MINISTRY OF EDUCATION AND TRAINING BUSINESS PLAN 2024

CONTENTS

1. MESSAGE FROM THE HON MINISTER AND THE DIRECTOR GENERAL FOR THE MINISTRY OF EDUCATION AND TRAINING.

We are pleased to present the 2024 *Ministry of Education and Training Business Plan* for the education sector. This is the final outcome of the national education plan with emerging priority areas that the departments have developed, and we expect all education stakeholders to align their programs to support this year's annual plan.

This business plan is a product of the corporate plan that is based on achieving results. The Ministry of Education and Training has adopted a planning approach that has been rolled-out by the Vanuatu Public Service. The COVID 19, TC Harold, TC Judy, TC Kevin and TC Lola related activities are incorporated into the actions in the plan.

The focus of this business plan is to ensure appropriate activities are identified and implemented to deliver desired outcomes for strengthening management, improved equitable and inclusive access to quality education. This key operational document aims to show how the service delivery will result in progress towards the outcomes and outputs stated in the Ministry's corporate plan. Not only that, the current approach of planning also ensures that actions are guided by tangible outputs and targets that could be delivered and achieved on an annual basis. Consequently, the quarterly progress report of the MoET will be based on this plan to measure progress.

This year's priority focus will be responding to the ministry's recovery plan related activities and Government Priority plan by increasing access to primary, secondary and PSET education, strengthen school infrastructure, improving teaching and learning resources, and strengthen community engagement.

The Monitoring & Evaluation unit within the Policy and Planning Directorate will be responsible to coordinate the process of producing progress reporting against this business plan. However, all directors will be responsible to coordinate the completion of their department reporting based on the report notices and timelines that will be set.

Having said these, we both wish to take this opportunity to appeal to all MoET managers and officers to continue to work as a team, and to implement these activities to the best of your efforts, knowledge, and skills.

Your commitment towards implementing this Plan is highly regarded and may your synergies contribute to further strengthen the Management of the Vanuatu Education and Training System in all aspects of your undertaking.

We thank you for your faithfulness,
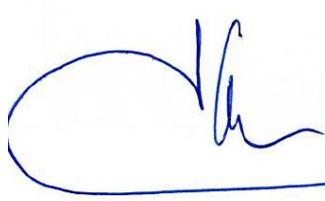
The Honourable Anatole Hymak
Minister of Education and Training

Iati Bergmans
Director General,
Ministry of Education and Training

2. INTRODUCTION

The Ministry of Education and Trainings (MoET) aims to implement a planning approach that is well coordinated. In doing so, the MoET recognized the importance of employing and top-down approach to its plans and a bottom-up approach in implementing its plans. The key values behind employing this approach are to;

- Ensure all MoET plans are well aligned to the goals and the objectives of the education sector that are set at the higher level.
- Ensure that results or outcome drives the planning for activities.

The planning unit acknowledges the fact that a lot is yet to be done to ensure the above planning values are realized.

2.1. Ministry of Education and Training Planning Framework
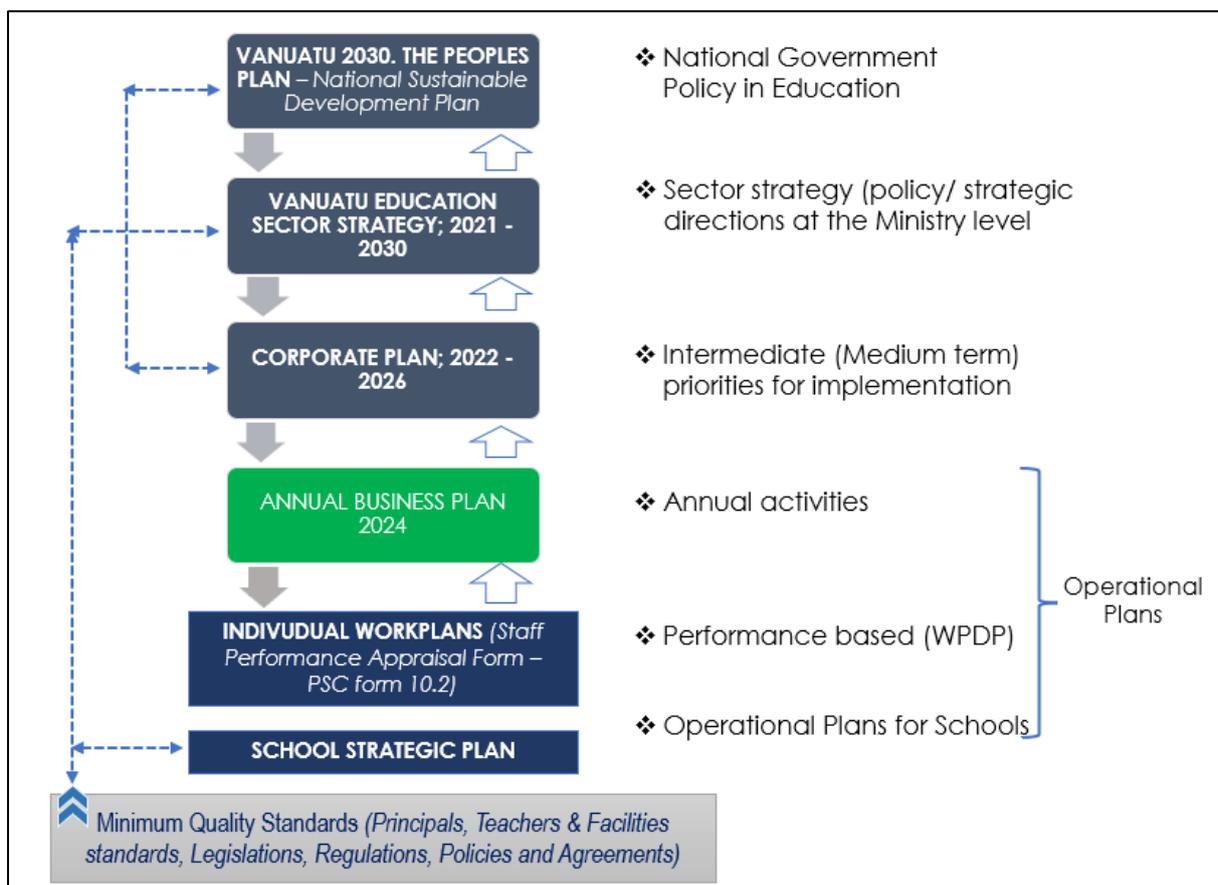
The above planning framework shows where the MoET Business Plan (Annual Plan) fits in the MoET planning framework. This Business Plan outlines the key outputs to be delivered in 2024 and the directorates responsible for delivering these outputs.

3. 2024 APPROPRATED BUDGETS BY DEPARTMENT

3.1. Budget Summary[1]

The 2024 Annual Budget for the Ministry of Education and Training could be summarized as follows:

- Total Annual Budget: **10,415,767,357 VT**
- Payroll Budget: **6,416,350,720 VT**
- Operation Budget: 3**,999,416,165 VT**

Operating budget by department summary

Dept. Code.	Dept. Description/Name	Operational Budget by Dept. (VUV)	Proportion by Dept.
510	Cabinet Support	12,372,726	0.31%
530	Education Services Directorate	2,040,503,957	51.02%
540	Director General	17,739,485	0.44%
550	Education commissions & Councils	152,702,294	3.82%
820	Finance and Administration Directorate	338,268,656	8.46%
830	Policy & Planning Directorate	10,313,354	0.26%
880	Tertiary Education Directorate	1,427,516,165	35.69%
Grand Total		**3,999,416,637**	**100%**

Source: Ministry of Education & Training 2024 gazette budget – Finance unit

4. 2024 BUSINESS PLANNING FOR THE MOET

ACTIVITIES BY DEPARTMENTS

4.1 Cabinet Support

Department	510						
Program	**Activity Code**	**Output or Service Target**	**Target**	**Action**	**Action completion date**	**Comment & Risks**	
Provide sustenance across all MoET Policies	51AA	Provincial visits	100%	Planned Provincial and visits are carried out.	December		
	51AA	Ministerial conferences	100%	Planned Ministerial conferences are attended	December		
	51AA	Legislation developments & implementation	100%	Legislations are implemented	December		

4.2 Director General's Office

Department	540					
Program	**Activity Code**	**Output or Service Target**	**Target**	**Action**	**Action completion date**	**Comment & Risks**
27. Planning, Budgeting, Financing and Reporting processes are strengthened	54AA	Issue Directives on the review of the Education Act Endorsement of the VQA Act and TSC Act and submission to State Law	1	1. Issue Directive to Director PPU for coordination through Legislation Review Committee	1. March	
	54AA	Issue Directives on the Drop Out Policy. Approval/Signing of the Drop Out Policy	1	1. Liaise with Director Education Services to ensure out of school directives are administered	1. March	
	54AA	Issue Directives on the review of the Open VEMIS (OV) Policy Approval/Signing of the Open VEMIS (OV) Policy	1	1. Liaise with Director Education Services to ensure out of school directives are considered and administered	1. April	Timeline mostly depends on the units work plan
	54AA	Issue Directive to improve TSC Act and related policies	1	1. Liaise with Teaching Service Commission to strengthen TSC Act with related policies	1. June	Timeline mostly depends on the units work plan
	54AA	Issue Directive to improve VQA Act and related policies	1	1. Liaise with Vanuatu Qualification Authority to strengthen VQA Act with related policies	1. June	Timeline mostly depends on the units work plan
	54AA	Review and approve MoET Corporate Plan	1	1. Liaise with Director Policy and Planning to ensure MoET Corporate plan is reviewed and approved	1. December	Timeline mostly depends on the units work plan
	54AA	Signed MoET Business Plan	1	1. Liaise with Director Policy and Planning to ensure 2025 MoET business plan is reviewed and approved	1. December	Timeline mostly depends on the units work plan
	54AA	Signed MoET Annual Reports	1	1. Liaise with Director Policy and Planning to ensure 2022 MoET annual report is produced.	1. 31st March	Timeline mostly depends on the units work plan
	54AA	Issue Directive to Director Policy and Planning and Communication officer to develop Communication Policy	1	1. Liaise with Director Policy and Planning to ensure MoET Communication Policy is produced.	1. April	Timeline mostly depends on the units work plan
	54AA	Issue directives to Directors to come up with new Policies to lead the Vanuatu Education into the future.	1	1. Liaise with MoET Directors	1. February	Situations that will hinder the progress of Education

	54AA	Issue Directive on the review of the National Curriculum	1	1. Liaise with Director ESD on the review of the National Curriculum	2. August	Timeline mostly depends on the units work plan
	54AA	Issue Directive on Donor Partners coordination	1	1. Liaise with Director Policy and Planning to ensure proper coordination of Donor Partners programs	1. December	
27. Planning, Budgeting, Financing and Reporting processes are strengthened	54AB	No. of School Audit Reports	50	1. Identify schools with high risk for audit. 2. Conduct audit field work 3. Prepare draft audit report and submitted to the auditee. 4. Prepare final audit report and submitted to the auditee	November	Budget Shortage Delays due to weather Delay audit report due to late submission of required audit information Prolonged implementation of audit recommendations
	54AB	No. of central audit project reports	9	1. Conduct audit field work 2. Prepare draft audit report and submitted to the auditee. 3. Prepare final audit report and submitted to the auditee	November	Delay audit report due to late submission of required audit information.
	54AB	Surprise central audit report (s)	TBD	1. Assess Open VEMIS financial and identify school to audit. 2. Conduct surprise audit at MoET Central level and at schools. Issue audit reports	November	Availability of financial data in the Open VEMIS.
	54AB	Desktop audit reports	5	1. Conduct desktop audit for sample schools selected.	1. July	Availability of financial data in the Open VEMIS. Delay of information provided by selected schools.
31. MoET organizational structure and roles and responsibilities	54AC	MoET structure reviewed, and implementation of devolution implemented	6	1. Review MoET structure 2. Devolve the implementation the MoET structure	1. January – June	MoET Legislation Review Committee will work on this
	54AC	Compliance of policy strengthen through devolution strategy	6	1. Strengthen the compliance of policy through devolution strategy	1. July	Timeline mostly depends on units' consultation

are updated and aligned	54AC	Ministry Quality Management Systems developed and implemented	1	1. Develop and implement a Ministry Quality Management System	1. January	1. Lack of Human Resource in the Quality and Assurance Unit 2. Review of the MoET Quality Management Framework will depend on stock take of QA processes
	54AC	School support centres established, and a policy of school support centres developed	6	1. Establish school support centres in other provinces and 2. Develop a policy for school support centres. 3. Ensure appropriate budgetary and other logistical support for devolution activities in all sectors	1. March	Review of Structure will take time
	54AC	Alignment between TSC and PSC structures strengthen	1	1. Strengthen alignment between Teaching Service Commission (TSC) and PSC structures; and undertake periodic assessment of Ministry organizational structure	1. April	
	54AC	Provincial Education Board reviewed and strengthened	6	1. Devolve relevant functions to the provinces; and review and strengthen existing Provincial Education Boards in each province	1. April	Review current boards functions to include PSET providers as well
	54AC	PSC recruitment processes formalized	TBD	1. Formalize recruitment through PSC processes	1. January – June	Re-allocation of posts and recruitment of officers will take time
	54AC	Professional Development and Capacity Building Planning framework developed and implemented	10	1. Develop and implement continuous professional development and capacity building with MoET	1. March	Lack of funding professional trainings
	54AC	Staff succession plan established with clear costing	1	1. Establish Ministry staff (PSC) and teachers/trainers/lecturers/other staff succession plan with clear costing (PSC / TSC)	1. August	A lot of Peer Review workshops will be conducted

	54AC	Strengthen PSET providers and industries to inform of courses needed in HRDP plan	6	1. Enhance collaboration between PSET providers and industries to inform of courses needed to meet the National Human Resource Development Plan	1. October	
12.Strengthen Community engagement	54AD	UNESCO Participation Program Project Reports	2	1. Coordinate the overall implementation of projects submitted under 2022/2023 UNESCO Participation Program if Paris Headquarter approved them. 2. Settlement of Vanuatu 2023 annual assessed contribution fee. 3. Coordinate the above activity with DFAICET and MFEM	1. Time frame will depend to the issuance of fund by UNESCO to the recipients. 2. Quarter 3	The action dates may change as the activities depend on the accessibility of the grant/fund as most of the time depending on the process the funds reach the recipients quite late
	54AD	Vanuatu-UNESCO General Conference Participation Report	1	1. Develop COM Paper to request funding. 2. Develop participation report	1. April 2. December	The Vanuatu participation will depend entirely on the availability of the budget/fund
12.Strenghten community engagement	54AE	No. of registration of communication requests base on our overall MoET activities	TBD	1. Register Communication Request 2. Table at DGs meeting 3. Ensure Approval of Communication	December	Comments Lack of Communication tools. Risks Political Interference, Inaccurate Communication.
	54AE	No. of registration of special communication requests base on our overall MoET activities	TBD	1. Register Communication Request 2. Table at DGs meeting 3. Ensure Approval of Communication	December	Lack of cooperation with divisional/unit heads
	54AE	MoET Communication Policy Report	1	1. Develop the Communication Policy 2. Approval of the com's policy by the Minister 3. Disseminate and awareness	December	Risk Budget Unplanned activities

27. Planning, Budgeting, Financing and Reporting processes are strengthened	54AF	Procurement Plan Report	1	1. Procurement Awareness on each Provinces. 2. Identifying effective and efficiency approach of procurement Functioning at Provincial Level and School Level	1. November 2. November	Comment Pending Budget positing. Availability of Humans resources Other committeemen's Risk Unplanned events.
	54 AF	Review Procurement OV Tap	1	1. Schedule a date of the consultations 2. Conduct consultation with Schools on how to upload data on Procurement OV tab	1. 1st Quarter 2. 2nd and 3rd Quarter	Comment Pending Budget positing. Availability of Humans resources Other committeemen's Risk Unplanned events.
	54AF	Implementation of MoET Procurement Plan	1	1. Coordination of all Request for Tender- RFT. 2. Coordination of Request for Quotation – RFQ 3. Coordination and monitoring of Contracts	1. December 2. December 3. December	Comment Units fail to send Procurement Plan. No capacity to implement Procurement Plan. Risk Data's not realistic. Funds not available.
31. MoET organizational structure and roles and responsibilities are updated and aligned	54AG	Reviewed of MoET 2014 structure and Job Description by Directorate 1. Office of the Director General 2. Policy and Planning Directorate 3. Administration & Finance Directorate 4. Education Service Directorate 5. Tertiary Education Directorate 6. Teaching Service Commission	6	1. Appointment of Structure and JD review team by DG 2. Organize consultation with OPSC and the Team 3. 1st Consultation meeting with Team and representative of each Directorates and Units 4. Organized bi-weekly Meeting with Team 5. Presentation of Draft Structure and Job Description to Senior Management 6. Presentation to OPSC and GRT 7. Submission to OPSC for commission approval	1. March 2. March 3. March 4. April 5. September 6. September 7. October	

	54AG	No. of Advertisement Reports	60	1. Request Financial Visa 2. Request PSC for approval to advertise vacant positions. 3. Request Language unit to translate advert in French and Bislama 4. Advertise vacancies. 5. Arrange Panellist 6. Shortlist 7. Interview 8. PSC approval of recommended applicant 9. Inducting & Training	1. January 2. April 3. April 4. May 5. May 6. June 7. July 8. August 9. September	
	54AG	Performance Agreement Report for DG	1	1. Issue reminder 2. Collection of Performance Agreements 3. Ensure evidence collected. 4. Submission to PSC	1. November 2. December 3. December 4. January	
	54AG	Performance Appraisals for all MoET Staff	192	1. Issue Reminder 2. Collection of reports 3. Issue notice of outstanding 4. Compile appraisals 5. Submission to PSC 6. Assessment and recommendation of rewards	1. November 2. December 3. January 4. January 5. January 6. March	
	54AG	Submitted Unit Plan	1	1. Submission of unit plans to DGs Office (EO)	1. January	
	54AG	Submitted all MoET staff Individual Work plans to PSC	192	1. Issue Reminder 2. Collection of reports 3. Issue notice of outstanding 4. Compile work plans Submission to PSC	1. November 2. December 3. January 4. January	
	54AG	Training of Employees	20	1. Request received and analysed against appraisal. 2. Identified replacement. 3. Approval by superior and DG 4. Submission to PSC	1. March 2. March 3. April 4. April	
	54AG	Refresher training Reports	6	1. Provide a clear schedule that capture all six provinces. 2. Get approval from DG. 3. Get approval from respective managers and PEOs. 4. Invite PSC team / PSC Rep	1. January 2. February 3. February 4. March 5. April 6. November	

				5. Invite participants. 6. Report submits to DG/ Copy to PSC		
	54AG	Establish Ministry staff (PSC) succession plan with clear costing	1	1. Consultation with VIPAM, HRD Planning Unit, NHRD 2. Draft the plan with HRD Planning in consultation with each division. 3. Validation of the plan 4. Launching	1. March 2. March 3. June 4. July	
	54AG	Human Resource Policy and Procedures	1	1. Review Draft 2. Organize Consultation with MoET senior's staff with OPSC. 3. Collect comments and proposals. 4. Validation of the HR Policy and Procedures 5. Launching	1. March 2. April 3. April 4. June 5. July	
	54AG	2024 Recruitment Plan	1	1. Work on Draft 2. Consultation with PEOs/Managers 3. Validation 4. Get approval from Senior Management 5. Implementation	1. February 2. February 3. March 4. March 5. April	
	54AG	Process entitlement of Examination Markers, Supervisors and Moderators – PAYROLL	1	1. Request documents from EAU 2. Prepare documents and get approval from Director Finance 3. Submission to Finance Unit/Finance Department Payroll	1. January 2. February 3. March	
	54AG	Process staff Salaries, Entitlements and Benefits – PAYROLL	192	1. Receive request. 2. Prepare documents and get approval from Director Finance 3. Submission to Finance Unit and Finance Department, Payroll	1. December 2. December 3. December	

4.3   Finance and Administration Directorate

Department	820					
Program	**Activity Code**	**Output or Service Target**	**Target**	**Action**	**Action completion date**	**Comment & Risks**
1.School Financial Management	82AB MEIA	1. Principals comply with procedures in the School Financial Management Manual	0.8	1. Identify schools to be monitored 2. Carry out monitoring in schools 3. Provide a report on monitoring in schools	Quarterly	- Lack of budget support to provide one on one support to Principals; - Failure of principals and/or school management to comply with the Manual - Change of principals or school finance officers will result in lack of knowledge of Manual
	82AB MEIA	2. Monitoring carried out in the six provinces of TORBA, SANMA, PENAMA, MALAMPA, SHEFA & TAFEA.	6	1. Identify schools to be monitored 2. Carry out monitoring in schools 3. Provide a report on monitoring in schools	Quarterly	- Lack of budget support to provide one on one support to Principals; - Failure of principals and/or school management to comply with the Manual - Change of principals or school finance officers will result in lack of knowledge of Manual
2. Funding for schools and institutions	82AB MEIA	3. Grants and school fee subsidies are paid to schools and institutions.	1	1. 1st Tranche 30% grants and fee subsidies are paid. 2. 2nd Tranche 30% grants and fee subsidies are paid. 3. 3rd Tranche 40% grants and fee subsidies are paid. 4. Ineligible schools are to be confirmed by end of June	January, April, July	- Lack of commitment of Principals to comply with the school grant criteria; - Late confirmation from PEOs on schools eligible to receive grants; - Cash flow may delay payment of grants;
	82AB MEIA	4. Annual schools reporting	1	1. Report to Senior Management on the school's previous year's annual financial report	2nd & 4th Quarter	- Delay in finalizing school's annual report; - Lack of commitment of principals to complete annual financial report;

						- Change of principals or school finance officers will impact annual reporting;
3.Revised School Grant Code	82AB MEIA	5.Revised School Grant formula	1	1. Develop research paper 2. Carry out the research 3. Report on the research findings	4th Quarter	- Budget to support research '- Technical support to carry out the research
	82AB MEIA	6. Grants are paid according to Grant Code	1	1. Report on Grants and Fee Subsidies paid to schools and institutions	Quarterly	- Lack of commitment of Principals to comply with the school grant criteria; - Late confirmation from PEOs on schools eligible to receive grants; - Cash flow may delay payment of grants;
	82AB MEIA	7. Monitoring carried out in the six provinces of TORBA, SANMA, PENAMA, MALAMPA, SHEFA & TAFEA.	6	1. Identify schools to be monitored 2. Carry out monitoring in schools 3. Provide a report on monitoring in schools	Quarterly	- Lack of budget support to provide one on one support to Principals; - Failure of principals and/or school management to comply with the Manual - Change of principals or school finance officers will result in lack of knowledge of Manual
4. School Minimum Quality Standards (MQS)	82AC MEIA	1. Approved Minimum Infrastructure Standards for schools and vocational training centres	4	1. Develop draft minimum infrastructure standard. 2. Consultation minimum infrastructure standards. 3. Finalize minimum infrastructure standards. 4. Translation 5. Printing & distribution	Quarterly.	Lack of technical capacity
	82AC MEIA	2.Design Standards for primary and secondary schools	2	1. Design the following primary school buildings; a) Administration building (1,2, etc. streams schools). b) Hybrid classroom c) Hybrid teachers house	Quarterly.	Lack of technical capacity

				2. Design the following secondary school buildings; a) Administration building (1,2, etc. streams schools). b) Computer lab. c) Science Lab. d) Specialized TVET buildings. 3. Approval by MoET Senior Management 4. Procure Independent certification of designs.		
5. Construction & Improvement of School Infrastructures	82AC MEIA	3. Construction of 4 new classrooms, 2 offices, 1 boys' dormitory, 1 boys' ablution and 1 Girls Dormitory and 1 girls' ablution for Bombua JSS is implemented in accordance with the project timeframe.	10	1. Supervision and reporting from slab to ring beam completion (Girls Ablution) 2. Supervision and reporting from slab to ring beam completion (Boys Ablution) 3. Supervision and reporting from roof installation to finishing works completion (Girls Ablution) 4. Supervision and reporting from roof installation to finishing works completion (Boys Ablution) 5. Supervision and reporting for finishing works (Double classroom with office) 6. Supervision and reporting for finishing works (Double classroom with office) 7. Supervision and reporting for finishing works (Girl's dormitory) 8. Supervision and reporting for finishing works (Boys dormitory) 9 Practical completion and produce completion certificate 10 Defects liability inspection and Report 11 Completion of defects works (if required) 12 Facilitate final payments documents	Implementation timeframe and retention period till December 2024	Weather condition, natural disaster can impact the process of delivering the project.

82AC MEIA	4.Procurement of furniture for 4 new classrooms, 2 offices, 1 boys' dormitory and Girls Dormitory for Bombua JSS is implemented in accordance with the project timeframe.	8	1. Delivery inspection and Report for double classroom. 2. Delivery inspection and Report for double classroom. 3. Delivery inspection and Report for Girls dormitory. 4. Delivery inspection and Report for Boys dormitory. 5. Facilitate Final payment documents.	Completion by end June 2024 (Depends on implementation timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	5.Construction of 2 classrooms and 1 office for the new Show Ground Primary School is implemented in accordance with the project timeframe.	3	1. Supervision and reporting from mobilization to slab completion 2. Supervision and reporting from wall to 1st floor slab completion 3. Supervision and reporting from wall to ring beam completion 4. Supervision and reporting from roof installation to finishing works 5. Practical completion and produce completion certificate 6. Defects liability inspection and Report 7. Completion of defects works (if required) 8. Facilitate final payments documents	Implementation timeframe and retention period till December 2024	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	6.Procurement of furniture for 2 classrooms and 1 office for the new Show Ground Primary School is implemented in accordance with the project timeframe.	3	1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents.	Completion by end December 2024 (Depends on implementation timeframe)	Weather condition, natural disaster can impact the process of delivering the project.

	82AC MEIA	7. Construction of (8 room storey building & 1 ablution building for teachers and students for the new Beverly Hills Primary School is implemented in accordance with the project timeframe.	9	1. Defects liability inspection and Report 2. Completion of defects works (if required) 3. Facilitate final payments documents	Implementation timeframe and retention period by August 2024	Weather condition, natural disaster can impact the process of delivering the project.
6. School Asset Maintenance	82AC MEIA	1. Support provided to schools with internet connectivity: - 11 TORBA Schools - 9 SANMA Schools - 10 MALAMPA Schools	4	1. Request Vodafone to provide access to a monitoring portal for internet connection to selected schools. 2. Selected schools' internet connectivity maintenance are reported in the quarterly reports.	Quarterly	Schools cannot avoid their monthly subscription and the internet connection is disconnected.
	82AC MEIA	2. Support provided to schools (Primary and Secondary) on Government Email, and continuous distributions of email to new registered schools.	4	1. Continues distribution of school email to new registered schools. 2. Support provided on school's government email accounts. 3. Provide quarterly report on the school's government emails.	Quarterly	Schools located in remote areas have difficulty with electricity and poor network coverage to access school email.
	82AC MEIA	3.VoIP distribution to schools (primary & secondary) and training of school admin staff on how to use softphone to access VoIP.	4	1. Roll out of VoIP softphone to schools during provincial preventive visits. 2. Provide training to admin and principal on how to use softphone to access VoIP calls. 3. Provide quarterly report on the schools VoIP lines.	Quarterly	Schools located in remote areas have difficulty with electricity and poor network coverage to access school email.
	82AC MEIA	4. Trueconf Application distribution to schools (primary & secondary) and Training provided to school admin and principal on how to use Trueconf for video conferencing.	4	1. Roll out of Trueconf to schools during provincial preventive visits. 2. Provide training to school's admin staff and principal on how to use trueconf application for video conferencing. 3. Provide quarterly report on schools Trueconf roll out.	Quarterly	Schools located in remote areas have difficulty with electricity and poor network coverage to access school email.

	82AC MEIA	5. Report provided on the on-demand support in the form of advice and guidance given to schools on their ICT development plans	4	1. Keep a record of requests from schools. 2. Prioritised and schedule implementation of requests and get IT Manager approval 3. Schools on demand support is reported in the quarterly reports.	Quarterly	Activity is on an on-demand basis
	82AC MEIA	6. A report produced on the support in the form of advice and guidance given to schools on Learning Management Systems	1	1. Analysis Report on the use of the current LMS in schools.	Provide by 2nd & Quarter 4	
	82AC MEIA	7. Provide advice and assistant to interested schools who wishes to have their website develop and schools who wishes to use.edu.vu domain.	4	1. Provide advice to interested schools 2. Requirement gathering 3. Design and develop 4. Implementation and testing 5. Provide training to schools IT staff	Quarter 4	
9. Children have equitable access to HPS activities and equitable access to activities and equitable access quality WASH in Schools (WinS) facilities	82AC MEIA	8. Wash in Schools facilities constructed in schools in Torba and Malampa Province	10	1 Contract management of 10 schools WASH in School facilities.	4th Quarter	Supply of Materials from Hardware, Logistics could pose a problem to delay activities
4. Community Engagement	82AC MEIA	9. Regular meetings with donor partners	10	1. Attend meetings; 2. Implement decisions from monthly meets;	Quarterly	Delay of implementation of projects;
5. Construction & Improvement of School Infrastructures	82AC MEIA	10. Construction of 2 new classrooms & refit 2 damaged classrooms for Avunatari Primary School is implemented in accordance with the project timeframe.	5	1. Defects liability inspection and Report 2. Completion of defects works (if required) 3. Facilitate final payments documents	Implementation timeframe and retention period by July 2024	Weather condition, natural disaster can impact the process of delivering the project.

	82AC MEIA	11.Procure furniture for 2 new classrooms & refit 2 damaged classrooms for Avunatari Primary School is implemented in accordance with the project timeframe.	5	1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents.	Completion by end June 2024 (Depends on implementation timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
	82AC MEIA	12. Construction of 2 new classrooms, 1 boys' dormitory, 1 new boy's ablution & 1 girls' ablution and renovate girls Dormitory at Nandiutu JSS is implemented in accordance with the project timeframe.	6	1. Defects liability inspection and Report 2. Completion of defects works (if required) 3. Facilitate final payments documents	Implementation timeframe and retention period till December 2024	Weather condition, natural disaster can impact the process of delivering the project.
	82AC MEIA	13. Procure furniture for 2 new classrooms, 1 boys' dormitory, 1 new boy's ablution & 1 girls' ablution and upgrade water system for Nandiutu JSS is implemented in accordance with the project timeframe.	5	1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents.	Completion by end September 2024 (Depends on implementation timeframe)	Weather condition, natural disaster can impact the process of delivering the project.

	82AC MEIA	14.Procurement of furniture for Enkul PS - 3 classrooms.	3	1. Preparation of tender dossier 2. Funding confimed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents.	Final completion by end December 2024 (Depends on implementation timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
12. Community Engagement	82AC MEIA	9. Schools and Provinces are informed of relevant finance policies	1	1. Identify schools and provinces to conduct awareness to 2. Carry out awareness in schools and provinces 3. Provide a report on awareness conducted in schools and provinces	Quarterly	-Failure to comply with relevant policies -Lack of budget support to carry out awareness
	82AC MEIA	8. Increased internet connectivity for schools and institutions	4	1. Attend Technical Advisory Group meeting hosted by OGCIO. 2. Maintained work collaboration with OGCIO on any school connectivity activities 3. Maintained communication and attend any TRBR meeting regarding school connectivity 4. Send a memo informing all staff to inform that IT is the focal point for MoET and ISPs on school connectivity 5. Schools' internet connectivity support is reported in the quarterly reports.	Quarterly	

	82AC MEIA	9. MoET agreement with ISP providers (Vodafone & Digicel) to keep Open VEMIS zero-rated on their network is maintained.	4	1. Manage MoET Agreement with ISP providers. 2. Open VEMIS access on Vodafone and Digicel network is reported in the quarterly reports.	Quarterly	
	82AC MEIA	10. MoET special agreement with ISP providers (Vodafone & Digicel) to keep school websites and other educational sites zero-rated on their network.	4	1. Manage MoET Agreement with ISP providers. 2. Schools Websites, Moodle's and other educational sites accessed on Vodafone and Digicel network are reported in the quarterly reports.	Quarterly	
11. Planning, Budgeting, Financing, and Reporting	82AB MEIA	15.Draft 2024 Business Plan.	1	1. Meet with Managers to confirm key activities of the Business Plan 2024. 2. Managers to complete the Business Plan Template (Output or Service Target, Targets, Action / Tasks (PSC 10.2 Form), Action completion date, Comment & Risks). 3. Submit draft Directorate of Finance and Administration Business Plan 2024 to Policy and Planning.	2nd Quarter 2024	
	82AB MEIA	16.Approved Business Plan 2024.	1	1. Meet with Managers to finalize Business Plan 2024. 2. Director meets with all staff to familiarize staff with Business Plan 2024. 3. Submit Final Business Plan 2024 to Policy and Planning.	4th Quarter 2024	
	82AB MEIA	17.Quarterly reporting on the Business Plan 2024.	4	1. Meet with Managers to report on activities of the Business Plan 2024. 2. Managers to complete the Quarterly Report. 3. Submit Quarterly Report. to Policy and Planning.	Quarterly	

	82AB MEIA	18.Staff Performance Review Appraisal	2	1. Meet with Managers to review the Work Development (Performance) Plan 2024. 2. Director, Managers, and staff review their Work Development (Performance) Plan 2023. 3. Submit Work Development (Performance) Plan 2023 to HR Unit.	2nd & 4th Quarter	
	82AB MEIA	19.Approved Asset Management Policy and implementation plan (Request assistance from VESP to support activity)	1	1. Develop Asset Management Policy 2. Develop Asset Management Policy and implementation plan 3. Consultation of Asset Management Policy and implementation plan 4. Finalize Asset Management Policy and implementation plan 5. Translation into French 6. Printing 7. Distribution	2nd Quarter	
13. Strengthen Disaster Risk Reduction and Management (DRRM)	82AB MEIA	11. Develop Education in Emergency manuals for IT Unit support to central, provincial, and school levels. - Before, - During and - After a disaster	1	1. Review current EIE procedures. 2. Develop EIE procedures for MoET central offices. 3. Develop EIE procedures for Provincial offices. 4. Develop EIE procedures for Schools. 5. Submit for review and approval.	Quarterly 3	EIE Policy has not been implemented yet, there may be overlapping areas with IT EIE manuals.
	82AB MEIA	12. MoET Disaster Assessment Forms in Kobo are updated and maintained.	1	1. Requested updates are integrated into existing Kobo forms within 1 week. 2. Request for new forms are completed within 2 weeks.	Quarterly	
5. Construction & Improvement of School Infrastructures	82AC MEIA	20 Construction of 2 new classrooms for Bombua Primary School is implemented in accordance with the project timeframe.	2	1 Preparation of tender dossier 2 Funding confirmed from DoFT 3 Tender dossier approved 4 Advertise tender 5 Collection and registration of bids submission. 6 Nomination of evaluation panel members 7 Evaluate tender 8 Produce evaluation report	Implementation timeframe and retention period till December 2024	Weather condition, natural disaster can impact the process of delivering the project.

				9 Approval of evaluation report 10 Preparation of contract documents 11 Signing of contract 12 Supervision and reporting from mobilization to slab completion 13 Supervision and reporting from wall to ring beam completion 14 Supervision and reporting from roof installation to demobilization 15 Practical completion and produce completion certificate 16 Defects liability inspection and Report 17 Completion of defects works (if required) 18 Facilitate final payments documents		
	82AC MEIA	21.Construction of 2 new classrooms for Paireve Primary School is implemented in accordance with the project timeframe.	2	1 Preparation of tender dossier 2 Funding confirmed from DoFT 3 Tender dossier approved 4 Advertise tender 5 Collection and registration of bids submission. 6 Nomination of evaluation panel members 7 Evaluate tender 8 Produce evaluation report 9 Approval of evaluation report 10 Preparation of contract documents 11 Signing of contract 12 Supervision and reporting from mobilization to slab completion 13 Supervision and reporting from wall to ring beam completion 14 Supervision and reporting from roof installation to demobilization 15 Practical completion and produce completion certificate 16 Defects liability inspection and Report 17 Completion of defects works (if required) 18 Facilitate final payments documents	Implementation timeframe and retention period till December 2024	Weather condition, natural disaster can impact the process of delivering the project.

	82AC MEIA	22.Procurement of materials for the construction of 2 new classrooms for Paireve Primary School and 2 new classrooms for Bombua PS on Santo Island is implemented in accordance with the project timeframe.	4	1. Evaluate tender. 2. Produce evaluation report. 3. Approval of evaluation report 4. Preparation of contract documents 5. Signing of contract 6. Delivery inspection and report for Bombua PS 7. Delivery inspection and report for Paireve PS 8. Facilitate final payment documents	Implementation timeframe March 2024	Weather condition, natural disaster can impact the process of delivering the project.
	82AC MEIA	23.Construction of a new Administration and Lecture Theatre building for the Vanuatu National University is implemented in accordance with the project timeframe. (FICOL PROJECT)	2	1. Supervision and reporting from roof installation to demobilization 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report 4. Completion of defects works (if required) 5. Facilitate final payments documents	Implementation timeframe and retention period till December 2024	Weather condition, natural disaster can impact the process of delivering the project.
	82AC MEIA	24.Construction of 4 classrooms for Ecole Centre Ville is implemented in accordance with the project timeframe.	4	1. Supervision and reporting from mobilization to slab completion 2. Supervision and reporting from wall to 1st floor slab completion 3. Supervision and reporting from wall to ring beam completion 4. Supervision and reporting from roof installation to finishing works 5. Practical completion and produce completion certificate 6. Defects liability inspection and Report 7. Completion of defects works (if required) 8. Facilitate final payments documents	Implementation timeframe and retention period by December 2024	Weather condition, natural disaster can impact the process of delivering the project.
18. IT Policy is updated and implemented by 2030.	82AD MEIA	13. IT Policy Awareness & Implementation plan	1	1. Finalize IT Policy and carry out implementation plan 2. Translation into French 3. Printing 4. Distribution	Quarter 3	

	82AD MEIA	14. Set up Provincial Education Office backup network and backup power for disaster response.	1	1. Carry out feasibility study on backup options. 2. Select best option and create NPP. 3. Review draft NPP and submit for approval.	Quarter 4	Collaborate with Facilities Unit for power backup options.
	82AD MEIA	15. Implement IT Helpdesk System for task tracking and reporting for service delivery improvement.	1	1. Create implementation plan based on decision made in 2023 WP. 2. Carry out implementation plan. 3. Outcome of implementation is reported in a quarterly report.	Quarter 4	
	82AD MEIA	16. Implement IT Monitoring System to keep track of all IT systems statuses to ensure all systems are always available and to proactively address any errors to reduce system downtimes.	1	1. Create implementation plan based on decision made in 2023 WP. 2. Carry out implementation plan. 3. Outcome of implementation is reported in a quarterly report.	Quarter 4	
	82AD MEIA	17. Finalized MoET LMS Design & Development		1. Review outcome of pilot LMS in 2023. 2. Incorporate feedback, recommendations for changes into initial design. 3. Gather requirements. 4. Design & development. (Agile development)	Quarter 4	
5. Strengthen enrolment and quality of Post School Education Training (PSET) sector by reviewing and implementing PSET Policy	82AB MEIA	10. Regulate the payment of grants to PSET providers and other institutions	1	1. Review Grant Code to regulate payment of grants to PSET providers 2. Gazetting of Grant Code 3. Implementation of Grant Code	3rd Quarter	Pending accreditation of programs and courses with VQA
6. Planning, Budgeting, Financing, and Reporting	82AB MEIA	11. Draft 2025 Business Plan.	1	1. Meet with Managers to confirm key activities of the Business Plan 2025. 2. Managers to complete the Business Plan Template (Output or Service Target, Targets, Action / Tasks (PSC 10.2 Form), Action	2nd Quarter 2024	-Delay in submissions due to unplanned emergencies -Change in format of the business plan

				completion date, Comment & Risks). 3. Submit draft Directorate of Finance and Administration Business Plan 2025 to Policy and Planning.		
82AB MEIA	12. Approved Business Plan 2025.	1	1. Meet with Managers to finalise Business Plan 2025. 2. Director meets with all staff to familiarize staff with Business Plan 2025. 3. Submit Final Business Plan 2025 to Policy and Planning.	4th Quarter 2024	-Delay in submissions due to unplanned emergencies -Change in format of the business plan
82AB MEIA	13. Quarterly reporting on the Business Plan 2024.	4	1. Meet with Managers to report on activities of the Business Plan 2024. 2. Managers to complete the Quarterly Report. 3. Submit Quarterly Report to Policy and Planning.	Quarterly	-Delay in submissions due to unplanned emergencies
82AB MEIA	14. Staff Performance Review Appraisal	2	1. Meet with Managers to review the Work Development (Performance) Plan 2024. 2. Director, Managers, and staff review their Work Development (Performance) Plan 2024. 3. Submit Work Development (Performance) Plan 2024 to HR Unit.	2nd & 4th Quarter	-Delay in submissions due to unplanned emergencies -Activities not carried out as planned
82AB MEIA	15. 2023 Annual budget and expenditure analysis reporting	3	1. Prepare expenditure analysis for budget 2023 implementation; 2. Comparison of expenditure with 2022; 3. Submit to UIS the Budget 2023 report: 4. Submit to PSC the Budget 2023 report: 5. Submit to DoFT the Budget 2023 report	1st Quarter	- Delay in issuing reports; - Lack of general website to upload reports so that staff can access and view the reports;
82AB MEIA	16. 2024 budget adjustments	30	1. Prepare expenditure analysis for budget 2023 implementation; 2. All budget movements (advances and virements) processed; 3. Supplementary Budget is prepared and submitted to DoFT.	Quarterly	- Delay in issuing reports; - Lack of general website to upload reports so that staff can access and view the reports;

	82AB MEIA	17. Annual Budget 2025 is submitted to Department of Finance & Treasury.	1	1. Prepare presentation for the planning & budget workshop; 2. Planning, budgeting, and reporting workshop is conducted; 3. Annual budget 2025 is submitted.	2nd Quarter	- Budget constraints to conduct workshops in each province; - Delay in response from managers on proposed activities for 2025;
	82AB MEIA	18. Managers are informed of the budget process	1	1. Request is sent to managers to attend budget process meetings 2. Carry out budget process meeting	1st Quarter	- Budget constraints to conduct workshops in each province; - Delay in response from managers on proposed activities for 2025;
	82AB MEIA	19. Capacity building on budgeting and reporting at the provincial level is completed	6	1. Budgeting and reporting tools are developed 2. Training is conducted at the provincial level	2nd Quarter	- Budget constraints to conduct workshops in each province; - Delay in response from managers on proposed activities for 2025;
7. MoET Research Policy Guideline implemented by 2030	82AB MEIA	20. Expenditure review on ECCE and Primary is carried out	1	1. Develop research paper 2. Carry out the research 3. Report on the research findings	4th Quarter	-Budget constraints to carry out review - Possible technical support is needed
	82AB MEIA	21.Implement recommendations from the Expenditure Review	1	1. Develop research paper 2. Carry out the research 3. Report on the research findings	4th Quarter	-Budget constraints to carry out review - Possible technical support is needed
	82AB MEIA	22. Research on the financial model for the PSET sector is conducted	1	1. Develop research paper 2. Carry out the research 3. Report on the research findings	4th Quarter	-Budget constraints to carry out review - Possible technical support is needed
8. School Improvement Unit Policy implementation	82AB MEIA	23. Schools use Open VEMIS for school planning	1	1. Extract report on schools using Open VEMIS	2nd & 4th Quarter	-Delay in schools to completing their school plans
9. MoET organizational structure and formal roles and	82AA MEIA	24. Division Finance & Administration organizational structure is approved	1	1. Submit DFA new structure to Human Resource Unit. 2. Implementation of DFA structure after approval by PSC;	4th Quarter	Budget support may not be available for new positions;

responsibilities documented	82AA MEIA	25.Division Finance & Administration organizational structure is implemented	1	1. Implementation of Finance unit structure 2. Secure funding for additional positions in Finance Unit	2nd Quarter	Budget support may not be available for new positions;
	82AA MEIA	26. Professional development and capacity building at the central level is carried out	2	1. Identify offices to conduct training 2. Carry out training 3. Provide a report on training	2nd Quarter	Budget support may not be available for training in all provinces;
	82AA MEIA	27. Professional development and capacity building at the provincial level is carried out	6	1. Identify offices to conduct training to 2. Carry out training 3. Provide a report on training	2nd Quarter	Budget support may not be available for training in all provinces;
5. Construction & Improvement of School Infrastructures	82AC MEIA	25.Santo East (PS) - Loganville, Santo. 14 Classrooms (2 double classroom)	14	1. Practical completion and produce completion certificate 2. Defects liability inspection and Report 3. Completion of defects works (if required) 4. Facilitate final payments documents	-Practical completion by December 2024; -Final completion 2024 (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
	82AC MEIA	26. Procurement of furniture for Santo East PS - 14 classrooms,	14	1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents.	Completion by end September 2024 (Depends on implementation timeframe)	Weather condition, natural disaster can impact the process of delivering the project.

	82AC MEIA	27.Fanafo (PS) Canal Fanafo, Santo. Build 4 classroom & 1 Admin	5	1. Practical completion and produce completion certificate 2. Defects liability inspection and Report 3. Completion of defects works (if required) 4. Facilitate final payments documents	- Practical completion by Jully 2024; - Completion by end of the year 2024 (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
	82AC MEIA	28.Procurement of furniture for Fanafo PS - 7 classrooms.	5	1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents.	Completion September 2024 (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
	82AC MEIA	29.Luganville Adventist School (PS) - Repair of 8 Classroom	8	1. Supervision and reporting from mobilization to demolition 2.Supervision and reporting from roof installation to finishing works completion 3. Practical completion and produce completion certificate 4. Defects liability inspection and Report 5. Completion of defects works (if required) 6. Facilitate final payments documents	- Practical completion by December 2024 - Completion by end of the year 2024 (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.

	82AC MEIA	30.Vovlei (PS) build 2 classrooms	2	1. Supervision and reporting from mobilization to slab completion 2. Supervision and reporting from wall to 1st floor slab completion 3. Supervision and reporting from wall to ring beam completion 4. Supervision and reporting from roof installation to finishing works 5. Practical completion and produce completion certificate 6. Defects liability inspection and Report 7. Completion of defects works (if required) 8. Facilitate final payments documents	- Practical completion by December 2024; - Completion by end of the year 2024 (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
	82AC MEIA	31.Tavumae (PS) Construction of 3 Classroom and 1 office	4	1. Supervision and reporting from mobilization to slab completion 2. Supervision and reporting from wall to 1st floor slab completion 3. Supervision and reporting from wall to ring beam completion 4. Supervision and reporting from roof installation to finishing works 5. Practical completion and produce completion certificate 6. Defects liability inspection and Report 7. Completion of defects works (if required) 8. Facilitate final payments documents	-Practical completion by December 2024; - Completion by end of the year (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
	82AC MEIA	32.Procurement of furniture for Tavumae PS and Vovlei PS - 5 classrooms and 1 office,	6	1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract	Completion by December 2024 (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.

				12. Delivery inspection and Report. 13. Facilitate Final payment documents.		
	82AC MEIA	33.St. Henri (Lonfis) (PS) Construction of 3 classroom	3	1. Supervision and reporting from mobilization to slab completion 2. Supervision and reporting from wall to 1st floor slab completion 3. Supervision and reporting from wall to ring beam completion 4. Supervision and reporting from roof installation to finishing works 5. Practical completion and produce completion certificate 6. Defects liability inspection and Report 7. Completion of defects works (if required) 8. Facilitate final payments documents	- Practical completion by December 2024; - Completion by end of the year 2024 (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
	82AC MEIA	34. Londar (Baie-Martelli) (PS) - Constuction of 2 classrooms with office	3	1. Supervision and reporting from mobilization to slab completion 2. Supervision and reporting from wall to 1st floor slab completion 3. Supervision and reporting from wall to ring beam completion 4. Supervision and reporting from roof installation to finishing works 5. Practical completion and produce completion certificate 6. Defects liability inspection and Report 7. Completion of defects works (if required) 8. Facilitate final payments documents	- Practical completion by December 2024; - Completion by end of the year 2024 (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
	82AC MEIA	35.Baie-Barrier (PS) Construction of 2 classroom	2	1. Supervision and reporting from mobilization to slab completion 2. Supervision and reporting from wall to 1st floor slab completion 3. Supervision and reporting from wall to ring beam completion 4. Supervision and reporting from roof installation to finishing works 5. Practical completion and produce completion certificate 6. Defects liability inspection and Report	- Practical completion by December 2024; - Completion by end of the year 2024 (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.

			7. Completion of defects works (if required) 8. Facilitate final payments documents		
82AC MEIA	36.Procurement of furniture for Saint Henri, PS Baie Barrier PS and Londar PS - 7 classrooms and 1 office.	8	1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents.	Completion by end of the year 2024 (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	37.Rangusuksu (PS) - Construction of 3 Classroom	3	1. Supervision and reporting from mobilization to slab completion 2. Supervision and reporting from wall to 1st floor slab completion 3. Supervision and reporting from wall to ring beam completion 4. Supervision and reporting from roof installation to finishing works 5. Practical completion and produce completion certificate 6. Defects liability inspection and Report 7. Completion of defects works (if required) 8. Facilitate final payments documents	- Practical completion by December 2024; - Completion by end of the year 2024 (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	38.Pangi (PS) - Construction of 2 Classroom	2	1. Supervision and reporting from mobilization to slab completion 2. Supervision and reporting from wall to 1st floor slab completion 3. Supervision and reporting from wall to ring beam completion 4. Supervision and reporting from roof installation to finishing works 5. Practical completion and produce	- Practical completion by December 2024; - Completion by end of the year 2024 (Based on implementation	Weather condition, natural disaster can impact the process of delivering the project.

				completion certificate 6. Defects liability inspection and Report 7. Completion of defects works (if required) 8. Facilitate final payments documents	plan and timeframe)	
82AC MEIA	39. Melsisi (PS) Construction of 5 classrooms with Office		5	1. Supervision and reporting from mobilization to slab completion 2. Supervision and reporting from wall to 1st floor slab completion 3. Supervision and reporting from wall to ring beam completion 4. Supervision and reporting from roof installation to finishing works 5. Practical completion and produce completion certificate 6. Defects liability inspection and Report 7. Completion of defects works (if required) 8. Facilitate final payments documents	- Practical completion by December 2024; - Completion by end of the year 2024 (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	40.Procurement of furniture for Pangi PS, Rangsuksuk PS and Melsisi PS - 7 classrooms.		7	1. Preparation of tender dossier 2. Funding confimed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents.	Completion by end of the year 2024 (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	41.Lycee de Loganville, Construction of 9 classrooms, 3 Teachers house, 1 library, 2 boys' dormitory, 2 girls' dormitory, 1 boys ablution		2	1. Supervision and reporting from mobilization to Demolition works 16. Supervision and reporting from Earth works to slab completion (Triple classroom x 3) 2. Supervision and reporting from Earth works to slab completion (Boys Dormitory	- Practical completion by December 2024; - Completion by end of the year 2024 (Based on	Weather condition, natural disaster can impact the process of delivering the project.

| | | block, 1 girls ablution block. | | x 2)
3. Supervision and reporting from Earth works to slab completion (Boys Ablution)
4. Supervision and reporting from Earth works to slab completion (Girls Dormitory x 2)
5. Supervision and reporting from Earth works to slab completion (Girls Ablution)
6. Supervision and reporting from Earth works to slab completion (Dining Hall)
7. Supervision and reporting from wall to ring beam completion (Triple classroom x 3)
8. Supervision and reporting from wall to ring beam completion Boys dormitory x 2)
9. Supervision and reporting from wall to ring beam completion (Boys Ablution)
10. Supervision and reporting from wall to ring beam completion Girls dormitory x 2)
11. Supervision and reporting from wall to ring beam completion (Girls Ablution)
12. Supervision and reporting from wall to ring beam completion (Dining Hall)
13. Supervision and reporting from roof installation to finishing works (Triple classroom x 3)
14. Supervision and reporting from roof installation to finishing works (Boys Dormitory x 2)
15. Supervision and reporting from roof installation to finishing works (Boys Ablution)
16. Supervision and reporting from roof installation to finishing works (Girls Dormitory)
17. Supervision and reporting from roof installation to finishing works (Girls Ablution)
18. Supervision and reporting from roof | implementation plan and timeframe) | |

				installation to finishing works (Dining Hall) 19. Practical completion and produce completion certificate 20. Defects liability inspection and Report 21. Completion of defects works (if required) 22. Facilitate final payments documents		
82AC MEIA	42.Procurement of furniture for Lycee de Luganville classrooms.	2	1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report classrooms furniture. 13. Delivery inspection and Report dormitories furniture. 14. Facilitate Final payment documents.	- Practical completion by December 2024; (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	43.Construction of Inclusive Education Resource Center and Early Childhood Care Education Classrooms at the Vanuatu National University School of Education.	2	1. Supervision and reporting from mobilization to slab completion 2. Supervision and reporting from wall to 1st floor slab completion 3. Supervision and reporting from wall to ring beam completion 4. Supervision and reporting from roof installation to finishing works 5. Practical completion and produce completion certificate 6. Defects liability inspection and Report 7. Completion of defects works (if required) 8. Facilitate final payments documents	4th Quarter 2024	Weather condition, natural disaster can impact the process of delivering the project.

	82AC MEIA	44.Concept design submitted for approval & funding consideration for Central Office Building, CDU office Building and TSC Building	4	1. Liaise with Architects Consultants to obtain quotation 2. Submit quotation for approval 3. Formalize procurement process 4. Sign contract 5. Liaise with Contractor to complete concept design 6. Finalize concept design for approval and funding.	4th Quarter 2024	- Budget constraint for building construction
	82AC MEIA	45.Eratap (PS) Efate. Build 2 classroom & 1 Admin	3	1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Supervision and reporting from mobilization to slab completion 13.Supervision and reporting from wall to 1st floor slab completion 14. Supervision and reporting from wall to ring beam completion 15. Supervision and reporting from roof installation to finishing works 16. Practical completion and produce completion certificate 17. Defects liability inspection and Report 18. Completion of defects works (if required) 19. Facilitate final payments documents	Completion by end of the year 2024	Weather condition, natural disaster can impact the process of delivering the project.

	82AC MEIA	46.Procurement of furniture for Eratap PS - 2 classrooms and 1 office	3	1. Preparation of tender dossier 2. Funding confimed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents.	Completion by end of the year 2024	Weather condition, natural disaster can impact the process of delivering the project.
	82AC MEIA	47. Telhei (PS), Mota Lava. Build 5 classroom	3	1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Supervision and reporting from mobilization to slab completion 13.Supervision and reporting from wall to 1st floor slab completion 14. Supervision and reporting from wall to ring beam completion 15. Supervision and reporting from roof installation to finishing works 16. Practical completion and produce completion certificate 17. Defects liability inspection and Report	Completion by end of the year 2024	Weather condition, natural disaster can impact the process of delivering the project.

				18. Completion of defects works (if required) 19. Facilitate final payments documents		
	82AC MEIA	48.Procurement of furniture for Telhe PS - 5 classrooms	5	1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents.	Completion by end of the year 2024	Weather condition, natural disaster can impact the process of delivering the project.
	82AC MEIA	49.Implementation of TC Kevin & Judy reconstruction when funding is confirmed by DSPAC aid coordination Unit.		Detail actions/Tasks will be provded when budget is available	TBC	
	82AC MEIA	50.Upgrade of Malampa Provincial MoET Office Building	2	1. Prepare RFQ documents 2. Finance Budget Approval 3. CTB Approval 4. Contract award 5. Contract Supervision stage 1 to 15. 6. Issuance of Completion Certificate. 7. Retention payment	- Practical completion by December; - Completion by end of the year (Based on implementation plan and timeframe)	Weather condition, natural disaster can impact the process of delivering the project.
6.Asset Management	82AC MEIA	51.Updated asset survey of Primary and Secondary Schools.	1	1. Asset survey of primary schools upgraded under TC Pam, ARP, TC Harold, and GGP funding. 2. Asset survey of primary schools upgraded by schools.	4th Quarter	- Lack of technical capacity - Lack of data entry personnel

				3. Data entry of asset survey into Open VEMIS.		
	82AC MEIA	52.Development /Purchase of software. AAMU to work with IT on the app relevant scope		1. Liaise with IT to finalize implementation of activity	TBC	
	82AC MEIA	53.Update all MoET Central Asset Management is reconciled with the payment system		1. Liaise with IT to finalize implementation of activity	December	
	82AC MEIA	54. Updated Asset Registry	2	1. Asset Registry Report for 2023 is submitted by February 2024 2. Conduct tangible asset inventory and reporting.	2nd & 4th Quarter	Incomplete module development
7. School Asset Maintenance	82AC MEIA	55.Approved revised School Maintenance Manual	1	1. Develop School Maintenance Manual. 2. TOT Training on School Maintenance Manual. 3. Finalize School Maintenance Manual. 4. Translation 5. Printing & distribution	4th Quarter	Lack of technical capacity
	82AC MEIA	56.Refresher Training for PMO and School Maintenance Officers in six Provinces	1	1. Prepare Training Material 2. Arrange Traveling logistics. 3. Confirm Training dates. 4. Translation 5. Deliver Training on site	July	
	82AC MEIA	57. Printing & Distribution of Maintenance Manual to all Schools	1	1. Confirm budget for Printing & Distribution 2. Printing of School Maintenance Manual 3. Arrange Logistics for distribution 4. Implement distribution plan	August	
8. School Land Management	82AC MEIA	58.At least 20 schools land records updated on Open VEMIS.	20	1. Data entry of Land information into Open VEMIS. 2. Update on data entry of Land information into Open VEMIS is reported in Quarterly Reports.	quarterly.	System error causing delay
	82AC MEIA	59.Finalize Special Lease for land that schools and institutions are located on.	8	1. Submit list of schools to be surveyed to Department of Lands for Lehili JSS, Noiawia PS, Amelvet JSS, Jnobel Makenzie	December	Registration process own by Ministry of Lands

				PS and Banban PS. 2. Request the Department of Lands Survey Unit to provide a cadastral survey plan one the four schools. 3. Request Ministry of Lands to prepere Lease document.		
	82AC MEIA	60.Acquisition of school and institution land for Ransarie College, Neramb PS and Port Resolution PS (to be deleted)	3	1. Submit Rensarie College, Neramb PS and Port Resolution PS Lands Owners request for land acquisition to MoET Senior Management for approval. 2. Held Consultation meeting with Landowners. 3. Request MoL to provide acquisition Valuation Certificate. 4. Submit Acquisition paper to COM for endorsement. 5. Request SLO to prepare deed of release. 6. Request for final payment from MoET to MoL and Ministry of Finance	December	External process owns by Ministry of Lands
	82AC MEIA	61.Land rent review for Iatap PS, Lounahunu PS, Neram PS, Tisman PS, Finmavis PS, Volovuhu PS, Erakor PS, Aligu PS, Pangi PS, Lolovoli PS, Avunatari PS, Volvle PS, Nottage PS, Epi High School and Eratap PS request submitted to Director of Lands	20	1. Prepare a request for land rent review letter and send letter to Department of Lands. 2. Payment of land rent to school landowners. 3. Register in Open VEMIS.	4th Quarter	External process owns by Ministry of Lands
	82AC MEIA	62.Outstanding land rent paid in Torba, Sanma, Penama, Malampa, Shefa and Tafea	6	1. Submit outstanding land rent for payment. 2. Pay outstanding land rent to landowners. 3. Update data in Open VEMIS. 4. Remind schools in writing on payment of land rent from 2023. 5. Provide awareness in 6 provinces	4th Quarter	External process owns by Ministry of Lands

	82AC MEIA	63.Provide updated list of submitted nedgotiator Certificate Applications to Department of Lands (DoL)	10	1. Assist landowners to complete application form for approval by Director. 2. Send applications to Customary Land Management Office. 3. Register in Open VEMIS.	4th Quarter	External process owns by Ministry of Lands
	82AC MEIA	64.Training conducted to 6 Provincial Officer in the six provinces;	2	1. Develop training materials; 2. Coordinate training dates; 3. Deliver training; 4. Monitor and report on training;	3rd Quarter	External process owns by Ministry of Lands
10. Management, development, and training on Open VEMIS	82AB MEIA	28. School Financial Management Manual is incorporated in the Management & Leadership Degree Program at School of Education	1	1. Continue to dialogue with Principal SoE on SFMM to be part of the Management & Leadership Degree Program at SoE; 2. Assist to revise course materials to be included in Program. 3. Assist in carrying out training on course content.	4th Quarter	-Continue dialogue with Principal SoE -Pending VQA consideration of course to be incorporated into the degree program
	82AB MEIA	23. Schools use Open VEMIS to inform management and resource decisions	1	1. Request IT to produce report on use of Open VEMIS by all schools. 2. Check and report on schools that are using Open VEMIS to enter Receivables and payables. 3. Check and report on schools that use Open VEMIS to produce monthly Financial Reports. 4. Conduct monitoring visits and reporting for selected schools which are not using Open VEMIS Finance Module.	2nd & 4th Quarter	- Failure of principals and/or school management to use Open VEMIS; - Lack of internet connectivity in some schools;
	82AB MEIA	24. Monitoring is carried out in all provinces on Finance Module in Open VEMIS.	6	1. Identify schools to be monitored 2. Carry out monitoring in schools 3. Provide a report on monitoring in schools	Quarterly	- Failure of principals and/or school management to use Open VEMIS; - Lack of internet connectivity in some schools;
	82AB MEIA	25. Upgraded Finance Module and reporting	4	1. Finance Module upgrade is reported in the quarterly reports.	Quarterly	- Lack of capacity to develop module
	82AB MEIA	26. Upgraded School Grant Calculator Module and reporting	4	1. School Grant Calculator upgrade is reported in the quarterly reports.	Quarterly	- Lack of capacity to develop module

82AD MEIA	18. Maintained Network File Drive for each Units in MoET.	1	1. Ongoing maintenance of Network File Drive for each Units in MoET. 2. Maintenance of Network Shared Drives is reported in the quarterly reports.	Quarter 4	
82AD MEIA	19. Integration between Open VEMIS and Civil Registry system, Smart Stream, PacSIMs and Scholarship system are maintained	4	1. Maintain the connectivity that link Open VEMIS with Civil Registry system, Smart Stream, PacSIMs and Scholarship system to be always active and operational 2. Connectivity of Open VEMIS with Civil Registry system, Smart Stream, PacSIMs and Scholarship system is reported in the quarterly reports.	Quarterly	
82AD MEIA	20. Upgraded Finance Module and reporting	4	1. Do requirement analysis on the Finance Module for improvements. 2. Built the functions required into the Finance Module in Open VEMIS system 3. Finance Module upgrade is reported in the quarterly reports.	Quarterly	
82AD MEIA	21. Upgraded Student Module and reporting	4	1. Develop scope of work for the Upgraded of Student Module and reporting to be outsourced. 2. Upgraded Student Module and reporting is reported in the quarterly reports.	Quarterly	
82AD MEIA	22. Upgraded Teacher Module and reporting	4	1. Develop scope of work for the Upgraded of Teacher Module and reporting to be outsourced. 2. Upgraded Teacher Module and reporting is reported in the quarterly reports.	Quarterly	
82AD MEIA	23.Upgraded Asset Management Module and reporting	1	1. Do requirement analysis on the Asset Management Module for improvements 2. Built the functions required into the Asset Management Module in Open VEMIS system 3. Transfer of data on Asset Value Pro (AVP) to Open VEMIS module	Quarter 2	

	82AD MEIA	24. Upgraded PSET module and reporting	4	1. Maintain the PSET Module so be operational and accessible to MoET staff, VQA staff and institutions 2. Maintenance of the PSET Module to be always operational and accessible is reported in the quarterly reports	Quarterly	
	82AD MEIA	25. Development of Harmonized Standards Monitoring Tools	4	1. Develop scope of work for the Development of Harmonized Standards Monitoring Tools to be outsourced. 2. Development of Harmonized Standards Monitoring Tools is reported in the quarterly reports.	Quarterly	
	82AD MEIA	26. Maintenance of Examinations & Assessment - VANSTA module	1	1. Support VANSTA module 2. Provide quarterly report	Quarterly	
	82AD MEID	27. Development of Examinations & Assessment - Examination File Repository	1	1. Requirement gathering 2. Design the module 3. Built the module and test it 4. Provide TOT training to Examination & Assessment staffs	Quarter 4	
	82AD MEID	26. Support provided to Scholarship System	1	1. Maintain current scholarship system; 2. Develop an analysis report on the existing Scholarship system; 3. Present report to Senior Management for approval for implementation.	Quarter 2	
34. OPEN VEMIS data becomes the management tool for MoET	82AD MEIA	27. Implement dashboard and analytics tool for data collection and management to better inform management and resource decisions.	1	1. Identify existing/new data and data sources. 2. Capture raw data into repositories. 3. Perform Extract Transform Load into data warehouse. 4. Integrate data warehouse and visualization tool. 5. Present data visuals via relevant platforms.	Quarter 4	
13. Information Technology Services	82AD MEIA	28. Existing IT Technical and user documentations are	6	1. Review PC/Laptop setup Manual 2. Review Preventive Maintenance Checklist	Quarter 3	

		reviewed and updated quarterly.		3. Review MoET network Infrastructure from central to provinces Documentation 4. Review Email Manual 5. Review Open VEMIS Report Development Documentation 6. Review VoIP Manual 7. IT Technical and user documentations upgrade is reported in the quarterly reports.		
	82AD MEIA	29. Government Broadband Network (GBN) connectivity is 98% operational and accessible to staff at MoET central offices and the six provincial education offices throughout the year.	4	1. Daily monitoring of network connectivity to all MoET offices from the central to the provinces 2. Do fixes to any network issues arise on a timely manner 3. Government Broadband Network (GBN) connectivity support is reported in the quarterly reports.	Quarterly	Network issues identified to beyond IT Unit control so fixing them depends on OGCIO schedule Electrical power issue causing network downtime so only depends on electrician schedules
	82AD MEIA	30. IT Preventive maintenance has been carried out at all MoET Central Offices in Port Vila and their reports submitted by July 2023.	4	1. Implement IT preventive maintenance in MoET central office, Curriculum Development Unit (CDU), Examination and Assessment Unit (EAU) and Teaching Service Commission (TSC) 2. Produce 4 reports for the 4 offices	Quarter 3	
	82AD MEIA	31. At least two preventive maintenances have been carried out at each of the six MoET Provincial Offices and their reports submitted in May & October 2023.	12	1. Implement first IT preventive maintenance in 6 Provincial Education offices and produce report on them by April 2. Implement second IT preventive maintenance in 6 Provincial Education offices and produce report on them by October	Quarter 3	Priorities and schedules can change if a disaster strikes in any of the provinces
	82AD MEIA	32. Support and maintenance provided to keep government email service 98% online and accessible to MoET staffs and schools (government and	4	1. Support provided to MoET staffs and schools on any government email issues 2. Government email services support is reported in the quarterly reports.	Quarterly	If issues identified to be at email server, then schedule for fixes depends on OGCIO

		government-assisted schools) at all times				
	82AD MEIA	33. Support and maintenance provided to keep government VoIP service 98% online and accessible to users at all times	4	1. Support provided to MoET staffs on any VoIP service issues 2. Government VOIP services support is reported in the quarterly reports.	Quarterly	if issues identified to be at cen tral data center then schedule for fixes depends on OGCIO
	82AD MEIA	34. Support and maintenance provided to always keep MoET Management Intranet website 98% online and accessible to MoET users	4	1. Maintenance of Intranet website to always have it 98% online 2. Provide support to Communication officer in managing the website content 3. Provide support to MoET staffs on accessing the website 4. MoET Intranet website is reported in the quarterly reports.	Quarterly	Confusion of IT Unit responsibilities regarding supporting the website. It Unit is responsible for technical support while content updates are Communication officer's responsibility
	82AD MEIA	35. Support and maintenance provided to keep MoET public website 98% online and accessible to MoET staffs, schools, students and public always	4	1. Maintenance of public website to have it 98% online at all times 2. Provide support to Communication officer in managing the website content 3. Provide support to MoET staffs and public on any public website issues they have 4. MoET public website is reported in the quarterly reports.	Quarterly	Confusion of IT Unit responsibilities regards to supporting the website. It Unit is responsible for technical support while content updates is Communication officer's responsibility
	82AD MEIA	36. Support and maintenance provided for MoET servers and backup servers to be 98% operational and accessible to MoET staffs at all times	4	1. Maintenance in the form of monitoring and do fixes to all MoET servers issues to keep the servers online and secure at all times 2. Provide support to MoET staffs to have access content hosted on the servers at all times 3. Setup one offsite backup location 4. MoET servers and backup servers support is reported in the quarterly reports.	Quarterly	Secured location for backups servers (onsite and offsite)

	82AD MEIA	37. Support and maintenance provided for MoET Time Attendance system to be 98% operational and accessible to MoET staffs at all times and produce timely attendance reports when needed.	4	1. Maintenance to keep the MoET Time Attendance system operation and accessible at all times 2. Provide support to MoET staffs on accessing the time machines to clock-in/out and have access to their attendance reports 3. MoET Time Attendance system support is reported in the quarterly reports.	Quarterly	
	82AD MEIA	38. Support and maintenance provided for PacSIMS application system and its server to be 98% online and accessible to EAU users at all times	4	1. Maintenance provided on the PacSIMS system to be operational and accessible to EAU staffs at all times 2. Support provided to EAU staffs to access the system 3. PacSIMS application system support is reported in the quarterly reports.	Quarterly	System upgrade and improvements depends on EQAP - SPC in Fiji to send system files for IT Unit to install
	82AD MEIA	39. IT Helpdesk support to MoET staffs at the central offices down to the province and school level on network issues, equipment issues and other ICT issues is 98% satisfactory throughout the year.	4	1. Record all IT Helpdesk request from MoET staffs and schools 2. Attend to all IT Helpdesk request on a timely manner 3. IT Helpdesk support is reported in the quarterly reports.	Quarterly	Limited human response at IT Unit can lead to slow response to queries
11. Administrative services	82AC MEIA	27. Timely response to official communications.	1	1. Respond to official communications to relevant staffs 2. Inform staff of unsuccessful communications	Daily	- Lack of response to official communications
	82AC MEIA	28. All Finance and Administration documents, correspondences, memos, circulars and letters are recorded, scanned and filed.	1	1. All Finance and Administration documents, correspondences, memos, circulars and letters are scanned and filed throughout the year. 2. All Finance and Administration staff personal files are updated. 3. All Finance and Administration staff leaves are approved and submitted to Human Resource Unit. 4. All meeting minutes of Finance Unit	Monthly	- Limited access to FinU share drive e.g. network issue; - Missing documents not on share drive;

				meetings are recorded and circulated to all staff.		
12. Accounting and finance services	82AC MEIA	29. Relevant documentation is prepared to process all receivables for the Ministry throughout the year.	4	1. Revenue received is reported in the quarterly reports;	Quarterly	- Receivables are not paid into MoET revenue cost centre in a timely manner;
	82AC MEIA	30. Relevant documentation is prepared to process all payables for the Ministry throughout the year.	4	1. All payments are recorded and input in Smartstream; 2. Expenditure is reported in the quarterly reports;	Quarterly	- Late submission of paperwork for processing; - Unplanned activities may occur; - Proper process of work may not be followed;
	82AC MEIA	31. Staff cash advances/imprest are verified and confirmed, when applying or acquitting public funds throughout the year.	4	1. All imprests are recorded and input in Smartstream; 2. All imprests are acquitted; 3. Imprest awareness is conducted (first quarter); 4. Imprest is reported in the quarterly reports;	Quarterly	- Late submission of imprest acquittals; - Delay in submitting current imprest and applying for new imprest; - Need to strengthen verification of imprest acquittal at the provincial level; - DoFT need to grant access to FinU seniors to the Imprest Report in Smartstream.
	82AC MEIA	32. Support is provided to the provincial education offices throughout the year.	1	1. Provide support services to PFOs by email/ or phone. 2. Training and mentoring of PFOs on new financial procedures. 3. Quarterly Report on support services provided to PFOs, either via email and/or phone and/or mentoring support;	Quarterly	- PFOs deal with administrative tasks and schools reports; - Limited budget support for PFOs to visit schools;
	82AC MEIA	33. Necessary journal entries are prepared for charges to incorrect chapter heads throughout the year.	30	1. Complete journal forms for all journals for the Director General to approve. 2. Submit all approved journals to the Department of finance. 3. Follow up with the Department of Finance to ensure all journals are processed. 4. Journals are reported in the quarterly reports;	Quarterly	- Delay with DoFT processing journals; - Imprest journals are not input into Smartstream by DoFT; - DoFT to grant access to FinU seniors to input journals in Smartstream;

	82AC MEIA	34. Monthly cash flows are prepared and reviewed for the Ministry	2	1. Extract Cash Flow Report on Smart Stream. 2. Send Cash Flow Format to Activity Managers to confirm changes within 2 weeks duration. 3. Finalize changes and submit Cash Flow Report to Expenditure Analyst to update on smart stream. 4. Submit on demand requests for cash flow changes to Expenditure Analyst to update cash flow on smart stream.	2nd quarter	- May have slight variation to the cashflow throughout the year.
	82AC MEIA	35. Timely response to financial audits	4	1. Receive communication for an audit to be undertaken 2. Send audit queries to respective managers and PEOs 3. Extract financial statements from Smartstream and convert to IPSAS Cash reporting format 4. Compile information and support documents to auditors 5. Receive 1st draft of audit report 6. Provide response to 1st draft of audit report 7. Final audit report is received by the Ministry	Quarterly	-Delay in audit response -Time frame to respond to audit response -Conversion of financial statement on Smartstream to IPSAS Cash reporting format
	82AC MEIA	36. Signatories for financial authorization are approved	1	1. Receive communication on financial signatories for the year 2. DG, Directors and Provincial PEOs confirm signatories to respective cost centers 3. Approved signatories are submitted to DoFT	1st Quarter	- Change of signatories during a year
	82AC MEIA	37. Financial documents is filed and scanned throughout the year.	1	1. Scanning and filing of all financial documents daily to Finance Unit Share drive.	Quarterly	- Limited access to FinU share drive eg network issue; - Missing documents not on share drive;

13. Management, development, and training on Open VEMIS	82AC MEIA	65.Training is provided to all provinces on Asset and Land Management Module in Open VEMIS.	6	1. Develop training materials; 2. Coordinate training dates; 3. Deliver training; 4. Monitor and report on training;	2nd Quarter	- Failure of principals and/or school management to use Open VEMIS; - Lack of internet connectivity in some schools;
15. Administrative services	82AC MEIA	66.Timely processing of official calls.	1	1. Process official calls to relevant Executive Secretaries. 2. Process official calls to relevant staff in the absence of Executive Secretaries. 3. Process outward calls for staff. 4. Inform staff of unsuccessful outward calls.	Daily	
	82AC MEIA	67.Greeting and timely processing of official appointments.	1	1. Direct clients to relevant Executive Secretaries after greeting. 2. Conduct Executive Secretaries to meet clients at the reception area. 3. Process outward calls for staff. 4. Inform staff of unsuccessful outward calls.	Daily	
	82AC MEIA	68.Official appointments are confirmed.	1	1. Official appointments are confirmed with Directors, Managers, Senior Officers and Officers through email appointment schedule or phone call or in person.	Daily	
	82AC MEIA	69.Timely delivery and pick up of mails.	1	1. Arrange with driver to deliver outward mails and collect inward mails. 2. Arrange with driver to deliver outward mails and collect inward mails.	Daily	
	82AC MEIA	70.All Finance and Administration documents, correspondences, memos, circulars, and letters are recorded, scanned and filed.	1	1. All Finance and Administration documents, correspondences, memos, circulars, and letters are scanned and filed throughout the year. 2. All Finance and Administration staff personal files are updated. 3. All Finance and Administration staff leaves are approved and submitted to Human Resource Unit. 4. All meeting minutes of the Finance and Administration Directorate are recorded and circulated to al staff.	Monthly	

82AC MEIA	71.All MoET Central Headquarter Offices are tidy and clean.	1	1. Develop cleaning Roster for Cleaners for each quarter. 2. Cleaning of offices in accordance with Cleaning Roster. 3. Beautification of offices. 4. Washing of curtains and clothing. 5. Develop Cleaning Roster for Grounds man for each quarter. 6. Cleaning of premises in accordance with Cleaning Roster. 7. Beautification of MoET premises. 8. Re-stocking of cleaning supplies.	Daily	
82AC MEIA	72.MoET Central Headquarter Lawn and and flower beds are trimmed, neat and clean.	1	1. Develop cleaning Roster for Cleaners for each quarter. 2. Cleaning of offices in accordance with Cleaning Roster. 3. Beautification of offices. 4. Washing of curtains and clothing. 5. Develop Cleaning Roster for Grounds man for each quarter. 6. Cleaning of premises in accordance with Cleaning Roster. 7. Beautification of MoET premises. 8. Re-stocking of cleaning supplies. 9. Cleaning of vehicles allocated to Finance and Administration Directorate.	Monthly	
82AC MEIA	73.All MoET Vehicles are allocated and communicated to the Director General and Directors.	1	1. Circulate letter on allocation of MoET vehicles and their drivers. 2. Establish vehicle logbooks for all MoET vehicles. 3. Establish vehicle booking books for all MoET vehicle. 4. Conduct monthly check on keeping of vehicle logbook and vehicle booking book. 5. Establish a record of drivers and eligible drivers' license. 6. Driving services is provided professionally and timely. 7. Daily check on vehicles before daily runs.	Each quarter	

				8. Quarterly check on all drivers and eligible drivers on valid driver's license. 9. Timely reporting of vehicle accidents.		
	82AC MEIA	74.All MoET Vehicles are Schedule for Servicing and maintenance.	1	1. Confirm Service booking with service provider. 2 Raise LPO with Finance 3 Delivery LPO once service is provided	Monthly	
	82AC MEIA	75.All MoET Vehicles are washed and cleaned.	1	1. Arrange cleaning with Staff or Cleaning services 2. Ensure cleaning is undertaken	Weekly	
	82AC MEIA	76.All MoET Vehicles have a logbook that is completed daily	1	1. Update list of MoET vehicles 2 Order Vehicle logbooks 3. Distribute Logbook to each vehicle 4. Driver to maintain and manage logbook	Quarterly.	
	82AC MEIA	77.All MoET Vehicles have a booking book with the secretaries or allocated Officer	1	1. Purchase Logbooks for each vehicle 2. Distribute booking books to each secretary 3 Secretary to Implement and monitor logbook	Quarterly.	
	82AC MEIA	78.All MoET Vehicles are inspected for annual roadworthy certification	1	1. Update List of MoET vehicles 2. submit listing to PWD 3 Liaise with PWD to confirm bookings 4. Vehicles go through inspection and roadworthy stickers certified 5. Vehicles that do not met roadworthy requirement will be repaired	Annually	
	82AC MEIA	79.All MoET Vehicles used after Official hours applied for in the prescribed PSC form and approved MoET Director, Director General and PSC Secretary General.	1	1. Request received from Officer 2. PSC after hours form is filled 3. Director sign/approved form 4. Director General sign/approved form 5. Submit Vehicle after hours form to PSC	Daily	
	82AC MEIA	80.All MoET Vehicles are monitored through GPS Tracking	1	1. Liaise with PSC to install new GPS monitoring system on new vehicles. 2. Check to ensure GPS on vehicles are working 3. Provide GPS Monthly report on Vehicles	Daily	

82AC MEIA	81.All MoET Vehicles that are involved in accidents are reported within 72 hrs. after the accident.	1	1. Request Driving License note to all drivers with each Directorate 2. Collect and confirm details of License 3. Combine list and submit MoET driving list to PSC	monthly	
82AC MEIA	82.All MoET vehicles are driven by authorize Drivers or Officers who have valid driving license	1	1. Request Driving License note to all drivers with each Directorate 2. Submit list to PSC for approval	Annually	

4.4   Policy and Planning Directorate

Department	830					
Program	**Activity Code**	**Output or Service Target**	**Target**	**Action**	**Action completion date**	**Comment & Risks**
12. Strengthen Community Engagement	83AA	Education Authority (EA) Meeting conducted	Conduct 1 EA meeting by June	1. Conduct meeting with EAs to introduce Compliance Checklist	1. February	Reprioritized, delayed or funding is redirected
	83AA	Education Authority (EA) MOUs renewed	Renew 11 EA MoUs by December	1. Coordinate signing of renewed MoUs between MoET and EAs	1. November	Reprioritized, delayed or funding is redirected
	83AA	Annual Joint Planning meeting conducted (with DP's based on MoET Draft 2025 BP)	Conduct 1 Annual Joint Planning meeting in November	1. To prepare logistical arrangements 2. To conduct a Joint Planning meeting	1. October 2. November	
31. MoET organizational structure and roles and responsibilities are updated and aligned	83AA	Education legislations reviewed	Prepare 3 drafting instructions by May	1. Prepare drafting instructions for Education Act 2. Support drafting instructions for Teaching Service Act Amendment 3. Support drafting instructions for Vanuatu Qualifications Authority Act	1. April 2. April 3. April	Drafting instructions are not accepted by SLO
11. Existing schools are rationalized and areas of need for new schools are justified	83AB	School assessment conducted and report(s) delivered.	Conduct and deliver 10 school assessment reports by December	1. To record incoming education authority, school establishment, and registration applications 2. To conduct onsite assessments to verify the application. 3. To produce assessment reports 4. To present assessments reports at the registration committee meeting	1. January to December 2. January to December 3. January to December 4. January to December	Comments: Natural Disaster Clash in activity(ies) for Key involved Officers and planned activity
	83AB	Ambae School Registration Visit conducted	Conduct school registration visit in Ambae by December	1. To conduct onsite visit assessment 2. To produce assessment report 3. To present assessment report at the registration committee meeting	1. December 2. December 3. December	
	83AB	School registration status updated in OV	Update the status of school registration by December	1. To schedule a school registration committee meeting 2. To provide recommended outcomes of the meeting drafted	1. Date to be established. 2. Date to be established.	Comments: Natural Disaster

				3. To communicate the recommended meeting outcomes to the authority. 4. To update school registration status in OV 5. To conduct training for Provincial Education Officers (Vemis Officers) on GPS data update for registered schools on Open Vemis. 6. To collect GPS data and Area Councils for all registered schools within the six provinces. 7. To update all GPS details and Area Council Information's for ALL registered schools on Open VEMIS	3. Date to be established. 4. Date to be established. 5. August 6. September 7. October	Clash in activity(ies) for Key involved Officers and planned activity
	83AB	Education Authority and School Registration Policy Reviewed and Finalized	Reviewed and finalized MoET Education Authority and School Registration policy by December.	1. Develop and Share Education Authority and School Registration Policy Review Plan with PPD for Feedback. 2. Finalized Plan based on feedback collected and present the Plan to DG and Senior Management for endorsement. 3. Develop and share draft structure of the EASRP with PPD 4. Incorporate feedback from PPD. 5. Develop 1st draft of EASRP. 6. Conduct 1st consultation on draft EASRP with key stakeholders 7. Incorporate feedback from 1st consultation into 2nd draft EASRP. 8. Share 2nd draft EASRP with internal MoET Units for final feedback. 9. Incorporate feedback from 2nd draft EASRP to develop 3rd Draft. 10. Share 3rd Draft EASRP with Senior Management for final feedback. 11. Finalize and submit to DG for launching.	1. March 2. April 3. May 4. June 5. June 6. July 7. August 8. September 9. October 10. October 11. November	**Comments:** Natural Disaster Clash of activities due to Commitments of Key Involved Officers

17. Policy Development Guidelines are developed and implemented	83AB	MoET Policy Development Training conducted	Conduct 1 Policy Development Training by March	1. Prepare logistical arrangements. 2. Conduct Policy Development training 3. Prepare and submit activity report	1. February 2. March 3. March	Reprioritized, delayed or funding is redirected
	83AB	Policy Registry Updated	Update 2 6-monthly policy registry updates by December	1. To disseminate 1st 6-monthly policy registry updates. 2. Disseminate 2nd 6-monthly policy registry updates	1. June 2. December	Policy updates are not submitted by directorates
	83AB	Technical support provided to MoET Directorates on Policy Development	Provide support to 5 policy projects by December	1. To provide technical guidance on policy work with assistance from Policy Development Guide 2022-2025	1. December	Planned policy projects by other units are not shared with PPD
	83AB	Training on EQAP Policy Development Toolkit for MoET Officers provided	Conduct 1 policy toolkit training by June	1. Conduct Policy Development toolkit training 2. Conduct Policy capacity assessment 3. Prepare and submit activity report	1. March 2. April 3. June	Reprioritized, delayed or funding is redirected
27.Planning, Budgeting, Financing, and Reporting processes are strengthened	83AB	Internal MoET Planning & budgeting brief session is conducted to Senior Management Team and managers on the 2025 Business Plan and timelines	Conduct 1 internal MoET planning & budgeting brief meeting with senior managers and managers by May	1. PPU Planning team and Finance team to schedule a date for the brief meeting and to formally inform all members of the Senior Management Team and the activity managers. 2. PPU Planning team and Finance team to conduct the planning and budgeting brief session.	1. March 2. April	
	83AB	Planning and M&E Support provided to Provincial Education Officers (to 2025 complete planning)	Provide 6 planning and M&E support training to provincial education officers by October	1. To schedule the date and inform the Provincial PEOs about the date of the workshops. 2. PPU Planning and M&E team to revisit the feedback received from previous workshops and start to prepare tools for the workshops. 3. To prepare the budget and the traveling arrangements 4. To circulate formal invitation notes and program 5. To conduct provincial planning and M&E workshops in each province 6. To complete evaluation form	1. July 2. August 3. August 4. September 5. September 6. September	Clashed on other department(s) activities

	83AB	Training of Trainers Training on Rapid Education Need Assessment (RENA) form is coordinated and conducted with Provincial Education Officers in six provinces	Coordinate and conduct 6 ToT trainings in provincial Education offices by September	1. Consult and work with EiE officer to get the reviewed version of the RENA form. 2. Consult with Provincial Education officers to schedule the dates of the training. 3. Send formal invitation note, program and required documents of the training. 4. Prepare the logistical arrangements. 5. Conduct training in each province according to the scheduled dates 6. Complete and submit the evaluation forms	1. April 2. May 3. June 4. July 5. September 6. September	Depend on the availability of Provincial Education Officers Natural disaster
	83AB	Policy and Planning Directorate divisional meeting conducted	Conduct 4 divisional planning meeting by each quarter	1. PPD Director to inform PPD senior officers about the date and the agenda of the meeting. 2. PPD secretary to arrange logistics of the meeting. 3. To conduct PPD divisional meeting	By each quarter	Availability of PPD officers
	83AB	Policy and Planning Directorate planning meeting conducted to work on the Draft of the 2025 BP	Conduct 1 planning session by May	1. PPD planning team to inform everyone about the date of the meeting. 2. PPD planning officer with secretary officer to arrange the logistics of the meeting. 3. PPD planning to conduct the planning session. 4. To compile the first draft PPD 2025 Draft BP and share to everyone for feedback. 5. To finalize the draft PPD 2025 BP	1. April 2. April 3. May 4. May 5. May	Availability of PPD officers
	83AB	MoET 2025 Business Plan (1st draft) produced	Produce 1 first Draft of the MoET 2025 BP by May	1. PPU Planning team to send out required planning templates to all directorates for coordination and completion. 2. Planning team to liaise with each directorate and support them to complete their 2025 Business Plan 3. To check inputs received from each Directorates. 4. To compile & produce the first draft of the 2025 Business Plan	1. March 2. April 3. May 4. June	Delay in receiving directorates' inputs

83AB	MoET 2025 budget narrative produced	Produce 1 MoET Budget Narrative report by May	1. PPU Planning team to check and edit the formulation of outputs/service targets for each directorate Business Plans 2. PPU Planning team to compile and produce the 2025 budget narrative	1. May 2. May
83AB	Finalized MoET 2025 Business Plan	Finalize 1 draft of the MoET 2025 BP by November	1. PPU Planning team to send reminder emails to all Directorates and managers for finalizing the 2025 MoET BP 2. To liaise with each directorate to receive any changes to the drafts of the BP. 3. To compile and finalize the 2025 MoET Business Plan for approval by the DG.	1. October 2. November 3. December
83AB	MoET Planning Cycle developed	Develop and approve 1 MoET Planning Cycle by June	1. Develop and design the model of MoET Planning Cycle (Align with PSC reporting timelines) 2. Finalize and approve MoET Planning Cycle by SMT	1. March 2. June
83AB	MoET SEO Conference conducted	Conduct 1 MoET SEO conference by July	1. Prepare logistical arrangements. 2. Conduct SEO conference	1. June 2. July
83AB	Project implementation status (matrix) updated and circulated to inform the Senior Management Team and activity managers of the progress.	Update and circulate 4 project implementation status reports by December	1. The project Officer liaises with project implementation managers to obtain updated information on the status of each project. 2. To conduct infrastructure project site visits 3. To update the status of project implementation on the project matrix 4. To inform senior management on the progress of project implementation through the circulation of the matrix	1. Mar/Jun/Sept/Dec 2. Subject to project implementation timeline. 3. Mar/Jun/Sept/Dec 4. Mar/Jun/Sept/Dec
83AB	Project proposals submitted to DSPPAC	Submit 20 project proposals to DSPPAC by December	1. Project officer to develop and coordinate project proposal. 2. To submit the project proposals to DSPPAC 3. To coordinate related queries of project proposal	1. January to December 2. January to December 3. January to December

	83AB	MoET Corporate Plan is finalized and communicated	Finalize and communicated the reviewed MoET Corporate Plan by December	1. To finalize the MoET CP 2. To circulate copy of the Finalized MoET CP to MoET Senior Officers 3. To prepare logistical arrangements for the MoET CP consultations 4. To conduct the consultations with MoET senior officer and MoET key Stakeholders	1. May 2. June 3. November	
	83AB	2023 Annual report produced and submitted	Produce and submit 1 annual report by March	1. M&E team to liaise with the relevant units under each directorate to obtain the information to be included in the report, that is required from them. 2. M&E officer to compile inputs from the unit and circulate a draft for comments. 3. M&E officer to send out the finalized copy of the annual report to the Senior Management Team for approval.	1. January 2. February 3. March	
	83AB	Quarterly progress reports produced and circulated	Produce and circulate 4 quarterly progress reports by the beginning of each quarter	1. Remind each directorate and activity manager of the submission dateline and requirements of the progress reports. 2. To send progress reporting templates to all directorates & activity managers 3. To check inputs received from other directorates and compile the report. 4. To circulate compiled draft for comments 5. To finalize the report for approval	1. Mar/Jun/Sept/Dec 2. Mar/Jun/Sept/Dec 3. Mar/Jun/Sept/Dec 4. Mar/Jun/Sept/Dec 5. Mar/Jun/Sept/Dec	

	83AB	MoET Results Framework reviewed and updated	Review and update 1 MoET Results Framework by November	1. PPU planning and M&E team to plan and organize the reporting against the M&E results framework. 2. PPU planning and M&E team to identify unit/division managers to liaise with in gathering updated information on the indicators. 3. To establish communication with units/divisions and provide clear direction on the exercise. 4. Monitoring & Evaluation Plan induction workshop conducted.	1. May 2. June 3. July 4. August 5. November	
	83AB	General M&E support provided to GPE, VESP, and other programs	Provide general M&E support to GPE, VESP and other programs by December	1. To collaborate with the VESP M&E team on the dissemination or communication of the master M&E plan base on the current corporate plan. 2. To participate (undertake) in monitoring activities in needy areas. 3. To assist with the production of the M&E reporting. 4. To provide M&E technical support to programs implemented in partnership with MoET. 5. To develop M&E VANSTA implementation Plan and monitoring report	Timing of the activities is based on the GPE, VESP and other programs of the M&E plan	Lack of sufficient time to assist.
	83AB	MoET Planning and Reflection workshop conducted	Conduct 1 learning and reflection workshop by November	1. To prepare a desk review 2. To prepare lessons learned materials. 3. To identify participant 4. To prepare logistical arrangements 5. To facilitate the Learning and Reflection workshop	1. November 2. November 3. November 4. November 5. November	
31. MoET organizational structure and roles and responsibilities are updated and aligned	83AB	Administration tasks executed for Policy and Planning Directorate.	Execute administration tasks for 13 Senior Officers for PPD by December	1. Filing of Important Documents 2. Ensure proper documentations and dissemination of PPD Resources in terms of reports and policies. 3. Schedule appointments for Director PPD	1. January-December 2. January-December 3. January-December	**Comments:** Staff compliance attitudes affects smooth completions of respective tasks.

				4. Receive and make important calls. 5. Register Incoming and Outgoing mails. 6. Work on Logistics relating to official travelling for both domestic and international. 7. Works on ensuring PPD have in place resources and equipment's for official use. 8. Manage PPD Vehicle: G1700.	4. January-December 5. January-December 6. January-December 7. January-December 8. January-December	
4. Monitoring equitable access to quality education	83AC	OV Development plan reviewed and finalized	Review and finalize 1 OV Development Plan by January	1. To liaise with respective units to identify activities/needs required for development in OV. 2. To review and finalize the OV development plan 2023	1. June 2. June	
	83AC	OV Development Plan Implemented	Implement activities highlighted in OV development plan	1. Implement assigned activities in OV development plan	1. December	**Comment:** Sometimes there are delays depending on the assistance of the assigned IT officer.
	83AC	OV Development plan Monitoring Reports (Six months) produced and finalized	Produce and finalize 2 OV implementation plan monitoring reports by December	1. To liaise with the OV development team to provide updates on the progress of OV activity highlighted in the OV development plan for reporting purposes. 2. To develop and finalize the OV development plan monitoring report for approval	1. July 2. December	**Comment:** Reports are to be published on a six-month basis to monitor the progress of the Implementation plan
	83AC	All School data are entered and verified in the OV system	Enter and verify ECCE, Primary, Secondary & PSET data by May	1. To provide training support to the principals 2. To follow processes and timeframes outlined in the census cycle to ensure that ECCE, Primary and Secondary schools are uploaded the data on time in OV. 3. To verify data in OV and confirm data by PEO for official use.	1. February 2. March 3. May	**Risk:** Schools do not meet the time frame in the census cycle and may cause delays in data submission due to Network issues and the

						appointment of new principals
83AC	Open VEMIS Policy report reviewed and finalized	Review and finalize 1 OV Policy Development report by December	1. To review the Open VEMIS Policy 2. To conduct consultation with MoET Directorates and Stakeholders to identify needs to address in OV Policy Development 3. To finalize Open VEMIS Policy	1. January 2. April 3. November		The workload of PPU officers
83AC	2023 Statistical table report produced and published	Produce and publish 1 statistical Tables report by December	1. To extract data from OV for tabulation and compilation 2. To circulate the draft for feedback/comments 3. To produce and published the report.	1. September 2. October 3. November		**Comment:** The production of the report depends on the confirmation of data by Provincial PEOs for Official use
83AC	2023 Statistical Digest report produced, approved, and published	Produce, approve, and publish 1 Statistical Digest report by August	1. To compile and analyse data and indicators. 2. To disseminate draft for comments 3. To Finalize and approve the report	1. May 2. June 3. July		Comment: Depends on feedback received
83AC	The 2023 National Education Fact Sheet verified and approved. The 2023 Provincial Education Fact Sheet verified and approved	Verify and approve 1 National Factsheet and 1 Provincial Education Factsheet by December	1. To verify that the data on the Draft National and Provincial Education Factsheets is consistent with the data approved and published in the 2022 Statistical Report 2. To provide feedback to VESP 3. To sign and approve the National and Provincial Education Factsheets.	1. June 2. June 3. June		
83AC	The UIS Questionnaire was completed and submitted	Complete the 2023 UIS questionnaires	1. To compile the approved enrolment data for 2023 into UIS Questionnaire 2024 2. To submit to UNESCO, DG's Office, and MoET UNESCO focal point for data validation 3. To finalize and submit the UIS questionnaire to UNESCO	1. January to March 2. April to June 3. July to August		Delay in reporting due to lack of cooperation, human resource, or unforeseen circumstances

	83AC	Statistics Data Workshop conducted	Conduct 6 training with Province Education Offices	1. To prepare the logistics arrangements 2. To facilitate the training 3. To complete evaluation form	1. March 2. November	Waiting for approval from Director and see if funding is available.
	83AC	Retreat conducted with provincial VEMIS team	Conduct 1 retreat for VEMIS officers to identify issues, challenges and way forwards with Provincial VEMIS team by June	1. To prepare the logistical arrangements 2. To facilitate the training	1. June 2. June	
	83AC	Disability and PSET data training conducted for school principals	Conduct training in 6 provinces with School principals by August	1. To prepare the logistic arrangements 2. To facilitate the training	1. July 2. August	
28.MoET Research Policy Guideline is developed and implemented by 2030	83AD	MoET Research guideline awareness conducted	Conduct 2 awareness of Research Guidelines in provinces by December	1. To prepare research guideline awareness tools and presentation materials 2. To identify provincial stakeholders or participants 3. To prepare the logistical arrangement 4. To conduct awareness in two provinces	1. August 2. September 3. September 4. October	
	83AD	Compliance Checklist for research guidelines developed and used	Produce 1 compliance checklist report by November	1. To produce the draft compliance checklist for research guideline 2. To disseminate a draft compliance checklist to the PPU team for feedback 3. To finalize and approve the compliance checklist for use	1. August 2. September 3. October	
	83AD	All research initiatives for MoET are coordinated	To produce 2 study research reports by December	1. To facilitate the process of research proposal approval within the MoET 2. Coordinate and prepare the logistical arrangements at the national level to school levels. 3. To support conducted research with interviews	From January to December	

				4. To support the process of data analysis report 5. To disseminate the Draft research report to PPU for feedback 6. Coordinate the process of the final report to the Senior Management Team for final feedback. 7. To produce the final research report		
	83AD	Secondary school capacity study conducted, and report produced	Conduct and produce 1 report of Secondary School Capacity Study by December	1. To conduct the study in selected provinces 2. To produce the final report	1. February 2. August	
	83AD	Impact of the transfer of Schools Authorities study conducted in Vanuatu and report produced	Conduct and produce 1 report of the impact of the transfer of Schools Authorities by December	1. To conduct the study in selected areas 2. To produce the final report	1. September 2. December	
22. Post-School Education and Training Policy is updated and implemented	83AE	MoET Desktop Data review is conducted and completed	1	1. Create a tool which to be send out for data collecting. 2. Use tool to collect data. 3. Data is received and analyse. 4. Data presented to Senior Management Team	1. January 2. January 3. April 4. June	
	83AE	MoET HRD Policy is developed and finalized	1	1. Needs analysis for policy. 2. Stake holders mapping 3. First consultation with stakeholders 4. Develop first draft of policy and implementation plan. 5. Consult draft policy and implementation with stakeholders. 6. Finalize the MoET HRD policy and the implementation plan. 7. Launch the MoET HRD Policy	April - December	

| HRD | 83AE | Number of Capacity Building Training Attachment attended by PPD officers | 2 | 1. Inform about the date of the training.
 2. Prepare logistical arrangements.
 3. Attend regional capacity building training workshops (e.g. Fiji or New Calédonie)
 4. Produce training report. | 1. December
 2. December
 3. December
 4. December | |

4.5   Education Services Directorate

Department	530					
Program	**Activity Code**	**Output or Service Target**	**Target**	**Action**	**Action completion date**	**Comment & Risks**
19. Assessment practices are harmonized	53AA	Three sets of Examinations results are discussed by the board members and released to public in a timely manner	3	1. Facilitate Curriculum and Assessment board meetings to review and endorse selection criteria and cut off marks. 2. Ensure all results are recorded and release in time for parents, students and other stakeholders received these in due time	1. January 2. February	
13. Strengthen Disaster Risk Reduction and Management (DRRM)	53AA	Schools needing support on teaching learning materials, temporary shelter, food and water are identified and supported to allow smooth resuming of schools	30	1. Coordinate establishment of data of schools that still need support on TL materials, temporary shelter, food and water due to TC Lola (and Tanna Ashfall- if need to) 2. Coordinate the procurement of goods for schools. 3. Ensure needed supplies reached schools in good time to enable smooth start of schools	1. February 2. February 3. February	
31. MoET organizational structure and roles and responsibilities are updated and aligned	53AA	ESD structure is reviewed and submitted to MoET senior management and PSC	1	1. Consult with each unit under ESD on reviewed structure. 2. Submit proposed structures to senior management for comments. 3. Finalized reviewed structures and submit to HR unit for submission to PSC	1. May 2. June 3. July	
	53AA	Each unit under ESD undergo capacity development activity	1	1. Liaise with MoET HRD section and PSC to coordinate delivery of capacity development program to each ESD unit	1. July	
27. Planning, Budgeting, Financing, and Reporting processes are strengthened	53AA	ESD priorities for 2025 are discussed and planning, budgeting are aligned to the priorities	1	1. Set date for 2025 draft planning. 2. Evaluate implementation of 2024 business plan to inform 2025 planning. 3. Gather and discuss priorities as reflected in the NSDP, VESS and Corporate plan. 4. Evaluate implementation of departments, ministries and regional plans and identify gaps to inform planning of programs or activities	1. June 2. June 3. June 4. June	

53AA	ESD budgets and new policy proposals for 2025 prepared	1	1. Identify on-going activities and new activities or programs. 2. Discuss the budgets and other supporting funds. 3. Agree on NPPS and give directions on preparations of NPPs narratives and budget details	1. June 2. June 3. June	
53AA	ESD 2024 business plans are coordinated	1	1. Ensure appropriate funding is available to enable implementation of ESD business plan. 2. Ensure that ESD business plans are implemented according to dates or quarters planned. 3. Ensure their appropriate resources (finance, human resources and assets) are available in order for ESD business plan to be implemented successfully	1. July 2. November 3. November	
53AA	ESD quarterly, annual and reports are coordinated	5	1. Ensure quarterly and annual report are submitted on time to PPU. 2. Discuss achievement/ non achievements of business plans and note the challenges for SMT discussions and further directions	1. November 2. November	
53AA	Projects and programs under ESD are closely monitored and supported	1	1. Monitor implementation of projects under ESD and provide reports or facilitate support from other directorate/unit/partners to enable completion of projects. 2. Provide reports to SMT and feedback to project team. 3. Collaborate with partners to ensure the completion of Vanuatu Secondary Education School Support (VSESS) Program Project design is completed and approved by SMT. 4. Collaborate with partners to ensure that GPE application for compact grant is successfully completed and submitted	1. November 2. December 3. December 4. December	
53AA	Higher level negotiations to establish new teachers and students' policies are undertaken	2	1. Concept note on Literacy strategies. 2. Concept note for establishment of teacher's continuous professional development.	1. November 2. November 3. November 4. November	

				3. Negotiations for establishment of literacy strategies and its implementation with appropriate partners 4. Negotiations for establishment of teachers' continuous professional development policies	
	53AA	Higher level meetings are attended to as directed by the Director General		1. Prepare ESD updates of business plans achievements and other requests and present to Senior Management Team for endorsements. 2. Prepare presentations as directed by the Director General for regional meetings or other higher-level discussions. 3. Attend high level overseas or in country meetings as directed by the Director General	1. December 2. December 3. December
	53AA	Committees and board meetings are chaired by ESD director as mandated for in policies and Acts		1. Board meetings and committees are chaired, and meeting agreements are implemented. 2. Reports provided to SMT for endorsements or for further advice on necessary steps	1. December 2. December
27. Planning, Budgeting, Financing, and Reporting processes are strengthened	53AB	Early Childhood & Care Education section business plan is implemented, monitored, and reported.	1	1. Monthly unit meeting 2. Complete quarterly report 3. Planning meeting	1. November 2. November 3. November
	53AB	Basic Education section business plan is implemented, monitored, and reported.	1	1. Monthly unit meeting 2. Complete quarterly report 3. Planning meeting	1. November 2. November 3. November
	53AB	Secondary Education section business plan is implemented, monitored, and reported	1	1. Monthly unit meeting 2. Complete quarterly Report 3. Planning meeting	1. November 2. November 3. November
	53AB	National Education Program section business plan is implemented, monitored, and reported	1	1. Monthly unit meeting 2. Complete quarterly report 3. Planning meeting	1. November 2. November 3. November
	53AB	Education Service Directorate 2025 Business Plan developed	1	1. Unit planning session 2. Directorate planning session 3. Directorate monitoring & evaluation session	1. November 2. November 3. November
31. MoET organizational structure and roles and responsibilities	53AB	Education Act Amended to reflect current Education Services System	1	1. Identify section in the Act that need amendment. 2. Conduct consultation. 3. Seek Senior Management Team approval. 4. Liaise with State Law to Amend the act.	1. March 2. March 3. April 4. May

are updated and aligned	53AB	Teaching Service Commission Act propose amendments to address Teachers issues and improve teaching	1	1. Identify section in the Act that need amendment. 2. Conduct consultation. 3. Seek Senior Management Team approval. 4. Liaise with State Law to Amend the act.	1. July 2. July 3. August 4. September	
	53AB	Strengthen TAFEA & TORBA Provincial Education Officers capacity in Leadership, Manager, Planning, Monitoring & Report	2	1. Contact need analysis 2. Prioritize training needs. 3. Facilitate & conduct training. 4. Monitoring 5. Reporting	1. April 2. May 3. July 4. October 5. November	
	53AB	Conduct Education Service Unit Staff Appraisal	4	1. Mid-year appraisal 2. End of year appraisal	1. June 2. December	
	53AB	Facilitate the process for Education Service Unit staff to develop individual plan	4	1. Individual plan session	1. November	
	53AB	Facilitate and conduct Professional Development (PD) for the unit staff	4	1. Early Childhood Care Education 2. Basic Education 3. Secondary Education 4. National Education Program	1. March 2. June 3. September 4. November	
12. Strengthen Communication Engagement	53AB	ESD Communication strategy developed and communicated to stakeholders	1	1. Request VESP support to develop ESD Communication strategy (CS). 2. PEOs & Coordinators working team for the Communication Strategy. 3. Approve Communication Strategy 4. Implement Communication Strategy 5. Monitor & report on Communication Strategy	1. January 2. February 3. March 4. April 5. July	
31. MoET organizational structure and roles and responsibilities are updated and aligned	53AB	Provincial Inspection & Compliance Officers contracted	6	1. Prepare a concept note to request donor partners to assist MOET contract school inspector in the province	1. February	
30. School Inspector Guideline is developed and implemented	53AB	School visits conducted	20	1. Visit four schools in Shefa. 2. Visit 4 schools in Tafea. 3. Visit 4 schools in Torba	1. March 2. June 3. July	
31. MoET organizational structure and roles	53AB	National and provincial ESD structure reviewed	1	1. Contact a consultation of the draft structure. 2. Finalize the structure. 3. Approve the structure	1. May 2. June 3. July	

and responsibilities are updated and aligned	53AB	Zoning of school	1	1. Final the concept note. 2. Contact consultation 3. Approve the concept note.	1. May 2. July 3. October	
19. Assessment practices are harmonized	53AB	National subject panel meeting facilitated	3	1. Facilitate national subject panel meeting for English/French/Maths/science	1. May	
17.Develop and Implement Policy Development Guideline Policy	53AB	Basic Education Policy developed	1	1. Begin the outline discussion of the policy. 2. First draft complete. 3. ESD consultation 4. Second draft complete 5. National Consultation 6. Third draft complete	1. March 2. April 3. May 4. June 5. August 6. October	
	53AB	Secondary Education Policy developed	1	1. Begin the outline discussion of the policy. 2. First draft complete. 3. ESD consultation 4. Second draft complete 5. National Consultation. 6. Third draft complete	1. March 2. April 3. May 4. June 5. August 6. October	
National Teacher Qualification upgrade policy is developed and implemented	53AB	Fourth night professional development for teacher developed. Teacher qualification upgraded	50	1. Draft an instruction for school to contact 4 PD a term. And the teachers undertake university courses to upgrade their qualification to TSC minimum requirement. 2. Talk with Universities to provide flexi-learning for teachers who need to upgrade their qualification. 3. Follow up with PEO. 4. Report the number of PD and Teachers undertaking courses.	1. Feb 2. May 3. June 4. Oct	
National Teacher Qualification upgrade policy is developed and implemented	53AB	Officers' attachment neighboring MOE & regional institution.	2	1. Draft a concept note for ESD officer to attach with their unit in the regional 2. Request for regional and donor partner to allow ESD staff to attach with their education office	1. April 2. May	
	53AB	Concept note to re-introduce remote benefits developed. Concept note for new recruitment to begin their teaching careers in remote schools developed	2	1. Develop concept note to re-introduce remote benefits. 2. Develop concept note for new recruitment to begin their teaching careers in remote schools. 3. Approve	1. July 2. July 3. September	

	53AB	Mapping exercise to align the life skills subjects with VQA requirements conducted	1	1. Meeting with PSET. 2. Meeting with VQA 3. Develop the concept. 4. ESD consultation 5. approve	1. April 2. April 3. July 4. August 5. October	
12. Strengthen community Engagement	53AB	Global Partnership Education (GPE) Focal Point established	1	1. Communicate for the project	1. December	
	53AB	Project Focal Point innovated	1	1. Communicate for the project	1. June	
	53AB	Vanuatu Secondary Education Support project developed	1	1. Assist and support the design phase	1. December	
4. Monitoring equitable access to quality education	53AC	Primary schools' support strengthened on the Curriculum Implementation and Reporting Guidelines	30	1. Establish monitoring criteria. 2. Develop monitoring forms. 3. Develop training package for monitoring team. 4. Prepare training logistics. 5. Carry out monitoring activity in schools. 6. Compile monitoring data 7. Final report and recommendations delivered.	1. February 2. March 3. April 4. May 5. June 6. July 7. August	
	53AC	Provincial curriculum facilitators trained on Classroom Assessment and Reporting modules	30	1. Prepare training logistics. 2. Deliver refresher training to provincial master trainers. 3. Assist with teacher training in zones. 4. Final report and recommendations delivered.	1. March 2. April 3. May 4. June	
	53AC	Trainings on strengthening support for curriculum implementation in provinces conducted and report produced	3	1. Develop training package 2. Prepare training logistics 3. Identify teachers as literacy member 4. Carry out training to provincial curriculum facilitators 5. Assist with training in provinces 6. Provide support to selected schools 7. Final report and recommendations delivered	1. May 2. June 3. June 4. August 5. October 6. October 7. December	
	53AC	The junior secondary teachers observed and supported on the implementation of year 7-8 outcome-based curriculum in 3 selected provinces	50	1. Prepare training logistics 2. Carry out training to junior secondary teachers. 3. Final report and recommendations delivered	1. February 2. March 3. November	

	53AC	The junior secondary teachers inducted on the year 9 outcome-based curriculum	700	1. Prepare training logistics. 2. Carry out training to junior secondary teachers. 3. Final report and recommendations delivered	1. June 2. July 3. August	
	53AC	The senior secondary teachers (year 11, 12 and 13) supported and monitored on the outcome-based curriculum.	260	1. Monitoring and implementation of current curriculum 2. Review curriculum exercise (survey) 3. Approval of reviewed curriculum content 4. Writing up new reviewed curriculum	1. February 2. March 3. April 4. May	
9. Children have equitable access to schools	53AC	The centre schools trained and supported for students with visual impairment	12	1. Develop training package 2. Prepare training logistics 3. Quality assurance of books by Inclusive Network Team 4. Trialing out of package in schools 5. Revise and adapt training package 6. Translate to French 7. Coordinate the layout of books 8. Printing of teaching strategies guide 9. Develop Training of Trainers (ToT) package 10. Train facilitators 11. Facilitators train Inclusive Education teachers in the schools allocated for visual impairment centre. 12. Final training report and recommendations delivered	1. February 2. February 3. March 4. April 5. May 6. May 7. June 8. August 9. August 10. September 11. November 12. December	
	53AC	The schools trained and supported for student with hearing impairment	15	1. Develop training package 2. Prepare training logistics 3. Quality assurance of books by Inclusive Network Team 4. Trialing out of package in schools 5. Revise and adapt training package 6. Translate to French 7. Coordinate the layout of books 8. Printing of teaching strategies guide 9. Develop Training of Trainers (ToT) package 10. Train facilitators 11. Facilitators train Inclusive Education teachers in the schools allocated for hearing impairment centre.	1. February 2. March 3. April 4. May 5. June 6. July 7. August 8. September 9. October 10. October 11. November 12. December	

				12. Final training report and recommendations delivered.		
	53AC	The centre schools trained and supported for students with intellectual impairment	15	1. Development of guidelines. 2. Trialling of the guidelines. 3. Quality assurance of the guideline by the inclusive teacher. 4. Prepare training logistics 5. Workshop held in provinces with principals of 12 centre schools for intellectual impairment. 6. Final workshop report and recommendations delivered	1. February 2. April 3. May 4. June 5. June 6. July	
12. Strengthen Community Engagement	53AC	The communications on strengthening curriculum implementation in provinces developed (focusing on inclusion and literacy)	2	1. Carry out internal consultation on the draft document 2. Review draft based on recommendations 3. Edit French and English documents 4. Final English and French documents printed 5. Distribution of communication tools to stakeholders	1. May 2. June 3. June 4. July 5. July	
	53AC	The community awareness on Family Life Education with gate keepers in selected provinces conducted and report delivered	3	1. Select target communities in selected provinces 2. Develop tailor-made community awareness package 3. Prepare awareness logistics 4. Deliver awareness in selected communities in selected provinces. 5. Final report and recommendations delivered	1. April 2. May 3. June 4. July 5. August	
	53AC	The provinces engaged in the development of vernacular resources in collaboration with stakeholders.	1	1. Identify languages in the selected islands in Torba, Penama and Malampa 2. Identify key provincial officer, teachers and community resource people to development vernacular story books in selected languages 3. Prepare training logistics 4. Develop PRIMA for each selected language 5. Develop key word books for selected languages 6. Develop 5 vernacular story books per selected language 7. Train vernacular resource developers on Bloom Book Creation Software	1. February 2. April 3. April 4. June 5. September 6. September 7. September 8. October 9. November 10. December	

				8. Translate all vernacular story book to all other selected languages 9. Printing of vernacular resources using school grants. 10. Final report and recommendations delivered		
	53AC	The Partner support Ministry Strategic Plan developed through a Joint Partner Agreement	4	1. Family Life Education in School project Annual Work plan developed 2. Family Life Education Annual Work plan signed by both partners 3. Family Life Education Annual budget finalized and signed by both partners 4. Collaborate with line Ministries and key stakeholders in the development of Financial Literacy 5. Collaborate with line Ministries and key stakeholders on the development of Vanuatu Sign Language	1. June 2. July 3. August 4. September 5. October	
16. Review and implement National Education Language Policy by 2030	53AC	Number of schools supported to use vernacular resources aligned with literacy	15	1. Establish monitoring criteria 2. Develop monitoring forms 3. Develop training package for monitoring team 4. Prepare training logistics 5. Carry out monitoring activity in schools 6. Compile monitoring data 7. Final report and recommendations delivered	1. February 2. March 3. April 4. May 5. June 6. July 7. August	
	53AC	Education Language Policy reviewed and endorsed	1	1. Desk top review 2. Development of consultation questionnaires 3. Carry out consultations 4. Drafting of policy 5. Consultation on draft 6. Finalization of the draft 7. Submission for endorsement	1. May 2. June 3. July 4. August 5. September 6. October 7. December	
	53AC	Number of provincial trainings and support on strengthening literacy support for curriculum implementation in selected provinces conducted and report delivered	3	1. Develop training package. 2. Prepare training logistics. 3. Identify teachers as literacy member. 4. Carry out training to provincial literacy coaches in Torba, and Tafea 5. Carry out training in provinces in selected school. 6. Provide support to selected school.	1. May 2. June 3. July 4. August 5. September 6. October 7. November	

				7. Final report and recommendations delivered		
	53AC	Number of provincial curriculum facilitators trained on National Literacy Strategy modules	30	1. Prepare training logistics 2. Deliver refresher training to provincial master trainers 3. Assist with teacher training in zones 4. Final report and recommendations delivered	1. March 2. April 3. May 4. June	
	53AC	Number of provincial curriculum facilitators trained on Language for Teaching and Learning Guidelines modules	30	1. Prepare training logistics 2. Deliver refresher training to provincial master trainers 3. Assist with teacher training in zones 4. Final report and recommendations delivered	1. March 2. April 3. May 4. June	
	53AC	Number of schools supported to use the teaching and learning strategies and progress map in select schools	20	1. Development of strategies 2. Trialing of the strategies. 3. Quality assurance of the guideline by the inclusive teacher. 4. Prepare training logistics 5. Workshop held in selected schools 6. Final workshop report and recommendations delivered	1. February 2. March 3. April 4. May 5. June 6. July	
20. Schools use the relevant national curriculum	53AC	Provisioned relevant and appropriate National Curriculum (years 1-3 to Primary schools)	10	1. Identify primary curriculum writers. 2. Contract writers 3. Identify Year 1-3 teacher's guide and resource gaps. 4. Translate Years 1-3 teacher guides into English and French 5. Edit the French and English resources and material. 6. Layout and formatting of documents 7. Printing of materials and resources 8. Distribution to all primary schools	1. May 2. June 3. July 4. August 5. September 6. October 7. November 8. December	
	53AC	Provisioned relevant and appropriate National Curriculum to junior secondary schools (Optional subjects)	20	1. Identify Year 7 & 8 curriculum writers of optional subjects. 2. Contract writers 3. Review Year 7 & 8 draft syllabi in English and French 4. Finalize Year 7 & 8 syllabi in English and French	1. May 2. June 3. July 4. August 5. September 6. October 7. November	

				5. Develop Year 7 & 8 teacher guides in English and French 6. Edit the French and English documents. 7. Layout and formatting of documents 8. Printing of materials. 9. Distribution to junior secondary schools		
	53AC	Provisioned relevant and appropriate National Curriculum to Senior Secondary schools. French: Consultation for ES, Eco, Accounting, Civics, Development studies, physics and chemistry and Agriculture + optional subjects incl FLE – Syllabi TG finalization for 8 cores subjects Observation and support for revised syllabi English: Review of Yr 11-12 syllabi TG development for 22 syllabi Student study guides Yrs 11-12	46	1. Identify Year 11-13 Syllabi gaps. 2. Identify Year 11-13 curriculum writers. 3. Contract writers 4. Review Year 11-13 syllabi in English and French 5. Finalize Year 11-13 syllabi in English and French 6. Edit the French and English documents. 7. Layout and formatting of documents 8. Printing of materials. 9. Distribution to Senior secondary schools	1. May 2. June 3. July 4. August 5. September 6. October 7. November 8. December 9. December	
	53AC	Provisioned relevant and appropriate curriculum support resources to Senior Secondary schools.	46	1. Identify Year 11-13 support resources. 2. Identify senior secondary curriculum writers. 3. Contract writers 4. Compile Year 11-13 support resources 5. Finalize Year 11-13 resources in English and French 6. Edit the French and English documents. 7. Layout and formatting of documents. 8. Distribution of e-copies to Senior Secondary schools	1. May 2. June 3. July 4. August 5. September 6. October 7. November 8. December	

	53AC	Number of Senior Secondary teachers trained on Family Life Education curriculum.	54	1. Identify senior secondary teachers and key Provincial Officers 2. Develop training package for Family Life Education in schools. 3. Prepare training logistics. 4. Carry out Family Life Education to teachers and provincial officers. 5. Final report and recommendations delivered	1. May 2. June 3. July 4. August 5. September	
	53AC	Number of consultations carried out on the review of the Vanuatu National Curriculum Statement	2	1. Identify policy writers 2. Contract writers 3. Identify VNCS gaps 4. Develop review draft 5. Translate document into French 6. Carry out consultation on the reviewed document in Provinces	1. March 2. March 3. June 4. September 5. October 6. November	
	53AC	Key curriculum indicators developed	10	1. Analysis of monitoring reports and recommendation 2. Identify curriculum implementation gaps from Years 1-13 3. Develop key curriculum reform indicators 4. Validate key curriculum reform indicators 5. Final report and recommendations delivered	1. June 2. July 3. August 4. September 5. October	
31. MoET organizational structure and roles and responsibilities are updated and aligned	53AC	Liaised with HR Unit to review CDU structure	3	1. Review JDs for existing CDU posts 2. Proper weighting and alignment of posts 3. Incorporate a research and training section under CDU 4. Develop JDs for new positions	1. September 2. October 3. November 4. December	
	53AC	Developed and implemented continuous professional development and capacity building with CDU	3	1. Develop continuous professional development and capacity building plan 2. Approach donor partners and stakeholders for in-house trainings 3. Implement continuous professional development and capacity building for CDU staff	1. June 2. July 3. August	
Monitoring equitable access to quality education	53AD	VANSTA Monitoring Study test (5th cycle) is administered and reported	6	1. Consult CDU subject panels 2. Diagnose way forwards from VANSTA report 3. Develop, moderate, and verify items 4. Administer Test	1. May 2. July 3. September 4. October	Other activities Response of communication between parties

		(Strengthening & Improve Literacy)				
	53AD	Number of Schools are trained on VANSTA and PILNA Data Mining workshop (Strengthening & Improve Literacy)	6	1. Consult Data 2. Identify weak areas 3. Report weak areas	1. March 2. May 3. August	Duplication of activities
	53AD	Number of Schools are supported on training of provincial Data Clubs (Strengthening & Improve Literacy)	6	1. Run provincial awareness 2. Support establishment of clubs 3. Report outcome of clubs	1. July 2. July 3. July	Plan design and program logic delay due to other activities
	53AD	Number of Teacher and Provincial Officers ToT on the use of ARTTLe (Strengthening & Improve Literacy)	6	1. Consult EQAP on training package 2. Train facilitators on workshop content and delivery Training in the province 3. Report	1. February 2. May 3. July	Clashes with other activities
	53AD	Design phase & Consultation of National Standardized Class Base Continues Assessment (Yr.1-Yr6)	1	1. Appointment of a working group 2. Working group develop for Concept Note 3. Working group to develop of a Frame Work 4. Consultation of Framework 5. Panel of CAT designers appointed Yr.1-Yr6 6. Training of designers 7. Designing CAT 8. Piloting and Analysis	1. February 2. March 3. March 4. April 5. May 6. June 7. July 8. August	Clashes with other activities Time Availability of funding support
	53AD	National Moodle plate form developed including: 1. VSSC 2. ARTTLe 3. VNSC/CNES 4. Yr.10 (Digitalization of Exams & Assessment)	1	1. Talk with EQAP about request 2. Negotiate deal Moodle owner 3. Develop an agreement with EQAP advise and support 4. EQAP to support about in hosting resources and related matters 5. Train EAU officers on access of resources 6. Train schools on access of Moodle	1. February 2. March 3. April 4. June 5. August 6. September	Clashes with other activities
Support quality curriculum reform and harmonization of assessment practices to achieve	53AD	Relevant assessment mechanisms (Customizing PacSIM for Yr.13 Anglo & 4D Licence to be utilized by IT & EAU Officers) implemented	1	1. Consult EQAP and MoET IT to customize PACSims 2. Consult VESP with training of 4D with officers 3. Trail PACSims and 4D soft ware 4. Activate soft on administration of qualification	1. February 2. March 3. July 4. August	Availability of IT personal from MoET with IT program skills

uniform curriculum in government and government assisted schools	53AD	Implementation of Year 11 ,12 and 13 examination and assessment reviewed	6	1. Develop new schedule of work 2. Induct subject teachers 3. Schools develop programs 4. Programs approve & implemented 5. Assessments verified 6. Examinations Administered and score 7. Results produce and reported	1. March 2. May 3. June 4. July 5. September 6. November 7. November	Technical support
	53AD	National Maths and Science performance (Yr. 10, 12, 13) is supported and improved Co-shared with ESD units *National Subject Teachers Conference* (Strengthening & improve Maths and Science)	6	1. Appoint subject panels 2. Conduct workshop on subject performance analysis 3. Identify weak topics and subjects 4. Organize subject panel conference 5. Develop an improvement pathway for concern subjects 6. Report on the development of improvement plan	1. February 2. May 3. May 4. May 5. August 6. September	Availability of officers
	53AD	Number of assessment resources for year 13 & 12 developed	1	1. Organise panel workshop with EQAP support 2. Panel design lesson activities 3. Panel submit lesson activities 4. Lesson activities validated by EQAP 5. Lesson activities loaded onto Moodle plate form	1. March 2. May 3. May 4. July 5. September	Delay from panel member
	53AD	Year 10, 12 & 13 2024 exam candidates enrolled	6	1. Pre enrolment sent to schools 2. Enrolment extract from OV 3. Confirm enrolment sent to schools 4. Mark sheets are generated 5. Exam SPIN generated 6. Exam fees paid	1. February 2. March 3. May 4. May 5. July 6. August	Delay from OV and verification from schools and province
	53AD	Yr. 12 and 13 IA and EA into PACSims tagged	1	1. Appoint subject panels 2. Panel identify tested outcomes 3. Tested outcomes are compiled and endorsed 4. Tagging of IA and EA into PaCSims	1. March 2. May 3. August 4. September	
	53AD	Year 10, 12, 13 provincial teachers on IA program and 2023 exam results inducted	6	1. Design induction package 2. Extract 2021 exam results 3. Report 2021 results by school and province 4. Visit year 10, 12, 13 schools for IA and exam results induction	1. February 2. March 3. March 4. July	

	53AD	Year 10, 12 & 13 Examinations paper designed, moderated and independent checker checked	1	1. Appoint Designers 2. Induct designers for 2022 paper 3. Complete development of paper 4. Moderate paper 5. Edit paper 6. Independent checker seat paper 7. Sample paper check, sign off and approve by PEO	1. March 2. April 3. April 4. May 5. June 6. July	
	53AD	The designing, implementation and moderation of Year 10,12,13 Internal Assessment is coordinated and facilitated	1	1. Appoint Designers 2. Induct designers for 2022 IA 3. Complete development of IA program (CAT) 4. Independent checker seat paper	1. February 2. March 3. April 4. May	
	53AD	Internal Assessment program and Tasks in all Province verified	6	1. Prepare verification checklist 2. Induct officers on verification exercise 3. Visit all schools & verify IA program & Tasks 4. Submit verification report 5. Address issues in the report	1. July 2. July 3. August 4. October	
	53AD	Number Schools in the Province accredited	6	1. Consult accreditation manual 2. Consult EQAP accreditation report 3. Training of accreditation exercise 4. Trail of accreditation 5. Visit 6 provinces for accreditation 6. Compile findings and develop a report	1. February 2. February 3. May 4. June 5. August	
	53AD	Review of Programs supported (Yr. 11-13 Anglophone & Francophone to ensure Harmonization are upheld)	16	1. Set up subject panels 2. Panels consult syllabus and do accreditation of content of Anglo vs Franco 3. Report findings and recommendations of accreditation 4. Action findings of report	1. May 2. May 3. August 4. September	
	53AD	National program with regional and international University with support from EQAP accredited (Strengthening & Improve teaching & Learning)	1	1. Organize meeting on process with CDU, SBM and ESD 2. Set up University Entry Qualification working group (UEQWG) 3. UEQWG to consult EQAP for advice on process 4. UEQWG to develop processes of seeking application for entry	1. June 2. July 3. August 4. September	
	53AD	Scripts are printed, checked, packaged, labelled & dispatched	6	1. Printing exam scripts 2. check scripts	1. July 2. August	

				3. Package scripts by subject & schools 4. 4label Envelops & script boxes 5. Dispatch script boxes	3. September 4. October	
	53AD	Marking, Data Entry, Integrity Checks, IA/EA upload, processing of results, Selection and Placement, Publication of results, Certification of Qualification	1	1. Appoint Markers 2. Induct Markers 3. conduct marking of exam scripts 4. Data Entry (EA) 5. Integrity check (EA) 6. Upload IA/EA 7. process results 8. select & place students 9. record and publish results 10. provide provisional results & certifications 11. Print certificates	1. October 2. November 3. November 4. December 5. December 6. December 7. December 8. December 9. December 10. December 11. December	
	53AD	The officer train on the Development of soft Item Bank for VANSTA and Yr. 10,12,13 Qualification (Strengthening & Improve teaching & Learning)	1	1. Consult items 2. Select best/good items 3. Verify selected items 4. Archive soft copy of good items into ban 5. Verify archive	1. February 2. March 3. March 4. April 5. July	
	53AD	Number of officers with EQAP attached (Strengthening & Improve ESD Capacity)	4	1. Seek approval from Director ESD 2. Formal request to EQAP through DG and EQAP Vanuatu 2023 support plan 3. Logistics of attachment 4. Selection and notification of officers	1. February 2. March 3. March 4. April 5. July	
29. School Improvement Unit Policy is developed and implemented	53AE	The School Strategic Plans (SSP) and Annual Plans for every Primary and Secondary Schools are up loaded into OV	428 Pri 109 Sec	1. Confirm SSP uploaded 2. Inform School Coordinators to work on late submission 3. Warn the Principals for not meeting Dateline	1. 30th January 2. 15th February 3. 29th February	
	53AE	The development of the response strategies for the needs identified in the Torba report is done.	1	1. Assess the report 2. Allocate need of support to appropriate Units	1. 01st February 2. 23rd February	
	53AE	Inspection structure in place and officers are appointed	1	1. Present the structure to ESD Directorate and TSC for recommendation 2. Present the structure to SMT for approval 3. Submission to HR	1. 9th February 2. 22nd February 3. 7th March	
	53AE	Quality monitoring of SSP and support is completed	428 Pri	1. Develop the support manual 2. Roll out the support	1. 1-8 March 2. 18-29 March	Cyclone

			109 Sec			
	53AE	School baseline survey in Tafea provinces is done	1	1. Carryout the Baseline survey	1. 15 -30 April	Cyclone
	53AE	School baseline survey report is done	1	1. Work with IT on the report	1. 30th May	
	53AE	Customization of VHSS Monitoring Tools into Smile Database is completed in collaboration with EQAP	1	1. Customize the VHSS into the database 2. Finalize the Tool 3. Presentation to the SMT 4. Launching of the tools	1. 15th May 2. 31st May 3. 06th December 4. 13th December	
	53AE	VHSS implementation and monitoring developed	1	1. Develop a draft policy 2. First Consultation 3. Second consultation	1. 28thJune 2. 19th July 3. 6thDecember	
	53AE	VHSS Training for ECCE Coordinators and Key Teachers developed	6	1. Develop the Training Manual 2. Carryout the Training	1. 7th June 2. 17th -21st June	
	53AE	Teachers have been appraised	600 Pri 200 Sec	1. Sent the link to the school Principals 2. Appraise Teacher and submit before dateline	1. August 2. September	
	53AE	School performance quarter report done	4	1. Send notice of reminder to School Coordinators 2. Follow up for Submission to meet the time frame	1. July 2. October	
14.Reduction in the number of the out of School Children	53AF	Schools are ready (infrastructure, teaching & learning resource, environment) to begin 2024 academic year – TC Lola affected schools	30	1. Recall principal and teachers to their school. 2. Contact the school principal to submit the school plan to begin 2024 academic year. 3. Coordinate, facilitate and assist the schools to restore the learning space. 4. Assist and support the schools to procure resources in preparation for the 2024 academic year.	1. Jan 8 2. Jan 11 3. Jan 12 4. Jan 15	

4. Equitable access to quality education is monitored	53AF	Number of Key Teachers recruited, inducted and assessed on roles and responsibilities on ECCE related activities.	20	1. Liaise with HR on process to assess and recruit key Teachers 2. Recruit Key Teacher 3. Develop plan to induct the Key Teachers including the handbook 4. Induct Key Teachers 5. Develop/review a tool to mentor and assess Key Teachers 6. Conduct mentoring and assessment 7. Final report and recommendations on activity	1. February 2. March 3. April 4. April 5. June 6. October 7. November	Disasters
	53AF	Number of Teachers assessed on teaching outcomes against revised curriculum program.	20	1. Develop/review a tool to assess teaching practices after training on the revised ECCE Curriculum program 2. Conduct assessment and monitoring in provinces 3. Final report and recommendations on activity.	1. February 2. September 3. November	
	53AF	Number of Trainings conducted on Harmonized Standards and Improvement Plan for ECCE teachers to be led by PC`s and Key-Teachers	2	1. Secure fundings 2. Prepare logistics 3. Manage and coordinate training implementation 4. Report on the activity	1. May 2. May 3. October 4. November	Budget Human resource Workload
	53AF	80% of ECCE Teachers data in OV, credentials and ECCE school structure	1	1. Liaise with PPU and IT Unit 2. Develop and advertise a Low value contract (1 Year) for someone to input data in OV in timely manner. 3. *Liaise with VESP advisor to create a reporting chart in OV* 4. Capacity build Key Teachers for sustainability 5. Develop report on the outcome of the activity.	1. January 2. March 3. April 4. October 5. November	
20. Schools use the relevant national curriculum	53AF	Number of Key teachers and Teacher trained on Physical and digital Library in the provinces	100+	1. Liaise with GPE and CDU to prepare training packages for Teachers 2. Support training logistics 3. Carry out training to MEOs & ECCE Teachers in selected centres in some parts of the six provinces. 4. Provide support to ECCE Teachers 5. Final report and recommendations on delivery	1. April to May 2. May/August 3. November	

	53AF	Number of Key Teachers and Teacher trained on Phonics Package in Torba and Tafea	60	1. Liaise with VESP Consultant on training packages for MEOs and Teachers 2. Support training logistics 3. Conduct training 4. Provide support to ECCE Teachers 5. Final report and recommendations on delivery	1. March 2. March 3. April 4. May/August 5. November	
	53AF	Number of interviews conducted for the ECCE Quality Assessment Study.	20	1. Present the finding of the ECCE Quality Assessment Study to the MOET and all stakeholders and partners. 2. Use recommendations from the ECCE Quality Study to develop 7 years costed plan to address the teaching Quality in Vanuatu 3. Use the same findings to inform the review of the ECCE Policy and legislation.	1. February 2. March 3. April	
	53AF	Printing of ECCE Teaching and Learning Resources completed	300	1. Consult on need with the provinces 2. Communicate with printing companies and Procurement 3. Manage printing 4. Manage and coordinate printing to the provinces. 5. Document report	1. July 2. August 3. September to October 4. November	
22. Align MoET to SDG4 through the National Sustainable Development Plan	53AF	ECCE policy Reviewed	1	1. Drafting of the ECCE Policy and costed implementation plan 2. Develop a costed communication, Advocacy plan and M&E Framework for the revised Policy. 3. Finalize the policy 4. Print the policies	1. May 2. June 3. July 4. November	
	53AF	Built Cyclone resilient ECCE classrooms	12	1. Conduct meetings with partners and stakeholders for assistance 2. Develop a Project Proposal and new NPP for 12 classrooms – 2 in each province on annual basis. 3. Initiate agreements for support between the Primary Schools with more than 800 Children to support rehabilitation of cyclone resilient classrooms. 4. Present the Proposal and NPP to ESD Director, Senior Management	1. February 2. February 3. May 4. June 5. August to October	

			5. Manage the coordinate the activity 6. Document reports on implementation		
53AF	ECCE Annual Provincial Coordinator's Workshop conducted	1	1. Prepare logistic/program 2. Communicate logistics to provinces 3. Conduct the workshop 4. Develop report 5. Share report with ESD	1. April 2. May 3. June 4. August 5. November	
53AF	ECCE Curriculum is reviewed	1	1. Conduct meetings with VESP and UNICEF 2. Conduct consultation with the support of consultants of the development partners – Study findings 3. Manage the review of the curriculum 4. Develop the draft reviewed curriculum 5. Finalize the reviewed document 6. Develop implementation plan & M & E 7. Report on the status of the work	1. January 2. April 3. May 4. July 5. September 6. November 7. December	
53AF	ECCE Area Branch Associations strengthened (committee and Toy-making workshops)	1	1. Manage and communicate with ECCE PCs in their 2024 on this task 2. Provide follow- up on the status of the work 3. Collect data on the tasks 4. Report on the progress of the work	1. January 2. June 3. November	
53AF	Number of centres under provisional licensed are assessed and registered	1	1. Develop a plan 2. Communicate and disseminate the implementation 3. Manage and coordinate the implementation of the task. 4. Compile documents and data for registration board. 5. Present ECCE Centers to registration Board 6. Communicate outcomes of board meeting to schools 7. Provide license to centers 8. Update OV report	1. February 2. February 3. April 4. July 5. September 6. October 7. October 8. November	
53AF	Communications – Advocacy of ECCE programs	1	1. Work with partners on communication strategies 2. Implement the communication strategies on ECCE continuous related activities throughout the year.	1. December 2. December	

12. Strengthen Community Engagement	53AF	Number of PSP Task- Force and Community training conducted in Torba, Sanma, Ambae & Maewo, Malekula, Tanna and Shefa	20	1. Prepare recording tools 2. Disseminate tools 3. Collect data 4. Produce report	1. February 2. February 3. March to October 4. November	Community commitments (dead, feasting) weather Disaster
24. National Teachers Development Plan is implemented by 2030	53AF	2.5% of ECCE teachers in Vanuatu are enrolled and 2.5 % to continue teacher development trainings	20	1. Update Teacher Development Data 2. Liaise with ECCE Training Institutions to continue cohort trainings and intake of new students 3. Liaise with scholarship office to offer award for teachers.	1. January 2. February 3. April	Teachers to meet course fees Lack of HR by institutions like USP
	53AF	Number of ECCE Teachers who signed their contract in 2023-2025	20	1. Prepare information of ECCE Teachers for salary – excel spread sheet 2. Prepare financial visas for missing or replacement of teachers 3. Submit financial visa to TSC 4. Produce a report on the outcomes of submission to TSC	1. January 2. February 3. March 4. April	Budget Constraint Lack of ECCE human resource
14 Reduction in the number of the Out-of-School Children	53AG	Schools are ready (infrastructure, teaching & learning resource, environment) to begin 2024 academic year – TC Lola affected schools	30	1. Recall principal and teachers to their school. 2. Contact the school principal to submit the school plan to begin 2024 academic year. 3. Coordinate, facilitate and assist the schools to restore the learning space. 4. Assist and support the schools to procure resources in preparation for the 2024 academic year.	1. Jan 8 2. Jan 11 3. Jan 12 4. Jan 15	
31. MoET organizational structure and roles and responsibilities are updated and aligned	53AG	Re-establish the process of work which normally shared between TSC and the education services in regards to administrating teachers in the schools	1	1. Arrange a consultation meeting with TMU officers at TSC after formal appointment of Chairman and Secretary General. 2. Clearly spell out TSC/TMU responsibilities which will be delegated to ESD Basic and Secondary Unit 3. Re- establish an open/smooth pathway between TSC and ESD to carry allocated task.	1. January 2. March 3. June	Formalization for TSC Chairman and Secretary position. Non-alignment of responsibilities between TMU and Basic & Secondary.
1. School Financial Management Manual are updated	53AG	Soon as the new Regulation Order is formalized, organize awareness and training to the provincial officers and principals in the six provinces.	6	1. MoET to formalize the new Fee regulation order. 2. Develop the implementation plan.	1. February 2. May 3. June	Lack of Communication between Central, Province and School Lack of implementation plan of the policy and undefined roles

				3. Carry out the implementation plan in the six provinces + conduct trainings to provincial officers and principals.		and responsibilities from Central to Provincial Level.
15. Elimination of Grade Repetition	53AG	Policy to guide school administration and principals to stop overcrowding in schools developed	1	1. Collect more data from schools. 2. Analyze data as real evidences for overcrowding schools. 3. Develop draft policy 4. Consult with different stake holders for more inputs 5. Finalize policy with consultant assistance. 6. Launch policy for implementation	1. January 2. March 3. June 4. July 5. August 6. September	Network connectivity is a challenge for receiving data from schools and provinces in a timely manner. Lack of data analysis skills to produce clean and accurate data.
10. Children have equitable access to HPS and WASH in Schools (WinS) facilities	53AG	All schools in the six different Provinces to establish their HPS committee develop their work plans to implement	50	1. Develop the implementation plan and decentralize to all the six provinces. 2. Invite all school Principals and run a two days training as guide to establish their own school HPS committee. 3. Develop their school HPS policy and get the school council to approve for implementation.	1. April 2. May 3. June	This is a donor funding project (WHO) and will depend on donors' decision to fund the activity/timeframe. Logistics to get all primary school principals together will be a challenge due to geographical location and is likely to result in non - attendance for some principals.
27. Planning, Budgeting, Financing, and Reporting processes are strengthened	53AG	Standard activity calendar for Central and Provincial officers to follow throughout the year developed	6	1. Central staff to develop a calendar of common activities that continuously happen throughout the year. 2. Share the calendar with the respected officers in the province to input their view before finalizing the calendar for implementation. 3. Share the approved calendar to all the staff at the central and Provincial education office as yearly check list for the different activities. 4. Monitoring and evaluation process will be made before any due date of each activity to be submitted.	1. February 2. May 3. August 4. December	Clashing of activities between central units and Provinces leading to Provinces having more activities to implement than Central Ministry (Vice Versa).
	53AG	Primary and Secondary School Policy guideline to address School issues developed	6	1. Consult with schools on current issues and collect data on policies in place 2. Analyze data from all Provinces 3. Consult with Stakeholders 4. Finalize Policy with assistance from policy consultant	1. April 2. June 3. September 4. November	Data Collection from school and Province still a challenge with network connectivity for very remoted schools. Lack of Data analysis skills to produce clean and accurate data.

12. Strengthen community engagement	53AG	Primary school children to Japan to be part in the exchange of culture in APCC coordinated	6	1. Identify four (JAs) Junior ambassadors and one chaperon and submit the names to 2024 APCC organizing committee. 2. Prepare and submit official documents to the APCC office before required due dates. 3. Awareness to parents of their contribution for their children and preparation of passports 4. Team of 5 Travel to Japan, Fukuoka to take part in the APCC.	1. Jan 2. April 3. May 4. July	Selection of children since schools are on holiday Parents contacts, telephone & email address are always a challenge
	53AG	Accompany Yoshi to carry out the E-math Melanesia with the selected pilot schools in Port Vila.	6	1. Organize a presentation to the Director and MoET officers after selecting pilot schools. 2. Arrange observation in the different pilot schools and further assist the selected teachers with challenges faced 3. Evaluate the challenges on students' involvement.	1. February 2. March 3. May	Teachers contacts for better communications.
20. Schools use the relevant national curriculum	53AG	Schools have adequate teaching and learning resource especially for TC Kevin, TC Judy & TC Lola affected schools	30	1. Support and assist curriculum development unit to restock teaching and learning resources	1. May	
19. Assessment practices are harmonized	53AG	Internal and external assessment are contact in the school especially for TC Kevin, TC Judy & TC Lola affected schools	30	1. Support and assist examination and assessment unit with examination and assessment	1. November	
23. National Teacher Qualification upgrade policy is developed and implemented	53AG	School monitoring and teachers' observation especially for TC Kevin, TC Judy & TC Lola affected schools	30	1. Support and assist school base management in monitoring school and contacting teachers' observation	1. August	
19. Assessment practices are harmonized	53AG	Improvement of literacy & numeracy	1	1. Analysis 2023 Yr. 12 & Yr. 13 examination results 2. Develop strategy to improve weak areas in the examination. 3. Contact awareness	1. March 2. March 3. June	
23. National Teacher Qualification	53AG	Teachers' professional capacity development	2	1. Assist Shefa Education collect data for untrained teachers	1. March 2. May	

upgrade policy is developed and implemented				2. Assist Shefa Education office organize workshop for untrain teachers		
26. Teaching Service Staff Manual is implemented	53AG	Principal professional capacity development & Management	1	1. Assist and support SBM with Principal induction and appraisal	1. October	
20. Schools use the relevant national curriculum	53AG	Physical education & extra-curricular activities in schools	1	1. Assist and support National Sport Coordinator	1. October	
18. IT Policy is updated and implemented by 2030	53AG	Promote ICT & e-learning in provinces & schools	1	1. Coordinate eLearning (PeP) 2. Promote eLearning to school in Shefa	1. October 2. October	
10. Children have equitable access to HPS and WASH in Schools (WinS) facilities	53AG	National Education program (HPS, IE, EIE, SCE, WiNS, SC & GEIE)	1	1. Support and assist National Education programmes (HPS, IE, EIE, SCE, WiNS, SC & GEIE)	1. October	
12. Strengthen community engagement	53AG	Strengthen advocacy & communication (national policies & Education Act)	1	1. Develop communication strategy 2. Conduct Awareness	1. April 2. July	
13. Strengthen Disaster Risk Reduction and Management (DRRM)	53AG	Support the development of preparedness plan, response & recovery for schools	1	1. Support and Assist EIE officer	1. November	
14.Reduction in the number of the out of School Children	53AH	Schools are ready (infrastructure, teaching & learning resource, environment) to begin 2024 academic year – TC Lola affected schools	30	1. Recall principal and teachers to their school. 2. Contact the school principal to submit the school plan to begin 2024 academic year. 3. Coordinate, facilitate and assist the schools to restore the learning space. 4. Assist and support the schools to procure resources in preparation for the 2024 academic year.	1. Jan 8 2. Jan 11 3. Jan 12 4. Jan 15	
26. Teaching Service Staff Manual is implemented	53AH	Re-establish the process of work which normally shared between TSC and the education services in regards to	1	1. Arrange a consultation meeting with TMU officers at TSC after formal appointment of Chairman and Secretary General.	1. February 2. March 3. June	Formalization for TSC Chairman and Secretary position.

		administrating teachers in the schools.		2. Clearly spell out TSC/TMU responsibilities which will be delegated to ESD Basic and Secondary Unit. 3. Re- establish an open/smooth pathway between TSC and ESD to carry allocated task		Non-alignment of responsibilities between TMU and Basic & Secondary.
	53AH	School fee Regulation Order is formalized, organize awareness and training to the provincial officers and principals in the six provinces.	6	1. MoET to formalize the new Fee regulation order. 2. Develop the implementation plan. 3. Carry out the implementation plan in the six provinces + conduct trainings to provincial officers and principals.	1. February 2. March 3. May	Lack of Communication between Central, Province and School Lack of implementation plan of the policy and undefined roles and responsibilities from Central to Provincial Level.
	53AH	Policy to guide school administration and principals to stop overcrowding in schools developed	6	1. Collect more data from schools. 2. Analyze data as real evidence for overcrowding schools. 3. Develop draft policy 4. Consult with different stake holders for more inputs. 5. Finalize policy with consultant assistance. 6. Launch policy for implementation	1. January 2. February 3. March 4. April 5. May 6. June	Network connectivity is a challenge for receiving data from schools and provinces in a timely manner. Lack of data analysis skills to produce clean and accurate data.
	53AH	All schools in the six different Provinces to establish their HPS committee develop their work plans to implement.	30	1. Develop the implementation plan and decentralize to all the six provinces. 2. Invite all school Principals and run a two days training as guide to establish their own school HPS committee. 3. Develop their school HPS policy and get the school council to approve for implementation.	1. April 2. May 3. June	This is a donor funding project (WHO) and will depend on donors decision to fund the activity/timeframe. Logistics to get all primary school principals together will be a challenge due to geographical location and is likely to result in non - attendance for some principals.
	53AH	Literacy & numeracy improved	1	1. Analysis 2023 Yr. 12 & Yr. 13 examination results 2. Develop strategy to improve weak areas in the examination. 3. Contact awareness	1. March 2. March 3. June	
	53AH	Teachers' professional capacity development	2	1. Assist Shefa Education collect data for untrained teachers.	1. March 2. May	

				2. Assist Shefa Education office organize workshop for untrain teachers		
	53AH	Principal professional capacity development & Management	1	1. Assist and support SBM with Principal induction and appraisal	1. October	
	53AH	Physical education & extra-curricular activities in schools	1	1. Assist and support National Sport Coordinator	1. October	
	53AH	Promote ICT & e-learning in provinces & schools	1	1. Coordinate eLearning (PeP) 2. Promote eLearning to school in Shefa	1. October 2. October	
	53AH	National Education program (HPS, IE, EIE, SCE, WiNS, SC & GEIE)	1	1. Support and assist National Education programs (HPS, IE, EIE, SCE, WiNS, SC & GEIE)	1. October	
	53AH	Strengthen advocacy & communication (national policies & Education Act)	1	1. Develop communication strategy 2. Conduct Awareness	1. April 2. July	
	53AH	Support the development of preparedness plan, response & recovery for schools	1	1. Support and Assist EIE officer	1. November	
	53AH	Secondary School Policy guideline to address School issues developed	6	1. Consult with schools on current issues and collect data on policies in place 2. Analyze data from all Provinces 3. Consult with Stakeholders 4. Finalize Policy with assistance from policy consultant	1. April 2. June 3. August 4. November	Data Collection from school and Province still a challenge with network connectivity for very remoted schools. Lack of Data analysis skills to produce clean and accurate data.
	53AH	Schools have adequate teaching and learning resource especially for TC Kevin, TC Judy & TC Lola affected schools	30	1. Support and assist curriculum development unit to restock teaching and learning resources	1. May	
	53AH	Internal and external assessment are contact in the school especially for TC Kevin, TC Judy & TC Lola affected schools	30	1. Support and assist examination and assessment unit with examination and assessment	1. November	
	53AH	School monitoring and teachers' observation especially for TC Kevin, TC Judy & TC Lola affected schools	30	1. Support and assist school base management in monitoring school and contacting teachers' observation	1. August	
10. Children have equitable	53AJ	WASH in	1	1. Finalize WinS policy and facilitate approval. 2. Develop dissemination plan	1. March 2. April	

access to HPS and WASH in Schools (WinS) facilities		Schools' Policy framework available and operationalized		3. National level launch 4. Facilitate provincial level advocacy events	3. May 4. December	
	53AJ	WASH in School is included into the Schools Strategic Planning cycle	1	1. Ensure 3- star monitoring is included into compilation and printing of SSP resource documents. 2. Collaborate on SSP trainings led by SBM 3. Support SBM on monitoring of SSP and VNHS	1. March 2. October 3. December	
	53AJ	WASH in schools resources and training package is available to all schools	1	1. Finalize and print the facilities guide 2. Translate and print WIP package 3. Distribute Education toolkit to all schools 4. Review and update the training materials for facilitators	1. March 2. April 3. August 4. December	
	53AJ	WASH status at schools is annually monitored and reported	1	1. Official launch of WASH module in OV 2. Trainings of Provincial VEMIS officers 3. Support training of Principals by provincial VEMIS officers 4. Support provinces to monitor and validate WASH entries in OV by schools 5. Analyze and develop reports of WASH status as per OV entries	1. February 2. March 3. March till December 4. March till December 5. December	
	53AJ	WASH in schools advocacy plan available and implemented	1	1. Development of WASH in schools advocacy plan 2. Celebrate global WASH advocacy events at national, provincial, and school level. 3. Support the recognition incentives of outstanding WASH performing schools at provincial level	1. February 2. March till November 3. November	
	53AJ	WASH in schools activities are effectively coordinated	4	1. Host quarterly WinS technical working group meetings 2. Host quarterly WinS steering committee meetings	1. November 2. November	
	53AJ	Provincial WinS implementation plans are available and regularly reviewed	6	1. Analyze baseline and develop provincial level reports 2. Consult with provinces to support development of provincial level plans with annual targets	1. February 2. September	
	53AJ	All school have capacity to assess, plan and implement WASH activities in schools	600	1. Development of training plans targeting all schools. 2. Identify and train WinS resource team to conduct trainings.	1. February 2. March 3. December	Alignment of trainings with ESD training plan

				3. Implementation of trainings towards principals across 6 provinces		
	53AJ	WASH in schools capital investment plan is available	1	1. Analize baseline and identify infrastructure gaps 2. Develop infrastructure budget requirements to meet national targets 3. Consult, align and inform national level asset master plan on WASH capital investments needs	1. February 2. March 3. March	Lack of alignment of WASH needs into asset masterplan
	53AJ	Shefa WinS provincial consultation and baseline collection	1	1. Conduct provincial stakeholders' consultation 2. Conduct baseline collection 3. Analyze baseline and develop provincial level report	1. February 2. March 3. September	
	53AJ	Support Penama province on WinS improvement and sustainability	1	1. Provide 3 Star monitoring support 2. Provide infrastructure construction monitoring support 3. Support provincial WinS program review meeting	1. March 2. March 3. August	
13.Strenghten Disaster Risk Reduction and Management (DRRM)	53AJ	Number of Awareness and Advocacy on EIE policy	7	1. Develop the EIE policy awareness and advocacy 2. Develop awareness and advocacy plan 3. Implement the plan 4. Report on the activities	1. January 2. February 3. Ongoing 4. December	
	53AJ	Number of SBDRR Provincial Trainings conducted with stakeholders and school principals	6	1. Develop upscaling plan for the rest of the provinces 2. Do logistical arrangements 3. Conduct SBDRR trainings with school principals	1. February 2. April 3. November	
	53AJ	Number of Schools with School Disaster Management Plan developed, implemented, monitored and a report produced	100	1. Schools establish SBDRR committee 2. Support the training of the committees 3. Support the development of the School Disaster Management Plan 4. Support the implementation of the plan 5. Monitor the implementation 6. Produce report	1. May 2. June 3. June 4. July 5. November 6. December	
	53AJ	Number of trainings on the MoET contingency plan conducted and a report produced	1	1. Develop training package 2. Do logistical arrangements 3. Conduct trainings 4. Produce reports	1. February 2. March 3. March 4. April	

	53AJ	Strengthen coordination and understanding of the EIE	1	1. Develop and facilitate coordination training. package. 2. In house Training to Central office staff. 3. Discussions needs to be made between NDMO, MoET, IOM to strengthen Schools used as evacuation centres. (Education is an essential service) 4. Work with NDMO and IOM to review Evacuation centers guideline to suit Education Policies. (MoET Facility &Maintenance policy, WASH policy, Inclusive policy, Education in Emergency Policy). 5. Train and support single schools to develop their SBDRR policy & Plan. 6. Develop a monitoring strategic tool	1. February 2. March 3. April 4. April 5. May 6. July
	53AJ	Number of Education cluster meetings	4	1. Send notices of education cluster meetings 2. Cluster meetings convene 3. Meeting minutes documented 4. Action points executed	1. March 2. June 3. September 4. December
	53AJ	Monitor SBDRR practices in schools through provincial Education Officers via Safe School Officers	100	1. Review the monitoring tool 2. Train provincial officers & schools on the SBDRR monitoring tool 3. Practice using the tool using case studies 4. Reports produced 5. Monitor the SBDRR practices in schools	1. April 2. July 3. July 4. August 5. November
	53AJ	Support coordination of safeschool program in Shefa, Sanma and Penama	6	1. Fortnightly progress Meetings with the provincial Safe School Coordinators 2. Meeting minutes recorded 3. Outline way forwards and address challenges faced	1. January 2. June 3. December
	53AJ	Support the Awareness for School communities Linked to Safe Schools	100	1. Develop awareness package 2. Develop awareness plan 3. Develop awareness tools 4. Implement awareness 5. Produce Report	1. February 2. March 3. March 4. April 5. November
	53AJ	Support the National reflection and learnings of the Safe school programme	1	1. Support the logistics 2. Develop a program 3. Conduct the Reflection 4. Report produced	1. June 2. June 3. October 4. November

	53AJ	Support the inclusion of EIE in school activities into School Strategic plan & Budgeting	1	1. Consult with SBM on the activity 2. Get advice from SBM and implement 3. Monitor & support schools to incorporate WiNS into their strategic plan	1. February 2. February 3. March	
	53AJ	Support in Developing MOET Needs assessment dashboard	1	1. Consult with I.T and PPU team 2. Conduct meetings 3. Needs assessment Dashboard Developed	1. February 2. February 3. March	
	53AJ	School based Disaster Risk Reduction (SBDRR) Handbook Launched	1	1. Meetings conducted 2. Translated to French 3. SBDRR endorsed and launched	1. March 2. June 3. November	
	53AJ	EIE Policy Endorsed and launched	1	1. Meeting conducted 2. EIE Policy translated to French 3. EIE Policy endorsed and launched	1. March 2. June 3. October	
10. Children have equitable access to HPS and WASH in Schools (WinS) facilities	53AJ	Coordinate Health in School activities with the Provincial Education Office via provincial HPS committee	6	1. Receive HPS planning every year end for the following year 2. Proceed with financial processes for release of funds 3. Funds transfer to provincial HPS committee to implement activities	1. February 2. February 3. April	
	53AJ	Number of MHPSS trainings conducted in Shefa & support Tafea MHPSS trainings	2	1. Develop project proposals & MOAs 2. Formalize process 3. Do logistical arrangements 4. Conduct trainings 5. Reports produced	1. January 2. February 3. March 4. June 5. July	
	53AJ	Support the coordination of MHPSS awareness at the school levels through provincial education office	100	1. Coordinate the support to MHPSS awareness at school levels	1. June	
	53AJ	Train MoET central staff on MHPSS	1	1. Review MHPSS package for the training of MoET central staff 2. Do logistics arrangement 3. Conduct training 4. Report documented	1. February 2. March 3. April 4. May	
	53AJ	Conduct ½ day training on MHPSS before responding to an emergency	1	1. Develop a ½ day MHPSS program 2. Conduct the program 3. Report produced	1. March 2. June 3. August	
	53AJ	Support the coordination of HPV vaccinations with the	6	1. Disseminate information to provincial office 2. Maintain constant communication 3. Receive report	1. February 2. May 3. September	

		provincial education office via HPS Provincial committee				
	53AJ	Support the establishment of Counselling services in schools/ strengthening existing counselling services	100	1. Consult with provincial office 2. Support their planning 3. Establish/ strengthening counselling service 4. Receive report	1. February 2. May 3. July 4. September	
	53AJ	Support provincial HPS initiatives and identify areas of support	6	1. Receive HPS planning from each province 2. Consult with each province and identify areas of need 3. Support focus areas	1. February 2. June 3. August	
	53AJ	Support & strengthen the Mental Health Referrals from schools to clinics	1	1. Consult with Mental Heath central and northern units 2. Review the referral pathways 3. Communicate with schools 4. Implement the referral pathways 5. Monitor and report	1. June 2. July 3. August 4. September 5. October	
	53AJ	Number of quarterly HPS committee meetings	4	1. Send out meeting invites 2. Do logistical arrangements 3. Conduct meetings 4. Produce reports	1. March 2. June 3. September 4. November	
	53AJ	Support the inclusion of HPS in school activities into School Strategic plan & Budgeting	1	1. Consult with provincial office 2. Support the communications to schools by PEOs 3. Monitor the activity 4. Produce reports	1. February 2. May 3. July 4. October	
9. Children have equitable access to schools	53AJ	Number of awareness and advocacy in Inclusive Education and Training Policy	300	1. Review the IE & Training Policy awareness package 2. Do logical arrangements 3. Conduct trainings 4. Produce reports	1. February 2. March 3. March 4. July	
	53AJ	Strengthen data collection of children with disabilities and special needs in all 6 provinces	6	1. Consult with provincial office 2. Support the provincial coordinators to meet the annual targets 3. Sumit to kobo 4. Reports produced	1. February 2. March 3. June 4. August	
	53AJ	Support to IE Practices in schools	100	1. Receive IE provincial plan 2. Review the plan & identify the areas of support 3. Support the coordinators to implement the IE provincial plans	1. January 2. January 3. February and ongoing	

				4. Support the Monitoring of implementation plans 5. Report produced	4. June 5. November	
	53AJ	Number of IE Provincial coordinators meetings conducted	48	1. Maintain the IE provincial meetings 2. IE coordinators update on the progress of work for the week 3. Identify challenges and way forward 4. Meeting minutes produced and communicated	1. January 2. October 3. October 4. November	
	53AJ	Number of IE steering Committees meetings conducted	4	1. Do meeting invites 2. Do logistics arrangements 3. Conduct meetings 4. Meeting minutes produced and documented 5. Execute action points of the meetings	1. March 2. June 3. September 4. November	
	53AJ	Support to in-service/ pre-service IE teacher training	2	1. Consult with SOE on the IE teacher training 2. Maintain constant communications 3. Support the IE-In-service teacher training 4. Reports produced	1. January 2. May 3. July 4. September	
	53AJ	Support the coordination of the roll out of IEP in all provinces through provincial Education Office	100	1. Refresher trainings on IEP 2. Develop roll out of IEP plan 3. Implement the plan 4. Monitor and support 5. Reports produced	1. February 2. March 3. March 4. June 5. August	
	53AJ	Strengthen the referral pathway of identified students for available services	1	1. Support the training of provincial IE coordinators /staff on the IE referral pathways 2. Implement the pathways 3. Monitor and support 4. Implement any corrective actions 5. Adjust the document 6. Produce reports	1. February 2. March 3. June 4. July 5. August 6. September	
	53AJ	Conduct trainings on IE concepts to provincial education staff & stakeholders	6	1. Do logistics arrangements 2. Conduct trainings on IE concepts to provincial staff & stakeholders 3. Reports produced	1. March 2. April 3. May	
	53AJ	Support the inclusion of IE in school activities into School Strategic plan & Budgeting	1	1. Consult with SBM & with provincial Ed office 2. Support provincial office to ensure IER in accommodated in the SSP 3. Monitor and support schools	1. February 2. May 3. September	
	53AJ	Field Trip learning program	1	1. Negotiate with the overseas counterparts 2. Do logistics arrangements	1. March 2. April	

				3. Do the field trip 4. Report & execute learning	3. May 4. July	
	53AJ	Bi-annual Meeting	1	1. Do logistics 2. Develop program 3. Implement activity 4. Produce report	1. February 2. May 3. September	
	53AJ	IE Teacher placement policy	1	1. Consult on the teacher placement policy with the stakeholders 2. Refine the policy 3. Approve and launch the policy 4. Handing-over of the Policy by Director ESD to TSC chairman	1. January 2. February 3. March 4. June	
	53AJ	Roll-out of Behavioral change campaign	6	1. Develop scale-up plan 2. Roll out the national plan through PIECs network	1. June 2. July & ongoing	
12. Strengthen community engagement	53AJ	Suango Bilingual Community school, Vila East School, Vila North school, Ecole Centre Ville, Seaside Community School and Freshwota Bilingual School works with MOET to review the school-based policies and implement the changes proposed.	6	1. Review the school policies 2. Make changes to the policies and align with the MoET national Policies	1. February 2. December	
	53AJ	Re-orientation of the SCE concept to the 6 pilot schools	1	1. Conduct Logistics arrangement for the training 2. Training conducted 3. Report produced	1. February 2. June 3. June	
	53AJ	Conduct SCE Trainings for Teachers in Suango Bilingual Community School, Vila North School, Vila East school, Ecole Centre Ville, Seaside community school and Freshwota bilingual school on Efate specifically on SCE lesson plan development	6	1. Conduct logistics arrangement for the training 2. Review training package 3. Train School Teachers 4. Help each school set up School SCE club 5. Help each school set up Papa/Mama's (Parents) SCE club 6. Work with School heads and SCA to identify SCE community facilitators for 2 pilot schools 7. Reports produced	1. February 2. March 3. April 4. May 5. June 6. July 7. August	
	53AJ	Review of Teacher's guides	5	1. Conduct logistics arrangements 2. Conduct the review workshop 3. Report produced	1. January 2. March 3. April	

	53AJ	Provide Provincial advocacy on SCE Teacher's Guide and Introduction and ToT to other Education Officers and stakeholders in the other 5 provinces	12	1. Conduct logistics arrangements 2. Conduct the TOT training 3. Reports produced	1. May 2. June 3. July	
	53AJ	Monitor/observe teachers of the 6 SCE pilot schools in their rollout of SCE learning in the classrooms esp. on the use of SCE Lesson plans	1	1. Draw up the observation and monitoring plan 2. Share with the 6 schools 3. Do the support visits 4. Produce reports	1. August 2. September 3. November 4. November	
	53AJ	School visits to the 6 SCE pilot schools using the SCE Checklist and using the Policy Handbook to assist schools to develop one Policy to support SCE teaching/learning	6	1. Begin consultations with stakeholders to develop policy guideline for SCE program in schools 2. Consultation report produced 3. Report produced	1. August 2. September 3. November	
	53AJ	Support the inclusion of SCE in school activities into School Strategic plan & Budgeting	1	1. Consult with SBM & with provincial Ed office 2. Support provincial office to ensure SCE is accommodated in the SSP 3. Support monitoring and support to schools 4. Produce monitoring reports	1. January 2. February 3. August 4. September	
9. Children have equitable access to schools	53AJ	Number of awareness and advocacy on GEIE policy	6	1. Develop awareness and advocacy package on GEIE 2. Develop awareness plan 3. Conduct awareness 4. Produce report	1. January 2. February 3. March 4. December	
	53AJ	Provincial Women in education leadership network coordinated and supported in the provinces	6	1. Support the annual plan of the women in education leadership in the 6 provinces 2. Monitor the activities and provide corrective actions 3. Produce reports	1. February 2. June & July 3. August	
	53AJ	Negotiate funding for girls in STEM	1	1. Develop concept note based on research findings & recommendations 2. Negotiate funding for activity 3. Develop project proposals and MOAs 4. Submit for GIP codes 5. Follow up with project officer 6. Receive project funds	1. February 2. March 3. April 4. June 5. July 6. September	

	53AJ	Gender equity in education Policy review	1	1. Develop Term of reference for the review Policy review team 2. Facilitate the appointment of the review team 3. Draw up a plan of the review of the policy 4. Implement the plan 5. Endorse the policy	1. January 2. February 3. March 4. April 5. December	
17. Development and Implementation of the Policy Development Guideline	53AJ	Number of awareness, advocacy and trainings on child safeguarding	6	1. Develop awareness and advocacy package on GEIE 2. Develop awareness plan 3. Conduct awareness 4. Produce report	1. January 2. February 3. June 4. July	
	53AJ	Develop guidelines for case management at school and provincial level	1	1. Consult with stakeholders 2. Develop guidelines 3. Review and finalize 4. Present to SMT for endorsement 5. Share with provincial officers and provide guidance and advise on case management	1. January 2. February 3. March 4. April 5. June	
	53AJ	Child Safeguarding & student welfare Policy is mainstreamed into existing school policies	1	1. Consult with provincial officers 2. Provide guidance on the mainstreaming and alignment of schools' policies to the National MoET CS& Welfare policy	1. June 2. July	
	53AJ	MoET Staff, provincial Education staff & stakeholders and school staff are trained in code of conduct and pledge their commitment to protect the students under their care	100	1. Review training package 2. Conduct logistical arrangements with provinces 3. Conduct trainings 4. Reports produced	1. June 2. July 3. August 4. September	
	53AJ	Enhance referral pathways for students being abused at school	1	1. Do awareness and advocacy on the student referral pathways	1. July	
	53AJ	Support the inclusion of CS&W in school activities into School Strategic plan & Budgeting	1	1. Consult with SBM & with provincial Ed office 2. Support provincial office to ensure SCE is accommodated in the SSP 3. Support monitoring and support to schools 4. Produce monitoring reports	1. January 2. February 3. August 4. September	
	53AJ	Policy review	1	1. Develop Term of reference for the review Policy review team 2. Facilitate the appointment of the review team 3. Draw up a plan of the review of the policy 4. Implement the plan	1. January 2. February 3. March 4. April 5. December	

				5. Endorse the policy		
9. Children have equitable access to schools	53AJ	National PE plan developed	11	1. Re-enforce the school PE lessons and hours allocation 2. Monitor through PEO office 3. Implement corrective actions through provincial office to address PE needs in schools 4. Produce reports	1. January & February 2. March 3. April 4. July	
	53AJ	Lessons learnt from SHEFA inter-secondary school sports coordinated & a report produced	1	1. Do stakeholders mapping and map stakeholders working in this space 2. Do invitations 3. Conduct lessons learnt 4. Produce reports	1. May 2. June 3. July 4. September	
	53AJ	Games Charters Plan developed, finalized and communicated to provinces and stakeholders	1	1. Develop 2025 inter-secondary school sports plan 2. Coordinate the establishment of the committee 3. Meet to deliberate on the plan considering the 2023 feedbacks & inputs 4. Finalize plan 5. Communicate the plan to provinces and stakeholders	1. April 2. June 3. July 4. September	
	53AJ	National inter-secondary school sports budget developed and fundings negotiated	1	1. Develop National Inter-secondary school sports budget 2. Develop NPP proposal 3. Negotiate fundings with donor partners 4. Continually update the SMT on the progress 5. Produce report	1. April 2. June 3. July 4. August 5. September	
	53AJ	Support the establishment of LOC for 2025 Games	1	1. Coordinate the establishment of the LOC for the 2025 games 2. Develop their TOR 3. Communicate with the SMT for endorsement 4. Share the TOR with the LOC members 5. Draft the LOC plan of action 6. Coordinate the execution of the plan	1. April 2. May 3. June 4. July 5. August 6. September	

4.5.1 Torba Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
20. Schools use the relevant national curriculum	53CA	ECCE curriculum implemented	11 ECCE by June	1. To prepare plan for support training. 2. To assist MEO's to improve reading program/activities in schools. 3. To monitor progress of activities in schools. 4. To support the development of vernacular teaching materials.	1. February 2. July 3. November 4. November	
	53CA	Reflection and awareness conducted in Primary Schools	5 Primary Schools (Motalava /Ureparapara) by June	1. To arrange logistic. 2. To carry out reflection exercise and awareness 3. Prepare report.	1. Feb 2. Mar 3. Mar	Weather
		Primary teachers' refresher training on curriculum delivered.	5 Primary Schools by June	1. To arrange logistic. 2. To develop training material 3. To deliver refresher training 4. Prepare report	1. Mar 2. Mar 3. April 4. April	
	53CA	Classroom Assessment and Reporting workbook workshop delivered	3 Primary schools (Torres) by June	1. To arrange logistic. 2. To arrange training material 3. To deliver training 4. Prepare report	1. Mar 2. Mar 3. May 4. June	
	53CA	Classroom Assessment and Reporting workbook workshop monitored	15 Schools	1. To collect evidence of workshop from quarter reports	1. Mar, June, Sept	
	53CA	Secondary School Curriculum Implemented	4 Secondary School, 1 Senior Secondary School by November	1. To monitor and support the implementation of year 7 and year 11 (FLE) 2. To prepare monitoring report.	1. Mar, June, Sept, Dec 2. Mar, June, Sept, Dec	

	53CA	FLE provincial activities implemented	4 Secondary Schools and catchment area by November	1. To review and approve FLE annual activity. 2. To monitor and support FLE in and out of school. 3. To coordinate implementation of activities. 4. To report on progress of implementation.	1. March 2. May, August 3. May, August 4. Mar, June, Sept	
	53CA	School annual PD plan developed	100% of ECCE, Primary and Secondary by April	1. To prepare guide to assist development of plan. 2. To receive plans from schools	1. Jan 2. Feb	
	53CA	PD Plan implemented and reported.	100% of ECCE, Primary and Secondary by Nov	1. To assist Principals to record Teachers Achievement after PD in teachers' observation. 2. To receive progressive reports through quarter reports 3. To recommend update of PD achievement for teachers into teachers details in OV or teachers' files.	1. May, August 2. Mar, June, Sept, Dec 3. Oct	
	53CA	School Literacy Improvement Plan developed	24 Primary Schools by April	1. To assist schools to identify literacy needs. 2. To assist schools to prepare and submit literacy improvement plan.	1. March 2. April	
	53CA	School Literacy Plan monitored	24 Primary Schools by Nov	1. To monitor school literacy planned activities through spot checks and questionnaire. 2. To receive quarter reports that include school literacy activities.	1. May, Aug 2. Mar, June, Sept,	
	53CA	School Numeracy Activity Plan Develop	24 Primary Schools by April	1. To assist schools to identify numeracy needs. 2. To assist schools to prepare and submit numeracy improvement plan.	1. May, Aug 2. April	

	53CA	School Numeracy Activity Plan monitored	24 Primary Schools by Nov	1. To monitor school numeracy planned activities through spot checks and questionnaire. 2. To receive quarter reports that include school numeracy activities.	1. May, Aug 2. Mar, June, Sept,	
	53CA	Physical Education in schools strengthened	4 Secondary Schools, 12 Primary schools	1. To correspond with schools on inclusion of PE in timetable with greater emphasis. 2. To support secondary schools recruit PE teachers. 3. To assist schools, link National Federations with schools and Area Councils. 4. To monitor PE activities in schools through report of activities.	1. Feb 2. Mar 3. July 4. Mar, June, Sept	
23. National Teacher Qualification upgrade policy is developed and implemented	53CA	Teachers are engaged in programs for further studies.	10 Teachers by Nov	1. To access avenues and support teachers to improve their profession in higher institutions. 2. Avenues for formal PD provided to teachers. 3. Assist teachers for further studies.	1. July 2. Sept 3. Oct	
10. Children have equitable access to HPS and WASH in Schools (WinS) facilities	53CA	WASH facilities in schools are improved.	10 ECCE 10 Primary schools 3 Secondary schools by Sept	1. To support the development of WASH facility in schools 2. Monitor reports for implementation. 3. To coordinate inclusion of WASH activities in SSP/EIP in following year plan.	1. Sept 2. Sept 3. Sept	
	53CA	HPS provincial activities implemented	1 plan by Nov	1. To review and approve HPS plan. 2. Coordinate implementation of activities. 3. To report on progress of implementation.	1. Mar 2. Mar, June, Sept, Dec. 3. Mar, June, Sept, Dec.	

19. Assessment practices are harmonized	53CA	National reporting and assessment policy implemented	10 ECCE 9 Primary schools by November	1. To identify schools in each zone. 2. To use kobo forms to monitor. 3. To remind Principals and MEO's to support teachers to keep accurate records of students' academic progress. (Attainment and progress) through letter and other means. 4. To monitor teachers and Principals feedback to parents/guardians on the progress of student achievement.	1. Feb 2. Mar, June, Sept 3. Feb 4. Mar, June, Sept	
	53CA	National exam results are communicated.	100% Primary and Secondary Schools	1. To assist principals to include VANSTA and national results analysis (termly) in Annual Academic Calendar (Plan). 2. To monitor quarter report on analysis activity.	1. Feb 2. Mar, June, Sept, Dec	
	53CA	National exam results are communicated	10 communities by November	1. To inform communities on VANSTA and National Results through awareness.	1. Nov	
18. IT Policy is updated and implemented by 2030	53CA	Use of ICT increased in schools through multiple actors.	2 Secondary Schools by June	1. To assist schools to set up e-learning platform. 2. To coordinate the establishment of computer lab in schools 3. To support schools to include ICT for learning in SSP.	1. Nov 2. Nov 3. Nov	
	53CA	Teaching and Learning supported by VSAT or other internet access	11 Schools by Nov	1. Monitor school to report use of VSAT or Internet access to support teaching and learning in quarter report.	1. Mar, June, Sept, Dec	
27. Planning, Budgeting, Financing, and Reporting processes are strengthened	53CA	Provincial Office managed. Schools are managed	10 units 41 ECCE 27 Schools	1. To manage PEB grant, its use and reporting. 2. To oversee provincial units' activities. 3. To oversee Curriculum activities. 4. To oversee EAU activities.	1. Mar, June, Sept, Dec 2. Mar, June, Sept, Dec	Each unit will develop an individual activity aligned with this

				5. To oversee National Program activities	3. Mar, June, Sept, Dec 4. Mar, June, Sept, Dec 5. Mar, June, Sept, Dec	plan and their JD's.
	53CA	Schools are visited	10 schools by Nov	1. To prepare logistics for travel 2. To visit selected schools	1. Feb 2. Mar, Aug	Weather and flight issues.
	53CA	New office building project supported	1 project document completed by May	1. To communicate with Facilities Unit on new building. 2. To liaise with Facilities on office plan. 3. To complete GIP project for the office building.	1. Jan 2. Feb 3. May	Assistance/Guidance needed to complete project document
	53CA	New staff house building project supported	1 project document completed by May	1. To communicate with Facilities Unit on new building. 2. To liaise with Facilities on staff house plan. 3. To complete GIP project for the staff house building.	1. Jan 2. Feb 3. May	Assistance/Guidance needed to complete project document
	53CA	Principals' Conference conducted.	Principals Conference conducted by June 2024	1. To inform schools of the Conference. 2. To prepare logistics. 3. To conduct Conference. 4. To provide report.	1. Jan 2. Feb 3. April 4. May	Weather
	53CA	Principal Leadership and Management Training coordinated	1 training by Dec	1. To liaise with VESP and APTC. 2. To provide assistance to the participants attending the training.	1. Jan 2. May, Aug, Dec	Training to be funded by VESP and facilitated by APTC
	53CA	Teachers are observed.	100% Teachers of ECCE, Primary, Secondary	1. To monitor Principals and MEO's observation for teachers. 2. To collect report on teachers' observation.	1. May, Aug, Nov 2. Nov	
	53CA	Principals are appraised.	10 Principals by August	1. To identify Principals for appraisal. 2. To conduct appraisal.	1. Feb 2. Aug	Weather

	53CA	School Strategic Plan (SSP)/ ECCE Improvement Plan (EIP) document uploaded. SSP/EIP Progressive report completed and available.	27 Schools 41 ECCE by February	1. To monitor principals' and ECCE teachers update on SSP. 2. To support submission/upload of annual Plan to OV. 3. Monitor completion and submission of progressive reports. 4. To provide assistance to schools to complete plan for following year.	1. Feb 2. Feb 3. April, July, Oct, Dec 4. Oct.	
9. Children have equitable access to schools	53CA	Awareness on inclusive policy is conducted to ECCE	Awareness conducted to 41 ECCE by June 2024	1. To identify and prioritize schools to visit. 2. To prepare travelling logistics. 3. To conduct awareness. 4. To produce awareness summary report.	1. Feb 2. Feb 3. Mar 4. Mar	
	53CA	Screening of schools (to identify disability) is conducted	Screening conducted to 41 ECCE & 4 secondary school by June 2024	1. To identify and prioritize schools to be visited for screening 2. To prepare travelling logistics for screening 3. To conduct screening exercise 4. To document screening report 5. To enter data screening data to Kobo.	1. Feb 2. Feb 3. Mar 4. Mar 5. May	
	53CA	Awareness on inclusive policy is conducted to Primary Schools	Awareness conducted to 24 Primary by June 2024	1. Identify and prioritize schools to be visited 2. Prepare travelling logistics 3. Conduct awareness 4. Produce awareness summary report	1. Feb 2. Feb 3. Mar 4. June	
	53CA	Individual Education Plan is developed	41 ECCE, 24 Primary, 4 Secondary School by June	1. To use screening data to identify students for IEP. 2. To Train teachers and MEO's to prepare IEP. 3. To monitor implementation of the plan.	1. April 2. June 3. Nov	
11. Existing schools are rationalized and areas of need for	53CA	Schools are rationalized	1 school by October	1. To revisit NSIDP for Torba Schools. 2. To have two final consultations with Motalava Community. 3. To rationalized Telhei and Wongyeskei.	1. Mar 2. April, July 3. Oct	

new schools are justified	53CA	Santa Maria French Secondary School is re-established.		1. To consult with communities on reopening. 2. To meet curriculum requirement for the reopening. 3. To meet staffing requirement.	1. Feb 2. June 3. June	
	53CA	New school plan documented and submitted. BLMS Year 11 Francophone BLMS Year 11 Science Telhei Year 11 Arts and Science. Bagavegug Secondary.	1 plan document by May	1. To prepare consultation plan. 2. To consult with Sola, Motalava and Toga Community. 3. To develop the set-up plan. 4. To get approval from PEB. 5. To submit the plan to ESD Central office.	1. Jan 2. Mar 3. April 4. May 5. June	
	53CA	Provincial Vocational School plan developed	1 plan document by May	1. To prepare consultation plan. 2. To consult with Motalava Community. 3. To develop the set-up plan. 4. To get approval from PEB. 5. To submit the plan to ESD Central office.	1. Jan 2. Mar 3. April 4. May 5. June	
12. Strengthen community engagement	53CA	Parental Support Program is implemented	10 ECCE branch by October	1. To monitor community- based PSP training to parents. 2. To report the implementation of the training.	1. Feb, April, July Sept 2. Feb, April, July Sept	
	53CA	Torba School Education Authority Group is established. (Provincial SEO)	1 Group by September	1. To plan consultations with all Education Authorities in Torba. 2. To consult with EA's. 3. To Establish Torba Educational Authority Group.	1. Feb 2. Mar 3. June	

4.5.2. Sanma Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
25. Teacher registration and licensing policy is developed and implemented	53CB	Awareness conducted on registration and discipline policies to #school principals & school chairman by strengthening &improving Attitude and Value in their school communities. (	Awareness on registration, strengthening & improving Attitude and Value with discipline policies to 20 ECCE, 20 primary and 20 secondary schools by November.	1. To identify principals and school chairman to begin awareness workshop on registration and discipline policy with, 2. To get approval on the list of the school principals and the chairman by the PEO, 3. To draft an invitation letter to communicate the purpose of the awareness to the school principals and the chairman, 4. To disseminate letters to all principals and school chairman, 5. To prepare logistical arrangements and awareness materials 6. To conduct awareness 7. To produce a summary report on the awareness	1. March 2. March 3. April 4. April 5. April 6. May 7. June	
	53CB	SANMA School Principals, School Council Chairman Conference/meeting was organized and contacted in Luganville.	100 school principals and school Chairmans are equipped with information to improve academic performance	1. Set Conference/meeting dates 2. Plan and budget the Conference 3. Meeting with the SANMA Education Unit officers and SANMA	1. March 2. April 3. April 4. April 5. April 6. April 7. May 8. June	

				School Principals Association 4. Apply for fund for the conference/meeting 5. Preparations for the meeting and work on Logistics 6. Prepare and send letter or notification emails and messages for the Conference/meeting. 7. Coordinate the conference/meeting 8. Work on resolutions of the meeting 9. Monitor school Academic activities.	9. August. - November	
	53CB	SISSA & National Secondary School Games	Coordinate the SANMA Principals Association in Preparations of the National Secondary School Games 2025.	1. The SANMA Education Office to work with the SANMA Principals association to Plan and Budget on the attendance of the SANMA and Luganville Students Participation for the National Games.	1. February & March	
	53CB	32. Finalize and implement communication strategy (Inclusive of communication before/during/after disaster)	To improve the SANMA Education communication strategy.	1. The EEWG/Cluster prepare a training with Zone Focal Persons, AAs, 2. All school contacts and emails are collected. 3. Inform all school Principals about the Focal Persons within their Zones and their roles and responsibilities. 4. Effectively use these focal persons in	1. February. 2. February 3. March. 4. December	

				Peacetime and when a disaster arises.		
	53CB	33. Protocol for use of emails and social media including Facebook and Websites and Processes for Right to information are established and implementation		5. PEO Office to Prepare letter to remind School Principals on the protocol for use of emails and social media including Facebook and websites and the processes for the right to information. 6. The PEO office makes sure that effective communication between the office and schools is implemented. **7.** Monitor and remind School Principals who do not respond to urgent messages, tasks send via means of communications stated.	1. February 2. February – Nov 3. Feb- Nov	
17. Development and Implementation of the Policy Development Guideline	53CB	Training on Developing school rules and policies conducted	Conduct Workshop for Key Teachers, 11 Primary and 1Secondary School Key teachers (Sanma 12 Area Councils)	1. Discuss teacher's workshop with PEO 2. Prepare invitation Letters for teachers. 3. EO to sign letters for teachers attending workshop. 4. Request an officer from SBM to conduct the training through PEO Sanma 5. Prepare Budget with PFO 6. Liaise with PFO to Fill imprest form for budget 7. Coordinate Workshop logistics	1. April 2. April 3. April 4. April 5. April 6. April 7. April 8. May 9. May	

				8. Conduct Workshop 9. Prepare report of Workshop done and submitted to PEO Sanma plus Imprest Acquittal		
27. Strengthen Planning, Budgeting, Financing, and Reporting processes	53CB	-School Visits -Monitoring tools & Awareness. (Templates & Checklist)	Visit Schools in West Coast Santo and North West Santo 1/9 Primary Schools 2/1 Junior Secondary School	1. Discuss school visit with PEO 2. Prepare Monitoring Tools and Check List 3. Show &Discuss the tools with PEO and get approval. 4. Liase & Prepare Budget with PFO 5. Fill Imprest Form with PFO 6. 6.Prepare school visits logistics 7. Conduct the school visits 8. Prepare &submit the school visits to PEO plus Imprest Acquittal	1. June 2. June 3. June 4. June 5. June 6. June 7. June 8. June	
1. School Financial Management Manual are updated	53CB	Refresher Finance Training conducted & delivered to newly contracted Principals for 3 Secondary & 10 Primary Schools.	Refresher Financial Training is conducted to newly contracted Principals of 3 Secondary School & 10 Primary Schools by end March.	1. To identify the school's Principal to attend Financial Refresher training. 2. To Prepare Training Materials for the Training. 3. To get an approval on the list of school Principals by PEO. 4. Communicate to school Principals to attend School Financial Training.	1. February 1 2. February 6 3. February 4. February 5. March 6. March 7. March	

			5. To prepare the logistics for the Financial Refresher Training. 6. To Deliver School Financial Manual Training to the Principals. 7. Report provided.		
53CB	Monitoring & Verification visit to Schools on Financial Management Manual to 87 Primary Schools and 15 Secondary Schools.	Monitoring visits to school is conducted to 87 Primary & 15 Secondary School Principals by end of November.	1. To prepare a plan for Monitoring visits. 2. To identify the schools for Monitoring Visit on School Financial Management manual. 3. To get an approval by PEO on the list Schools. 4. To inform school principals on Monitoring Visit. 5. Monitoring visits being carried out to the principals. 6. Report provided.	1. May 1 2. May 3 3. May 3 4. May 10 5. May 20 6. May 31	
53CB	Reporting of Financial Reports for Sanma Primary & Secondary Schools.	90% of Primary and Secondary School Finance reports updated and uploaded into the Open VEMIS by November.	1. To inform all School Principals to submit Monthly, Quarterly and Annual reports. 2. To get an approval on financial reports by PEO. 3. To ensure Approved Reports must be return to schools for upload into the OV. 4. Register schools that submit their Financial Reports.	1. March 31 to Dec 15 2. March 31 to Dec 15 3. March 31 to December 15 4. Mar 31 to Dec 15 5. End of Quarter.	

				5. Produce feedback to School Principals who submit their reports.		
	53CB	Coordination of Office Grant, Manage Payables and Receivables for PEO.	Financial Report for Office Grant is Managed & updated by November	1. Expenses for the Office. 2. PEB Bank Statement must be collected & updated daily with Expenses and Income. 3. Bank all receivables. 4. Prepare PV & Cheque for Payables. 5. Payment of supplies. 6. Filing of receipts and payments. 7. Update cashbook payment. 8. Submission of Acquittal Imprest.	1. Jan 1 to Dec 15 2. Mar 31-Jun 30- Sep 30- Dec 15 3. Jan 1 to Dec 15 4. Jan 1 to Dec 15 5. Jan 1 to Dec 15 6. Jan 1 to Dec 15 7. Jan 1 to Dec 15 8. Jan 1 to Dec 15	
6.School Maintenance Manual reviewed and updated	53CB	6.School Maintenance Manuel reviewed and updated	Targeted N# of schools: ECCE – 50 PS – 50 SS- 15	1. Provide Assistant to school Principal and teachers about Maintenance Manuals how to Operate Maintenance in a School Structures. 2. Provide Assistant to school Handyman/Maintenance officer to understand how to Retrofitting safe school structures according to engineers and Architectures Designs.	1. By May 2024 2. By May 2024	
8.School Plumbing Maintenance Manual reviewed and updated	53CB	8.School Plumbing Maintenance Manuel reviewed and updated	Targeted N# of schools: ECCE – 50 PS – 50 SS- 15	1. Revise the school plumbing Maintenance manual to include sustainable plumbing requirements.	1. February 2. March	

				2. Distribution of school Plumbing Maintenance Manuel to all schools		
7.Asset master plan developed and approved	53CB	7.Asset Master plan develop and approved	Targeted N# of schools: ECCE – 50 PS – 50 SS- 15	1. MoET SANMA Asset Registry updated 2. ECCE, Primary and Secondary school assets registry check and updated.	1. March 2. April- May	
9.Children have equitable access to schools	53CB	1. Inclusive Education Policy reviewed and implemented.	15 Schools (8 ECCE, 7 primaries).	1. Review and establish a development plan and budget. 2. Prepare training logistics 3. Conduct awareness to the schools and train school IE teachers, deputies and principals who ready to write their school inclusive policy 4. Visit to schools that have gone through IE Trainings to follow up with the progress of inclusive Policy. 5. Document the activities conducted and do final report and recommendations delivered.	1. February – March 2. February 3. March 4. May 5. Monthly report on school visits.	Big Bay Inland/Coast. West and North West. South Santo 2 Area and Araki South Santo Area 1 East Coast Luganville
	53CB	1. Children have equitable access to schools 2. Implementation of Individual Education Plan.	15 Schools (8 ECCEs, 7 primaries).	1. Review and establish a development plan and budget 2. Prepare training logistics 3. Contact awareness to schools and communities 4. Visit to schools and that having gone through IE Trainings to follow up with the progress of the	1. August 2. August 3. September 4. September 5. October 6. October.	

				IEP. Outreach to communities. 5. Monitoring to schools on the IEP progress 6. Document the activities conducted and do final report and recommendations delivered.		
4. Equitable access to quality education is monitored	53CB	8. Learning and Teaching is informed by assessment data, explicitly attainment and progress of all pupil groups, with a particular focus on externally validated data, to ensure constant improvement of pupil learning and the efficiency of the education system	(Training of the Class base Assessment Hand Book) – CDU and the Reporting Guideline Target Schools X 15 PS	1. Prepare a plan for the Class Base Assessment Book and Report Guideline workshop. 2. Choose 15 Primary pilot schools, 3. Prepare Budget for the training 4. Prepare Logistics 5. Send invitation to school Academic teachers 6. Contact training 7. Make sure Participants contact school base with their teachers 8. Monitor Progress on the use of these CDU products in the schools 9. Provide report to PEO and the Schools.	1. January 24 2. January 26 3. January 30 4. January 30 5. February 19 6. March -May - 7. March – May 8. May 31 9. June	
	53CB		Support the improvement of literacy & numeracy in 45 Primary schools. • School Principals, Year 4 Teachers	1. Identify Literacy & Numeracy Challenging schools 2. Work on Training package. 3. Work on planning and Budget submit to PEO for approval	1. March 04 – 15 2. March 04 – 15 3. March 19 4. March 20 5. April 8 – 12 6. April 19	

			literacy Training. Year 1 – 3 Phonics Training	4. Coordinate Logistics and communicate information to schools 5. Contact training 6. Facilitators Report to PEO		
	53CB	10.Ensure all of teachers are making demonstrable use of assessment data in planning learning and teaching activities, catering the specific needs of individual students	Teacher support training conducted for Junior and Senior Language and Maths. Encourage effective subject clubs X 9 JSS X 8 SS	1. Meet with the SANMA Principals Association and it's Academic Committee to discuss on how best we can improve and help Subject teachers clubs for Academic discussion and trainings, 2. Plan Subject teacher's club trainings and meetings 3. Budget the trainings and organize with schools to be responsible to fund the teachers for trainings towards academic improvement, 4. Allow the SANMA Principals Association Academic team to coordinate the programs 5. SANMA Education office to support and monitor.	1. February 9 2. February 19 3. March 15 4. March 18 5. April to November.	
23. National Teacher Qualification upgrade policy is developed and implemented	53CB	78. Professional development for teachers (School & Zone base)	Effective PDP for Techers School Base Refresher training reported on. Revive Zone base assessments and Provincial	1. Assist Schools to Prepare school Base PDP for Curriculum Improvement support and submit to Provincial SBM unit 2. Coordinators monitor the improvement	1.January 24 2.March 1 3 March 6 4.	

			Monitoring for quality teaching. X 6 Area	support programs and give support for improvement. 3. School Spot check Visits on School Base PDP for teachers on loose Fridays (Plan to be submitted separately to PEO) 4. Coordinators Report to PEO	
	53CB	79. Provide Support and monitoring for effective teaching practices.	70 primary and 50 SS Principals and teachers are observed for improvement.	1. To identify and select schools in desperate need for improvement 2. To advice principals on monitoring and evaluation of pedagogies. 3. Principals to submit monitoring and evaluation reports to PEO. 4. PEO to verify submitted information 5. PEO to provide feedback to schools	1. By end of March 2. By end of June 3. By end of July 4. By mid – August 5. By end of October
29. School Improvement Unit Policy is developed and implemented	53CB	Training delivered to Schools in developing their SIP/SSP.	SPEA and Coordinators Deliver training to 15 Primary School Principals & 5 Secondary School Principals By July.	1. To Identify Schools with difficulties in Preparing and reporting SIP / SSP. 2. To develop a support training plan 3. To get approval from the PEO 4. To prepare SIP/SSP training logistics arrangements 5. To communicate to the school Principals & SC Chair	1. January 16 2. January 18 3. January 22 4. January 22 5. January 22 6. February 16

				6. To Conduct SIP/SSP Training on planning & Reporting		
10. Children have equitable access to HPS activities and equable access to quality WASH in schools' facilities.	53CB	3-star approach in schools is improved	20 Primary Schools 2 Secondary Schools. 3-star approach is improved by October	1. To prepare plan and budget 2. To seek approval 3. To apply for Imprest 4. To prepare logistics 5. To conduct school visit, support and refresher training on WINS with key five (5) Area Executive Principals Committee. 6. To prepare report	1. January 30 2. February 15 3. February 15 4. February 15 5. February 19 – March 01. 6. March 8	
	53CB	BMI data updated	20 Primary Schools, Students BMI are uploaded into OV by June	1. To verify school BMI data on OV 2. To remind School Principals on data input To prepare progress report	1. March 05 2. March 09	
	53CB	HPS Committee meeting conducted	3 HPS meeting conducted by December	1. To prepare plan and budget 2. To consult with public Health and PEO for approval 3. To prepare logistics 4. To coordinate meeting 5. To Prepare report	1.. January 30 3. February 15 3. February 15 4. February 19 – March 01. 5. March 8	
19. Assessment practices are harmonized	53CB	BOT (Basic Operation Test)	87 Primary Schools are tested in Basic Operation Test by End of April 2024 and by end of October 2024.	1. Notify 87 primary schools about the BOT test schedule. 2. Prepare test package 3. Print & Photocopy 4. Dispatch to schools 5. Receive and analyse results 6. Report to PEO and Schools.	1. 13 February 2. 20 Februar 3. 22 February 4. 22 March 5. 05 June July - October	

				7. Schools work on their weak areas and students for improvement	
	53CB	VANSTA & PILNA Results Awareness	Contact VANSTA & PILNA Result Awareness to six (6) Zones including surrounding school communities. By May 2024	1. Draw up Awareness plan 2. Get approval from PEO 3. Prepare Awareness Presentation 4. Prepare logistics 5. Inform Schools in different Zones 6. Contact Awareness 7. Follow up on good practices in schools Evaluation & Reporting	1. 13 February 2. 20 February 3. 22 February 4. 22 February 5. March – April 6. 8 – 19 May 7. June-October
	53CB	Year 8 Provincial Exams	Sanma 18 Centre Schools 13 Secondary Schools Year 8 to be tested in their Academic Progress for placement to Year 9	1. Meet with the Sanma Principal Association and its Academic committee to discuss on the preparation of the Year 8 Provincial Exams. 2. Secondary Coordinator to work with Sanma School Principals Academic Committee to identify subject teachers in different Area Executive to take part in the preparation and writing of Year 8 Exams. 3. Prepare Exam Blue Print 4. Writing of Year 8 Exam Papers (First Draft) 5. First Check (Moderator) 6. Revisit Draft and Make Changes 7. Work on Answer Sheets and Marking criteria	1. February 9 2. March 1 To be discuss to by the Sanma School Principals Academic Committee.

				8. Exam Timetable is Prepared and send to concern schools. 9. Final Draft 10. Final Check 11. Printing 12. Picking and Stabling 13. Packaging 14. Delivered to schools 15. Prepare Marking Logistics 16. Prepare Marking Budget 17. Prepare Marking and recording equipment and tools 18. Marking and Recording 19. Analysis of marks 20. Year 9 Placement listing 21. Announcement of Placements 22. Report on Year 8 School Performance (Report and Presentation)		
27. Planning, Budgeting, Financing, and reporting Processes are strengthened	53CB	Support & strengthen SSP reports (Quarterly)	Sanma Education SBM Unit, SPEA and Coordinators Support and Strengthen Monitoring on SSP quarterly Reports received from School Principals	1. Send reminder messages via, email, FB Page, Verbal Communication, Annual calendar, SBM Revised Timetable... 2. Provincial SBM Unit Coordinators received SSP quarterly Reports and Support Weak School Principals.	1. March, June, September, October 2. April, July, October, December	
29. School Improvement Unit is developed and implemented	53CB	Support School Principals in Preparing their following years SEF, SSP, and AWP & Budget.	SSPEA and Coordinators Support schools in advising school Principals on when, How and who to	1. Remind schools on Planning Preparation & Submission deadlines 2. Support School Principals to develop their following year SEF,	1. 26 June 2. July – August 3. 30 September 4. 30 October	

			work with in developing their following year SEF, SSP, AWP & Budget.	SSP, AWP, Budget & Fee Structure. 3. Collect Planning and Summarize reporting data from School Planning. 4. Submit Reports to PEO & SBM		
23. National Teacher Qualification upgrade policy is developed and implemented	53CB	Support learning and teaching programs to enrich and enhance quality students' performance.	60 Primary Teachers, 10 PS Principals, 30 Secondary School Teachers & 10 Secondary School Principal Observation are contacted by 31 October 2023	1. Principals contact teacher Observation entered to Kobo 2. Coordinators Contact Principals Observations entered to Kobo		
12.Strengthen Community engagement	53CB	Induction for School council and School Community Association	Coordinators and SPEA Contact School Council and School Community Association Induction in 6 Area Councils.	1. Plan and Budget for School Council & School Community Association Induction in 6 Zone/ Areas in Sanma. 2. Logistic 3. Arrangement 4. Contact Induction 5. Report on required task.	1. May 6 2. May 6 3. June 3 – June 28	
	53CB	Good customer service is delivered with effective communications to the public, Schools and the Ministry Central. - Maim behind the scene in administratio n tasks	All Sanma Schools	1. Make sure daily customer services is given to visitors, School Principals and teachers and the public at large, 2. Prepare official letters 3. Keep filings 4. Answer calls and emails 5. Coordinate submission of important documents to the Ministry	January to - December	

	53CB	Safe driving and is responsible for the office official run	1	1. Responsible to take care of the SANMA Office vehicles 2. Run authorised trips to schools	January to - December	
	53CB	Keeping the SANMA Education office in good always looking	1	1. Always keep the office environment nice and clean.	January to - December	
23. National Teacher Qualification upgrade policy is developed and implemented	53CB	Monitoring of teachers on Bloom Library practices	30 teachers in 3 Area Councils	1. Make plans 2. Prepare Budget 3. Make logistic 4. Contact training 5. Write up report	April - May 2024	1. Delay of fund 2. Weather problem
	53CB	Monitoring the implementation of phonics	30 ECCE centres in 3 area councils.	1. As above	June – July 2024	6. Delay of fund 7. Weather problem
	53CB	Training teachers and Key Teachers on Creating toys using local materials	16 Key teachers and 32 ECCE teachers in 11 area councils	2. Choose Community as venue which have all local materials and accepts offer 3. Prepare plan and Budget 4. Make logistic arrangement 5. Contact training 6. Distribution	Beginning – end of August - 2024	1. Delay of fund 2. Delay of materials
34. OPEN VEMIS data becomes the management tool for MOET	53CB	Open VEMIS training conducted to newly appointed principal for class and Student enrolment data.	Training conducted to 30 Principal by March	1. To identify school principal to attend OV training. 2. To get approval on the list of the school to attend Open VEMIS training, by the PEO. 3. To prepare logistical arrangements for the OV training.	March	

				4. To communicate to the school principals about the OV. 5. Conduct OV training. 6. Provide report.		
	53CB	Work with Schools on Teaching and Learning Resources	Find out from Damage schools on what textbooks they have lost and report to CDU for replacement.	1. Contact schools to find out on their text books 2. Make a list of Schools with need of different grades textbooks that are damage by TC Judy & TC Kevin. 3. Send list to CDU 4. Contact recording and distribution for any teaching and learning resources received.	April - August	
13. Strengthen Disaster Risk Reduction and Management (DRRM)	53CB	Conducting trainings on the updated School Disaster Management Handbook with school committee chairperson and principals.	100 Chairman 100 Principals	1. TOT 2. PEO approval 3. Notify Sanma Safe School Working group 4. Logistic arrangement 5. Activity undertaken 6. Report writes up	1. Term 1-3	
31.MoET organizational structure, roles, and responsibilities are updated and aligned.	53CB	Setting up of school EIE committee Convene ongoing meetings at school level to develop school EIE plan.	20	1. PEO approval 2. Logistic arrangement 3. Notify participant to participate. 4. Activity undertaken. 5. Activity report writes up.	1. April 2. May	
12.Strengthen community engagement.	53CB	Initiate design pilot project implement based on concept note in the three	3	1. PEO approval 2. Consult with Safe School Working group. 3. Notify school principal and council.	Term 1 – 3	

		school, which meet the criteria.		4. Project implementation 5. Activity report writes up.		
29. School Improvement Unit Policy is developed and implemented	53CB	104. Implement ECCE Policy and Minimum Quality Services Standards to monitor and improve the quality of Pre-Education	7 ECCE Centres will be supported and monitored for Role Modelling of PSP Program	1. To develop selection criteria for ECCE centre to meet the standard of role modelling PSP Program. 2. ECCE Coordinator to develop the selection criteria 3. PEO to approve the selection criteria 4. To monitor and provide support supervision and mentoring, coaching to ECCE teachers. 5. To select the best 7 ECCE Centres in role modelling PSP program 6. Report and monitoring.	By November 30	

4.5.3 Penama Provincial Education Office

Program	Activity Code (53CC)	Output or Service target	Target	Action	Action completion date	Comment & Risks
14. Reduction in the number of the out of School Children	53CC	Schools are ready (infrastructure, teaching & learning resource, environment) to begin 2024 academic year – TC Lola affected schools	7 primary schools. 1 Secondary schools. 26 ECCE	1. Recall principal and teachers to their school. 2. Contact the school principal to submit the school plan to begin 2024 academic year. 3. Coordinate, facilitate and assist the schools to restore the learning space. 4. Assist and support the schools to procure resources in preparation for the 2024 academic year.	1. Jan 8 2. Jan 11 3. Jan 12 4. Jan 15	
Reduction in the number of the out of School Children	53CC	Coordinate pathways for out of school children, year 10 and 12 is conducted	Conduct community awareness for a model Provincial PSET centre by April	1 Identify sites 2 Prepare plan and Budget 3 Apply for imprest 4 Prepare logistics 5 Conduct awareness 6 Provide report	1. 15 to 29/02 2. 01 to 9/03 3. 18 to 29/03 4. 1 to 5/04 5. to 14/04 6. 19/04	

			Facilitate task force compresses of 7 members by Jun	1. Identify members 2. Create appointment letters 3. Prepare functions and budget 4. Apply for imprest 5. Prepare logistics 6. Call for meetings and tasking's 7. Prepare report	1. 15 to 30/01 2. 15 to 19/04 3. 22 to 30/04 4. 1 to 8/05 5. 20/05 6. 23/05 7. 3/06	
Existing schools are rationalized and areas of need for new schools are justified	53CC	Verifying school plans through assessments to introduce year 13 and Year 11 is conducted	Continue to conduct facilities and resources assessments for 3 schools by Marh	1. Prepare plan and budget 2. Apply for imprest 3. Prepare logistics 4. Conduct assessment 5. Prepare assessment report	1. 19/02 2. 20/02 3. 11/03 4. 12 to 22/03 5. 26/03	
	53CC	Facilitate community awareness on policy of establishing new schools is carried out	Facilitate community awareness in 3 area councils by March	1. Identify area councils 2. Prepare plan and Budget 3. Apply for imprest 4. Prepare logistics 5. Conduct awareness 6. Produce report	1. 22 to 26/01 2. 1 to 2/02 3. 12 to 16/02 4. 29/02 5. 4 to 8/03 6. 12/03	
IT Policy is updated and implemented by 2030	53CC	Adapt ICT module trainings for ICT teachers and Principals is achieved	Coordinate ICT trainings for 14 Principals and 3 ICT teachers by August	1. Identify Principals and teachers for training 2. Prepare training plans and Budget 3. Apply for imprest 4. Prepare logistics 5. Conduct training 6. Provide training reports	1. 24 to 28/06 2. 1 to 5/07 3. 25/7 to 7/8 4. to 9/8 5. 12 to 23/8 6. 26/8	
	53CC	Promotion of E- learning in model schools facilitated	Facilitate consultation E Learning module with 2 model schools by December	1. Identify model schools 2. Prepare plan and Budget 3. Apply for imprest 4. Prepare logistic 5. Conduct training 6. Prepare report	1. 15 to 31/01 2. 2 to 6/09 3. 18 to 29/11 4. 2 to 3/12 5. 9 to 13/12 6. 13/12	

School information is analysed and feedback provided	53CC	Make sure school information are analysed and feed backs provided	Coordinate support for analysis of 10 school's random information by Sept	1. Random selection of school's information analyses and feed backs provided 2. Reports provided	1. 01/03 to 15/12 2. 01/03 to 15/12	
Staff and Principal capacity building and development	53CC	Capacity building /development of staff and Principals is coordinated	Coordinate and support capacity building/dev elopment of 3 officers and 10 principals by Jun	1. Liaise for capacity building/development with providers 2. Provide support documents 3. Prepare plans 4. Facilitate logistics if training within province 5. Coordinate training 6. Registration report provided	1. 13/01 to 30/06 2. 13/01 to 30/06 3. 13/01 to 30/06	
School Councils appointments and training	53CC	School council members appointment and training are conducted	1. Facilitate appointments of 50 Govt school councils by Feb	1. Prepare and disseminate of appointments	1. 20/02	
			2.Coordinate support training of 10 school councils by Oct	1. Prepare plans and budget 2. Apply for imprest 3. Prepare logistic 4. Conduct training 5. Provide report	1. 28 to 31/10 2. 18 to 30/9 3. 6/10 4. 9 to 20/10 5. 24/10	
PE and sports development in schools is monitored	53CC	Review of PISSA Charter is facilitated	Facilitate PISSA Games Charter review by 14 Principals by Feb	1. Prepare plan and Budget 2. Apply for impress 3. Prepare logistics 4. Coordinate review 5. Review report	1. 15 to 19/01 2. 22 to 31/01 3. 9/02 4. 12 to 14/02 5. 16/02	

	53CC	National school Games preparation is coordinated	Coordinate plans and actions of the 11 member Games task forces by Dec	1. Formulate appointment and function of LOC 2. Prepare activities and Budgets 3. Apply for imprest 4. Prepare meeting/LOC activities logistics 5. Conduct meetings/planning 6. Budget 7. Provide report	1. 15 to 26/01 2. 15/01 to 19/01 3. 26/01 to 8/02 4. 9/02 5. 15 to 16/02 6. 21/02	
Children have equitable access to HPS activities and equable access to quality WASH in schools' facilities.	53CC	Reopening of school Aid posts is coordinated	Reopening of 10 schools Aid post is coordinated by July	1- HPS committee to liaise with Public Health 2- Identify Schools that will accommodate Aid post 3- To Plan and budget 4- To seek approval 5- To apply for Imprest 6- To make logistics 7- To coordinate opening 8- To produce report	1. 10/06/2024 2. 13/06/2024 3. 14/06/2024 4. 17/06/2024 5. 18/06/2024 6. 1/07/2024 7. 3/07/2024 8. 5/07/2024	
	53CC	3 Star WASH monitoring and reviews conducted	Facilitate 10 Aid post worker's contract	1. To liaise with public health for available aid post worker 2. Work with Principals to develop Aid post workers contract 3. To seek approval 4. To sign contract 5. To commence	1. 3/06/2024 2. 5 to 7 June 2024 3. 17/06/2024 4. 1/07/2024 5. 2/07/2024	
	53CC	Recovery of WASH facilities and resources for all Schools is coordinated	In depth assessment on 193 schools (K to SS) by Feb	1. To access TC Lola assessment reports on WASH 2. To communicate with Principals 3. To develop WASH action plan	1. 15 to 17 Jan 2. 18 to 22 Jan 3. 19 Jan 4. 29 Jan	

				4. To produce report		
	53CC	Recovery of WASH facilities and resources for all Schools is coordinated	Reconstruction and restocking on WASH facilities and resources is coordinated for 50 schools by June	1. Presentation of action plan for approval 2. To apply for imprest 3. To prepare logistics 4. To coordinate reconstruction and restocking on WASH facilities and resources 5. To produce report	1. 30 Jan 2. 5 Feb 3. 26 Feb 4. 27 Feb to 31 May 5. 3 June	
	53CC	Recovery of WASH facilities and resources for all Schools is coordinated	WASH monitoring and support to schools for 50 Schools (k to SS) is coordinated by September	1. To assess scoping of monitoring 2. To plan and budget 3. To seek approval 4. To apply for imprest 5. To conduct logistics 6. To conduct monitoring 7. To produce report	1. 1 July 2. 3 July 3. 15 July 4. 5 Aug 5. 19 Aug 6. 22 Aug to 16 Sep 7. 20 Sep	
34. OPEN VEMIS data become the management tool for MoET	53CC	Develop and monitoring of Ecce, Primary and Secondary Schools monthly and Annual financial reports are updated and uploaded into OV	64 Pri & 14 Sec schls report are updated in OV by Dec	1. Check each school financial entry in OV 2. To inform schools with incomplete data 3. To assist schools that need assistance via telephone and email 4. To assist schools that need reports to be scanned and uploaded into OV 5. To confirm schools eligibility for grant payment by each tranche 6. To prepare formal confirmation letter for PEO's approval for grant payment to schools	1. 19 Feb 2. 20 Feb 3. 21 Feb 4. 29 Mar 5. 29 Mar 6. 29 Mar	

	53CC	Implementation of new financial manual is monitored and supported	64 Pri & 14 Sec schls report are updated in OV by Dec	1. To identify schools that in need of support on financial reporting in OV 2. To seek PEO's approval 3. To apply for funding through imprest 4. To inform Principals on visit 5. To prepare travelling logistics 6. To provide the actual support visit in schools 7. To produce training report	1. 15 April 2. 15 April 3. 16 April 4. 17 April 5. 17 April 6. 29 April 7. 10 May	
	53CC	Assist schools on compliance of grant criteria (Awareness implemented)	64 Pri and 14 Sec compliance checks and and awareness completed by July	1. To identify School list 2. To prepare awareness logistics 3. To seek PEO's approval 4. To apply for imprest funds 5. To inform Principals on awareness 6. To prepare awareness logistics 7. To provide the actual awareness 8. To produce awareness report	1. 4 Jul 2. 4 Jul 3. 4 Jul 4. 5 Jul 5. 5 Jul 6. 5 Jul 7. 15-24 Jul 8. 4 Aug	
	53CC	School Data on OV is uploaded and updated	Student data are updated and uploaded in OV for 115 Ecce 64 Primary 14 Sec	1. To Print VEMIS Forms for Ecce schools without Network coverage 2. Distribution of VEMIS forms to Schools concern 3. To enter VEMIS forms received at Provincial level 4. To remind Principals on data entry 5. To provide assistance to schools that need assistance in updating student data	1. Jan 26 2. Feb 09 3. Mar 21 4. Feb 12 – May 31 5. Mar 21 – June 30	

	53CC	Facilitate training/tools for Principals on OV is conducted	35 Prin/teachers trained by Sept	1. To identify School Principals 2. To prepare training materials 3. To seek PEO's approval 4. To apply for imprest funds 5. To inform Principals on training 6. To prepare training logistics 7. To conduct training 8. To produce training report	1. May 20 2. May 21 3. May 23 4. May 23 5. May 23 6. 27 May – 31 May 7. June 12 8. 28 June	
	53CC	Data Validation	Data for 50 Schools validated by July	1. To identify schools 2. To verify and update data 3. To produce feedback report	1. 1 July 2. 2 to 5 July 3. 17 July	
	53CC	Data Analysis	Analys data for all Penama Schools by Sept	1. To produce data summary report 2. To analyse data 3. To provide feedback report	1. 2 Sep 2. 3 Sep 3. 9 Sep	
School Improvement Unit Policy Implementation	53CC	Refresher training on SSP, Annual plan, Budget and fee structure for coordinators and key Principals is conducted	To conduct TOT Training on SSP, Annual plan, Budget and fee structure to 10 Key Principals and 5 Coordinators by April 2024	1. To collect primary schools SEF 2. To analyse Schools SEF 3. To liaise with OV Officer and PFO to evaluate the school's SEF outcome. 4. To seek assistance from SBM for TOT training 5. To develop Key Principal's SSP Training plan & Budget 6. To seek approval from the PEO 7. To apply for the imprest 8. To arrange the TOT training logistics	1. 3rd March 2023 2. 6th - 7th March 2023 3. 11th March 2023 4. 15th March 2023 5. 16th March 2023 6. 18th – 19th March 2023 7. 8th – 12thApril 2023	

				9. To conduct the SSP training with the support of SBM 10. To report the activity		
	53CC	Refresher training on SSP, Annual plan, Budget and fee structure for coordinators and key Principals is conducted	To conduct SSP Training to 62 Primary School's Principals by Mai 2024	1. To identify and group Schools by Area Councils 2. To identify Venue 3. To plan and budget 4. To seek PEO's approval 5. To apply for imprest 6. To prepare logistics 7. Conduct SSP Training 8. To produce report	1. -2nd Mai 2. -2nd Mai 3. -8th Mai 4. -16th Mai 5. -17th Mai 6. -17th Mai 7. -20th Mai 8. -27th Mai	
Equitable access to quality education is monitored	53CC	Analysis of Provincial exams results is conducted	To conduct analysis for VANSTA results for 2021 for yr 4 & yr 6 teachers for 63 Primary Schools by June 2024.	1. To identify Schools 2. To identify Venue 3. To identify facilitators 4. To seek PEO's approval 5. To apply for imprest 6. To prepare logistics 7. To conduct result analysis 8. To produce report	1. -3rd June 2. -3rd June 3. -3rd June 4. -7th June 5. -7th June 6. -7th June 7. -10th -14st June 8. -21st June	
	53CC	Coordinate Principal's interventions on Management of Teaching and Learning are carried out.	To conduct Primary School's Principal's forum to 62 Principals by August 2024.	1. To identify Venue 2. To identify facilitators 3. To prepare intervention plan and budget 4. To seek PEO's approval 5. To apply for imprest 6. To prepare logistics 7. To conduct Principal's forum. 8. To produce report	1. 1st August 2. -4th August 3. -7th August 4. -9th August 5. -12th August 6. -14th August 7. 19th August 8. -30th August	
	53CC	Teacher's professional development on student's assessments conducted	To conduct Class-Based assessment training to 62 Primary School	1. To group Schools by Area councils 2. To identify Venue 3. To prepare plan and budget 4. To seek PEO's approval	1. -9th Sept 2. -10th Sept 3. -13th Sept 4. -17thSept 5. -17th Sept 6. -17th Sept	

			Principals by September 2024.	5. To apply for imprest 6. To prepare logistics 7. To conduct Class-Based Assessment training 8. To produce report	7. -16-27 Sept 8. -30th Sept	
National Teacher Development Plan is developed and implemented by 2030	53CC	Facilitate training and support of good performing teachers is organized	To conduct teachers' support to 9 Primary Schools in South and East Ambae by July 2024.	1. To group Schools by Area councils 2. To identify Venue 3. To identify best performing teachers 4. To inform them to prepare their presentations 5. To prepare plan and budget 6. To seek PEO's approval 7. To apply for imprest 8. To prepare logistics 9. To conduct teachers support 10. To produce report	1. -1st July 2. -2nd July 3. -2nd July 4. -3rd July 5. -4th July 6. -5th July 7. -8th July 8. -9th July 9. -23rd July 10. -28th July	
	53CC	Coordinate teacher upgrading progress for Primary School. (Good teaching practices is facilitated by zones)	To conduct Literacy training to 62 Primary School (Principals, Year 1, 2 &3 teachers) in each school by April 2024	1. To group Schools by Area councils 2. To identify Venue 3. To prepare plan and budget 4. To seek PEO's approval 5. To apply for imprest 6. To prepare logistics 7. To conduct teachers support 8. To produce report	1. -15th April 2. -15th April 3. -16th April 4. -17th April 5. -17th April 6. 26th April 7. -30th April	
Planning, Budgeting, Financing, and Reporting processes are strengthened	53CC	Capacity building on Planning/ Budgeting and cycle of reporting is conducted	To conduct Planning training to 62 Primary School Principals by July 2024	1. To conduct teachers, support on planning 2. To produce report	1. 1st October 2. 17th October	

	53CC	Schools annual plan activities are monitored	To monitor all 62 Primary School plans implementation by November 2024	1. To collect school's annual plans from the Open Vemis 2. To collect each school's quarter reports 3. To analyse the implementation of each school plans 4. To support schools in need. 5. To report the activity	1. -4th November 2. -5th November 3. -7th November 4. -11th -22nd Nov 5. 29th Nov	
Strengthen community engagement	53CC	Strengthen the integrated cultural Education and Spiritual Education in the selected schools is monitored	To conduct Community Curriculum Awareness in Central Pentecost, South Pentecost, Maewo and Ambae Community by June.	1. To identify Schools 2. To identify Venue 3. To plan and budget 4. To seek PEO's approval 5. To apply for imprest 6. To prepare logistics 7. To conduct Community new curriculum awareness 8. To produce report	1. -3rd June 2. -3rd June 3. -3rd June 4. -7th June 5. -7th June 6. -7th June 7. -10th -21st June 8. -28th June	
Teaching service staff manual is implemented	53CC	Registrations of school vacancies and helper teachers in Primary schools is coordinated	To sort out Primary school's vacancy post by March 2024	1. To collect data of teacher's allotment in each Primary school. 2. To work out the vacancy's number in each school. 3. To create table of Helper Teachers in Penama Schools 4. To report the activity	1. -3rd March 2. -6th March 3. -7th March 4. -11th March	
School Improvement Unit Policy Implementation	53CC	Refresher training on SSP, Annual Plan, Budget and Fee structure for coordinators and key principals is conducted	1.Coordinate training for 3 key principals by May.	1. Identify principals 2. prepare plan and budget 3. Seek approval 4. Apply for impress 5. Carry out logistics 6. Conduct trainings	1. 06 April 2. 07 April 3. 09 April 4. 10 April 5. 16 April 6. 18-21 April	

				7. Produce report	7. 24 April	
	53CC	Refresher training on SSP, Annual Plan, Budget and Fee structure for coordinators and key principals is conducted	2. Facilitate support refresher training for 14 secondary school principals by July	1. Identify Venue 2. Prepare plan, package and budget 3. Seek for approval 4. Apply for impress 5. Prepare logistic 6. Conduct training 7. Prepare report	1. 01 May 2. 04 May 3. 05 May 4. 06 May 5. 11 May 6. 12-16 May 7. 18 May	
Equitable access to quality Education is monitored	53CC	Analysis of national exam results is conducted	1.Coordinate collection of year 10,12,13 exam results for 14 secondary schools by March	1. Identify venue 2. Prepare plan, package and budget 3. Seek approval 4. Apply for impress 5. Carry out logistics 6. Conduct training 7. Produce report	1. 08 January 2. 11 January 3. 12 January 4. 13January 5. 19 January 6. 20 -22 Jan 7. 25 January	
	53CC	Analysis of national exam results is conducted	2.Analyses the results and provide feed backs for 14 schools by May	1. Identify Principals 2. Prepare plan & budget 3. Seek approval 4. Apply for impress 5. Carry out logistics 6. Conduct trainings 7. Produce report	1. 05February 2. 08February 3. 09February 4. 10February 5. 15February 6. 16 -21 Feb 7. 23February	
	53CC	Coordinate Principal's interventions on management of teaching and learning carried out	1.Coordination the collections of the 14 school's intervention plan by April	1. Identify principals 2. Prepare plan & budget 3. Seek Approval 4. Apply for impress 5. Carry out logistics 6. Conduct training 7. Produce report	1. 11 March 2. 12 March 3. 16 March 4. 17 March 5. 22 March 6. 23 -27 March 7. 28 March	
	53CC	Coordinate Principal's interventions on management of teaching and learning carried out	2.Monitor and evaluate school's program by October	1. Identify principals 2. Prepare plan and budget 3. Seek approval 4. Apply for impress 5. Carry out logistics 6. Conduct trainings 7. Produce report	1. 12 August 2. 13August 3. 15 August 4. 16 August 5. 21 August 6. 22 - 27 Aug 7. 29 August	

	53CC	Coordinate Principal's interventions on management of teaching and learning carried out	3.Facilitate a review session with 14 academic principals by November	1. Identify principals 2. Prepare plan and budget 3. Seek approval 4. Apply for impress 5. Carry out logistics 6. Conduct training 7. Produce report	1. October 2. October 3. October 4. October 5. 17 October 6. 18 – 23 Oct 7. 25 October	
	53CC	Coordinate Principal's interventions on management of teaching and learning carried out	4.Math & Science subject teacher's forum is conducted for 10 Science and Math teachers by May	1. Identify Principals 2. Prepare plan & budget 3. Seek approval 4. Apply for impress 5. Carry out logistics 6. Conduct training 7. Produce report	1. 15 April 2. 16 April 3. 19 April 4. 20 April 5. 21 April 6. 22 – 26 April 7. 28 April	
	53CC	Coordinate training and support for good performing teachers	1.Promote in service and post studies for 10 teachers by August	1. Identify principals 2. Prepare plan and budget 3. Seek approval 4. Apply for impress 5. Carryout logistics 6. Conduct training 7. Produce report	1. 10 June 2. 11-13 June 3. 14 June 4. 15 – 19 June 5. 20 June 6. 21 – 28 June 7. 29 June	
National Teachers Development plan is developed and implemented by 2024	53CC	Coordinate teachers upgrading progress for secondary	1.Coordinate teacher's support training on student's assessment for 14 academic principals by July	1. Identify principals 2. Prepare plan and budget 3. Seek approval 4. Apply for impress 5. Carryout logistics 6. Conduct training 7. Produce report	1. 03 May 2. 04-06 May 3. 07 May 4. 08-13 May 5. 14 May 6. 15-20May 7. 21 May	
5. School MQS reviewed and update	53CC	1.Coordinate improvements of science lab/resources/library and resource	1.Coordinate improvements on science labs and	1. Identify principals 2. Prepare plan and budget 3. Seek approval 4. Apply for impress	1. 05 August 2. 06 – 08 Aug 3. 09 August 4. 10 – 14 Aug	

			resources for 5 Secondary schools by September	5. Carryout logistics 6. Conduct training 7. Produce report	5. 15 August 6. 16 – 25 August 7. 27 August	
	53CC	1.Coordinate improvements of science lab/resources/library and resource	2.Coordinate improvements of 5 Schools by October	1. Identify principals 2. Prepare plan and budget 3. Seek approval 4. Apply for impress 5. Carryout logistics 6. Conduct Training 7. Produce report	1. 10September 2. 11-13 Sep 3. 14 September 4. 15-19 Sep 5. 20 September 6. 21-26 Sep 7. 28 September	
34. OPEN VEMIS data become the management tool for MOET	53CC	1.Asist schools on information on school compliance of grant criteria, SSP implementation, School data facilitated	1.Assist schools on information of implementation of SSP, Grant criteria and school data for 14 Principals	1. Identify principals 2. Prepare plan 3. Contact principals through emails and make phone calls.	1. 02 July 2. 03 – 05 July 3. 06 – 10 July	
7. Planning, Budgeting, Financing, and Reporting processes are strengthened	53CC	1.Capacity building on planning / budgeting and cycle of reporting is conducted	1.Support refresher training for14 school principals on planning and reporting cycle by November	1. Identify principals 2. Prepare plan and budget 3. Seek approval 4. Apply for impress 5. Carryout logistics 6. Conduct trainings 7. Produce report	1. 01 October 2. 02-04 October 3. 05 October 4. 06-10 October 5. 11 October 6. 12-16 October 7. 17 October	
	53CC	2.School annual plans activities are monitored	1.Annual school plans are monitored through quarterly and supported by December	1. Identify School 2. Prepare plans & Budget 3. Seek approval 4. Apply for impress 5. Conduct training 6. Produce report	1. 03 November 2. 04-06 Nov 3. 07 November 4. 08-13 Nov 5. 14-18 Nov 6. 20 November	

Strengthen community engagement	53CC	1.The integrated culture and Spiritual Education in the selected schools is monitored	1.Monitor and evaluate the integrated cultural and spiritual education for the 5 selected Schools by June	1. Identify principals 2. Prepare plan and budget 3. Seek approval 4. Apply for impress 5. Carryout logistics 6. Conduct trainings 7. Produce report	1. 06 June 2. 07-09 June 3. 10 June 4. 11-16 June 5. 17 June 6. 18-23 June 7. 25 June	
	53CC	1.The integrated culture and Spiritual Education in the selected schools is monitored	2.Facilitate review forum for the 14 schools by August	1. Identify principals 2. Prepare plan & budget 3. Seek approval 4. Apply for impress 5. Carryout logistics 6. Conduct training 7. Produce report	1. 02 March 2. 03-05 March 3. 06 March 4. 07-12 March 5. 13 March 6. 14-19 March 7. 21 March	
	53CC	2. The concept of Argo-business/ Farm to school is monitored	1.Coordinate review of farm to schools for 7 selected secondary schools by June	1. Identify principals 2. Prepare plan & budget 3. Seek approval 4. Apply for impress 5. Carryout logistics 6. Conduct Training 7. Produce report	1. 09 April 2. 10-12 April 3. 13 April 4. 14-19 April 5. 20 April 6. 21-26 April 7. 28 April	
	53CC	2. The concept of Argo-business/ Farm to school is monitored	2.Facilitate the upscaling of farm to school's practices in the 3 selected schools by September	1. Identify principals 2. Prepare plan & budget 3. Seek approval 4. Apply for impress 5. Carryout logistics 6. Conduct trainings 7. Produce report	1. 15 July 2. 16-18 July 3. 19 July 4. 20-24 July 5. 25 July 6. 26 – 30 July 7. 31 July	
Teaching service staff manual is implemented	53CC	1.Registration school vacancies and helper teachers in Secondary schools coordinated	Updates the teacher placement and community teacher's placement in	1. Identify principals 2. Prepare plan & budget 3. Seek approval 4. Apply for impress 5. Carryout logistics 6. Conduct trainings 7. Produce report	1. 04 June 2. 05-07 June 3. 08 June 4. 09-14 June 5. 15June 6. 16-21 June 7. 22 June	

			accordance to TSC in the 14 schools by October			
High quality standard curriculum system in place	53CC	1.Outcome base approach implementation for year 7 & 8 teachers in secondary schools is monitored	Monitor and evaluate the implementation of the concept in 7 secondary schools by July	1. Identify principal 2. Prepare plan & budget 3. Seek approval 4. Apply for impress 5. Carryout logistics 6. Contact training 7. Produce report	1. 12 May 2. 13-15 May 3. 16 May 4. 17-22 May 5. 23 May 6. 24-29 May 7. 30 May	
	53CC	Refresher support trainings in school is facilitated and conducted	Facilitate refresher support trainings for 7 schools by August	1. Identify principals 2. Prepare plan & budget 3. Seek approval 4. Apply for impress 5. Carry out logistics 6. Contact training 7. Produce report	1. 13 March 2. 14-16 March 3. 17 March 4. 18-23 March 5. 24 March 6. 25-29 March 7. 30 March	
School Improvement Unit Policy Implementation	53CC	Training logistics on SSP, Annual plan, Budget and fee structure for coordinators and key Principal is coordinated	Training logistics for 10 key Principals and 10 ECCE Key Teachers is conducted by April 2024	1. Communicate information to participants for training. 2. Arrange accommodation for participants. 3. Assist in printing and photocopy		
			Training Logistics for SSP Training to 62 Primary School's Principals is conducted by Mai 2024	1. Communicate information to participants for training. 2. Arrange accommodation for participants. 3. Assist in printing and photocopy.		

			Training Logistics on refresher training for 14 secondary school principals by July	1. Communicate information to participants for training. 2. Arrange accommodation for participants. 3. Assist in printing and photocopy.		
Equitable access to quality education is monitored	53CC	Training logistics for year 13 teachers on Literacy and Numeracy is coordinated.	Training logistics for year 13 teachers on Literacy and Numeracy Improvement is conducted.	1. Communicate information to participants for training 2. Arrange accommodation for participants 3. Assist in printing and photocopy		
OPEN VEMIS data become the management tool for MoET	53CC	School data on OV is uploaded & updated	To assist OV Officer to contact 115 ECCE, 64 Primary and 14 Secondary Principal to upload and updated students' data on OV.	1. Assist in Printing or Photocopying Vemis Forms for Ecce Schools, Primary Schools and Secondary School 2. Assist OV Officer to Distribute Vemis Forms to Schools.		
5. School MQS reviewed and updated	53CC	1. Supervision of materials and construction for TC Harold recovery program are coordinated Implementation on compliance of building standards is conducted	1.Supervision of materials and construction for 8 double classrooms on south Pentecost schools are coordinated by June	1. Liaise with Facility team for procurement of materials 2. Follow up with construction phases 3. Provide report	1. 15 Jan 2. 22 Jan 3. 28 June	

		Assist Schools on improving boarding facilities is conducted	2. Awareness on compliance of building standard for 10 schools is conducted by March	1. Prepare awareness tools and resources 2. Scoping of awareness areas 3. Develop plan and budget 4. To seek approval 5. To apply for imprest 6. To prepare logistics 7. To conduct awareness 8. To produce report	1. 25 Jan 2. 29 Jan 3. 12 Feb 4. 19 Feb 5. 20 Feb 6. 4 March 7. 11 March 8. ?	
			3. Facilitate school maintenance officers training on building standards for 10 Schools is conducted by May	1. To collect list of School Maintenance officers 2. To plan and budget 3. To seek approval 4. To apply for imprest 5. To prepare logistics 6. To facilitate school maintenance training 7. To produce report	1. 25 March 2. 5 Feb 3. 2 April 4. 3 April 5. 17 April 6. 7.	
			4. Monitoring and support of school maintenance officers for 10 Schools by July	1. Create monitoring and support tool 2. To plan and budget 3. To seek approval 4. To apply for imprest 5. To prepare logistics 6. To conduct monitoring and support 7. To produce report	1. 26 April 2. 29 April to 3 May 3. May 4. 20 May 5. 22 May	

			5. Assist Schools to build back to normal for 60 schools by November	1. To analyze TC Lola Rapid Assessment data on facility 2. To communicate with Schools 3. To plan and budget 4. To seek approval 5. To apply for imprest 6. To prepare logistics 7. To conduct maintenance (quick fix) 8. To provide report	1. 23 May 2. 24 May 3. June 4. 10 June 5. 1 July 6. 22 Jan 7. 25 to 31 Jan 8. 5 Feb	
			6. Assist Schools to develop School improvement plans on boarding facilities for 10 SS by April	1. To conduct situational assessment on boarding facilities 2. To produce recommendation to school councils on improvement 3. To provide report	1. Feb -3 June-2 Sep 2. 19 Feb – 17 June – 18 Sep 3. 18 Feb – 15 Nov	
Equitable access to quality education is monitored	53CC	1.Principals K to SS teachers support training on literacy and numeracy improvement is conducted	Schools implement the literacy and numeracy concepts for 30 schools by July	1. To source school improvement plans 2. To develop implementation action plan 3. To seek approval 4. To conduct monitoring 5. To produce report	1. Jun 2. 17 June 3. 19 June 4. 28 June 5. 22 July	
Existing schools are rationalized and areas of need for new schools are justified	53CC	1.Verifying school plans through assessments to introduce new grades or to expand is conducted	Compliance of School plans through assessments to introduce new grades or to expand for 3 schools is	1. Follow up schools on submissions of required documents 2. To consult with PEO 3. To present request to PEB 4. To Provide feedback to schools 5. To follow up on requirements	1. 15 to 19 Jan 2. 30 Jan 3. 29 Feb 4. 4 March 5. 18 March 6. 29 March	

				6. To provide update report	
			conducted by March		
5. School MQS reviewed and updated	53CC	1.Strengthen implementation of improving Science lab/resources/Library and resources	Compliance of improving Science Labs, facilities/ resources and Library for 5 SS is conducted by Sept	1. To source school improvement plans 2. To analyse improvement plan 3. To plan and budget 4. To seek approval 5. To apply for imprest 6. To prepare logistics 7. To Conduct verification 8. To produce report	1. 1 July 2. July 3. 30 Aug 4. 2 Sep 5. 3 Sep 6. 23 Sep 7. 24 to 27 Sep 8. 30 Sep
Planning, Budgeting, Financing, and Reporting processes are strengthened	53CC	1.Capacity building on Planning/ Budgeting and cycle of reporting is conducted	Assist Schools on compliance on planning/Budgeting and implementation cycle of reporting is coordinated by December	1. To access school calendar of activities 2. To develop provincial activity calendar 3. To assist schools with information's to meet requirements and date lines 4. To provide report on compliance and non-compliance	1. 5 Feb 2. 20 Feb 3. 4 Mar to 15 Nov 4. 10 Dec
Children have equitable access to school	53CC	1. Awareness on the Inclusive Policy, Gender Equity in Education Policy and Child safe guiding policy is strengthened	1. Monitoring of awareness on the Inclusive Policy, Gender Equity in Education Policy and Child safe guiding	1. To source awareness plan from respective coordinators. 2. Facilitate implementation checks 3. Collect feedback from schools. 4. Monitor the impact on the life of the school. 5. Produce report	1. 8/03 2. 15/04 3. 22/04 4. 13/05 5. 20/05

			policy for 30 schools is conducted by May			
Strengthen Disaster risk reduction management.	53CC	Implementations of SBDRR policies in schools is facilitated	Conduct compliance on SBDRR policies implementations for 20 Primary schools is coordinated by Jul	1. Source school's SBDRR plans – activities 2. Facilitate implementation follow up 3. Liaise with coordinator for SBDRR forum on improvement and strengthening 4. Produce update reports	1. 03/06 2. 10.06 3. 17/07 4. 21/07	
	53CC	1. MHPSS activities in schools (Gender Equity, Citizenship, child safe guiding) are strengthened	Conduct compliance on implementations of MHPSS activities in 20 PS and 10 SS schools by April	1. Source activity plans from coordinator 2. Facilitate implementation follow up 3. Get feedbacks from schools 4. Produce update reports	1. 22/02 2. 29/02 3. 26/04 4. 30/04	
Children have equitable access to school	53CC	1.Awarness on the Inclusive Policy, Gender Equity in Education Policy and child safe guiding policy is Strengthened	Awareness on Inclusive Policy, Gender Equity in Education Policy and child safeguarding policy is conducted to 20 schools by April	1. To identify school for Awareness 2. To approval from PEO 3. To apply for Impresst 4. Inform schools and communities of the awareness 5. Prepare logistics 6. To carry out awareness 7. Produce a summary report of the awareness on the Policies	1. 3/2/24 2. 4/2/24 3. 13/02/24 4. 02/03/24 5. 7/03/24 6. 13-23/03/24 7. 3/04/24	

	53CC	2. Registration of students with special needs is conducted.	Registration of Students with Special needs is conducted in schools by June	1. To visit all schools on Ambae for Registration of students with Disability 2. Seek PEO Approval 3. Apply for imprest 4. Inform schools of the registration 5. Prepare logistics 6. Registration of students with disability 7. Produce a Progressive Report	1. 1/05/24 2. 1/05/23 3. 6/05/24 4. 20/05/24 5. 27/05/24 6. 05/06/24 7. 17/06/24	
	53CC	3. IEP for model schools are assessed and evaluated.	IEP for Model schools are evaluated and assessed in 30 model schools by September	1. To visit all 3o model schools for IEP to be assessed and evaluate. 2. Seek approval from PEO. 3. Apply for Impress 4. Inform the 30 IE model schools 5. Prepare logistics 6. Assessed and evaluated IEP within 30 Model schools. 7. Produce a Progressive report.	1. 05/08/24 2. 07/08/24 3. 12/08/24 4. 26/08/24 5. 28/08/24 6. 02/09/24 7. 09/09/24	
Strengthen community engagement	53CC	Strengthen the integrated cultural Education and spiritual Education in the selected schools monitored				
Teaching service staff manual is implemented	53CC	Registrations of school vacancies and helper teachers in Inclusive, K to senior Secondary schools is coordinated	Registration of schools Vacancies and helper teachers in Inclusion to senior secondary schools is	1. Registration of school Vacancies of IE Teachers is coordinated in 30 schools 2. Seek PEO approval 3. Apply for Imprest 4. Inform 30 schools 5. Prepare Logistics	1. 1/02/24 2. 5/02/24 3. 12/2/24 4. 26/02/24 5. 4/03/24 6. 18/03/24 7. 25/03/24	

			coordinated in 30 schools by March	6. Registration of vacancies of IE teachers in 30 schools 7. Produce a progressive report	
10. Children have equitable access to HPS and WASH in Schools (WinS) facilities	53CC	Coordinate improvement of accessible Pathways for sanitation and hand washing facilities is conducted	Coordinate improvement of accessible pathways for sanitation and hand washing facilities is conducted in 10 schools by November	1. To coordinate improvement of accessible Pathways for sanitation and handwashing facilities 2. Seek PEO approval 3. Apply for impress 4. Inform 10 schools 5. Prepare Logistics 6. Coordinate improvement of accessible pathways for sanitation in 10 schools. 7. Provide a progressive report	1. 21/10/24 2. 22/10/24 3. 28/10/24 4. 08/10/24 5. 11/11/24 6. 18/11/24 7. 26/11/24	
	53CC	Refresher Training on hygiene education is conducted	Refresher training on hygiene education is conducted to school by Sept	1. To do refresher training on hygiene education 2. Seek PEO approval 3. Apply for imprest 4. Inform 10 schools on Pentecost. 5. Prepare logistics 6. Conduct refresher training on Hygiene Education. 7. Provide progressive report.	1. 05/08/24 2. 06/08/24 3. 07/08/23 4. 08/08/24 5. 23/08/24 6. 28/08/24	
13. Strengthen Disaster Risk Reduction and Management (DRRM)	52CC	Awareness on New SPDRR and EIE policies is conducted	Awareness on New SPDRR and EIE policies is conducted by July	1. To conduct awareness on SPDRR and EIE policies 2. Seek PEO approval 3. Apply for imprest 4. Inform 7 schools on Ambae. 5. Prepare logistics 6. Conduct awareness 7. Provide progressive report.	1. 28/06/24 2. 29/06/24 3. 1/07/24 4. 2/07/24 5. 2/07/24 6. 13/07/24 7. 12/07/24	

17. Policy development guideline is developed and implemented	53CC	Implementations of policies in schools is facilitated	Implementations of policies is facilitated by June	1. To facilitate the implementation of polices 2. Seek PEO approval 3. Apply for imprest 4. Inform schools 6 schools. 5. Prepare logistics 6. Facilitate the policies implementation. 7. Prepare progressive report.	1. 23/05/24 2. 24/05/24 3. 25/05/24 4. 26/05/24 5. 1/05/24 6. 02/06/24 7. 07/06/24	
10. Children have equitable access to HPS and WASH in Schools (WinS) facilities	53CC	MHPSS activities in school (Gender Equity, Citizenship, Child safeguarding) are strengthened	MHPSS activities (Gender Equity, citizenship child safeguarding) are strengthen by October	1. To strengthen the MHPSS activities in schools. 2. Seek PEO approval 3. Apply for imprest 4. Inform schools 5. Prepare logistics 6. Conducted MHPSS activities in schools. 7. Prepare progressive Report.		

4.5.4 Malampa Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action Completion Date	Comments & Risks
Reduction in the number of the out of School Children	53CD	Schools are ready (infrastructure, teaching & learning resource, environment) to begin 2024 academic year – TC Lola affected schools	10 p/sch. 4 s/sch. 10 ECCE	1. Recall principal and teachers to their school. 2. Contact the school principal to submit the school plan to begin 2024 academic year. 3. Coordinate, facilitate and assist the schools to restore the learning space. 4. Assist and support the schools to procure resources in preparation for the 2024 academic year.	1. Jan 8 2. Jan 11 3. Jan 12 4. Jan 15	
1. School financial Management Manual are updated	53CD	School finance maintained and uploaded in OV by schools	1	1. To monitor school financial entries in OV	1. November	
				2. To assist new Principal in finance training	2. March	
				3. To collect and approved financial OV reports	3. November	
2. Grants are disbursed according to work plan	53CD	Grant criteria are monitor, compliances implemented and uploaded to OV by schools.	226	1. To monitor Grant criteria updated in OV	1. February	
				2. To assess Update data	2. March	
				3. To contact with non-Eligible schools	3. April	
				4. To assist school principal to meet all grant criteria	4. May	
				5. To confirm eligible schools	5. July	
3. School Grant Code updated	53CD	Provide support and training to improve capacity and performance	20	1. To monitor financial performance according to grant criteria.	1. April	
				2. to schedule and prepare logistics for school visit trip	2. May	
				3. To visit the school selected according to grant criteria report.	3. June	
4. Equitable access to quality education is monitored	53CD	Phonics Training (year 1-3)	10	1. To develop training package	1. March	
				2. To schedule training dates	2. March	
				3. To conduct trainings in the area councils	3. April	
				4. To monitor implementation progress	4. May	
				5. To prepare report	5. July	
		Family Life Education (FLE) Malampa Program	1	1. To prepare budget	1. February	
				2. To preparer resource and logistic	2. March	

		are implemented in schools with stakeholders (MOH, Police etc)		3. To conduct training for creation tools	3. May	
				4. To do monitoring visits	4. September	
		Balanced Literacy Implementation in schools in Malekula, Paama and Ambrym	1	1. To schedule Malekula, Paama & Ambrym monitoring program	1. March	
				2. To prepare monitoring program budget, resources & Logistics	2. March	
				3. To secure monitoring funds	3. April	
				4. To monitor balanced literacy activities	4. May	
				5. To provide reports to PEO	5. July	
		Physical & Digital Library	206	1. To prepare training material and logistic	1. April	
				2. To conduct training	2. June	
				3. To monitor schools	3. September	
		Restocking school Libraries on Malekula	10	1. To negotiate with schools and library project for transportation fees	1. March	
				2. To collect and distribute library resources	2. May	
				3. To accommodate Library project's activities	3. May	
				4. To provide quarterly report to PEO	4. At the end of each quarter	
		Subject's Panels Formation	3	1. To draw up Maths, Language and Science panel program	1. January	
				2. To conduct meetings	2.February	
				3. To coordinate panel activities	3. March	
				4. To provide reports to PEO	4. At the end of each quarter	
		Creating interventions programs on back-to-school information report	226	1. To collect Back to school reports	1. January	
				2. To summarise Back to school reports	2. Beginning of each term	
				3. To analysis Back to school reports	3. Beginning of each term	
				4. To submit Back to school report to PEO	4. Each Mid Term	
		Assessment of schools using the Malampa school assessment tool on	35	1. To schedule & budget School Visit program in Malekula, Ambrym & Paama.	1. April	
				2. To prepare School visit Logistics and secure funds	2. May	

		Malekula, Ambrym and Paama		3. To implement school Visitation program	3. September	
				4. To report on Principals management performance	4. October	
	53CD	Malampa Blue Print Assessment Format	10	1. To monitor the selected schools	1.April	
				2. To analysis the performance	2.May	
				3. To communicate performance result	3.May	
				4. To induct the next batch of selected schools	4.June	
	53CD	Registration of school – illegal operation of schools is reported to PPU	2	1.To produce a list of illegally operating schools	1. March	
				2. To fill up all require registration documents	2. April	
				3. To negotiate with PPU	3. May	
	53CD	ARTTLes' Induction	1	1. To prepare logistic	1. February	
				2. To assist in conduction of training	2. April	
				3. To monitor implementation processes	3. June	
				4. To produce reports	4. July	
5. School MQS reviewed and updated	53CD	Malampa provincial office roofing is restructured.	1	1. To request facility Unit (MoET) to facilitate roof restricting of Malampa Education Office	1. January	
		Construction of new bathroom and toilets for education officers.	2	1. To prepare budget	1. February	
				2. To collect quotation	2. February	
				3. To purchase of materials	3. May	
				4. To construct the toilets and bathrooms	4. June	
		School Baseline Survey		1. To assist SBM to do the survey	1. June	
		Renovation of staff house	1	1. To carry out a building audit on all staff houses	1. January	
				2. To analysis and identify which staff house to renovate	2. February	
				3. To collect quotation for purchase of materials	3. March	
				4. To renovate the identified staff house	4. June	
	53CD	Extension of Archive room and Veranda	1	1. To draw up the extension building plan	1.February	
				2. To submit building plan for approval from PEB	2. February	
				3. To collect quotations	3. March	
				4. To purchase materials	4. April	
				5. To approve and contract the construction group	5. May	

				6. To Build the extension and veranda	6. June	
7. Asset master plan developed and approved	53CD	Asset Survey workshop with school principal and handyman	100	1. To confirm list of Handymen with school principals	1. April	
				2. To schedule a set date and venues	2. April	
				3. To prepare training resources	3. May	
				4. To train the handymen	4. June	
	53CD	Monitoring and assist completion of Assets survey in schools		1. To complete the entry of assets in PFO,s computer	1. August	
				2. To analysis the asset data	2. September	
				3. To provide feedback to schools	3. October	
				4. To monitor schools	4. August	
8. School Plumbing Maintenance Manual reviewed and updated.	53CD	Workshop on school maintenance plan	35	1. To prepare workshop materials	1. April	
				2. To conduct workshop	2. June	
				3. To collect schools maintenance plan	3. June	
				4. To monitor schools using the plans	4. August	
				5. To report on the monitoring	5.November	
9.Children have equitable access to schools	53CD	Records of students with disability in OV.	30	1. Refresher workshop with new principal	February	
				2. Schools to enter disability Data	April	
				3. Monitoring of progress	September	
		In School Base refresher training review on IEP & Screening tools	6	1. To prepare budget and logistic for training	1. February	
				2. To provide training	2.August	
				3. To enter data in Kobo	3. August	
				4. To monitor schools	4. November	
				5. To provide quarterly reports	5. April, July September, December	
		Record of Student with Special needs Via Kobo data entry	10	1. To provide refresher training with new inclusive teachers	1. February	
				2. To assist teachers to identify children with special need	2. November	
				3. To provide kobo training to school	3. March	
				4. To monitor schools in data entry	4. March	
				5. To provide quarterly reports	5. March, June, September	

		Kobo data entry training at Paama and Ambrym	1	1. To prepare training budget	1. February	
				2. To provide training to schools	2. June	
				3.To enter data in kobo	3. November	
				4. To monitor schools' entries	4. November	
				5.To collect school reports and provide quarterly reports	5. June, September, December	
10.Children have equitable access to HPS activities and equitable access to quality WASH in Schools (WinS) facilities	53CD	Monitor and assist with implementation of HPS activities in schools	10	1. To Introduce new schools into the program	1. February	
				2. To assist new schools to create HSP policy	2. March	
				3. To provide report of feedback to new school.	3. April	
				4. To monitor implementation Plan of Health policy	4. June	
		Facilitation of training programs, distribution of WASH materials and construction of wash facilities	2	1. To prepare logistic arrangements for 2 trainings	1. March	
				2. To assist in presentation of Baseline survey analysis to stakeholders	2. April	
				3. To assist in conducting WASH trainings for principals	3. May	
				4. To monitor WASH activities in schools	4. June	
				5. To produce reports	5. July	
		Farm to School Innovation	5	1. To establish dialogue link with MoALF	1. January	
				2. To meet with the five selective secondary schools	2. January	
				3. To conduct awareness with surrounding school communities	3. January	
				4. To assist schools to take up the innovation	4. February	
11. Existing schools are rationalized and areas of need for new schools are justified	53CD	Land Lease	1	1. To confirm sample check	1. January	
				2. To provide an awareness	2. March	
				3. To make payment	3. December	
12. Strengthening Community Engagement	53CD	Parental support programs workshops held in school communities on Malekula, Ambrym and Paama.	1	1. To train the trainers (TOT) workshop (PSP)	1. April	
			11	2. To train the Taskforce committee workshop (PSP)	2. April	
			72	3. To carry out PSP Taskforce training roll out within the communities	3. September	

		Awareness programs implemented on MOET policies, roles and responsibilities of Schools, SC, SCA and Communities also vocational secondary schools	4	1.To Prepare specific awareness topic and material	1. March	
				2.To Prepare awareness budget	2. May	
				3.To conduct awareness	3. July	
13. Strengthen Disaster Risk Reduction and Management (DRRM)	53CD	Education in Emergencies(EIE)	1

10 | 1. To prepare training logistic | 1. April | |
				2. To conduct training to produce a Policy, awareness plan and emergency plan	2.May	
				3. To monitor and conduct awareness	3. June	
				4. To produce a report	4. September	
		Child Safe Guarding Policy	1	1. To prepare training logistic	1. April	
				2. To conduct training to produce a Policy, awareness plan and emergency plan	2.May	
				3. To monitor and conduct awareness	3. June	
				4. To produce a report	4. September	
14. Reduction in the Number of the Out school children	53CD	Obtain data on out of school children in Malampa province	4	1. To create out of school children survey form and distribute to principals	1. March	
				2. To collect and analysis survey forms	2. April	
				3. To schedule awareness program	3. May	
				4. To conduct awareness and report back to PEO.	June	
15. Elimination of Grade Repetition	53CD	Consultation on grade repetition policies with schools	35	1. To collect data on grade repetition	1. May	
				2. To conduct all school with repetition Issues	2. May	
				3. To validate repetition data	3. June	
17. Policy guideline is developed and implemented	53CD	Workshop on school policies- student welfare, teacher management and DRR.	3	1. To collect samples of policies.	1. February	
				2. To complete draft of policy samples	2. April	
				3. To proof read & apply editing procedures	3. April	
				4. To produce final draft policy samples	4. May	
				5. To present the samples in Principal conference	5. May	
				6. To monitor schools to draft their very own policies.	6. September	

18. IT Policy is uploaded and implemented by 2030	53CD	Increasing use of ICT and support ICT infrastructure in schools	5	1. To select schools to upgrade their ICT facilities for academic programs	1. February	
				2. To link the selected schools with other existing ICT model schools	2. March	
				3. To prepare logistic for visitation of ICT model schools	3. March	
				4. To assist schools to employ qualified ICT teachers	4. March	
				5. To plan with schools to upgrade teaching and learning in schools.	5. May	
				6. To monitor and report on implementation	6. October	
19. Harmonize assessment practices	53CD	Provincial test of year 4, 6 and 8 schools	2	1.To Prepare Budget	1. August	
				2.To Prepare Material And Logistic	2. August	
				3.To Write Year 6 and year 8 Provincial Test	3. September	
			2 108	4. To moderate the papers	4. September	
				5. To print the test papers	5. October	
				6. To Conduct Provincial Test	6. November	
				7. To mark the test papers	7. November	
				8. To analysis the students marks	8. December	
	53CD	Provincial assessment for years 1, 2, 3 & 5	4	1.To Prepare Budget	1. August	
				2.To Prepare Material And Logistic	2. August	
				3.To Write Year 1, 2, 3, and 5 assessment	3. September	
				4. To moderate the papers	4. September	
				5. To print the test papers	5. October	
				6. To Conduct Provincial Test	6. November	
				7. To mark the test papers	7. November	
				8. To analysis the students marks	8. December	
	53CD	Class Base Assessment		1. To prepare training resources	1. January	
				2. To prepare budget and logistic	2. January	
				3. To conduct training	3. April	
				4. To monitor implementation	4. November	
	53CD	Examination procedure – VANSTA, PILNA, Yr.10,12 &13		1. To liaise with EAU for best strategy of conduction of exams	1. April	
				2. To prepare list of supervisors and schedule	2. April	

				3. To prepare logistic	3.August	
				4. To conduct exam	4. October	
				5. To produce a supervisors' reports	5. November	
	53CD	Innovation based on Yr8 & 10 results		1. Receive exam result analysis	1. March	
				2. Prepare logistic and innovation resources	2. April	
				3. Conduct innovation	3. May	
20. Schools use the relevant national curriculum	53CD	Appropriate National curriculum Materials are provided to schools		1. To receive curriculum materials	1. November	
				2. To sort out materials into area councils	2. November	
				3. To distribute to schools	3. November	
				4.To provide report to CDU	4. November	
		Curriculum support program is monitored and reported (K,1-6, 7-8,11-13)	2 1	1. To schedule Malekula & Ambrym training	1. March	
				2. To prepare training program, resources & Logistics	2. March	
				3. To Secure training funds	3. May	
				4. To conduct training	4. October	
		Year 8 & 9 New Curriculum Training		1. To prepare Logistics	1. March	
				2. To assist in conduction	2. August	
				3. To monitor implementation of year 7,8 & 9	2. September	
		Sign Language		1. To prepare logistic for training		
				2. To conduct training		
				3. To monitor implementation		
				4. To produce reports		
		Teachers effective teaching practices is supported and monitored with Malekula schools	2	1. To monitor teachers in classroom	1. March	
				2. To prepare for lesson demonstration	2. April	
				3. To conduct lesson demonstration	3. June	
				4. To produce reports to PEO	4. July	
23. National teacher qualification upgrade policy is developed and implemented	53CD	Teachers effective teaching practices activity is extended to Ambrym and Paama	2	1. To monitor teachers in classroom	1. April	
				2. To prepare for lesson demonstration	2. April	
				3. To conduct lesson demonstration	3. July	
				4. To produce reports to PEO	4. August	
		ICT professional development for teachers is provided through	35	1. To Identify Principal with lack of ICT skills	1. March	
				2. To schedule workshop date	2. March	
				3. To prepare Budget and logistic arrangements	3. March	

				4. To prepare workshop presentations	4. March	
		workshops and training programs.		5. To conduct training	5. April	
24. National Teacher Development Plan is developed and implemented by 2030	53CD	ECCE teacher's qualification upgrade	25 1	1.To facilitate enrolment at USP	1. January	
				2. To communicate with sub centre coordinator for confirmation of acceptance.	2. January	
				3. To assist in communication with students and USP.	3. January	
		Professional development-Cert.IV Leadership & Management		1.To confirm participant list	1. January	
				2. To secure funding	2. January	
				3. To conduct first cohort course	3. February	
				4. To monitor participant performance	4. July	
	53CD	Principal Conference	1	1. To confirm date	1. January	
				2. To prepare logistic and presentation	2. April	
				3. To conduct conference	3. May	
				4. To produce report	4. June	
	53CD	Professional development to identified teachers		1. To identified weak performing teachers using EAU results	Depending on SBM's schedule	
				2. To conduct observation		
				3. To analysis observation		
				4. To provide support to identified teachers		
	53CD	Women in Education program		1. To prepare annual program	1. January	
				2. To monitor implementation of program	2. June	
				3. To produce report	3. November	
27. Planning, Budgeting, Financing, and reporting processes are strengthened	53CD	PEB Annual activity plan and budget is implemented	1	1. To prepare annual budget for all unit according to annual plan.	1. December 2023	
				2. To send provincial annual budget to MoET.	2. December 2023	
				3. To release actual fund according to annual budget for the current year of each unit.	3. January	
				4. To send quarterly financial report.	4. December	
				5. To send Annual Financial report.	5. December	
		Purchase of Office equipment (Projector, & laptop) , and communications	1	1. To prepare procurement and LPOs.	1. February	
				2. To purchase equipment and services	2. April	
				3. To record financial transaction	3. April	
				4. To produce a financial report	4. June	

	53CD	Purchasing of fuel and transportation cost	1	1. To prepare LPOs	1. February	
				2. To purchase fuel and transport	2. April	
				3. To record financial transaction	3. April	
				4. To produce a financial report	4. June	
	53CD	Purchase of Services-Accommodation and catering.	1	1. To approve respective program activity	1. March	
				2. To prepare respective budget for approval	2. March	
				3. To purchase accordingly	3. April	
	53CD	Payment of entitlements (DSA and Allowances)	1	1. To approve respective program activity	1. March	
				2. To prepare respective budget for approval	2. March	
				3. To purchase accordingly	3. April	
	53CD	Annual plan budget and reporting cycle is implemented at school level	1	1. To Send Notification to schools for uploading Annual Plan and annual budget.	1. February	
				2. To receive Schools Monthly financial reports	2. December	
				3. To approve all school financial report.	3. December	
				4. To upload all school monthly financial report.	4. December	
	53CD	Work on Farm to School initiative with partners on framework to be pilot in selective schools	1	1. To establish framework with partners	1. January	
				2. To conduct workshop with respective schools and stakeholders	2. January	
				3. To establish pilot activity with selective schools	3. February	
				4. To monitor and report on progress	4. March	
29. School Improvement Unit Policy is developed and implemented	53CD	Monitor and Assist ECCE Policy and Minimum Quality Service in ECCE centres	226	1.To follow up on assessment readiness for age 3, 4, & 5	1. January	
				2.To develop assessment check lists for ECCE learning requirements for MEOs	2. May	
				3.To coordinate and support MEOs monitoring of ECCE quality learning standards	3. September	
		2024 Schools' SSP, Annual Plans, Budget & fee structures are developed, approved and Implemented.	119	1. To prepare workshop materials	1. January	
				2. To schedule dates and logistics	2. February	
				3.To conduct SSP Training for ECCE	3. March	
				4. To monitor teachers in drawing up their SSP	4. April	
				5. To monitor SSP progressive reports	5. June	
		SSP Support Program	10	1. To monitor these selective schools' SSPs	1. January	
				2. To identify school without proper SSP	2. February	
				3. To prepare training material and logistic	3. March	

				4. To conduct refresher training	4. June	
		Teacher appraisal	226	1. To prepare training resources and logistic	1. January	
				2. To notify selected school principals	2. February	
				3. To conduct training	3. March	
		2024 School strategic plans are monitored	226	1. 2024 SSP quarterly progressive reports templates are distributed to all schools	1. February	
				2. To collect SSP quarterly progressive reports	2. At the end of each quarter	
				3. To summarise SSP quarterly reports	3. At the end of each quarter	
				4. To submit quarterly reports	4. At the end of each quarter	
		School Governing Bodies (SC & SCA) are strengthened	226	1. To collect data on terms of SC & SCA	1. January	
				2. To analysis collected data	2. January	
				3. To submit list of new members of SC & SCA to PEB	3. March	
				4. To appoint new members by PEB	4. March	
				5. To prepare budget for induction of Board members	5. March	
				6. To prepare resource and logistic	6. March	
				7. To have Induction with the Board members on roles and responsibilities.	7. April	
				8.To monitor schools board meetings.	8. April	
31. MoET organisational structure and formal roles and responsibilities documented	53CD	Appointment processes for new school council's/Review terms of existing school councils	35	1. To analysis back to school report	1. March	
				2. To prepare the names of new council members	2. April	
				3. To submit to PEB for approval	3. June	
				4. To appoint new council members	4. June	
				5.To monitor the performance of school councils	5. November	
	53CD	Provincial Education Board meetings are held	3	1. To prepare an annual schedule	1. January	
				2. To prepare activity reports by units	2. March	
				3. To prepare and issue meeting notice	3. April	
				4. To conduct meetings	4. June	
				5. To send out PEB decisions to schools	5. June	

		Management of all provincial education officers	1	1. To prepare individual annual plans	1. January	
				2. To approve the plans	2. January	
				3. To monitor Officers' performance	3. November	
				4. To appraise Officers' performance	4. June, December	
				5. To report to HR (MoET)	5. December	
		Facilitate registration of Malampa vocational secondary school		1. To consult with Rensarie School Council	1. January	
				2. To prepare registration documents	2. January	
				3. To submit registration documents to PEB	3. January	
				4. To conduct PEB meeting for approval	4. January	
				5. To prepare documents for submission to PPU.	5. February	
				6. To enrol new intake students	6. February	
34.Open VEMIS data becomes the management Tool for MoET	53CD	OV refresher training	3 226	1. To schedule workshop date	1. February	
				2. To prepare logistical arrangement	2. February	
				3. To prepare workshop presentation	3. February	
				4. To prepare OV guides for new and weak principals	4.February	
				5. To conduct training	5. March	
		School data input is monitored	226	1. To notify All principals about census day in writing (21 March) and issue 2024 school activity calendar	1. February	
				2. To monitor student data input in OV	2. March	
				3. To analysis data in OV (Class Audit)	3. April	
				4. To provide feedback report to schools	4. June	

4.5.5 Shefa Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
18. IT Policy is updated and implemented by 2030	53 CE	57. Consult and liaise with OGCIO, TRBR, Telecommunications/Internet Providers and Donor Partners on options to connect all schools to the internet (better access of OV).	10 Primary, 10 Junior 5 Senior Secondary	1. To collect baseline information on IT use in schools 2. To present information collected to MoET, OGCIO and TRBR. To organize internal workshop with schools in developing their own IT policy	1. By 31st March 2023 2. By April 2023 3. By end of August 2023	▪ Unavailability of time for the activity to happen ▪ financial constraints.
18. IT Policy is updated and implemented by 2030	53 CE	53. increased use of ICT in schools through multiple actors, and manage establishment of computer labs in schools where possible.	All schools	1. To Identify and select possible schools and advice Principals to establish and engage ICT in students learning. 2. To advice School Principals to include ICT development projects in their SSP for 2024. 3. To assist these schools in seeking funding for ICT equipment and facilities through project proposal 4. To liaise and engage IT MoET officers in establishing ICT in selected schools.	1. By end of May 2. By end of May 3. By end of June 4. By end of October	▪ Schools might not have better access to internet connection. ▪ Schools might not have enough funding ▪ Principals lack knowledge of ICT
23. National Teacher Qualification upgrade policy is developed and implemented	53 CE	79. Provide support and monitoring for effective teaching practices	All School Zones of Shefa	1. To identify and select schools in desperate need for improvement 2. To arrange & organize principals Zone meetings and to revive Shefa Education academic associations 3. PEO to ensure and coordinate the work of the association's and provide assistance where necessary information	1. By end of June 2023 2. By end of July 3. By mid - August By end of October	▪ Interference of Natural Hazards such as Cyclones and the Covid community transmissions ▪ Unavailability of funds
22. Post-School Education and Training Policy is updated and implemented	53CE	70. Develop Provincial Skills Centres (PSCs) in remaining provinces (Shefa).	**6 schools** -N Efate - S. Efate - W. Efate - Emae -Tongoa - N. Epi	1. To Plan for establishment of vocational Training Centres. 2. To consult with schools and/or communities for establishing Provincial Skills Centres. 3. To present the establishment plan to MoET	1. March 2. May 3. June 4. August	▪ Delay of funding and Time for the activity to happen. ▪ Unavailability of location

				4. Consult Donor Partners.		
12. Reduction in the number of the out of School Children	53CE	43. Provision of training and support to schools and teaching staff to ensure appropriate support of children re-entering the education system.	**30 schools** Efate – 15 Tongoa & Shepherds-5 Epi- 10	1. To liaise with MoET to develop an awareness training package 2. To advice Principals of the concerned schools on the awareness 3. Provincial Officers to conduct awareness to Principals and Teachers 4. To report to PEO Office on the progress	1. February 2. February 3. April 4. June	▪Unforeseen circumstances. ▪Unavailability of funds
11. Existing schools are rationalized and areas of need for new schools are justified	53CE	31. Finalize and implement the National School Infrastructure Development Plan.	**Junior Secondary** Matarisu Roauh Nakuskasam Akama Mangarongo Vila East Fres wota Bilingual Anamburu **Senior Secondary** Nofo Imere Millenium Centre Ville Vila North Napangasale	1. To assist principals to develop new school infrastructure and maintenance plan. 2. To Consult with school communities. 3. To consult with Director ESD and stakeholders (project proposals & funding)	1. March 2. April 3. May	▪ Unavailability of funding and Time for the activity to happen. ▪ Unforeseen circumstances.
4. Monitoring equitable access to quality education	53CE	8. Learning and Teaching is informed by assessment data, explicitly attainment and progress of all pupil groups, with a particular focus on externally validated data, to ensure constant improvement of pupils learning and efficiency of the education system.	**10 Schools** -Erakor -Eratap -Seaside -Esnaar -Freswota -Vila East -Vila North -Ekipe	1. To assess 5 Teachers in 10 selected schools 2. To collect evidence of record of students' academic progress 3. To assess 10 Principals in 10 selected schools 4. To collect analysis of students' academic results from Principal	1. March 2. July 3. July 4. August	▪ Activity might be delayed due to delay of working Imprest release ▪ Might be Interference of Natural

			-Eles - Manua	5. To compile report to prove evidence of effective Teaching and Learning and submit to PEO 6. PEO to provide feedback to schools		Hazards such as Cyclones.
	53CE	10. Ensure all of the Teachers are making demonstrable use of assessment data in Planning learning and Teaching activities, catering the specific needs of individual students and group.	100 Teachers.	1. To assess 5 Teachers lessons in each 5 selected schools. 2. To Collect evidence Teaching activities targeting specific student individual needs/groups 3. To Compile report to prove evidence of effective Teaching and Learning/inclusive Teaching and submit to PEO 4. PEO to provide feedback to schools	1. March 2. March 3. June	▪ Activity might be delayed due to delay of working Imprest release ▪ might be Interference of Natural Hazards such as Cyclones. ▪ Teachers might not demonstrate the approach
10.Children have equitable access to HPS activities and equitable access to quality WASH in schools (WinS) facilities	53CE	29. Improve WASH facilities in Schools	All Schools	1. To visit 9 selected Schools 2. To assess and record WASH initiatives that are carried out in the selected schools. 3. To produce a report on the assessment and recommend for improvement to PEO 4. To follow up on progress	1. March 2. June 3. August By end of August	▪ Unforeseen circumstances ▪ Unavailability of funds
28.School Improvement Unit Policy Implementation	53CE	104. Implement ECCE Policy and Minimum Quality Service Standards to monitor and Improve quality of pre-school education	11 newly registered schools - Tasi 2 -Christ redeemer -Beverly Hills learning Centre -MWCPS ECCE Teouma	1. To conduct ECCE Policy and MQSS awareness to newly registered ECCE Centre's in Shefa through MEOs. 2. To monitor every ECCE Centre's and ensure that ECCE Policy and MQSS is implemented in all ECCE centers in Shefa. 3. To provide report to PEO	1. March 2. June 3. August	Unavailability of funding and Time for the activity to happen.

			- Beverly Hills Kindy - Noeline Bovu ECCE - Little stars - Mini Me - St. Adrian - St. Michel - Rongdale			
	53CE	106.Strengthening and monitoring School Improvement Plan (SIP)	All schools	1. To monitor to ensure that all schools develop and submit their approved SIP 2. To monitor and ensure that all schools submit their annual SIP reports 3. To provide report to PEO	1. May 2. May 3. July	Unavailability of funding and Time for the activity to happen.
	53CE	107.Use open VEMIS in school Planning	All Principals	1. To monitor and ensure that Principals are certain and confident to use OV and are using it frequently. 2. To report to PEO on the progress 3. To ensure that Principals submit their SIPs/SSP in a timely manner	1. April 2. August 3. October	Unavailability of funding
33.OPEN VEMIS data applied to all reporting and planning	53CE	126. Ensure all school Principals and administrators are trained to use Open VEMIS as the exclusive too to manage school data.	All Principals, Finance officers and/or School Secretaries	1. To monitor and provide OV Training on BMI, Inclusive, student & Teacher's attendance, school fees structure & Petty Cash. 2. To monitor and ensure that school Finance Officers and office secretaries are continuously using OV. 3. Report to PEO on the progress	1. Jan- Mar 2. April– June 3. July – Sept 4. Oct- Dec	Unavailability of Time & Funds
20. Schools use the relevant national curriculum	53CE	All School Games organized and coordinated	All School Zones of Shefa	To organize Provincial school games for all zones of Shefa	March to August	Unavailability of Time & Funds
19. Assessment practices are harmonized	53CE	Year 8 Provincial Examinations coordinated	For schools with year 8 in Shefa	To assist the schools to: 1. Write and print Maths & Language Test for year 8 2. Distribute to schools	June	Unavailability of Time & Funds
22. Post-School Education and Training Policy is	53CE	To improve Literacy and Numeracy in all Shefa Primary Schools by year 2026	All schools in Shefa (Work through Principals	1.a. To organize refresher workshops on Assessment reporting b. To organize refresher workshop on Literacy & Numeracy	February – October 2024	Availability Time

updated and implemented			associations and Zones)	2. Conduct training with Primary Teachers of Shefa schools 3. Report to PEO and stakeholders on the progress of the training		

4.5.6. Tafea Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action Completion Date	Comment & Risks
Reduction in the number of the out of School Children	53CF	Schools are ready (infrastructure, teaching & learning resource, environment) to begin 2024 academic year – Volcano ash affected area	19 Schools	1. Recall principal and teachers to their school. 2. Contact the school principal to submit the school plan to begin 2024 academic year. 3. Coordinate, facilitate and assist the schools to restore the learning space. 4. Assist and support the schools to procure resources in preparation for the 2024 academic year.	1. January 8 2. January 11 3. January 12 4. January 15	
6. School Maintenance Manual reviewed and updated	53CF	Maintenance work carried out on the Comprehensive infrastructure of New Classrooms in Tafea.	13	1. Officer concern to provide a plan of maintenance with help from principals and coordinate the maintenance work of the new classrooms. 2. 2Officer concern to carry out the Implementation of the maintenance work of new classrooms. 3. Officer concern to train school maintenance officers on Facility policies	1. April 2. May 3. 14 June	
10. Children have equitable access to HPS and WASH in Schools (WinS) facilities	53CF	Access to Quality WinS facilities and Activities	80	1. Provincial workshop with stakeholders 2. Baseline data collection 3. School Principals and Officers trainings on Wash in Schools	1. 20 May 2. 9 February 3. 10 May	
	53CF	Carry out implementation of Health Promoting in schools.	10	1. Liaise with Provincial Health Programs. 2. Coordinate the Provincial Health program in schools. 3. Implement the Provincial Health program in schools.	1. 19 February 2. 22 November	

9. Children have equitable access to schools	53CF	Implementation of Inclusive Education program carried out in schools.	40	1. Provincial Inclusive officer to liaise with schools to provide data of special need students. 2. PIC to. Coordinate the Inclusive programs in schools' in Tafea. 3. Implement the inclusive programs in schools with appointed teachers.	1. 30 April 2. 4 October 3. 19 February	
13. Strengthen Disaster Risk Reduction and Management (DRRM)	53CF	Implementation of Education in Emergency activities carried out in Tafea schools.	10	1. PIC to Liaise with Provincial NDMO and Environment programs to provide trainings for selected teachers. 2. PIC to Coordinate the EIE program in schools. 3. Implement the EIE program in schools with the selected /trained teachers.	1. 29 April 2. 3 June 3. 20 May	
31. MoET organizational structure and roles and responsibilities are updated and aligned	53CF	Management and supervision of staffing	50	1. Update teachers baseline/school baseline 2. Implementation of inspection and school improvement team. 3. Create academic committee in Area Council	1. 1 March 2. 24 June 3. 26 April	
	53CF	Implement the communications strategy in the province.	1	1. Coordinate the communication strategy to support the devolution with help from key principals in clusters to meet due dates with help from provincial coordinators. 2. Liase with the area administrators and area secretaries to best manage teachers in schools 3. Coordinators to carryout teachers /principals' observations for appraisals	1. 4 March 2. 16 April 3. 22 November	
	53CF	Implement the Teacher Management Placement Policy at Tafea province.	10	1. Liaise with the Placement Policy to arrange for teacher's posting in the Province. 2. Coordinate and facilitate the teacher posting and transfer at Tafea province.	1. 2 June 2. 29 August 3. 8 September	

				3. TMU,TSC in central office to liaise with provincial TMU to facilitate teachers postings		
	53CF	Implementation of the Leadership Selection Policy is carried out in Tafea Province.	1	1. Liaise with school structure to determine the leadership position in schools in Tafea. 2. Implement the Principal standards in the Province to determine the Principal Status. 3. Provide leadership/ management training for new principals 4. Organise basic computer training for principals	1. 10 February 2. 7 April 3. 6 May 4. 17 May	
	53CF	Meetings and Workshops held in Schools within the Province	2	1. Advocate the definition and concept of Devolution Strategy to schools in the province.	15 May	
	53CF	Meetings, and workshops for monitoring in the province.	2	1. Develop a Strategy Plan for monitoring in the province 2. With assistance from SBM develop a monitoring mechanism to be used in monitoring of schools 3. Seek assistance from ESD /VESP for all monitoring of activities 4. Ensure provincial officers have access to funding on time to implement activities especially monitoring for quality / reliable data and reports	1. 28 February 2. 21 March 3. 1 April 4. 1 April	
4. Equitable access to quality education is monitored	53CF	1. PEB meetings to approve schools that meets the requirements.	10	1. Coordinate and facilitate the implementation of registration of schools in Tafea. 2. Officer concern to provide a written report on Registration of all schools in Tafea Province.	1. 30 June 2. 4 August	
29. School Improvement Unit Policy is developed and implemented	53CF	Advocacy is carried out to schools on the roles and responsibilities of School Councils.	40	1. Implementation of the advocacy on the roles and responsibilities of School Councils in schools.	18 July	

	53CF	Inductions of new principals is carried out in Tafea province.	40	1. Implementation of new principal induction in Tafea.	5 June	
	53CF	Workshops and meetings, to improve academic performance at all levels.	2	1. Provide support in Phonetic teaching. 2. Support schools to develop Vernacular materials for effective teaching and learning. 3. Assessment Tools developed. 4. Literacy/Numeracy activities. 5. Results within qualifications and levels. 6. Create provincial academic learning committee and contract academic coordinator to coordinate all provincial academic activities.	1. 3 October 2. 3 March to 5 August 3. May 4. 18 July 5. 28 October 6. 22 April	
	53CF	Implementation of Home School Package, and Moodle mode of teaching and learning is carried out in Tafea Schools.	5	1. Implementations of HSP, and Moodle development. 2. Provincial training on HSP development and monitoring mechanism in place to monitor Implementations of HSP, and Moodle development. 3. IT teachers to be recruit by TSC as full-time paid teachers 4. Request for a provincial IT to coordinate all school ITs and stationed at the PEO's office 5. Provide training on parent support	1. 21 November 2. 3 June	
1. School Financial Management Manual are updated	53CF	Maintain clear financial management systems & communicate these to others.	80	1. PFO to Provide re fresher training for principals at beginning of year 2. Set provincial due dates for report submission	1. 30 June 2. 7 March	
34. OPEN VEMIS data becomes the management tool for MoET	53CF	Management of OV and data in the province	80	1. Make sure that Data validation will be a Priority task at the start of academic year to accommodate final exam students 2. Train new principals in OV upload	1. 24 May 2. 19 February	

19. Assessment practices are harmonized	53CF	Provincial subject panel meeting and induction of teachers	80	1. Inform the schools principals - 2023 – 2025 mission statement on literacy. 2. Instruction schools to allocate first 15min and last 15min of the school day for reading. Organize subject panel meeting for English/French/Math/science **3.** Implement fully provincial academic planning	1. 9 February 2. 12 February 3. 5 May	
	53CF	Strengthening of data analysis on PILNA, VANSTA results in the province	30	1. Consult CDU subject panels 2. Train teachers and principals to Diagnose way forwards from VANSTA report 3. Develop, moderate, and verify items 4. Administer Test	1. 12 August 2. 3 June 3. 17 June 4. 22 July	
	53CF			1. Training for principals on how to Consult Data from results 2. Identify weak areas 3. Report weak areas for improvement	1. 20 May 2. 31 May	
	53CF			1. Run provincial awareness 2. Support establishment of data club in the province 3. Report outcome of provincial data club	1. 1 May 2. 17 June	
23. National Teacher Qualification upgrade policy is developed and implemented	53CF	Adolescence life skills teaching in secondary schools in tafea province	50	1. Training of secondary teachers in life skills program 2. Implementation of life skills teaching	1. 8 July 2. 22 November	
	53CF	Teachers' attitude and value is strengthened and improved in Tafea schools	20	1. Setting up of school disciplinary committee 1- SC to develop school disciplinary policy in place for both students and teachers. 2- PEO office to Advocate to schools on attitude and Value	1. 29 April 2. 30 May 3. 30 November	

	53CF	Students' welfare policy is developed in all schools in Tafea Province	20	1. Setting up of school disciplinary board by PEO 2. Setting up of school social clubs in the province	1. 13 June 2. 1 April	
22. Post-School Education and Training Policy is updated and implemented	53CF	Teaching and learning are strengthened and improve in all school level in Tafea province	40	1. Strengthened provincial academic learning committee 2. Teaching, learning and assessment policy is developed in all schools in Tafea province 3. Advocate roles and responsibilities for teachers, principals, parents with regards to teaching and learning and provincial and school results. 4. Continuous monitoring of teaching and learning by school principals, PEA etc.	1. 24 June 2. 30 May 3. 19 August 4. 22 November	
	53CF	Accreditation of Number of Junior Secondary Schools in the tafea Province	6	1. Consult accreditation done by EAU 2. accreditation report submit to PEO 3.Compile findings and develop a report	1. 21 October 2. 30 October 3. November	
13. Strengthen Disaster Risk Reduction and Management (DRRM)	53CF	Strengthening of schools DRR management plan in all schools in Tafea province	20	1. training to principals with assistance from provincial NDMO office MoET national programs 2. setting up of school DRR committee 3. school awareness to school community on DRR by school DRR committee 4. Monitoring of DRR activities in schools by PIC	1. 16 September 2. 23 September 3. 1 October 4. 22 November	
Strengthening and Improve schools leadership and management	53CF	Implementation of the Leadership Selection Policy is carried out in Tafea Province.	20	1. Liaise with school structure to determine the leadership position in schools in Tafea. 2. Implement the Principal standards in the Province to determine the Principal Status both primary and secondary	1. 7 April 2. 6 May 3. 17 May 4. 26 July	

				3. Provide leadership/ management training for new principals both primary and secondary 4. Organize basic computer training for principals both primary and secondary		
27. Planning, Budgeting, Financing, and Reporting processes are strengthened	53CF	All school SSP to be completed as early as possible to be accommodated in provincial planning	80	1. Coordinate school plannings 2. Include school needs in provincial business plan	1. 13 September 2. 7 November	
	53CF	Strengthening of provincial school SSP and annual plans	80	1. Monitoring of school SSP to OV 2. Assist schools with quality SSP development 3. Administration of school SSP in the province	1. 22 November 2. 19 August 3. 31 October	
23. National Teacher Qualification upgrade policy is developed and implemented	53CF	Provide total number of the teachers and their qualification in the country.	40	1. Collect data 2. Report	1. 25 October 2. 15 November	
	53CF	Innovation project – Teacher Induction policy	40	1. Assist	1. 21 October	
	53CF	TOT on VHSS delivered to ECCE C00rdinator and ECCE key teachers in the province	40	Training in Tafea for ECCE PC and ECCE key teachers	1. 30 April	

4.6   Tertiary Education Directorate

Department	880					
Program	**Activity Code**	**Output or Service Target**	**Target**	**Action**	**Action completion date**	**Comment & Risks**
5.School MQS Minimum Quality Standard reviewed and updated	88AA	E-Government Network (Interchange) connectivity to PSET Providers installed.	6 Provinces (1 institution in each Provinces	1. Directorate to conduct consultation with OGCIO and with the 6 institutions (1 in each province)	1. January	50% consultation
				2. Develop an MOU between MOET Tertiary Directorate and OGCIO	2. February	No MOU developed
				3. Installation of the E-government networks within the institutions	3. March	No installation
	88AA	Vanuatu Maritime College CEO and Operating Manager appointed	1	1. Board of Directors to appoint the CEO and Operating Manager 2. To produce the inception report	1. January 2. February	Delay in appointment of CEO and Operating Manager Delay in producing the Inception- report
26. Planning, Budgeting, Financing and Reporting process are aligned	88AA	Planning, budgeting and PSET annual conference meetings for Tertiary Education Department are coordinated and conducted	1	1. Establish a mechanism to maximize consultation and collaboration between PSET Stakeholders.	1. July	No annual budget planning for the PSET annual conference
				1. Conduct PSET annual Conference meeting	2. August	Delay in budget submission.
	88AA	Post School Education and Training (PSET) Sector Support Committee established	1	1. To identify the key training needs within the Vanuatu and associated response planning 2. To develop Partner funding updates and opportunities 3. To receive updates from the VQA and TED on provider registration and course accreditation 4. To establish and implement the National Quality Management System for PSET delivery 5. To provide Professional development opportunities for Trainers/Lecturers 6. To plan for increasing flexible delivery modalities	1. April 2. June 3. September	

				7. To develop training and assessment resource 8. To receive updates from partner organizations for existing and planned Course delivery		
4. Monitoring equitable access to quality education	88AB/8 8AC	Concept on provincial database is developed and approved	1	1. Request from Provincial Training Coordinators 2. Director's Office to approve provincial database. 3. Director TED request Director Admin/Finance 4. Develop National PSET Games Charter	1. August 2. September 3. November	Delay request from PTC
	88AB	Priority Award areas identified and report produced	1	1. Identify key priority areas with VQA 2. Meet with all stakeholders and clients 3. Organize data 4. Verify data with stakeholders 5. Produce report	1. June 2. July 3. August 4. September 5. October	
	88AB	Integrate cross – cutting Equity guidelines developed	1	1. Identify disadvantage sectors 2.Create platform for access funding 3.NSTB endorsement 4.Equity guideline of MOET adopted	1.April 2.May 3.June 4.July	No Equity procedure and processes followed
	88AB	Analysis of previous awardee areas of study report produced.	1	1.Identify previous awardees areas of study 2.Reconciled with hosts institutions 3.Verify information from institutions with awardee 4.Analysis report produced	1.August 2.September 3.October 4.November	No proper records captured
	88AB	TSCU policy and procedures to address inequities at all levels is implemented.	1	1. Consult with Policy and Planning Unit and other stakeholders 2. Implement guidelines to reduce inequities.	1. July 2. August 3. September 4. October	No Equity procedure and processes followed
	88AB	Priority issues on consistency, transparency and effective use of limited resources are identified	15	1.Identify best practice within Scholarship 2.Regular meeting with Director Tertiary 3.Report to the NSTB	1. May 2. June 3. July	No best practice established
	88AB	Scholarship Awardees are accompanied and monitored	2	1. Request Director TED's approval for staff to travel with students overseas	February to November	No Scholarship Awardee monitored

			2. Placement of students at respective institutions		
			3. Monitoring of students' progression		
			4. Report to Director TED		
88AB	Link with external coordination and support is strengthened	4	1.Monthly meeting with Foreign Affairs	1. February to November	No meetings conducted
			2.Draft of MOU with Countries	2. March	
			3.Report to NSTB	3. April 4. May	
88AB	Annual priority areas identified with VQA and data report produced.	1	1.NSTB Director TED to approve for a consultant to work on quarter of NHRDP priorities	1. July	No key priority areas identified
			2.Liaise with NHRDP Coordinator to identify key priorities	2.August	
			3.Organize data	3.September	
			4.Verify data with stakeholders	4. October	
			5.Produce report	5.November	
88AB	Scholarship opportunities (Bilateral and PSET Providers) are increased	1	1.Liaise with Working Committee in Department of Foreign Affairs on Scholarship opportunities	1. June 2. July	No liaison done
			2.Establishing of MOU scope of coordination		
88AB	TSCU policy and procedures are aligned with foreign scholarship policies	1	1Produce foreign scholarship policies and procedure guide to increase scholarship opportunities for Vanuatu.	1.July	TSCU policy and procedures not aligned
			2.Consult with policies and procedures that address foreign scholarship.	2.August	
			3.Collaborate with Foreign Affairs to align TSCU Policy and guideline with foreign scholarship policies	3.September	
88AB	Most remote areas access scholarship (5 – 10 students) are provided (define most remote area)	10	1.Define "most remote area" range	1.April	No most remote access criteria established
			2.Establish the most remote area selection criteria/condition	2.May	
			3.Report to Director Tertiary and Senior Management Team.	3.June	
			4.Report to NSTB	4.July	

22. Review and implement Post-School Education and Training Policy	88AB	PSET providers identified, and Partial scholarship policy developed	3	1. Liaise with VQA to access RPL Policy	1.March	No RPL done
				2. Liaise with VQA to identify potential PSET Providers that will offer Recognition Prior Learning	2. April	
				3. Capacity building for Recognition Prior Learning Trainers	3. May	
				4.Development of Partial Scholarship Policy with Providers to offer TVET Opportunities	4	
	88AB	Scholarship awarded to PSET Trainers	6	1.Develop a template to create a data of all Trade Trainers.	1. March	No scholarship awarded to PSET Trainers
				2.Selection of Potential trainers.	2. April	
				3.Submit applications to Scholarship Board	3. May	
				4.Identify and make recommendations of inclusive trainers to obtain scholarship		
2. Grants disbursed according to work plan	88AC	Government and Development Grant guide is developed, and funds distributed are distributed to all registered PSET Providers	37 PSET Institutions	1.Discuss with PEO finance on guide in place	1. January	Delay in grants desperation
				2.Guide/Policy is developed.	2. April	
				3.Report produced by all PSET for 2022/2023.	3. May	
5.School MQS Minimum Quality Standard reviewed and updated	88AC	Built one (1) model Vocational Training Centres VTCs	1	1.Strengthen PSET providers registration process	1. February	Delay in building the model VTCs
		Institutional capacity strengthened.	1	2. Ensure all PSET providers are accredited	2. July	
		VIT's institutional capacity and its delivery of quality improved	1	3.Submit a paper to SMT to gather for all 6 provinces	3. October	
		In-demand, and gender-responsive training conducted	1	4.Meet with Facilities to design standardized building plan	4. November	
		A twinning approach employed	1	5.Identify a secure land		
				6.Site assessment and recommendation from technical team.		
				7.Secure funding		
				8.Liaise with VQA and assist Providers with update MQS Standard		

7. Asset master plan developed and approved	88AC	PSET asset master plan developed	3	1.TVET unit to develop asset inventory form	1.	March	No PSET asset plan developed
				2.Facilities and IT to provide training to all PSET Providers	2.	April	
				3.Collect asset inventory list from all PSET providers	3.	May	
				4.Compiled asset inventory	4.	June	
				5.Submit report to TVET unit.	5.	July	
				6.Check work done	6.	November	
	88AC	PSET Providers land lease secured and registered	5	1.TVET Central request Land Lease to Agreement forms from Facilities Unit	1.	February	No land lease secured
				2.PTCs to consult with landowners for land lease agreement	2.	June	
				3.Signed Land Lease Agreement	3.	November	
8.School Plumbing Maintenance Manual reviewed and updated	88AC	PSET providers plumbing Training conducted in Torba, Shefa, Malampa and Tafea	32	1.Meet with facilities unit	1.	August	No plumbing training conducted for PSET providers
				2.Consult with Facilities Unit to provide standard design	2.	November	
				3.Access to proper water system	3.	December	
				4.Coordinate Plumbing trainings (Cert II) for PSET Providers with support from VSP			
9. Children have equitable access to schools	88AC	TVET unit is part of the review committee	1	1.TVET to work with PPU for Vocational Secondary School mapping	1.	January	TVET unit not part of the committee
				2.Mapping and assessment of Policy implementation PSET Providers	2.	May	
				3.Report submission	3.	July	
10. Children have equitable access to HPS activities and equitable access to quality WASH in Schools (WinS) facilities	88AC	Wash facilities system is improved in PSET institutions	10	1.Part of development committee for WASH in Schools (WinS) standard guideline curriculum	1.	May	50% Wash facilities improved in PSET institutions
				2.TVET Unit be a member of the committee	2.	June	
12.Strenghten Community Engagement	88AC	Tools and equipment for Cert 2 are funded by TVET Unit for accredited programs	1	1.Purchase of tools and equipment for PSET Providers	1.	July	No Community engagement

	88AC	Awareness on relevant policies in all Vocational Training Centres at the provincial level are conducted	3 Provinces (Torba/Penama/Shefa	1.Develop a concept note with a Budget	1. February	No Community engagement
				2.Draft a program	2. April	
				3.Update and submit the information packages (Brochures, pull-down banner, booklets, and others) to PTCs'	3. May	
				4.Conduct the awareness.	4. June	
13. Strengthen Disaster Risk Reduction and Management (DRRM)	88AC	Education in Emergency Policy is disseminated to all PTCs and PSET providers	1	1.Request copy of DRRM Policy from Director ESD.	1. February	No disseminated
				2.Print/Scan	2. March	
				3.Send to all PTCs and PSET providers	3. April	
		Disaster Contingency Plan within all PSET providers implemented. (Tertiary Education part of the logistics)	1	1.Director to establish a taskforce in relation to the logistics part of the EOC	1. March 2. April	No taskforce established for logistics part of the EOC
				2.Development of a Disaster Contingency Plan and workshop for Provincial TVET centres and PSET providers.		
		Coordination of data collection and analysis to support disaster responsiveness	1	1.Organize Youth Groups for Data collection for all PSET Providers	1. April	No responsiveness to support disaster
				2.Analyze data collected	2. May	
				3. Submit Report	3. June	
14. Out of School Children Reduction	88AC/AB/AE/AD	Data on Out of School Children compiled and uploaded unto PSET MIS Database	6 Provinces	1.Submit a concept note to SMIT	1. May	No MOU established
				2.Liaise with Department of Local authorities to establish a MOU to involve Area Administrators	2. June	No tracer study conducted
				3.Liaise with VNYA to establish a MOU to involve Youths in Tracer survey	3.	
				4. Conduct tracer survey to collect data of Dropouts for PSET sector		
				5.Analyse and enter data to PSET MIS		
				6.Conduct Regional visibility tracer study on PSET		
		Training support for PSET Institutions and technical staff undertaken	1	1.Develop a Training Program for all PSET Providers on how to enter data to PSET MIS	1. July	No PSET MIS training conducted

16. Review and Implement National Education Language Policy by 2030	88AC	Participation of TED in the National Language Policy Committee	1	1. To appoint officers to participate in the review committee of LLN Policy 2. To appoint PSET Provider Support Coordinator to bolster the effectiveness of DTE's programs with a specific focus on Language, Literacy, and Numeracy (LLN) support and bridging courses.	1. January 2.?	No committee established
	88AC	MOU between APTC and DTE for PSET provider Support coordinated	1			
	88AC	Participation of TED in the bilingual/plurilingual education policy and system	1	1.Appointment of an officer to participate in the consultation meetings	1. August	Low turn out to consultation
17. Policy Guidelines developed to inform policy development	88AC	Participation of TED to policy consultation meetings	1	1. Nominate an officer to participate in the consultation meetings	1. May	Low turn out to consultation
	88AC	Awareness in PSET Institutions and provinces of relevant policies undertaken	1	1. Formulate a program for the awareness 2. Update information/Brochures 3. Conduct the awareness	1. February 2. March 3. April	No program formatted
18. IT Policy Updated and Implemented by 2030	88AC/AB/AD/AE	Concept on PSET ICT policy is developed	1	1.Request support from PPU to develop ICT Policy for Provincial TVET Centres	1. August	No PSET policy developed
20. High quality / Standard curriculum system in place	88AC	PSET Curriculum is developed	1	1. Request assistance from stakeholders & donor partners 2. Request Data from VQA and other PSET Providers 3. Collection of data from the provincial PSET Centres 4. PSET National curriculum Policy development	1. June 2. July 3. August	No PSET National Curriculum Policy developed
22. Review and implement Post-School Education and Training Policy	88AC	PSET Policy review as a base line to the National Skills policy.	1	1.Request VSP and VQA to fund the consultant and aligned PSET Policy base line to the National Skills Policy.	1. Aug	No alignment done
	88AC	TVET in school policy is developed	1	1.Liaise with ESD to develop a TVET in school policy	1. January 2. February 3. March	No TVET School policy developed
	88AC	TVET Resources Materials Cert I, II, III, IV are developed	5	1. TVET curriculum coordinator to work with PSET providers and industries to develop the resources	1. March	Mismatch curriculum and industry standards

				2. Develop training materials for one PSET providers at provincial level with 4 provinces		
				3. Develop resource materials for CERT I, II, III, IV for PSET providers		
	88AC	Flexible learning approach introduced to selected PSET Providers	6	1.Request Director TED to submit formal note to Director Finance for IT Unit team to develop a database at the provincial level	1. July	Mismatch curriculum and industry standards
				2.Train the trainers to use the platform		
				3.Registered training provider (VIT) to do flexible delivery at provincial level at the secondary or college and communities		
	88AC	Penama and Shefa Skills centres are established	1	1. Develop a formal note to relevant government agencies & donor partners 2. Present concept note to DCO and COM meeting for approval	1. September 2. October	Delay in establishing Penama and Shefa Skills Centre
	88AC	Operation budget for PTCs is decentralized	6 Provinces	1.Apply for cost centre for TVET provincial centres	1. September	No operation budget decentralized
				2.Establish TVET cost centre under the provincial Education Office	2. October	
	88AC	Draft MOU between Provincial TVET centres and VIT are developed	1	1 Liaise with VIT and other PSET centres	1. March	No MOU signed
				2.Enhance the development of Rensari and Santo East Secondary School	2. April	
				3.Inception work with VIT Penama Maewo	3. May	
24. Develop and Implement National Teacher Development Policy by 2030	88AC	Coordination and management of PSET trainers' qualification requirements	1	1. Request VQA to provide the requirements for a qualified registered trainer	1. August	No requirements provided
				2.Develop a standard for issuance of qualifications for all PSET Providers	2. September	MOU Implementation delayed
				3.Implement PILAC/VIPAM MOU		
28. MoET Research Policy Guideline developed and implemented by 2030	88AC	Tracer database produced	1	1.Liaise with PPU to identify Research Policy Guidelines	1. August	No Tracer databased produced
				2.Create survey form to collect data	2. September	
				3.Train PSET Managers on how to collect data	3. October	
				4.VTC Managers to collect data and submit	4. November	

				5.PTCs compile and produce each report		
	88AC	Expenditure cost for PSET providers reviewed	1	1. Review expenditure for PSET providers. 2. Identify new expenditure costs and adjustments. 3. Liaise with Central Office and Finance Unit to conduct an expenditure review. 4. Implement recommendations from expenditure reviews	1. September 2. October 3. November 4. December	No expenditure reviewed conducted
	88AC	Concept Note is submitted	1	1. Request VQA to provide minutes of the PSET Conference 2. Review findings for research on cost of PSET sector. 3. Identify financial models for PSET sector. 4. Working with VSP to develop financial model. 5. Produced a concept note are submitted.	1. September 2. October 3. November 4. December	
30. Develop and implement School Inspector Guideline	88AC	School Inspector Guideline be developed for PSET Sector	1	1.Review existing school inspector guideline.	1. September	No school inspector guideline produced
				2.Identify policies that address school Inspector Guideline.	2. October	
				3.Working with CDU to develop school inspector guidelines.	3. November	
				4.Produced school inspector guideline are accessed	4. December	
31. MoET organizational structure and formal roles and responsibilities are updated and aligned	88AC	Industrial survey's raw data is analysyed	2 (Shefa and Tafea Provinces)	1. Conduct Industry survey with industries	1. September	No report produced
				2. Identify level of qualification for employment for all provinces	2. October	
				3.Identify courses needed to meet the National Human Resource Development Plan	3. November	
				4. Submit a NPP to cover for Survey		
	88AC	Guiding Materials developed	1	1.Collect PSET MIS Policy	1. June	

34. OPEN VEMIS data becomes the management tool for MoET				2.Review existing guiding materials and policies	2. July	No guiding material developed
				3.Identify policies that address guiding materials.	3. August	
				4.Collaborate with PPU and VQA to develop guides, materials and tools.	4. September	
				5.Liaise with VQA to produce guiding materials.		
	88AC	PSET MIS Policy produced	1	1.Identify policies that address guiding materials	1.. September	No PSET MIS policy produced
	88AC	PSET MIS Training Conducted	6	1. Work with IT VQA to develop a training program on PSET MIS Platform 2. Submit a NPP to secure funding for training on PSET MIS 3. Conduct training	1. June 2. July 3. August	No funding secured for training
	88AC	PSET MIS Platform modules completed		1. Identify PSET institutions that need to complete modules 2. Establish a MOU with VIT to provide training on modules 3. Conduct/follow up on trainings 4. Produced a report on PSET MIS Platform	1. June 2. July 3. August	No PSET institution identify for completed modules
	88AC	Concept on PSET ICT policy is developed	1	1. Submit concept note on staff professional development in ICT 2. Request Training and Scholarship Coordination Unit to fund training IT. 3. Request support from PPU to develop ICT Policy for Provincial TVET Centres	1. June 2. July 3. August	No policy developed.
31. MoET Organizational structure and roles and responsibilities are updated and aligned	88AD	Higher Education and Research Department structure is expanded and reinforced to meet the demand in higher education sector		1. Expand and reinforce the HED structure within TED Directorate 2. Equip the HED office 3. integrate research into the department title "Higher Education and Research Department" and into the MOETR	December 2024	

				4. Recruit a part-time project officer (HEDPO) who will have also a second part time as Focal Point DAEU 5. Recruit a HERD Executive Secretary 35 28; 6. Set up weekly technical service meetings and monthly operational meetings reporting to the TED Director and General Director		
21. Vanuatu National University Act is developed and implemented	88AD	Bilingual Research and Innovation Doctoral Training Unit is created with a dedicated structure and scientific and academic training activities are implemented.		1. Develop activities of the bilingual research, innovation and doctoral training unit 2. Recruit the national correspondent	December 2024	
	88AD	DAEU is well coordinated nationally to respond to francophones students and teachers' expectations		1. Renewal of the agreement to roll out the DAEU and improvements to the training program 2. Recruit a part-time Focal Point DAEU who will have also a part time as HED project officer (HEDPO) (HEDPO) 3. implement selected recommendations 4. Registration of the DAEU with VQA 5. Formalisation of DAEU teachers' or lecturers' scope of training delivery with VQA and TSC 6. Alignment of DAEU lecturers' salary to PSET Scale	December 2024	
	88AD	MOU between Municipality in Port Vila and HED is formalized and HED projects between Noumea/Dumbea is implemented		1. Formalize and sign a MOU between the municipality of Port Vila, Dumbéa and HED MOET 2. Equip the Relais de la francophonie and create the association 3. Housing the URIFDB at the relais de la Francophonie 4. Apply eventually to OIF, CCR, AMB, PF call for projects	November 2024 (Francophonie Summit)	

				5. HED participation in the Pacific francophone forum in Nouméa/Dumbea 6. HED participation in the Francophonie summit in Paris*		
	88AD	RERIPA scientific project is implemented in collaboration with NUV and its university partners		1. Manage RERIPA Project related to Climate Change and the future of coastal Communities in partnership with the National University of Vanuatu	December 2025	
	88AD	The partnership between MOET and France Volontaire is reinforced to assist the development of Higher Education Sector Projects		1. Maintain and reinforce the partnership with France volontaires 2. VSI francophonie from France Volontaire to work with the HED Project officer (VSIF)	June 2025	
	88AD	Reinforce partnership with AUF to support higher education training and research		1. Maintain and reinforce the partnership with the new manager of AUF, her team and the future VSI AUF 2. signature of the science diplomacy manifesto by the minister 3. HED's participation in the AUF world week of francophone science* 4. HED's participation in the AUF Confrasie 5. Invite the AUF rector to Vanuatu 6. Implement actions defined in the framework agreement and the Pacific 2023 Funds	December 2025	
	88AD	Well-coordinated management of higher education institutions is established and monitored		1. Coordinate administrative policies that links USP, NUV/ESPE and MOET. NUV: 1. registration to VQA 2. monitoring funds allocated by the Ministry and requesting receipts and reports 3. monitoring and improving the operating protocols of the governing bodies (Council and Senate)	December 2024	

			4. attending meetings of the Management Board, Senate and Council 5. Follow-up with the Presidency and the HR department > MOET Presence on recruitment panelsESPE: supporting the integration of the ESPE into the UNVUSP: 6. Maintain and reinforce the coordination		
88AD	AFD EDU activities are well coordinated, and funds allocated to the ministry is monitored		1. Link with AFD NUM team for good coordination: digitalization of the university campus (NUV, ITV, VAC) 2. Link with AFD EDU team for good coordination: start-up of the UNV 2022 2025 3. Attend the committee AFD EDU 4. monitoring funds allocated by the Ministry (39M 2023) and requesting receipts and reports	December 2025	
88AD	AUF and NUV responses to call for innovative projects are well coordinated by Higher Education and Research Department		1. Coordinate AUF and NUV contributions towards the solidarity fund for innovative projects 2023- 2024 (DU TIC + DU RCAH + Certification PIX et Voltaire + Training + employment coaching)	November 2024	
88AD	The FICOL PLABIOVA Projects is implemented with relevant stakeholders		1. Co-manage the implementation of the project of the construction of a shared molecular biology platform on the university campus	TBC	
88AD	Research and Higher Education Training are implemented trough the FEF network		1. Manage FEF 2024 2025 (Fonds Equipe France): A network to enhance research and training in Vanuatu (Skills enhancement: doctoral scholarships and post-docs + summer universities + workshops // Network enhancement* and major scientific events)	November 2026	
88AD	Scholarships for regional mobility are awarded to allow		1. 2 Scholarships Master 1 et 2 Tourism with UPF	July 2025	

		Ni-Van students to study in Europe				
	88AD	Scholarships for regional mobility are awarded to allow Ni-Van students to study		1. 2 Scholarships Master 1 et 2 Environment with UNC	December 2024	
	88AD	Scholarships for regional mobility are awarded to allow Ni-Van students to study		1. Regional mobility scholarships (Master and PHD)	December 2024	
22. Review and implement Post-School Education and Training Policy	88AE	Education Attaché for China, New Zealand, Australia and New Caledonia is recruited.	1	1.Advertisement for Education Attaché for China, New Zealand, Australia and New Caledonia Positions	1. January	No Education Attaché recruited
				2.Shortlisting Process	2. February	
	88AE	Establishment of the New Caledonia's Education Attache office is created	1	1.Interviewing	1.March	
				2. Appointment of Qualify candidate.	2.April	
	88AE	National Trainers Quality Framework is developed	1	1. Conduct consultation meeting with national and provincial Stakeholders. 2. Development of PSET Trainers Framework.	1. July 2. August	No PSET Trainers Trained
	88AE	PSET Trainers trained	10	1. Liaise with VQA to prioritize training opportunity for all PSET Trainers. 2. Negotiate funding with skills partnership and other stakeholders	1. May 2. June	
	88AE	Yearly, quarterly, monthly and schedule of activities developed for Managers and trainers	1	1.Submit request to VSP for funding	1.April	
				2.Assist PSET Providers with Planning and Budgeting.	2. May	No schedule of activities implemented
24. Develop and implement National Teacher Development Policy by 2030	88AE	National PSET Trainers Policy produced	1	1.Initiate a workshop consultation meeting for PSET Trainer Policy.	1. February	No National PSET Trainers Policy produced
				2.Draft the Policy	2. March	
				3.Create a database system for all PSET Trainers in Vanuatu	3. April	
				4.Data Entry	4. May	
	88AE	Teacher data analysis study produced (ECCE Teacher, Primary Teachers, Secondary Teachers, PSET Trainers)	1	1.Review the teacher data through Teacher Qualification Report	1. January 2. February/March 3. April	No Teacher Qualification Report produced
				2.Priorities each teacher data required for the Teacher Analysis		

				3.Teacher data analysis produced		
	88AE	Professional development providers and programs reviewed	1	1.Outline an initial program mapping and prerequisite requirements for Trainers professional development with providers	1. April 2024	No program mapping
				2.Review of what different providers have been able to do and the successes and challenges experienced	2. May 2024	
				3.Consult the working group with identification of possible providers and programs	3. June 2024	
				4.Professional development providers and programs reviewed	4. July 2024	
	88AE	A proposal for professional development to teachers/school principals developed	1	1.Literature review	1. August/September	No literature review conducted
				2.Characteristics of the proposal identified	2. October	No TQUP Produced
				3.A proposal developed	3. November	
	88AE	Teacher Qualification Upgrade Policy produced	1	1.The teacher qualification upgrade policy review by the working group	1. January	No TQUP Produced
				2.Presentation of the review to Director TED	2. February	
				3.Director present the TQUP to SMT for approval	3. March	
	88AE	Communication strategy for the Teacher Qualification Upgrade Policy produced	1	1. Identify the stakeholders for the communication strategy. 2. Develop a communication strategy 3. Presentation of the communication strategy to the working group	1. April 2. May 3. June	No Communication Strategy produced
	88AE	Communication strategy implementation plan produced	1	1.Presentation of the communication strategy to the Director TED	1. July 2024	No implementation plan produced
				2.Presentation of the communication strategy to SMT for approval	2. August 2024	
				3.The implementation of the communication strategy within the MOET communication policy	3. September 2024	
				4.Development of a communication strategy awareness workshop	4. October 2024	
				5.Dialogue with school leaders & teachers on the TQUP	5. November 2024	

	88AE	Support trainer upgrading programs produced	1	1.Outline an initial program mapping and prerequisite requirements for trainers' professional development with providers	1. April	No report produced
				2.Review of what different providers have been able to do and the successes and challenges experienced	2. May	
				3.Consult the working group with identification of possible providers and programs	3. June	
				4.Professional development providers and programs reviewed	4. July	
	88AE	Implementation of the Trainer Qualification Upgrade Policy report produced	1	1.The TQUP (Trainer Qualification Upgrade Policy) policy implementation plan is developed	1. October	No report produced
				2.The implementation plan is categorized into various actions steps. These will include (a) Ongoing, (b) immediate, (c) Medium, (d) long term.	2. November	
				3.Overseeing the implementation of the policy by the working group.		
	88AE	Monitoring and evaluating and reporting on policy implementation reported	1	1.TQUP (Trainer Qualification Upgrade Policy) monitoring and evaluation plan is developed.	1. October	No M & E conducted
				2.Interviews and focus groups identified and contacted.	2. November	
				3.Report produced		
	88AE	National PSET Trainer Development Plan is reviewed. Development framework is established	2	1.The NPTDP (National Trainer Development Plan) plan reviewed by the working group	1. March	No Teacher Development Plan framework is established
				2.Presentation of the review to Director TED.	2. April	
				3.Director TED presents the NPTDP to SMT for approval	3. May	
	88AE	National PSET Trainers Development Plan Costing produced	1	1.Identifying the costing elements of the NPTDP.	1. May 2. June 3. July	No costing produced
				2.Consult with Finance MOET on Financial regulations		

	88AE	Presentation of the National PSET Trainer Development Plan produced to MOET	1	3.Presentation of the costings of the Plan to the working Group		
				1.Presentation of the NPTDP to Director TED	October November	No SMT approval
				2.Director presents the NPTDP to SMT for approval		

4.7. Education Commissions and Council

4.7.1 Teaching Service Commission

The copy of the TSC business plan will not be inserted into the overall MoET business plan, as the TSC business plan is organized differently and TSC board is mandated to approved the TSC business plan. However, a copy of the TSC 2024 business plan will be made available to the MoET and everyone.

4.7.2 Vanuatu Qualifications Authority (VQA)

The copy of the VQA business plan will not be inserted into the overall MoET business plan, as the VQA business plan is organize differently (in a different format). However, a copy of the plan was made available to the MoET and it will be made available to all, through the MoET website.