

THE INSTITUTE OF FINANCE MANAGEMENT



FACULTY OF INSURANCE AND SOCIAL PROTECTION

DEPARTMENT OF SOCIAL PROTECTION

BACHELOR OF SCIENCE IN SOCIAL PROTECTION

YEAR III 2016/2017

A PROJECT REPORT ON XXXXXXXXXXXXXXXX

NAME : XXXXXXXX

REG. NO : XXXXXXXX

ACADEMIC YEAR 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*
- *List of Table, figures, if any.*
- *Executive Summary*
- *Table of contents*

CHAPTER ONE (1.5 to 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 (3 to 4 pages)

**2.0 OVERVIEW OF THE CASH TRANSFERS PROGRAMMES
(TANZANIA'S EXPERIENCE)**

- Provide a clear description of the basic operation of the cash transfers in Tanzania (indicate whether the transfers are conditional or unconditional)
- Provide a clear explanation on the aspects of financing with respect to the program (if possible, present the information in line with the GDP development)

- Provide a clear description about the coverage of the programs in terms of area, benefits offered and the people covered

CHAPTER THREE (2 to 3 pages)

3.0 LITERATURE REVIEW

- Review different literature in relation to the main topic/problem of your project/paper.
- Arrange your review in a way which shows a logical flow of arguments/descriptions
- Give due credit to the sources of facts, opinions and ideas that you refer to in your writing
- Generalize from the sources by summing up the general findings or conclusion that you draw from those works.
- Use “APA” style of reference

CHAPTER FOUR (4 pages)

4.0 PRESENTATION OF FINDINGS AND DISCUSSION OF THE RESULTS

4.1 Presentation of findings

- Present the results you obtained from your analysis
- Arrange your findings in a order which matches with the sequence of questions of your project
- Use simple graphs, table, figures or any other exhibit which illustrates your findings

4.2 Discussion of the results

- Try to interpret the information you have found in the results in the light of your conception of the topic/ problem of the project and discuss them accordingly.
- In your discussion, make sure that you address the objectives/questions of your project

CHAPTER FIVE (1.5 page)

4.0 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.
- Identify if there is any challenges in your analysis
-

5.2 Recommendations

- In line with what you observed in your analysis, give your advice to the respective authority addressing the needs of your project and the challenges, if any.
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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 6,000 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**.