

**THE INSTITUTE OF FINANCE MANAGEMENT**  
**FACULTY OF INSURANCE AND SOCIAL PROTECTION**  
**DEPARTMENT OF SOCIAL PROTECTION**  
**BACHELOR OF SCIENCE IN SOCIAL PROTECTION (BSC. SP)**  
**YEAR 2: 2016/2017**

***PROJECT WORK***

**The objectives of the project work**

1. To conduct an independent study and write a project report
2. Demonstrate and improve personal skills, particularly on areas of time and work management, report writing and general presentation.
3. Integrate the material learnt throughout the academic period, by applying it to an open ended problem.

**Supervisor's responsibilities**

***What is the role of the supervisor?***

It is your report and not your supervisor's. They are there to provide academic guidance, to provide you with feedback on your progress and help you to make necessary changes and correction as your work progresses.

***How does the supervision process work?***

From the supervisor's point of view, different supervisors may have different approaches or philosophy about how frequently and to what degree they should intervene. Our experience suggests that the number of meetings between supervisor and the student varies from about 3 to 7. With e-mail and electronic interactions, appointments do not have to be face to face and some supervisors may give you detailed written comments and send these by email.

**You can expect the following from your supervisor:**

- Giving you a reasonable number of appointments at times suitable to both of you.
- Providing academic feedback on your work within a reasonable period of time. Such feedback can be in various forms depending on the supervisor's preference:
  - Verbal feedback and discussion during meetings or telephone
  - Annotated comments on draft chapters (either on hardcopy or on softcopy)
  - Summary written comments in the form of a note.
  - Relevant materials to be used by candidate and its sources
  - Structure of the report
  - Reading the complete draft of your report before submission.
- Marking the final report.

**QUESTION ONE:**

Select a category of workers among the following; Farmers, Fishermen, Mining workers, Public transport commuters (bajajis, boda boda, dala dala, taxi drivers etc), Mama lishe, Saloon owners, Small and Medium Entrepreneurs (SMEs), members of cooperative societies or others from one region of your own choice in the United Republic of Tanzania (URT). Assess nature of risks they are facing and how formal social security services can be extended to the category of workers you have selected.

**SUGGESTED PROJECT STRUCTURE FOR QUESTION ONE**  
*(See the pages below)*

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**YEAR II 2016/2017**

A PROJECT REPORT BASED ON XXXXXXXXXXXXXXXXXXXX

NAME: XXXXXXXX

REG. NO: XXXXXXXX

ACADEMIC YEAR XXXXXXXX

SUPERVISOR: XXXXXXXX

SUBMISSION DATE: XXXXXXXX

TITLE (COVER) PAGE – (See format above)

PRELIMINARY PAGES

Begin each CHAPTER on a separate page

Headings must appear at the top of the page, positioned at the center, in capital letters and in bold text with **16 Font Size**.

Presentation of the preliminary pages takes the following sequence which involves some or all of the following parts;

- **Acknowledgement ( Maximum of Three Brief Paragraphs)**
- **Dedication ( Only one sentence is good enough, or at most two)**
- **List of Acronyms ( if any)**
- **List of Tables & Figures ( if any)**
- **List of Acronyms ( if any)**
- **Executive summary ( One or half page only)**
- **Table of contents ( 1 page only)**

**CHAPTER ONE: INTRODUCTION**

1.1 Profile of the region

1.1.1 Major economic activities of the region

1.1.2 Poverty profile of the region

1.2 Introduction of the selected category

**CHAPTER TWO: OVERVIEW OF THE STUDY**

2.1 Overview of the formal social protection industry of the URT

2.2 Rationale for social protection provision for the selected category

**CHAPTER THREE: LITERATURE REVIEW**

3.1 Theoretical literature review

3.2 Empirical literature review

3.3 Conceptual framework

**CHAPTER FOUR: PRESENTATION AND DISCUSSION OF FINDINGS**

4.1 Risks facing the selected category

4.2 Methodical presentation of best ways the category should be covered

## **CHAPTER FIVE: CONCLUSION AND RECOMMENDATIONS**

5.1 Conclusion

5.2 Recommendations

### **REFERENCE/ BIBLIOGRAPHY**

- Use either reference or bibliography as your heading for this section. In both cases, make sure that you discuss with your supervisor and agree on which term to use.
- Adhere to the alphabetical order i.e. different entries should be arranged in alphabetical order by the surname of the first author. Each entry starts with a hanging intent and **1.5 lines spacing** between.
- No numbering for your list
- You list the sources that you have used in your work. Don't list sources just for the sake of adding materials to this section

### **APPENDICES**

- Attach all supporting files/materials you used in your project, if any.

### **Formatting**

Font; Times New Roman, size 12.0

Line spacing 1.5

Alignment: Justified both left and right.

Headings: chapter heading print size **16 in bold** typeface. Sub heading print size **14 in bold** typeface.

Word length: your report should not **exceed 5,000 words**

Binding: One hand bounded of the Project work report is to be collected in the **December 2017**. **Specific date to be notifies/communicated.**

### **NOTE;**

- ✓ Please follow the structure of the project as indicated above.
- ✓ You are advised to plan your work carefully and back-up your work using different storage devices in order to avoid problems as a result of computer crash, virus attack or any other reason. Computing and printing problems will NOT be accepted as reasons for non-submission.
- ✓ Finally, **PLAGIARISM** is not accepted. Plagiarism is the act of copying someone's work without acknowledging and/or copying from another students' work. The mark of Plagiarism is **ZERO**.