

THE INSTITUTE OF FINANCE MANAGEMENT



FACULTY OF INSURANCE AND SOCIAL PROTECTION

DEPARTMENT OF SOCIAL PROTECTION

BACHELOR OF SCIENCE IN SOCIAL PROTECTION

YEAR II 2016/2017

A PROJECT REPORT ON XXXXXXXXXXXXXXXX

NAME : XXXXXXXX

REG. NO : XXXXXXXX

SUPERVISOR: XXXXXXXX

SUBMISSION DATE: XXXXXXXX

TITLE (COVER) PAGE – (See format above)

PRELIMINARY PAGES

Begin each part on a separate page

Headings must appear at the top of the page, positioned at the centre, in capital letters and in bold text.

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

- *Dedication*
- *Acknowledgement*
- *List of acronyms*
- *Table of contents*
- *List of Table, figures, if any.*
- *Executive Summary*

CHAPTER ONE (At least 2 pages)

1.0 INTRODUCTION

- Set the context by introducing the topic of your project
- Provide a clear expression of the purpose of which your paper is expected to assert, explain, support or defend. Broadly speaking, summarize the main idea of a project and make the idea explicit to the readers.
- Finally, provide a short outline of how you are going to handle the aspects of your project in the rest of your paper.

CHAPTER TWO (At least 3 pages)

2.0 OVERVIEW OF THE SOCIAL SECURITY REGULATORY AUTHORITY

- Provide an overview of Social Security Schemes available in Tanzania.
- Provide a clear description with figures/statistics the extent of coverage of social protection in Tanzania.
- Provide an overview of the Social Security Regulatory Authority and how it operates.
- Provide in clear description of the basic functions of the Social Security Regulatory Authority.

CHAPTER THREE (At least 4 pages)

3.0 PRESENTATION OF FINDINGS

- Present the impact of the Social Security Regulatory Authority on performance of Social Security Schemes in Tanzania.
- Present the impact of the Social Security Regulatory Authority on extension of coverage of social protection services in Tanzania.
- Present the results you obtained in line with the study objectives / the project question.

CHAPTER FOUR (4 pages)

4.0 DISCUSSION OF FINDINGS

4.1 Discussion of the results

- Try to interpret the information you have found in presentation of findings in the light to the topic / problem of the project and discuss them accordingly.
- Discuss challenges you have found that are facing the Social Security Regulatory Authority on regulating Social Security Schemes and on extending coverage.
- Provide your personal view on whether the Social Security Regulatory Authority is performing.
- Measures taken to improve the performance of the Social Security Regulatory Authority by the SSRA itself should be included under this chapter.
- In your discussion, make sure that you address the objectives/questions of your project

CHAPTER FIVE (At least 2 pages)

5.0 CONCLUSION AND RECOMMENDATION

5.1 Conclusion

- Provide an effective conclusion which gives the answer to the main questions/objectives of the project
- Your conclusion should provide a summary of what argued in before in the texts, answer the main questions and incorporate your personal view.
- It should also incorporate a summary of all challenges discussed in your analysis or discussion of findings.

5.2 Recommendations

- In line with what you observed in your analysis, give your own opinion/advice to the Social Security Regulatory Authority on addressing the challenges it faces in order to improve its performance.

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 indent 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 **09th January, 2017**

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**.