Within two months after the end of each financial year, the Chief Executive Officer shall submit Annual Reports and audited statements of accounts to the Board and thereafter to the Permanent Secretary for approval. Subsequently the Annual Reports and statements of accounts will be published and circulated to the relevant authorities. The Annual Report shall contain:

- (i) a copy of the audited accounts of NAESA together with the auditor's comments and recommendations;
- (ii) a report on performance against targets and other related information;
- (iii) a report on the operations of NAESA during that financial year; and
- (iv) such other information that the Permanent Secretary may require.

(h) Value for money

The Chief Executive is responsible for obtaining value for money in the procurement of goods and delivery of services. The Chief Executive Officer shall implement a range of efficiency measures in accordance with agreed programs and timeframe as set out in the strategic and Business plan. The Chief Executive is responsible for maintaining standards and value for money for any contracted out and ensuring that security and confidentiality are maintained.

(i) Internal Audit

The Chief Executive Officer shall be responsible of ensuring that adequate arrangements exist for the provision of an internal audit service that accords with the standards set by the ministry responsible for finance and in accordance with Internal Audit Charter.

(j) External Audit

The audits relating to allocations from the Government shall be carried out by the Controller and Auditor General or such other person registered as an Auditor under Auditors and Accountants (Registration) Act, Cap. 286 after the approval by the Controller and Auditor General on such terms and conditions as the Controller and Auditor General may determine.

(k) Budgetary flexibilities

The Chief Executive Officer shall have powers in relation to budgetary flexibility, which shall be exercised in accordance with guidelines of the Ministry responsible for Finance, and the limits set out in the existing financial laws and regulations.

(l) Running (operational) costs

The Chief Executive shall have the powers to:

- (a) manage all Running (Operational) costs allocation as a single budget;
- (b) transfer resources allocated to one item in the budget to another in accordance with guidelines of the Ministry responsible for Finance; and
- (c) carry over-full to the next financial year any unspent funds on running (Operational) costs from the previous financial year in accordance with guideline from the Ministry responsible for Finance.

(m) Assets and liabilities

In regard to assets and liabilities the Chief Executive Officer may: -

- (a) authorise special payments, write-offs and disposal of assets in accordance with the existing financial and procurements laws and regulations;
- (b) authorise expenditure on consultancy services according to the NAESA internal regulations, guideline and policy;
- (c) authorise expenditure on various projects and single sourcing in accordance with financial regulations, Procurement Act and related Regulations;
- (d) procure goods and service as per Procurement Act and Regulations; and
- (e) acquire, hold or dispose of movable and immovable property in NAESA's name as per applicable laws and guidelines.

8.0 HUMAN RESOURCES MANAGEMENT

(a) Status and Conditions of Service

NAESA's staff shall be public servants charged with the responsibilities for delivering public services more effectively and efficiently in accordance with rules and regulations. Their terms and conditions of service will be approved by the Ministry responsible for the Public Service in accordance with Public Service Act Cap. 298 and the Executive Agencies Act, Cap. 245.

GN 156 (Contd)

Remuneration levels will be set in accordance with policy guidance issued by the Ministry responsible for Public Service Management, and will take into account the need to attract and retain staff of the required caliber.

(b) Human Resource Management

The Chief Executive Officer is responsible for the human resource management of the Agency as set out in Executive Agency Act Cap. 245 and in this Framework Document. The Chief Executive Officer shall be responsible for fostering positive attitudes towards responsibility, accountability and productivity. There must be effective communication channels throughout the organization and willingness to work as a team to achieve the Agency's Objectives. The Chief Executive Officer is obliged to develop Human Resource Management plans and programs that improve the competence of staff.

(c) Staff relations

The Chief Executive Officer is responsible for fostering good staff relations within the Agency as an important aid to the achievement of the Agency's objectives and ensure effective communications, team work and participation of staff on various matters regarding the Agency through Trade Unions.

(d) Health and Safety

The Chief Executive Officer is responsible for health and safety of NAESA's staff in the work place in accordance with relevant legislation.

(e) Risk conditions mitigation

The Chief Executive Officer shall take appropriate measures to Agency staff working in risky conditions and not expose them to dangerous environment for example radiation, toxic reagents, flammable chemicals, wild dangerous animals, rough weather and tough field conditions. The Chief Executive Officer shall comply with all relevant legislation and in this regard, shall consult with staff and their Trade Union representatives and relevant authorities on risk working conditions.

(f) Equal opportunities

The Chief Executive Officer shall create suitable environment to ensure equal opportunities for every staff as stipulated in the Public Service Management and Employment Policy of 2008 and Public Service Act, Cap. 298.

(g) Fight against corruption

The Chief Executive Officer shall play a leading role in developing and implementing strategies to address corruption and other malpractices in the Agency.

(h) Working environment

The Chief Executive Officer shall ensure there is conducive working environment in terms of working tools, motivation, remuneration and other related staff need in accordance with Public Service Act Cap. 298

9.0 REVIEW, AMENDMENTS, GUIDELINES AND PUBLICATIONS

(a) Review and amendment

Any proposed amendment to this document shall be made by the Minister in consultation and advice from Ministerial Advisory Board and the Permanent Secretary. Any proposed changes shall be submitted to Ministry responsible for Public Service Management before being effected by the Ministry.

(b) Guidelines

The Board may issue administrative guidelines in relation to any matter as it deems necessary for the proper, efficient, and effective discharge of NAESA's functions.

(c) Publication

The Order establishing the National Agricultural Extension Services Agency including Framework Document shall be uploaded in the Agency's website and will be readily available to anybody in accordance with the existing practices. Copies of the Framework Document and further information about the Agency can be obtained from Agency's communication channels.

The Chief Executive Officer,
National Agricultural Extension Services Agency,
P. o. Box 2182,
DODOMA,
TANZANIA.

Tel: +255 (026) 2321407
Fax: +255 (026) 2320037
Email: ps@kilimo.go.tz
website: www.kilimo.go.tz

Dodoma
19 June, 2026

DANIEL GODFREY CHONGOLO
Minister for Agriculture