



Provincial Office
KP/FATA

Monthly Progress Account

Activities Count

Jan-March 2014
Consolidated Report



NCHD KP/FATA AT A GLANCE

There are 25 districts in KP and 7 Agencies plus 6 FRs in FATA. In KP 15 are focused districts while 8 are satellite/focused Tehsil districts. UPE program is operating in all 25 districts of KP while in FATA the same is functional in the 9 units.

In Khyber Pakhtunkhwa, out of 25, twenty three districts are FTs ones while 2 units are without FTs system. A binary FS system is working in KP. One is run by the FTs and comprising 96 schools while other is managed by MCs and consists of 119 schools. In literacy 3 special projects are at peak of activity in 17 districts.

In FATA activities are funded through a separate PC1. The program design in the area is comparatively different as compare to KP. In FATA UPE program is not limited only to provision of access to school but it also embodies the component of technical facilitation.



**Program wise contents of major activities
Accomplished during the month of Jan-Mar, 2014**

Khyber Pakhtunkhwa

(UPE)

- 1) Capacity building of the field staff-
Markaz Coordinators
- 2) SLOs' assessment carried out in
newly established CFS'
- 3) Evaluation of newly established
CFS by PO
- 4) Coordination with E & SE
Department KP

(ALC)

- 5) Partnership Agreement with
CESSD Project
- 6) Joint project with SJRDP in
Charsadda
- 7) Joint project with SRSP in 7
districts of Malakand division
- 8) Capacity building trainings of
Literacy Coordinators were held in
all Districts of KPK
- 9) January to June 2014 different type
of activities have been assigned to
the Literacy Staff

(Other)

- 10) Inauguration of the Malala Feeder
School
- 11) Visit of PO KP by the officials of
NIM Peshawar
- 12) Field visits for monitoring and
facilitation by Acting NPC UPE
- 13) Developing School Development
Plan for CFS

FATA/FRs

(UPE)

- a) Capacity building of field staff-
Circle Support Officers
- b) Regular school visits in summer
zone
- c) Planning for updating UPE MIS via
data entry wrt OSCs enrollment
- d) Monthly coordination meeting
with Agency Education Officers

(ALC)

- e) Skill Development Trainings for
Mobile Literacy Centers' learners
- f) Capacity Building Training Of
Literacy Teachers
- g) Non formal Basic Education
Centers

(Other)

- h) Coordination with directorate of
Education FATA
- i) Preparation, submission and
approval of revised FATA PC1

1 . Capacity building of the field staff-Markaz Coordinators' training on QE

Background

Provincial Office NCHD Khyber Pakhtunkhwa provided Quality Education Training, through PITE Peshawar, to DPMEs of all Districts in the province from 22 Oct to 27 Oct, 2013. Basic objective of the training was to enable the participants to know about the teaching methods, techniques, teaching learning process and develop acquaintance with basic terminologies.

In order to equip the field staff same training was further imparted to Markaz Coordinators wherein uniform content of the training plane was shared with the Districts. DPME of the concerned District was the trainer of the Training and where DPME positions were lying vacant the adjutant District DPMEs conducted the Training.

In Khyber Pakhtunkhwa in two Districts, namely Hangu and Tor Ghar, the MCs positions are lying vacant therefore MCs training was not conducted there while in the rest of the Districts MCs Trainings have been conducted as per below schedule:

#	District Name	Training Dates	Trainer Name
1	Abbot Abad	13 th to 17 th January,2014	DPME Abbottabad
2	Bannu	6 th to 10 th January, 2014	DPME Bannu
3	Batagram	6 th to 10 th January, 2014	DPME Batagram
4	Buner	6 th to 10 th January, 2014	DPME Buner
5	Charsadda	6 th to 10 th January, 2014	DPME Charsadda
6	Chitral	20 th to 24 th January,2014	DPME Upper Dir
7	DI Khan	20 th to 24 th January,2014	DPME Nowshera
8	Haripur	13 th to 17 th January,2014	DPME Tor Ghar
9	Karak	13 th to 17 th January,2014	DPME Bannu
10	Kohat	13 th to 17 th January,2014	DPME Orakzai
11	Kohistan	6 th to 10 th January, 2014	DPME Kohistan

12	Lakki Marwat	6 th to 10 th January, 2014	DPME Lakki Marwat
13	Lower Dir	13 th to 17 th January,2014	DPME Malakand
14	Malakand	6 th to 10 th January, 2014	DPME Malakand
15	Mansehra	6 th to 10 th January, 2014	DPME Mansehra
16	Mardan	6 th to 10 th January, 2014	DPME Mardan
17	Nowshera	6 th to 10 th January, 2014	DPME Nowshera
18	Peshawar	6 th to 10 th January, 2014	DPME Nowshera
19	Shangla	6 th to 10 th January, 2014	DPME Shangla
20	Swabi	6 th to 10 th January, 2014	DPME Swabi
21	Tank	20 th to 24 th January,2014	DPME Nowshera
22	Upper Dir	6 th to 10 th January, 2014	DPME Upper Dir
23	Swat	11 th to 15 th February, 2014	DPME Swat

Main Objectives of the training

1. To enhance and develop capacity of Markaz Coordinators on Quality Education so as to enable them to further impart trainings to FTs to create a learning atmosphere within NCHD's CFSs/ROs.
2. To enable the Senior Feeder Teachers (Markaz Coordinators) to asses and evaluate the learning out comes of the students in accordance with Learning Land Marks as specified in National Curriculum 2006

2. Assessment of students learning outcomes carried out in the newly established CFS' and reopened Closed Government Schools

As reported in monthly progress report for the month of December 2013, in order to provide school access to out of school children in as much school-less locations as possible, NCHD KP not only ensured reopening of 15 closed government schools but also established 106 more Community Feeder Schools by deploying 121 surplus Markaz Coordinators as senior FTs in them.

It was followed by a comprehensive assessment exercise carried out during January 2014 wherein 2820 out of 3240 children in 121 schools of 22 districts were assessed to measure and gauge learning outcomes of the students. As evident from the data in the below table, net and overall result (86 percent) was quite satisfactory but still a considerable number of children (14 percent) were identified as weak. For remedial action instructions have been given to the concerned districts.



Class wise result	Result of the Student Assessment						
	Grades Obtained (in aggregate)						
	No of Students Enrolled	Appeared in Assessment	A (70%)	B (60%)	C (50%)	D (40%)	E (below30%)
Kachi	3037	2636	603	571	567	515	380
Grade-1	106	94	13	17	33	21	10
Grade-2	62	57	8	13	16	14	6
Grade-3	13	12	0	3	5	2	2
Grade-4	12	12	1	5	6	0	0
Grade-5	10	9	0	0	7	2	0
Total	3240	2820	625	609	634	554	398

Primary reason for weak performance of the Children was that virtually entire schools were recently established/reopened during either the month of November or December. Similarly in addition majority of the students, who were identified as weak, belonged to initial class-Kachi.

It was a well-planned exercise wherein all concerned were thoroughly oriented before conducting the exercise. Similarly all recording/reporting formats were also shared with districts for documentation of the process steps taken and name wise assessment status of the children.

3. Evaluation of newly established Community Feeder Schools by Provincial Office KP/FAT

It was another significant activity accomplished during the month of January, 2014. As earlier stated, in order to extend the spread of access to school in hard areas of

the province, NCHD KP/FATA established 121new community schools (106 CFS and 15 Reopened Closed Government Schools) in 22 districts by deploying surplus MCs in them as Senior Feeder Teachers.



Said schools were established by the concerned Markaz Coordinators during the last months of calendar year 2013 while their validation was due on the part of Provincial Office



KP/FATA. As a result a special plan was chalked out for physical validation of the schools on sampling basis in four different districts-Charsadda, Nowshera, Mardan and Swabi.

In District Nowshera Director Operations KP/FATA Mr. Riaz Hassan Khan visited two Community Feeder Schools while Senior Manager Mr. Saeed Khan visited two Community Feeder Schools in district Charsadda. Similarly DPC UPE Mr. Gulbar Khan visited 3 Community Feeder Schools in Mardan and 2 CFS in district Swabi.

After the visits findings were consolidated and shared with all concerned, as given below;


S#	Name of Person	Class wise result	Result of the Student Assessment						
			Grades Obtained (in aggregate)						
			No of Students Enrolled	Appeared in Assessment	A (70%)	B (60%)	C (50%)	D (40%)	E (below30%)
1	Riaz Hassan khan, DO KP	Kachi	49+19=68	11+11=22	7	7	3	4	1
2	Saeed Khan ,SM	Kachi	73	62	39	11	5	3	4
3	Gulbar khan, DPME PO	Kachi	114	91	15	20	29	19	8
		Kachi	42	38	8	5	17	4	4
T	3		275	213	69	43	54	30	17

4. **Coordination with Elementary and Secondary Education Department Khyber Pakhtunkhwa:**

NCHD KP/FATA has developed a strong coordination with Elementary and Secondary Education Department KP. In accordance with letter of support issued to NCHD for implementation of its

interventions, NCHD KP has to share progress reports with E & SE Department KP on regular basis. In this regard Provincial Office KP shared copy of various progress reports i.e. Enrollment Campaign Reports, Salams Teachers Day Celebration Reports, Report on Feeder Schools etc. Similarly NCHD KP also approached Secretary Education KP for a maiden meeting with respect to provision of free textbooks in the Schools operating under the Community Feeder Schools System of NCHD

Meeting Minutes: Enrollment Campaign 2014



**GOVT. OF KHYBER PAKHTUNKHWA
ELEMENTARY & SECONDARY EDUCATION
DEPARTMENT**
Phone# 091-9210480, Fax# 091-9211429

No. C/P/TA/E&SE/Enrollment Drive/2014-15
Dated Peshawar this 31.03.2014

To
All Participants (List Attached)

Subject: Coordinating meeting for Enrollment Campaign 2014.


I am directed to refer to the subject cited above and to forward herewith appropriate minutes of the subject meeting which was held under the Chairmanship of Additional Secretary Elementary & Secondary Education Department Khyber Pakhtunkhwa on 25.03.2014 in Committee Room of E&SE, Head-A, Civil Secretariat Peshawar.

Findings are as under:

With Effect From 01.04.2014
Copy for information to the

1. The Director, Directorate of E&SE, Khyber Pakhtunkhwa, Peshawar.
2. The Director, Provincial Institute for Teacher Education (PITE), Peshawar.
3. Section Officer, E&SE Department, Peshawar.
4. PS to Secretary, Govt. of Khyber Pakhtunkhwa, E&SE Department.
5. PS to Additional Secretary, Govt. of Khyber Pakhtunkhwa, E&SE Department.
6. PA to Chief Planning Officer, E&SE Department.

[Signature]
Planning Officer



**GOVT. OF KHYBER PAKHTUNKHWA
ELEMENTARY & SECONDARY EDUCATION
DEPARTMENT**
Phone# 091-9210480, Fax# 091-9211429

List of Participants

1. The Director, Directorate of E&SE, Khyber Pakhtunkhwa, Peshawar.
2. The Director, Provincial Institute for Teacher Education (PITE), Peshawar.
3. The Director, Education Sector Reform Unit (ESRU), E&SE Department.
4. Deputy Director (EDMS), E&SE Department, Peshawar.
5. Section Officer (General), E&SE Department, Peshawar.
6. Senior Planning Officer-I, E&SE Department, Peshawar.
7. Team Leader, TA Team, ASI, KESP, DED.
8. Representative of TA Team, DED.
9. Provincial Director, Save the Children, Peshawar.
10. The Field Coordinator, IRC, Peshawar.
11. Special Advisor (Field Operation), CESSD, Peshawar.
12. The Director Operations, NCHD, Peshawar.
13. The Chief Field Officer, UNICEF, Peshawar.

Minutes of the Meeting

Subject: Coordination Meeting for Enrollment Campaign 2014

The subject meeting was conducted on 25th March, 2014 under the chairmanship of Additional Secretary E&SE Department in the Committee Room. The following attended the meeting:

1. Mr. Far Hanan Khan	Director Operations NCHD
2. Mr. Shahidullah Khatkhat	Director, ESRI, E&SE
3. Mr. N. Rafiq Khan	Director, E&SE
4. Mr. Akhtar Wali Khan	DP- District, E&SE
5. Mr. Anwarullah	DP- District, EMS, E&SE
6. Mr. S. Jafar	CESSD
7. Mr. Muhammad Raza	IPC/UNICEF
8. Mr. Nazim Khan	Regional coordinator, GIZ
9. Mr. Jamil ul Din	Director, PITE, Peshawar
10. Mr. Anwar Ali	Task Officer, GIZ
11. Mr. Muhammad Ayaz	Provincial Coordinator (Ed)
12. Mr. Akbar Ahmad	Education Coordinator, Save the Children
13. Mr. Saqib Khattak	ICEI/Save the Children
14. Mr. N. Saad Khan	ICEI/Save the Children
15. Mr. Amir Ghuman	ICEI/Save the Children
16. Mr. Qasim Khan	AO, Section, E&SE
17. Mr. Nageem Akhtar	Advisor to Govt. of Khyber Pakhtunkhwa
18. Mr. Javed	Advisor
19. Mr. Saqib Hussain	Manager Program

The meeting started with the invocation from the Holy Quran. After the brief introduction of the participants, the Chair welcomed all the participants. The Participants were informed that Department has prepared the Enrollment Campaign plan which will present to you in the District PITE Peshawar/local person for Enrollment Campaign 2014. The Director presented the Department plan for the Enrollment Campaign 2014 which was as follow:

- Launching of enrollment Campaign 0th April, 2014 (tentative)
- Meeting with DEDs (M&F) (26-3-14)
- Training of DEDs/ASD/DO (27, 28, 29, 30 March, 2014)
- Convening of DMC (7-4-2014)
- Circle wise training Head Teachers by ASD/DO (5-4-14)
- Reporting & compilation of data (7th May 15 2014 on daily basis)
- Sharing of Enrollment progress with Minister and Chief Minister on regular basis
- Other Activities

Barriers, Posters, Media campaign through Print media, Media campaign through PITE literature and Media campaign through Bill Board and small boards.

After the presentation the participants were asked to give suggestion about the

1900

1. NCHD

Director Operations NCHD said the NCHD staff presence is available in all 25 Districts and in the Enrollment Campaigns NCHD staff will support the Department at the provincial and District levels. In this connection NCHD submitted the Enrollment Campaign activities plan, which was discussed and minor changes were proposed which were incorporated here on as details below:

- Support in Enrollment Kit- of activity at the Provincial Level
- Meeting and Workshops at the District Level
- Appreciation of Teachers and Volunteers at the District and Provincial levels
- Welfare activities for the newly enrolled kids.
- Enrollment Campaigns Report
- Budgets: 300 (Large Sites)

2. UNICEF

Representative of UNICEF Mr. Raza informed that UNICEF presence is available in 16 Districts and during the enrollment campaign UNICEF and NCHD will jointly support the Department in all the Districts.

3. Save the Children

Representative of Save the children Mr. Saad said that they have presence in four Districts named, Abbottabad, Data gram, Buner and Peshawar and they will support the Department in these Districts by providing

- o Radio messages
- o Posters: 6000
- o 10 Billboard 20*10 and 01 billboard 30*50
- o Two advertisements for local newspapers 1/2 page enrollment kit.

4. CESSD

Representative Mr. Jafar said that they have presence in four Districts named Haripur, Kohat, Mardan and Swat and they will support the Department by providing

- o Radio messages
- o Posters: 3500
- o Banners: 50
- o Arrange meetings of PTCs in the above mentioned four Districts

5. GIZ

Provincial Coordinator GIZ Mr. Nazim Farooq shared that advertisements prepared by GIZ regarding Enrollment Campaign

- o Support for other activities will be communicated by tomorrow.
- o Support will be provided in three Districts named Abbottabad, Data gram and Buner.

6. Friends Organization Members

Representative of Friends organization from District Mardan expressed the desire to facilitate the District Education Office regarding Enrollment Campaign activities.

A detail discussion was made on advertisement and a formal agreed advertisement will be handed over to Department within 48 hours so that it can be shared with the partner's organizations. Mr. Nageemullah briefed the participants about the procedure and policy of the government.

Next meeting of the committee will be held on 27th March, 2014 at 3:00 pm in the committee room of the Department for the finalization of content of banners, posters and Billboards.

The meeting was ended with a vote of thanks from and to alike.

Inauguration of the Malala Community Feeder School in District Charsadda

Inauguration of Malala Community Feeder School in District Charsadda was another worth mentioning milestone achieved by NCHD KP/FATA during the month of January,

2014. Said ceremony was planned to be honored by the Director General NCHD during his visit to District Charsadda on January 5, 2014.

The intended visit of DG could not take place on the given date whereas all necessary pre-requisites were already

ensured, therefore the school as formally launched and inaugurated by Deputy Commissioner and DOE Female Charsadda Ms. Rabia Anees on January 7, 2014. All VEC members were also present at the occasion.

General Manager NCHD Charsadda had ensured the provision of required furniture and fixture (Black board, Chair and Mats), via mobilizing the local resources, well before shifting of students into the new school building.

After the ceremony children were provided with special gifts donated by UNICEF Khyber Pakhtunkhwa.

10) Visit to Provincial Office - KP by the officials of National Institute of Management (NIM) Peshawar

The National Institute of Management (NIM) Peshawaris a constituent unit of National School of Public Policy. NSPP is a degree awarding institution in the field of Public Policy



and was established through an act of parliament by Government of Pakistan in 2002. It plays an important role in training and capacity building of the civil servants of Pakistan.

On January 23, 2014 National Institute of Management (NIM) Peshawar approached NCHD PO KP/FATA for a meeting and orientation of a trainee group, comprising 3-4 participants, on the assigned topic of “Public Private Partnership in Education in Khyber Pakhtunkhwa” on January 30, 2014.

The request was acknowledged and the group visited Provincial Office KP/FATA on January 29, 2014 where Director Operations KP/FATA welcomed the guests and Provincial Coordinator UPE gave a comprehensive presentation on the unique Public and Private Partnership of NCHD & PHDF.

It was shared with them that “National Commission for Human Development (NCHD) and Pakistan Human Development Fund (PHDF) is a unique public private partnership model for social sector development in Pakistan. Under this public private model, the two organizations have been established simultaneously in 2002 i.e. NCHD AND PHDF.”

“PHDF receives funds for the programs of NCHD along with overseeing its operations and program implementation. While NCHD, working as statutory autonomous federal body, is mandated with implementation of basic education and basic health programs for human development in Pakistan.



1 1) Field visits for monitoring and facilitation by the Acting National Program Coordinator UPE

On January 13, 2014 Acting NPC-UPE Mr. Habibullah Khan visited two community feeder schools, along with Mr. Waqar Ahmad (ADPME Peshawar). Primary purpose of the visit was to facilitate DPME/MCs in Feeder School administration and observe the quality of education imparted to the students. After the field visit, Acting NPC UPE visited Provincial Office KP/FATA and shared the following findings with Director Operations about RO School SardarKoronaMathra and CFS Maira Sadiqabad Mathra respectively.

“1) FT was asked to conduct third quarter assessment of the students and share the paper and result as well.

2) A very competent teacher, whose teaching methodology and school administration was remarkable.

3) The teacher had purchased all registers for maintaining the school record from his own pocket money.

4) Students were very happy from their feeder teacher and from studying in the feeder school.

5) Teacher is applying multi-grade teaching methodology, but does not know the concept of multi grade teaching.

6) Additional teacher is a dire need for girls education in the school. DPME was advised to depute one additional FT in new PC-1 and ensure quality.”

CFS MairaSadiqabadMathra

a) Sitting place of students is not good; MC was instructed to discuss the same with community for replacement.

b) Some students were giving over satisfactory result. DPME was asked to inquire the students in DK register within other nearest schools.

c) Black Board is not of good quality. DPME was instructed to issue the BB from HDSU' available resources.

- d) Seating mats were borrowed from nearby Masjid. MC was instructed to call FSMC and discuss the issue in the meeting.
- e) Books with students were not available. ADPME was advised to meet with DEO to solve the issue.
- f) No chair and table was existed in the school for teacher, ADPME and MC were advised to meet with head teacher or SDO ED for its provision.

Subsequently Director Operations Khyber Pakhtunkhwa/FATA appreciated the concerned District General Manager with respect to the overall progress of CFS System in District Peshawar, which Acting NPC UPE had termed as good. Similarly he was also instructed to fill the gaps, on priority basis, as identified by the acting NPC UPE during his field visits.



1 2) Developing School Development Plan for the Community Feeder Schools

After rationalization of UPE Program the primary focus has shifted towards the Feeder Schools which though have become the face of NCHD's Interventions in the field but unfortunately lacking even the basic and minimum physical structure and Furniture, fixtures and equipment (or FF&E).

As approval of current proposed PC1 is still awaited and the schools stand in needof urgent attention therefore in aforementioned backdrop sighting of alternative plan had

become imperative. In order to address the matter NCHD KP team carried out a comprehensive exercise of School Development Plan.

SDP is a complete baseline assessment of the school. It resulted in clear identification of the actual needs of the schools as depicted in the given table A. After consolidation, Provincial Office intends to submit the same as financial assistance proposal to DFID KP to evolve Community Feeder Schools into Model Community Based Education Outlets.

Table A UPE Plan - Infrastructure Planning

Total no. of CFS	96
No. of districts	21
Total Enrollment	7,120
Boys	2,269
Girls	4,851

Summary Resource Plan	Amount in M
Total Finances Required	248.80
External Resources	155.20
ED/Parent School Funds	42.72
Local Community	50.88

Resources Requirement Plan

Line Items	Units Req.	Available	Gap	Unit Rate	Frequency	Amount
Teachers	192	96	96	8,000	36	27,648,000
Table for teachers	192	96	96	2,000	1	192,000
Chairs for teachers	192	96	96	1,000	1	96,000
Desk for students	2,373		2,373	1,000	1	2,373,333
Chairs for students	7,120		7,120	1,000	1	7,120,000
Land for class rooms	96		96	500,000	1	48,000,000
Classrooms	192		192	300,000	1	57,600,000
Boundary wall	96		96	100,000	1	9,600,000
Latrine	96		96	50,000	1	4,800,000
Labor	96		96	30,000	1	2,880,000
Electricity	96		96	1,000	36	3,456,000
Black/white board	288	96	192	500	1	96,000
Charts	192	96	96	500	3	144,000

Contribution		Further Requirement
ED Share	Community	Requirement
Amount	Amount	Amount
		27,648,000
		192,000
		96,000
		2,373,333
		7,120,000
	48,000,000	-
		57,600,000
		9,600,000
		4,800,000
	2,880,000	-
		3,456,000
		96,000
		144,000

Swing	192		192	1000	1	192,000			192,000
See-saw	192		192	5,000	1	960,000			960,000
Exposure visits	96		96	10,000	6	5,760,000			5,760,000
Routine maintenance	96		96	5,000	3	1,440,000			1,440,000
School sign board	96		96	2000	1	192,000			192,000
Uniform	7,120		7,120	1000	3	21,360,000			21,360,000
Reading materials	96		96	3000	3	864,000			864,000
School Bell	96		96	1000	1	96,000			96,000
Pakistani Flags	96		96	1000	1	96,000			96,000
Water Coolers	96		96	1000	1	96,000			96,000
Ceiling Fans	96		96	5000	1	480,000			480,000
Water Pump	96		96	10000	1	960,000			960,000
Steel Cupboards	96		96	10000	1	960,000			960,000
Notice Board	96		96	2000	1	192,000			192,000
Students Bags	7,120		7,120	300	3	6,408,000			6,408,000
First aid kits	96		96	5000	1	480,000			480,000
Teaching kits	96		96	10000	1	960,000			960,000
Books	7,120		7,120	2000	3	42,720,000	42,720,000		-
Stationary	96		96	1000	6	576,000			576,000
Grand total						248,797,333	42,720,000	#####	155,197,333
GT in million						248.80	42.72	50.88	155.20

14) Partnership building with Alliance for Education Reforms (Alif Ailaan Pakistan)

Alif Ailaan is a socio-political campaign to increase demand for education and to generate political will by engaging the politicians and by mobilizing the civil society, media, parents, teachers and children. Alif Ailaan centers on four themes: Implementing Article 25-A of the Constitution of Pakistan, Teachers Who Can Teach, Learners Who Can Learn and New Directions in Education. The campaign includes support for the Punjab and the Khyber-Pakhtunkhwa Education Sector Reform Roadmaps.

NCHD KP/FATA came in contact with Alif Ailaan during an educational conference which ultimately culminated in expression of interest, on the part of Alif Ailaan, for partnership with NCHD. In this regard an introductory meeting was held with Alif Ailaan on February 5, 2014 in NCHD KP/FATA's PO wherein Mr. Imran Manger Civil Society Campaign along with AA Provincial Coordinator for KP participated and discussed at length about the prospects of AA KP's entering into agreement with NCHD.

After the meeting Alif Ailaan proposed draft of Memorandum of Understanding (MoU) for signing with NCHD to collaborate with each other and integrate their planning and implementation activities. MoU was reviewed in accordance with mandate of NCHD and shared back with Alif Ailaan for appraisal. All proposed changes were agreed upon by Alif Ailaan and now the same (Alif Ailaan Khyber Pakhtunkhwa) has been invited to PO for signing the final version of MoU.

1 5) Pakistan Annual Status of Education Report 2013's Khyber Pakhtunkhwa Chapter Launching

Last year NCHD KP conducted the Annual Status of Education Report (ASER) survey in 15 Districts of Khyber Pakhtunkhwa. After the survey a comprehensive report was prepared. KPK Annual Status of Education Report 2013 was released on February 24th, 2014 in a launching ceremony organized by NCHD Khyber Pakhtunkhwa at Pearl Continental Hotel Peshawar with financial support of ITA.

Mr. Muhammad Atif, Minister for Education Khyber Pakhtunkhwa, was the Chief Guest on the occasion. It was an all-out productive effort which provided an opportunity to all concerned to get reliable estimates of the status of children's schooling and basic learning

(reading and arithmetic level), interpret those results and use them to affect policy decisions at various levels. Following are the major highlights of the ceremony;

Date: February 24, 2014

Venue: Pearl Continental Hotel Peshawar

Chief Guest of the event: Mr. Atif Khan, Minister for E & SE Department Govt of Khyber Pakhtunkhwa.

Participants:

1. E&SE Department

- Mr AfzalLatif, Secretary E&SE Department Khyber Pakhtunkhwa
- Mr. QaisarAlam, Additional Secretary E&SE Department Khyber Pakhtunkhwa
- Mr. Abidullah Kaka Khel , Director ESRU ,E&SE Department Khyber Pakhtunkhwa
- Mr. RafiqKhattak, Director E&SE Department Khyber Pakhtunkhwa.
- Mr. FalziManan, Director PITE Peshawar
- District Education Officers /Sub Divisional Education Officers /Assistant Education Officers (M/F) Charsadda, Kohat, Malkand, Mardan, Nowshera, Peshawar and Swabi.
- Principle /Head Masters of High /Middle and Primary Schools (M/F) District Peshawar.

2. Representatives of INGOs /NGOs like UNICEF, IRC, Save the Children, Alif Ailaan, CRD, KhwendoKor, Co Water International and ISRSP

3. Parents and Volunteers

4. National Commission for Human Development

- Mr. Khusro Pervaiz , DGNCHD
- Mr. Iqbal ur Rehman, Director Education
- Mr. Habibullah , NPC UPE
- Officers and official of Provincial and Central Districts of NCHD



5. Idar -e- Taleem o Aghai

- Mr. WaqasBajawa, Deputy Director ITA
- Mr. Afzal Shah , Provincial Coordinator ITA Khyber Pakhtunkhwa
- Mr. Ajmal, Admin and Finance ITA Khyber Pakhtunkhwa
- Zahoor , ITA Khyber Pakhtunkhwa

Panelist of the program

1. Mr. QaisarAlam, Additional Secretary E&SE Department Khyber Pakhtunkhwa
2. Mr. Abidullah Kaka Khel, Director ESRU, E&SE Department Khyber Pakhtunkhwa
3. Mr. FalziManan, Director Provincial Institute for Teachers Education Peshawar
4. Mr. Mustaq Ahmad, District Education Officer (DEO-Male) Mardan

Program Schedule

- Registration
- Opening and Welcome Remarks by Riaz Hassan Director Operations KP/FATA
- Highlight of the ASER Pakistan Report, Video and Documentary on ASER 2013.
- Presentation on ASER 2013 by Mr. Khusro Pervaiz Director General NCHD
- Citizen Speak : ASER 2013 Volunteers
- Panel Discussion on ASER findings
- Launch by the Chief Guest and all Participants.
- Speech by the Chief Guest
- Refreshment

Proceedings



Program started with the recitation from the Holy Quran. After the recitation from the Holy Quran, Mr. Riaz Hassan Khan Director Operations (NCHD) KP/FATA welcomed the participants and apprised the participants about NCHD and ASER 2013 at length.

He said that “It is a great privilege and honor for me to welcome you, on behalf of NCHD and ITA, to an event of National and Provincial significance. We are delighted to have you here and are positive that with such an audience having diversified experience in the field of Education we would be able to have an intellectual discourse and come up with some viable recommendations for incorporation in future strategies by the decision makers. Many of you have traveled long distances to participate in this Seminar. This reflects the importance you have given to this event for which we thank you once again.”

After welcome comments Director Operations (NCHD) KP/FATA drew attention of participants towards NCHD. He said “National Commission for Human Development (NCHD) was established by the Government of Pakistan in 2002 as a Statutory Autonomous Federal Body. As the lead organization for Literacy in Pakistan, National Commission for Human Development is striving to empower the people at the grassroots to become the agents of social change. Our mission is to support the government by filling the implementation gaps and improve public sector delivery mechanisms to achieve the Millennium Development Goals (MDGs) and “Education For All”.

“NCHD and ITA have jointly conducted the ASER 2013 Survey in Khyber Pakhtunkhwa and FATA. The survey was conducted between May and July 2013. The Annual Status of Education Report (ASER) is a survey of the quality of education. ASER seeks to fill a gap in educational data by looking to provide a reliable set of data at the provincial level,

that is comprehensive and, at the same time, easy to understand. The survey's stated objectives are three fold:

- i. To get reliable estimates of the status of children's schooling and basic learning
- ii. To measure the change in these basic learning and school statistics from last year
- iii. To interpret these results and use them to affect policy decisions at various levels

Presentation about Annual Status of Education Report, 2013 Major findings by Director General National Commission for Human Development (NCHD) Mr. Khusro Pervaiz Khan

- The survey was conducted in all 25 Districts of Khyber Pakhtunkhwa
- The survey was carried out in 30 villages per District and in each village 20 households were covered.
- It covered 741 villages and 14705 households
- Detailed information about 3-16 age was collected regarding Enrollment and Learning achievements in the subject of Pashto/Urdu .English and Mathematics.
- The data about 735 Government and 371 Private Schools Primary /High Schools were collected during the survey.
- The survey was also conducted for collection of information about Combined Schools- both Government and Private.



- The survey reflected that 14 % Children of age group 6-16 were Out of Schools in 2013 while 86 % children were found enrolled.
- The survey indicated that 45 % children of age group 3-5 were enrolled in schools.
- The Class wise Learning Achievements of Children were as below about 5-16 age group:



Citizen Speak

After the presentation, two volunteers shared their voices with the participants. The volunteers named Najeebullah and Syed FazalWajid belonged to village Kot District

Malakand

said that they were performing services as volunteer with NCHD since 2005. They further explained that they

- 61% Students of class 5th could not read the story of class – 2 levels.
- 37 % Students of class 3rd could not read the sentences in Urdu and Pashto.
- 26 % Students of class 1st could not read the Alphabet of Urdu and Pashto.
- 39 % Students of class 5th could read the sentences of class 2nd in English.
- 13 % students of class – 3 could only read the sentences of Class 2nd in English.
- 29 % Students of class 1st could not read the Alphabets in English.
- 38 % Students of class 5th could only solve the Question Addition in Mathematics.

- 38 % Students of class 7th could not solve the questions about addition in Mathematics.
- 35% students of Government Schools of class 5th while 51 % students in Private Schools can read a story in Urdu and Pashto.
- In English 43% students of Government Schools while 56% students in Private Schools of class 5th can read sentences.
- Survey Report reflects that the Teacher attendance in the Private is better than the Government Schools as 86 % Teachers of Government Schools and 94% of Private Schools were found present during the survey.
- Basic Facilities in the Governments Schools are still missing as 26 % schools do not have the Drinkable Water

were provided by NCHD at Malakand and after training they conducted the survey in the village Kot. Furthermore they shared that the survey findings were actual and the people of the village had appreciated the findings because it was for the 1st time that data regarding students' learning achievements were collected on door step of the students and that such like survey should be exercised in the future also.

Panelists' remarks

The panelists were invited for sharing their expertise views with the participants regarding the findings of ASER 2013 Khyber Pakhtunkhwa Report. Panelists appreciated the survey findings. They viewed that the findings of the survey was Eye Opener for the planners of Education. It was highly appreciated that Enrollment status of Khyber Pakhtunkhwa was better than the rest of the provinces. Regarding the Learning Achievements of the students they expressed their concerns. They were surprised to know about the non-availability of the basic facilities in schools, especially in the Government Schools. They pointed out that different means should be adopted by E & SE Department to fill the gaps in all the gray areas.

Ribbon cutting

After panel discussion a ribbon cutting ceremony was conducted by the Minister for E & SE Department Government of Khyber Pakhtunkhwa and panelists to inaugurate the opening to the general public of ASER 2013.

Speech of the Chief Guest



At the beginning of the speech the Minister of Education appreciated the efforts of NCHD and ITA for collection of data about ASER 2013. He particularly appreciated the role of volunteers in the collection of the data during the survey. He added that the report is a valuable document for planning and they deemed it as a mirror for the E & SE Department to identify the gaps and fill them accordingly. Minister expressed great sorrow regarding the non-availability of the Basic Facilities in the Government Schools and assured the participants that the present Government is going to start Tameer-e-School Program from March, 2014 to address the grave issue of missing of Basic facilities in the school. In this connection he invited everyone to share the burden of Government in provision of required amenities in the schools.

He further added that bringing change in the System of Education was the top priority of the Government and very soon everybody will feel the difference. He revealed that his department had developed links with other stakeholders for getting support to ensure the change.



Closing Remarks

Mr. Afzal Shah, Provincial Coordinator ITA thanked the Chief Guest, Panelists and the participants for participation in the Provincial Launching Ceremony of ASER 2013 Khyber Pakhtunkhwa.

Capacity building of UPE Program field staff-Circle Support Officers (CSOs)

Like Khyber Pakhtunkhwa, an inclusive exercise with regard to capacity building of Program Staff was also accomplished in 4 Agencies and 5 FRs of Federally Administered Tribal Areas (FATA) during which 28 Circle Support Officers were provided with five days training on Quality Education by the respective Agency Program Managers who were trained in a TOT held at FATA level on 22-28 October, 2013 by PITE Peshawar.

In Bajaur Agency training was scheduled from 29th January to 4th February 2014. The training was inaugurated by Mr. Saeed Gul (AEO Bajaur) who was accompanied by Mr. Muslim Khan (AAEO and Focal Person for all Organizations working in Education sector in Bajaur Agency). In Orakzai Agency the training was conducted by HDSU Kohat. DGM, AFAM and DPML Kohat monitored the training sessions regularly.

In Khyber Agency the training was held from January 29 to February 4, 2014 in Provincial Office FATA. Mr. Ejaz Khan DPME Khyber Agency was the trainer and that GM FATA also attended the said training. CSOs of Mohmand Agency were trained in HDSU



Charsadda by
Agency Program
Manager
Mohmand Agency
and DPME
Charsadda from



6-10 January, 2014.

As far as training in FRs is concerned, it was held at cluster level in HDSU DI Khan and Bannu. In HDSU DI Khan DPME DI Khan M. Hanif Rahmani imparted training to Circle Support Officers of FR DI Khan and Tank while in Bannu, Agency Program Manager Lakki Marwat Mr. Naimatullah Khan trained CSOs of FR Lakki Marwat and Bannu from January 29 to February 4, 2014.



Adult Literacy Program

6. Research study (Does age of the learners influence learning outcomes?) carried out in district Upper Dir

District General Manager NCHD Upper Dir took a substantial initiative by conducting a research study during the month of January, 2014. Prime objective behind the study was to find out that whether age factor played any major role in learning outcomes of the learners in ALCs. Following is summary of the research as narrated by the DGM;

“Learning is a continuous process. History of education shows that there are certain factors which have its influence on the preparation, process and outcomes of the learners and among one of these factors is Age. Age was our focus of study in this brief research exercise. We had taken a sample of 100 learners in four circles in District Upper Dir i.e Nowra-BarwalBandai, Barkand-usherai, Jabar and Katan. The sample selected learners have ages ranged from 10-45 and they were randomly selected. The study shows clearly that age has an influence on the learning outcomes along with other factors. In our sample if we show the result of 35 plus, we could easily see the (Negative) results that may be influenced by age along with some other factors. Our focus should be learners whose ages range from 10-35 in future intakes of NCHD’s literacy Programme.”

Recommendations

1-Age group 10-30 is the group that is the best in all the given performances. So it is recommended that in the next phase’s preference should be given to this age group.

2-Skilled based learning is necessary to promote the welfare of the population engaged in literacy.

3-The duration of the literacy phase should be increased to enhance the outcomes of literacy.

4-Teacher training should also include class room management, audio-visual aids provision, and teaching methodology.

5-The female qualified teachers trainers should be engaged to give training at all of the levels

The above recommendations were shared by the Provincial Office with the Head Office for incorporation in future strategies.

7. **Literacy Coordinators Training/ Refresher:** Provincial office assigned task to all 23 districts (Literacy districts) in Khyber Pakhtunkhwa to conduct Capacity building training/ refresher for Literacy Coordinator in the month of February, 2014.

These trainings were conducted at district level by DPMsL in the months of February and March 2014.

8. **Assessment of retention level of learning achievements of learners**

District teams to assess learning levels of learners of the pervious phase in order to know the retention levels of learners. Formats for assessments of learners' and analysis mechanism have been shared with all the districts of KPK: The following strategy has been devised for the commencement:

- This exercise will be carried out in all 18 Districts(where last phase was run) of KPK.
 - It has been planned that 10% ALCs (both male & Female) to be selected with appropriate coverage to urban & rural.
 - ALCs to be selected from urban and rural will further be classified according to teachers' qualification (Low & High).
 - Once the ALCs are selected on the criteria mentioned above, then assessments of learners (approximately 12-15 per center) to be conducted in such a way that the desired result can be obtained.
 - Learners will be assessed on specified formats by the concerned LC, and record of each ALC to be compiled duly signed by LC and LMC member.
 - After completing process of assessments in field, Literacy team will further analyze the data, age-wise and teacher qualification-wise.
 - District Summary will be reported with the remarks of DPML and DGM.
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- The activity was planned in March but due to engagement of staff in Inspection/audit it has been started working on in the last week of March, 2014.

9. Data Collection of ONE Model UC in each District

DATA COLLECTION OF ONE UNION COUNCIL IN EACH DISTRICT: Data collection exercise will be carried out in one UC. It is planned that the data collection exercise may be carried out in the same UC which we have already selected as Model UC for UPE. . Data collection formats are forwarded to districts for compliance the following information will be shared by districts with PO before commencement:

- Name of model UC
- Approximate number of households of selected UC
- Implementation strategy with timeline.

Note: Data collection in model UC will be carried out in all 23 literacy districts of Khyber Pakhtunkhwa.

10. Each one and Teach one

EACH ONE TEACH ONE (20 Volunteers/LEARNERS PER LC) - Each LC will identify 20 volunteers who will teach one illiterate person, the volunteers can teach their parents or siblings, relatives or friends. LCs will conduct baseline and final assessment of those selected learners.

Special Projects

National Commission for Human Development has signed partnership agreement with Cowater International on 1st November, 2013 in 11 districts of Khyber Pakhtunkhwa namely:



Abbottabad, Charsadda, Chitral, Haripur, Kohat, Kohistan, Mansehra, Mardan, Nowshera, Peshawar and Swabi.

NCHD and Cowater under CESSD Project have entered into the Agreement to cooperate with each other and to integrate their planning and implementation activities to maximize the objectives of their common interests through the



above mentioned project for establishment of Adult Literacy Centers. Provincial Office conducted joint field visits with CESSD HO team in the month of February, 2014. Book-2 and 3 trainings of CESSD teachers were completed during the months of February and March, 2014.

Below is the district-wise progress.

S No	District	Target of ALCs	No. of ALCs established	Learners Enrolled
1	Peshawar	5	5	125
2	Kohat	18	18	447
3	Nowshera	20	20	415
4	Charsadda	5	5	125
5	Mardan	13	13	321
6	Swabi	13	13	272
7	Chitral	10	10	235
8	Haripur	12	12	311
9	Abbottabad	15	15	325
10	Mansehra	20	20	470
11	Kohistan	5	5	104

	Total	136	136	3150

- **SRSP Literacy Project (2nd Phase)**

NCHD and SRSP have been signed Letter of Understanding to cooperate with each other and to integrate their planning and implementation activities to maximize the objectives of their common interests



through signed project of establishment of Adult Literacy Centers in 07 Districts of Malakand Division. It is four years project, comprising of 08 phases. District-wise progress of first phase is as under

District	ALCs		Learners			
	Target	Established	Enrolled	Dropout	Failed	Graduated
Chitral	6	6	145	5	0	140
Buner	11	11	275	1	0	274
Shangla	4	4	100	0	0	100
Malakand	5	3	69	5	0	64
Swat	15	11	282	3	0	279
Lower Dir	9	9	225	5	0	220
Upper Dir	9	9	225	1	4	220
Total	59	53	1321	20	4	1297

- Recently, SRSP & NCHD have jointly completed 53 ALCs with 1297 passed out learners in 7 districts namely Chitral, Bunir, Shangla, Malakand, Swat, Upper Dir and Lower Dir. Areas selection and Social Mobilization process for the upcoming phase is in progress and teachers' trainings are planned in the months of March/ April, 2014.

- **SJRDP Literacy Project**

Seven (7) Literacy Centers in Charsada funded by SJRDP: Social Justice & Rural Development Programme (SJRDP) with the partnership of NCHD established 07 adult literacy centers with enrollment of 175 learners in district Charsada. 05 ALCs completed and 2 are functional.

- **SRI Literacy Project**

Swat relief initiative (SRI) is local NGO working to empower societies through community development, social mobilization and awareness programs to help them achieve better quality of life. SRI & National Commission for Human Development entered into an agreement on 21-02-2014 for establishment of one Adult Literacy center in District Swat.

- Two days training to their staff has been imparted in the month of February, 2014. A pilot ALC has been established by SRI which may lead to an expanded literacy program.

FATA Activities

During the month of January and February entire planned activities were executed in all the nine agencies/FRs. Salient features are as under;

- Routine school visits.

- Feeder schools /OC schools validation
- Progress review meetings
- Approval of UPE action Plan by Directorate of Education FATA.
- Joint exercise on UPEMIS Updating at FATA Office, Peshawar.
- Facilitation of APMs-E on preparation of action plan

FR Peshawar: A co-ordination meeting was held with the Agency Education Officer (AEO)FR Peshawar regarding the new births entry ERF, enrolled data and specially discussed the validation of FTs in FR Peshawar. Mr. Syed Hussain welcomed the NCHD team. Thereafter MR. LatifUllah (RPO-FATA) briefed AEO about the new births entry of FR Peshawar and enrolled children. In the meeting AAEO Mr. Sahib Zada was also present. A meeting was also conducted with AAEO female Mrs. Ruqiyya regarding the validation and present status of female FTs in FR Peshawar

Khyber Agency: coordination meeting was held with Agency Education Officer. The Agenda of the Meeting was as under:

- Action plan for Agency Level activities from January to June 2014 as per Approved plan from Directorate of Education FATA.
- Support of CSOs to AAEOs in Annual Exam of Primary Schools and CFS at Tehsil Jamrud and LandiKotal.
- Strategy for Joint meeting with political administration Khyber Agency.
- Planning for joint meeting with partner organization working in Khyber Agency regarding support in enrollment Campaign activities 2014.

In the month of February-2014, 04 primary school, 1 Feeder School and 2 overcrowded Schools were visited by DPME along with concerned circle support officer. CSOs were facilitated in the Student assessment of various classes. CSOs and teachers were briefed on maintaining the record of QE at school level (CFS and GPS). Validation of Feeder School and teachers were also conducted

Bajaur Agency:A coordination meeting was held in the office of KAMORE. The meeting was attended by Assistant Agency Education Officer, Field officer Agriculture Department, Representative of Health Department, Head of MCCP, representatives of Community Base Organizations (CBOs) working under the umbrella of KAMORE. The main agenda for the coordination meeting was;



- 1) Improving linkage between line department, NGOS and with Community Based Organizations
- 2) Voluntarily support and facilitation to Line Department especially to education and health sector by the community
- 3) Identification of community needs and sharing with the concern department.



A coordination meeting was also held with the Officers of Education Department. During the meeting the schedule for holding examination in primary schools was discussed. AEO said that the examination in primary school was conducting by the Cluster-in-charge. At present the schools were closed therefore they will submit their examination schedules soon after the schools reopened. He also said that conducting examination in CFS was their responsibility and like other GPS the concerned cluster-in-charge will include it in the schedule. As Bajaur is winter zone therefore the GPS were closed due to winter vacations and UPE team carried out field visits of Feeder schools only.

FR Tank: Most important activity according to the action plan was the CSOs training.

The training commenced on 29th of Jan and ended by 4th Feb 2014 in HDSU DI Khan.

Another most important activity was the EMIS DATA Entry at Peshawar which started from 10th of Feb 2014. This was successfully accomplished by the EMISOs. DPME held a meeting with ED for Feeder School students' exams (assessment) which will be held on 18th of March 2014. CSO Position of FR DI Khan is vacant since long and needs to be filled urgently.

Internal Audit /Inspection of HDSUS

The provincial office has planned an audit /inspection of HDSU in order to check the validity of the programs record in the Districts. The provincial office has developed a checklist for each program so that the audit team may check the program activities according to the checklist. A detail moment plan was shared with the Districts.

National Commission for Human Development

Provincial Office- Khyber Pakhtunkhwa

Annual Inspection (Year-2012 & 2013) - Districts Movement Plan

District	Date of Initial Visit	Follow up visit date	Follow-up Committee	No of Days	Reporting Date to PO	Status/ Remarks
Buner	5-Mar-14	18-Mar-14	DPML,DPME,AFAM (Swabi)	1	20-Mar-14	
Charsadda & Mohmand	10-Mar-14	18-Mar-14	PFAM,DPME Malakand, APCL	1	20-Mar-14	
Mardan	5-Mar-14	19-Mar-14	DFAM charsadda, APCL, DPME Malakand	1	21-Mar-14	
Swabi	10-Mar-14	20-Mar-14	PFAM, APCL, DPME Malakand	1	24-Mar-14	

Nowshera /Peshawar	13-Mar-14	21-Mar-14	DFAM Charsada, APCL, DPME Malakand	1	24-Mar-14
Malakand	6-Mar-14	24-Mar-14	Bunnir DFAM,DPME/DPML Swabi	1	26-Mar-14
Battagram	10-Mar-14	21-Mar-14	DPME Kohistan	1	24-Mar-14
Haripur	17-Mar-14	24-Mar-14	PFAM, ML, GM BTM	1	26-Mar-14
Abbot Abad	5-Mar-14	25-Mar-14	PFAM, ML, GM BTM	1	27-Mar-14
Tor Ghar / Mansehra	5-Mar-14	26-Mar-14	PFAM, ML, GM BTM	2	28-Mar-14
Swat	13-Mar-14	31-Mar-14	PFAM, ML, DPME Bunir	1	2-Apr-14
Shangla	10-Mar-14	1-Apr-14	PFAM, ML, GM BTM	1	3-Apr-14
Kohistan	13-Mar-14	2-Apr-14	PFAM, ML, GM BTM	2	4-Apr-14
Kohat	13-Mar-14	27-Mar-14	GM Karak, DFAM Lakki, APCL	1	28-Mar-14
Hangu & Orakzai,Kurram	17-Mar-14	28-Mar-14	GM Karak, DFAM Lakki, APCL	1	28-Mar-14
Bannu & FR Lakki,FR Bannu	5-Mar-14	18-Mar-14	PCE , FM FATA, ML	1	20-Mar-14
DI Khan & FR DIK, FR Tank	10-Mar-14	19-Mar-14	PCE , FM FATA, ML	1	21-Mar-14
Tank & FR Tank	13-Mar-14	20-Mar-14	PCE , FM FATA, ML	1	24-Mar-14
Karak	10-Mar-14	20-Mar-14	GM Kohat, DPML Kohat, DFAM Bannu	1	24-Mar-14
Lakki Marwat & FR Lakki	6-Mar-14	21-Mar-14	GM Kohat, DPML Kohat, DFAM Bannu	1	24-Mar-14
Lower Dir & Bajuar	12-Mar-14	26-Mar-14	DPME Bunir, DFAM Swat ,DPML Swat	1	28-Mar-14
Upper Dir	10-Mar-14	27-Mar-14	DPME Bunir, DFAM Swat ,DPML Swat	1	31-Mar-14
Khyber Agency, FR Peshawar, FR Kohat	12-Mar-14	31-Mar-14	DPME(Mohmand), DFAM Charsadda, ML	1	2-Apr-14
Chitral			Will be communicated later on		

Guidelines of the Internal Audit

- All Finance, Administration, HR and Program areas will be covered by each visiting team.
- The movement plan has been devised in such a way that each visiting team will visit the specified district for two days. On the conclusion of their visit they will share the gaps with the district. Follow-up visit by the same team will be conducted on the date specified against their plan. During the first visit and the follow-up visit, the visited District will ensure to cover all the identified gaps and update their records. Sufficient time between the first visit and the follow-up visit has been ensured so that gaps regarding availability of records are covered by the visited District.
- DGMs will ensure to appoint one senior MC or LC as officer-in-charge of their HDSU for the period they will be visiting another district. The name/designation of the employee will be shared with the Provincial office.
- Some teams will be visiting more than one district for inspection.
- Before the commencement of the visit, DGM will share and discuss in-depth the attached check-lists with his team. At the end of the first days visit the team will hold a meeting and share the findings and plan for the next days' task. At the end of the second day, the visiting team will share their findings with the visited District and intimate them of the date of their follow-up visit. Similarly the visiting team will also share their findings with the Provincial office at the end of the second days visit.

Final reports by each team, in soft and hard form, duly signed and stamped, will be submitted to the Provincial office on the reporting date mentioned in the attached Movement Plan.