

# **GUIDELINES FOR RESEARCH ASSOCIATESHIP AT THE TANZANIA WILDLIFE RESEARCH INSTITUTE (TAWIRI)**

## **1.0 INTRODUCTION**

Tanzania Wildlife Research Institute (TAWIRI) is a National Institution under the Ministry of Natural Resources and Tourism that was established in 1980 by Act No. CAP 260 R.E. 2002. The National Mandate of TAWIRI is to conduct, coordinate and oversee wildlife research in the United Republic of Tanzania. The overall purpose is to generate scientific information and advice to the Government, Management Authorities and the General public on sustainable conservation including utilization of wildlife resources in the country.

The functions of TAWIRI as per TAWIRI Act are as follows:

- (i) Promotion of the development, improvement and protection of wildlife industry in the country.
- (ii) Promotion and carrying out wildlife research including inquiring on wildlife related environment.
- (iii) Development and continuation of all on-going and projected wildlife research in Tanzania.
- (iv) Carrying out research and investigation of various aspects of wildlife for the purpose of establishing, developing or improvising modern methods or techniques that are relevant to wildlife and environmental conservation and their management. In the same context, enhance collection and use of wildlife and their products.
- (v) Carrying out research and investigation on wildlife diseases and their causes so as to develop ways and means of preventing or controlling the occurrence such diseases.
- (vi) Co-ordination of all wildlife research being carried out in the country.
- (vii) Establishment and operation of documentation system and information dissemination on the findings of the inquiries gathered, experiments and research carried out by or on behalf of the Institute. Information collected by the Institute from outside related to wildlife can as well be disseminated as from within.
- (viii) Undertaking the collection, preparation, publication and distribution of statistics related to wildlife. Also promote and develop instructions and wildlife training.
- (ix) Through collaboration with the government or any other persons within or outside Tanzania, the Institute should promote or provide facilities for the instructions and training of local personnel to carry out wildlife research and management to boost wildlife industry.
- (x) The Institute should advise the government, public institutions and persons or bodies of persons engaged in wildlife industry in Tanzania

on the practical application based on the research findings, inquiries or experiments carried out by or on behalf of the Institute.

- (xi) The Institute should assume the responsibility of controlling and management of the business and affairs of any Centre established or deemed to have been established by or under this Act.
- (xii) The Institute should do anything or enter into any transaction which, in the opinion of the Board, is necessary or desirable for purposes of better performance of the functions of the Institute under this Act.

## **2.0 Rationale for Establishing Research Associateship at TAWIRI**

The functions of TAWIRI as stipulated in the Act requires the Institute to carry out more demand driven research activities related to wildlife research, management and conservation. These functions require adequate financial and human resource capacity at the Institute, in terms of number and skills of TAWIRI staff, coupled with reasonable experience, practice and knowledge. TAWIRI at the moment does not have adequate human resource capacity to accomplish all obligations and it will take some time to have the desired human resource capacity. The Institute is, nonetheless, trying its best to meet those challenges through training her staff and employing new staff to fill human resource gaps, but resources are limited and the process may take a much longer time. In this case, establishment of Research Associateship will allow the institute to outsource the required expertise related to wildlife research and management within Tanzania when the institute has no capacity for specific activities.

For foreign researchers, there has been an increasing request from foreign researchers to come at TAWIRI as research associates. As opposed to ordinary registered researchers, these researchers are interested to be more associated with TAWIRI during their research activities in Tanzania, and make TAWIRI as a base of their research activities in Tanzania. In fact, they are interested in a more close collaboration with TAWIRI and her staff. In this case, the involvement of TAWIRI staff in research activities of foreign researchers as research associates will improve research capacity of TAWIRI staff, especially in areas related to data collection methods, analysis, reporting and publications. The foreign research associates will increase networking activities of TAWIRI and offer a room for development of joint research project proposals. On the other hand, foreign research associates will be another avenue for strengthening research capacity of the institute in order to address demand driven research needs. TAWIRI mandates provide a provision for the establishment of Research Associateship as stipulated in the TAWIRI Act. This document provides guidelines for enrollment as a Research Associate at the Tanzania Wildlife Research Institute.

### **3.0 GUIDELINES FOR RESEARCH ASSOCIATESHIP AT TAWIRI**

#### **3.1 QUALIFICATIONS**

Research associates will either hold a good bachelor, masters, PhD or any equivalent qualification from a recognized institution of high learning. Research associates who hold a bachelors degree will also be required to have a specialization before or after their bachelors' degree.

#### **3.2 CATEGORIES OF RESEARCH ASSOCIATES**

There will be two categories of research Associateship at TAWIRI as follows:

##### **3.2.1 Research associates enrolled through individual application for research associateship**

This category is for both local and foreign research associates. It is meant for individuals who are interested to conduct wildlife research in Tanzania and using TAWIRI as the base of their research activities. This category of research associates will come with their own research project proposals which are already funded.

##### **3.2.2 Research associates enrolled through a TAWIRI request/search process; where TAWIRI will contact the person with the required expertise at TAWIRI**

This category is mainly meant for local experts who can be used as a source expertise for activities specifically earmarked by TAWIRI for specific objectives. Also, this category is meant for local experts who can be requested by TAWIRI to collaborate with TAWIRI to implement specific activities of TAWIRI, or activities commissioned to TAWIRI to fill gaps where TAWIRI has no expertise. In line with this, TAWIRI will develop a list of experts for outsourcing and the list will be update regularly. These experts will form a pool of manpower which can be used as consultants in the wildlife sector or advisors in collaboration with TAWIRI whenever crucial issues of both management and scientific merit that require their expertise arise.

Local research associates who participated in a joint research project proposal with TAWIRI can receive a salary when the project is funded, provided that a salary component was included in the project proposal. In so doing, TAWIRI will have the opportunity of building and strengthening its internal capacity but also getting assistance in addressing issues of national concerns on wildlife conservation and management.

## **4.0 REGISTRATION**

### **4.1 Application procedure for research associates with individual funding**

Requirements for a complete registration will be as follows:-

- (i) COSTECH and TAWIRI application forms.
- (ii) An applicant has to submit an application to TAWIRI four months before the date the applicant proposes to start the research work.
- (iii) Provide four copies of the research project proposal including: objective, description of problem, methodology, expected output, the period of research and place in Tanzania where the work will be carried out.
- (iv) Letter from donor confirming availability of funds to support the research expenses including travel, fees, up-keep allowances and or any other materials to support the intended research.
- (v) The applicant should submit four copies of curriculum vitae.
- (vi) Names of two referees who are specialized in the field of the applicant.
- (vii) Names of two contact person in the area of the intended study, one should be at TAWIRI.

Research associateship will be awarded to the applicant who meets the minimum requirements, and the award will range from two months to one year depending on the applicant's request. However applications of less than two months can also be considered depending on the nature of research.

### **4.2 APPLICATION FOR RENEWAL**

Application for renewal should be submitted to TAWIRI at least three months before the expiry of registration. For renewal, the following will be required;

- (i) COSTECH Renewal application forms fully completed.
- (ii) A comprehensive progress report and justification for continuation of the research.
- (iii) Confirmation of availability of funds to cover all the fees stipulated.

## **5.0 FEES**

### **5.1 Fees for research associates recruited through individual application and have a funded project**

#### **Application fee**

An application fee of US\$ 50 which is non refundable is payable to TAWIRI together with application materials in cash, cheque or bank transfer.

Successful applicants will be required to pay fees direct to TAWIRI before arrival or upon arrival as follows;

Registration fee	150 US\$
Administration fee	500 US\$
Bench fee	1200 US\$(per year)

Bench fee will be charged according to the number of months of registration, at the rate of US\$ 100 per month. The charged bench fee will be used by the Directorate, Centre, Unit, Station or Section hosting the candidate and is designed to cover for the service to be offered e.g. laboratory facilities, consultancy with the contact person, library service, etc.

Normal fee rate of US\$ 100 per month will be charged to the applicant who requires a period of less than two months of research except that application fee will be charged in full.

### **5.2 Research associates recruited through a TAWIRI request/outsourcing**

This category of research associates will **NOT** pay any fees.

### **6.0 OBLIGATIONS**

All research Associates will report and be answerable to the Director of Research Development and Coordination (DRDC) at TAWIRI. However, upon reporting to the Directorate; and if deemed necessary, they can be posted/ assigned to Heads of Research Centres, Units, Stations or Sections depending on the nature of research or study area/location.

For more information: [researchclearance@tawiri.or.tz](mailto:researchclearance@tawiri.or.tz)  
[info@tawiri.or.tz](mailto:info@tawiri.or.tz)