

**Appendix 13 Review of School Plan Report of Term 2**



### Summary Review of School Development Plan (Term2)

Name of the District<sup>1</sup>: Hanang

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item		Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	4.1	In one case the report was rather disorganised	Format should be followed
Executive Summary	2	Does this section clearly address key issues of the report?	3.2	In one or two cases the Executive Summary was not included	Format should be followed.
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	3.9	Generally well done	
	4	Does this chapter include findings from School Mapping?	3.8	In several cases only Gap Analysis Sheet shown.	SM findings should be summarised
	5	Does this chapter include findings from SWOT analysis?	4.1	In one case SWOT analysis was rather sketchy	Proper SWOT analysis should be done
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	4.4	In most cases this was well done.	
	7	Are the prioritized Objectives clear and relevant to the Vision?	4.1	Sometimes written like Activities or Targets	Objectives should be differentiated from Activities/ Targets
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	4.3	In some cases Target set were not realistic	Realistic Targets are vital for realistic plans

<sup>1</sup> The main report interchangeably uses the term, council and LGA, as a meaning of municipal, town, and district councils. In this review the term District is not changed because of retaining its original form.

Item	Criteria	Mark	Remarks	Suggestion for Improvement
	9 Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	4.0	In some cases too detailed budgets shown, but no resources Identification Sheet.	Resources Identification Sheet should be shown
Plan of Operation	10 Is the Plan of Operation consistent with the Program formulated in terms of Objectives, Targets, Activities, Implementing Agencies and Resources requirements?	4.3	In one or two cases Target Activities and Resources requirements not very clear	Target, Activities and Resources should confirm to Program Formulated
	11 Are the cost estimates realistic to the activities?	4.4	In one case cost estimates not realistic	Cost estimate should be realistic
	12 Is the Implementation Timeframe relevant and realistic?	4.4	In one case Implementation Timeframe was the same for all activities	Implementation Timeframe should be realistic to the activities
Annual Action Plan	13 Does the Annual Action Plan follow the format given in the Handbook?	4.1.	In several cases 3 different Annual Plans prepared.	Only the first year AAP to be prepared.
	14 Is the Annual Action Plan consistent with Plan of Operation?	4.0	In three cases 3 different Annual Plans prepared	Only AP for the first year should be prepared
Monitoring Plan	15 Does the Monitoring Plan follow the format given in the Handbook?	4.1	In one case the MP had only one objective	Mp should conform to the Indicator Sheet
	16 Are the Verifiable Indicators consistent with the Indicator Sheet?	4.2	In one case the MP had only one objective hence few verifiable Indicators	Mp should conform to the Indicator Sheet
Overall Evaluation:		4.1	On the whole plans well prepared.	

### Summary Review of School Development Plan (Term2)

Name of the District: Kiteto

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item		Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	2.6	Generally format was not adhered to.	Format should be followed
Executive Summary	2	Does this section clearly address key issues of the report?	2.3	Generally only a short history of school was shown	Format should be followed
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	3.0	Sketchy	Stakeholders Analysis should be properly done as to guidelines
	4	Does this chapter include findings from School Mapping?	2.4	In most cases only GAP analysis shown or not shown at all.	
	5	Does this chapter include findings from SWOT analysis?	3.5	Rather disorganised.	
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	2.1	In most cases not shown at all.	Vision statement is key to plan formulation.
	7	Are the prioritized Objectives clear and relevant to the Vision?	2.2	In most cases not shown at all.	Proper program formulation is essential.
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	1.7	Indicator Sheet not shown in most cases!	Proper program formulation is essential.
	9	Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	1.5	Since no Program Formulation, Activities and resources not shown.	Proper program formulation is essential.

Item		Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	Is the Plan of Operation consistent with the Program formulated in terms of Objectives, Targets, Activities, Implementing Agencies and Resources requirements?	2.9	Consistency could not be determined where no Program Formulation existed.	Proper program formulation is essential.
	11	Are the cost estimates realistic to the activities?	3.2	Due to lack of program formulation in many cases costs estimates were not realistic	Proper program formulation is essential.
	12	Is the Implementation Timeframe relevant and realistic?	2.9	Due to lack of program formulation, Implementation Timeframe not relevant and realistic in most cases.	Proper program formulation is essential.
Annual Action Plan	13	Does the Annual Action Plan follow the format given in the Handbook?	3.7	In most cases format not followed	Adhere to the format given
	14	Is the Annual Action Plan consistent with Plan of Operation?	3.5	In most cases format not followed	Adhere to the format given
Monitoring Plan	15	Does the Monitoring Plan follow the format given in the Handbook?	3.4	Sometimes MP not shown.	M P should always be shown.
	16	Are the Verifiable Indicators consistent with the Indicator Sheet?	2.6	Sometimes not shown at all.	
Overall Evaluation:			2.7	In most cases there was no Program Formulation.	

### Summary Review of School Development Plan (Term2)

Name of the District: Monduli

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item		Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	4.5	Excellent	
Executive Summary	2	Does this section clearly address key issues of the report?	4.0	Generally well done	
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	4.5	Excellent	
	4	Does this chapter include findings from School Mapping?	3.9	In some cases no Gap Identification Sheet included	Gap Identification Sheet should be included
	5	Does this chapter include findings from SWOT analysis?	4.2	Generally well done	
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	4.3	In some cases how the vision was set was not shown	It is important to show how vision was set
	7	Are the prioritized Objectives clear and relevant to the Vision?	4.0	In some cases prioritised objective were stated like Activities	
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	4.0	In some cases Type of Data to be used was irrelevant	Relevant Type of Data should be shown in the Indicator Sheet.
	9	Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	4.2	Generally well done	

Item	Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	4.3	Generally well done	
	11	4.4	Generally well done	
	12	4.3	Generally well done	
Annual Action Plan	13	4.1	Generally well done	
	14	3.4	In some cases 3 AAPs prepared.	Adhere to Format.
Monitoring Plan	15	4.6		
	16	4.3	In some cases Targets were stagnant	Targets should show improvement on existing situation
Overall Evaluation:		4.2	On the whole good plans!	



### Summary Review of School Development Plan (Term2)

Name of the District: Ngorongoro

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item	No.	Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	2.4	Format was not followed	Format should be strictly followed.
Executive Summary	2	Does this section clearly address key issues of the report?	1.0	No Executive summaries were found	Format should be strictly followed.
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	1.3	No Stakeholders' Analysis.	To establish current status this an important exercise to be carried out.
	4	Does this chapter include findings from School Mapping?	1.5	Only in one or two cases were SM findings included	To establish current status this an important exercise to be carried out.
	5	Does this chapter include findings from SWOT analysis?	1.5	Only in one or two cases was SWOT findings included.	To establish current status this an important exercise to be carried out.
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	1.5	Except in one or two cases no Programme Formulation, hence no vision	Program Formulation is a prerequisite for other planning processes.
	7	Are the prioritized Objectives clear and relevant to the Vision?	1.4	Except in one or two cases no Program formulation hence no objectives shown	Program Formulation is a prerequisite for other planning processes.
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	1.9	Due to lack of Program, Targets not clear.	
	9	Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	1.7	Due to lack of Program formulation, hence Activities and Resources required were not defined.	

Item	No.	Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	Is the Plan of Operation consistent with the Program formulated in terms of Objectives, Targets, Activities, Implementing Agencies and Resources requirements?	3.2	Consistency could not be confirmed due to lack of Program Formulation	
	11	Are the cost estimates realistic to the activities?	3.2	Affected by lack of Program Formulation	
	12	Is the Implementation Timeframe relevant and realistic?	3.1	Affected by lack of Program Formulation	
Annual Action Plan	13	Does the Annual Action Plan follow the format given in the Handbook?	3.3	Affected by lack of Program Formulation	
	14	Is the Annual Action Plan consistent with Plan of Operation?	3.2	Affected by lack of Program Formulation	
Monitoring Plan	15	Does the Monitoring Plan follow the format given in the Handbook?	3.6	Affected by lack of Program Formulation	
	16	Are the Verifiable Indicators consistent with the Indicator Sheet?	2.9	Affected by lack of Program Formulation	
Overall Evaluation:			2.3	Plans could have been much better if the Program Formulation had been carried out.	

### Summary Review of School Development Plan (Term2)

Name of the District: Kondoa

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item		Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	3.2	In most cases format was not strictly followed	Reporting format should be followed
Executive Summary	2	Does this section clearly address key issues of the report?	1.9	In most cases no Executive Summaries were given.	Executive Summaries are necessary in reports such as this.
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	3.6	This section was fairly well done	
	4	Does this chapter include findings from School Mapping?	2.4	In most cases only incomplete Gap Analysis Sheet enclosed.	SM analysis is necessary for such reports.
	5	Does this chapter include findings from SWOT analysis?	3.6	In some cases, the analysis was rather sketchy	This aspect of planning should be properly done for proper planning
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	3.7	In a number of cases, Vision statement was not clearly formulated	This aspect of planning should be properly done for proper planning
	7	Are the prioritized Objectives clear and relevant to the Vision?	3.5	In some cases written like Activities.	The guideline should be followed
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	2.8	In four cases not shown at all.	Indicator Sheet should always be shown.
	9	Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	3.4	In most cases Resources Identification Sheet not enclosed.	Resources Identification necessary.

Item	Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	4.1	Generally well done	
	11	4.3	Generally well done	
	12	3.9	In one case Implementation Timeframe not indicated	Implementation Timeframe should be clearly indicated
Annual Action Plan	13	4.4	Generally well done	
	14	4.5	Very well done	
Monitoring Plan	15	4.0	Sometimes Type of Data shown not in conformity with Indicators	Type of Data should conform with verifiable indicators
	16	3.5	(See No. 8 above)	Verifiable indicators and its Targets should always be shown.
Overall Evaluation:		3.6		

### Summary Review of School Development Plan (Term2)

Name of the District: **Dodoma Rural**

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item		Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	4.4	Generally the reporting format was followed	
Executive Summary	2	Does this section clearly address key issues of the report?	4.5	Generally comprehensive and clear Executive Summaries were given	
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	3.9	However in some cases Expectations confused for Duties.	
	4	Does this chapter include findings from School Mapping?	4.1	Sometimes too detailed with too many tables	Only summaries as per guidelines should be shown.
	5	Does this chapter include findings from SWOT analysis?	4.4	On the whole well done.	
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	4.4	On the whole well done.	
	7	Are the prioritized Objectives clear and relevant to the Vision?	4.5	On the whole well done.	
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	4.1	Sometimes GER less than NER.	NER and GER need emphasis in future training.
	9	Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	4.5	In one case Resources Identification Sheet not shown.	The sources of funds should be shown

Item		Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	Is the Plan of Operation consistent with the Program formulated in terms of Objectives, Targets, Activities, Implementing Agencies and Resources requirements?	3.9	Some Activities are not funded.	All activities should be funded
	11	Are the cost estimates realistic to the activities?	4.3	Some Activities are not founded.	All activities should be funded
	12	Is the Implementation Timeframe relevant and realistic?	4.2	Some Activities have no implementation timeframe.	All Activities should have Implementation Timeframe
Annual Action Plan	13	Does the Annual Action Plan follow the format given in the Handbook?	4.6		
	14	Is the Annual Action Plan consistent with Plan of Operation?	4.1	Sometimes not consistent regarding costs and timeframe.	PO should be consistency with Program Formulation.
Monitoring Plan	15	Does the Monitoring Plan follow the format given in the Handbook?	4.6		
	16	Are the Verifiable Indicators consistent with the Indicator Sheet?	4.4	(See No. 8 above)	
Overall Evaluation:			4.3	A part from some shortcomings the plans are on the whole well prepared, bound and computer generated	

### Summary Review of School Development Plan (Term2)

Name of the District: Mpwapwa

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item		Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	3.3	In most cases format not followed	Format to be followed
Executive Summary	2	Does this section clearly address key issues of the report?	1.4	Executive Summaries not included.	Format to be followed
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	3.6	In some cases "Expectations" written like "Duties".	Adhere to the reporting guidelines
	4	Does this chapter include findings from School Mapping?	3.5	In some cases only Gap Analysis Sheet enclosed.	Findings from SM should shown
	5	Does this chapter include findings from SWOT analysis?	3.7	In some cases concepts of strength and opportunities, weakness/obstacles were mixed up.	The differences should be clearly shown
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	3.5	In some cases written like School "Motto".	Vision statement should show direction and not a wise saying
	7	Are the prioritized Objectives clear and relevant to the Vision?	3.5	In some cases written like "Activities".	Adhere to reporting guidelines.
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	3.4	<ul style="list-style-type: none"> <li>• Type of Data written like Activities</li> <li>• Targets not consistent with Current Status.</li> </ul>	Adhere to guidelines.
	9	Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	3.9	In one case resources required did not seem to be sufficient.	Resources requirements should be clearly identified.

Item	Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	3.4	<ul style="list-style-type: none"> <li>• In some cases no PO</li> <li>• (See No. 8 above)</li> </ul>	Adhere to guidelines.
	11	3.2	In two cases costs are not shown at all.	Adhere to reporting guidelines.
	12	3.3	In two cases Implementation Timeframe not shown.	Adhere to guidelines
Annual Action Plan	13	3.5	In some cases 3 different AAPs prepared.	Adhere to guidelines.
	14	3.4	In some cases not consistent with PO	AAP to be consistent with PO
Monitoring Plan	15	3.6	In some cases format not followed	Adhere to guidelines
	16	3.6	Sometimes Target not realistic	Realistic Target setting is necessary
Overall Evaluation:		3.4	See above remarks	Adhere to guidelines



### Summary Review of School Development Plan (Term2)

Name of the District: Ludewa

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item	Criteria	Mark	Remarks	Suggestion for Improvement
General	1 Does the report follow the given format?	3.7	With the exception of Executive Summaries, generally the format was followed.	
Executive Summary	2 Does this section clearly address key issues of the report?	1.5	In most cases no Executive Summaries made.	Inclusion of Executive Summary should be emphasized.
Current Status of School	3 Does this chapter include findings from Stakeholders Analysis?	4.2	In some cases stakeholders expectations confused for Duties	Expectations not to be confused with roles
	4 Does this chapter include findings from School Mapping?	3.9	In some cases given only in Gap Identification Sheet	Guidelines should be followed
	5 Does this chapter include findings from SWOT analysis?	4.5	Generally well done	
Program Formulation	6 Does this chapter include a clearly stated Vision Statement and how it was set?	4.4	Generally well done	
	7 Are the prioritized Objectives clear and relevant to the Vision?	3.7	Sometimes too many!	Some objectives could have been grouped together to shorten list.
	8 Is the Indicator Sheet included and are the indicated Targets realistic?	4.3	In a few cases Type of Data written like Activities.	Guidelines should be followed
	9 Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	4.5	Generally well done	

Item		Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	Is the Plan of Operation consistent with the Program formulated in terms of Objectives, Targets, Activities, Implementing Agencies and Resources requirements?	4.1	Generally consistent with Plan Formulation	
	11	Are the cost estimates realistic to the activities?	4.5	Generally well done.	
	12	Is the Implementation Timeframe relevant and realistic?	4.4	Generally well done.	
Annual Action Plan	13	Does the Annual Action Plan follow the format given in the Handbook?	4.4	Generally well done.	
	14	Is the Annual Action Plan consistent with Plan of Operation?	4.4	Generally well done.	
Monitoring Plan	15	Does the Monitoring Plan follow the format given in the Handbook?	4.3	In one case person confirming the report were not shown.	Adhere to format
	16	Are the Verifiable Indicators consistent with the Indicator Sheet?	4.3	Generally well done.	
Overall Evaluation:			4.1	Lack of Executive Summaries is the main drawn back.	(See No. 2 above)

### Summary Review of School Development Plan (Term2)

Name of the District: Same

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item	No.	Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	2.9	In most cases format was not adhered to.	Reporting format should be followed.
Executive Summary	2	Does this section clearly address key issues of the report?	2.8	Executive Summaries were either sketchy or not clear.	Summaries should highlight the process and all key issues.
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	1.2	Nearly all plans omitted this section	Stakeholders Analysis should be done before any planning is done.
	4	Does this chapter include findings from School Mapping?	2.0	No Gap analysis in all plans	Gap analysis is key to planning.
	5	Does this chapter include findings from SWOT analysis?	1.3	In all cases but one, no SWOT analysis shown.	SWOT analysis should always be shown to determine current Status of school.
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	3.1	Due to weak analysis of current status, Vision was not clear.	Vision Statement should be clearly stated to guide the planning process.
	7	Are the prioritized Objectives clear and relevant to the Vision?	3.1	Written like Activities.	Necessary to have clearly stated objectives projecting future achievement.
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	1.4	Except in one case, no Indicator Sheet was shown.	Well defined targets are vital for planning.
	9	Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	1.4	In most cases Resources Identification Sheet not shown.	Plans can be realistic if based on realistic financial sources

Item	No.	Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	Is the Plan of Operation consistent with the Program formulated in terms of Objectives, Targets, Activities, Implementing Agencies and Resources requirements?	3.1	Consistency was hampered by weak Program Formulation.	Proper Program Formulation is vital.
	11	Are the cost estimates realistic to the activities?	3.3	(See No. 9 above)	
	12	Is the Implementation Timeframe relevant and realistic?	3.4	(See No. 9 above)	
Annual Action Plan	13	Does the Annual Action Plan follow the format given in the Handbook?	3.7	In one case only one Activity shown	The need for proper Program formulation is shown here too
	14	Is the Annual Action Plan consistent with Plan of Operation?	3.5	In one case Annual Action Plan not consistent with Plan of Operation	AAP should be consistent with PO
Monitoring Plan	15	Does the Monitoring Plan follow the format given in the Handbook?	3.0	In one case type of Data written as Ration but actual Indicators written in figures (numbers) only	
	16	Are the Verifiable Indicators consistent with the Indicator Sheet?	2.8	(See No. 8 above)	
Overall Evaluation:			2.6		

### Summary Review of School Development Plan (Term2)

Name of the District: **Kwimba**

The mark here is the average of **10** plans reviewed (from **5**: most positive, to **1**: most negative)

Item	No.	Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	3.2	Most plans had disorganised chapters	Format should be strictly followed
Executive Summary	2	Does this section clearly address key issues of the report?	2.2	In most cases no Executive Summaries made	Format should be strictly followed
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	3.4	Very sketchy Analysis given	To be more serious on this exercise
	4	Does this chapter include findings from School Mapping?	3.3	Only Gap Analysis Sheet shown. Confusion of GER and NERs	Format to be followed and more attention to be given to Indicators (esp. GER & NER)
	5	Does this chapter include findings from SWOT analysis?	4.0	Some SWOT analyses rather sketchy	
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	3.6	In some case Vision Statement not very clear and in one case not shown at all	Clear Vision Statement is necessary
	7	Are the prioritized Objectives clear and relevant to the Vision?	3.4	In most cases written like Activities	Objectives should be clearly written and not confused with Activities
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	3.9		
	9	Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	3.9	In some case Resources Identification were not clear	Resource Identification Sheet to be shown

Item	No.	Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	Is the Plan of Operation consistent with the Program formulated in terms of Objectives, Targets, Activities, Implementing Agencies and Resources requirements?	3.6	Fairly Consistent	
	11	Are the cost estimates realistic to the activities?	3.7	In most cases cost estimate realistic	
	12	Is the Implementation Timeframe relevant and realistic?	3.7		
Annual Action Plan	13	Does the Annual Action Plan follow the format given in the Handbook?	4.2	In most cases format was adhered to.	
	14	Is the Annual Action Plan consistent with Plan of Operation?	4.0	In most cases fairly consistent with PO	
Monitoring Plan	15	Does the Monitoring Plan follow the format given in the Handbook?	3.6		
	16	Are the Verifiable Indicators consistent with the Indicator Sheet?	3.6	Sometimes Type of Data not consistent with Indicator Sheet	Type of data should conform with Indicator Sheet.
Overall Evaluation:			3.6		

### Summary Review of School Development Plan (Term2)

Name of the District: Sengerema

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item		Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	4.7	Excellent	
Executive Summary	2	Does this section clearly address key issues of the report?	4.2	Generally well done	
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	4.2	In a number of cases, Expectations confused for Duties	Expectations are what Stakeholders expect to get from the school and not their role
	4	Does this chapter include findings from School Mapping?	4.3	In some cases only Gap Analysis Sheet shown and concepts of GER and NER not understood	Study the Guideline well regarding NER and GER
	5	Does this chapter include findings from SWOT analysis?	4.2	Generally well done	
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	4.2	In some cases Vision Statements were not very clear	Clearly stated Vision Statement are vital for realistic planning.
	7	Are the prioritized Objectives clear and relevant to the Vision?	4.5	In most cases objectives are clear.	
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	3.9	In one case the Indicator Sheet was not shown at all	Indicator Sheet is a vital part of Program Formulation and should be shown
	9	Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	4.1	Generally well done	

Item	Criteria	Mark	Remarks	Suggestion for Improvement	
Plan of Operation	10	Is the Plan of Operation consistent with the Program formulated in terms of Objectives, Targets, Activities, Implementing Agencies and Resources requirements?	4.1	Generally well done	
	11	Are the cost estimates realistic to the activities?	4.2	Generally well done	
	12	Is the Implementation Timeframe relevant and realistic?	4.0	Fairly consistent.	
Annual Action Plan	13	Does the Annual Action Plan follow the format given in the Handbook?	4.6	Excellent	
	14	Is the Annual Action Plan consistent with Plan of Operation?	4.4	Generally well done	
Monitoring Plan	15	Does the Monitoring Plan follow the format given in the Handbook?	4.5	Excellent	
	16	Are the Verifiable Indicators consistent with the Indicator Sheet?	4.0	Generally well done	
Overall Evaluation:		4.3	Generally very good plans.		



### Summary Review of School Development Plan (Term2)

Name of the District: Iramba

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item		Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	4.3	Generally the format was followed	
Executive Summary	2	Does this section clearly address key issues of the report?	4.3	Generally clearly addressed Executive Summaries were given.	
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	3.2	In most cases "Expectations" were written like "Duties".	
	4	Does this chapter include findings from School Mapping?	4.0	In some cases only Gap Analysis Sheet shown. GER lower than NER	
	5	Does this chapter include findings from SWOT analysis?	4.1	Some Analyses were sketchy	
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	3.8	Some Vision statement were not very clear	Sharp Vision Statement should be given
	7	Are the prioritized Objectives clear and relevant to the Vision?	3.3	Vague and written like Activities	Guidelines should be followed.
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	3.8	In one case Indicator Sheet not shown	Indicator sheet should always be shown
	9	Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	4.1	Sometimes too detailed budget given	Guidelines should be followed

Item		Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	Is the Plan of Operation consistent with the Program formulated in terms of Objectives, Targets, Activities, Implementing Agencies and Resources requirements?	3.8	Generally well done but see number 7 above	
	11	Are the cost estimates realistic to the activities?	4.1	Generally well done	
	12	Is the Implementation Timeframe relevant and realistic?	4.0	Generally well done	
Annual Action Plan	13	Does the Annual Action Plan follow the format given in the Handbook?	4.0	Generally well done	
	14	Is the Annual Action Plan consistent with Plan of Operation?	4.1	Generally well done	
Monitoring Plan	15	Does the Monitoring Plan follow the format given in the Handbook?	4.1	Generally well done	
	16	Are the Verifiable Indicators consistent with the Indicator Sheet?	4.0	Generally well done	
Overall Evaluation:			3.9		

### Summary Review of School Development Plan (Term2)

Name of the District: Singida Rural

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item	Criteria	Mark	Remarks	Suggestion for Improvement
General	1 Does the report follow the given format?	3.5	In some cases format not followed	Format to be adhered
Executive Summary	2 Does this section clearly address key issues of the report?	2.1	In most cases no Executive Summary was given.	Format to be adhered
Current Status of School	3 Does this chapter include findings from Stakeholders Analysis?	2.9	In some cases not shown at all!	Format to be adhered
	4 Does this chapter include findings from School Mapping?	2.8	In most cases only Gap Analysis Sheet enclosed.	Brief SM findings should be included!
	5 Does this chapter include findings from SWOT analysis?	4.4	This was fairly well done	
Program Formulation	6 Does this chapter include a clearly stated Vision Statement and how it was set?	3.7	In some cases not very clear	Clarity of Vision statement vital. Expression of Objectives should follow guidelines as per manual
	7 Are the prioritized Objectives clear and relevant to the Vision?	3.3	Written like Activities	The language used in guidelines should be adhered to.
	8 Is the Indicator Sheet included and are the indicated Targets realistic?	3.7	Generally Indicator Sheet not shown	Indicator sheet should be included
	9 Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	3.8	In one case Resources Identification Sheet not shown.	Resources should be clearly identified and shown.

Item		Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	Is the Plan of Operation consistent with the Program formulated in terms of Objectives, Targets, Activities, Implementing Agencies and Resources requirements?	3.9	( See No. 7 above)	
	11	Are the cost estimates realistic to the activities?	4.0	Generally good	
	12	Is the Implementation Timeframe relevant and realistic?	3.9	Generally good	
Annual Action Plan	13	Does the Annual Action Plan follow the format given in the Handbook?	4.6	Very well done	
	14	Is the Annual Action Plan consistent with Plan of Operation?	4.3	Generally well done	
Monitoring Plan	15	Does the Monitoring Plan follow the format given in the Handbook?	4.1	In one case MP not shown!	MP is essential
	16	Are the Verifiable Indicators consistent with the Indicator Sheet?	4.2	In one case MP not shown!	MP is essential
Overall Evaluation:			3.7	Lack of Executive Summaries was the main weakness.	Executive Summary should be included.

### Summary Review of School Development Plan (Term2)

Name of the District: Igunga

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item		Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	3.6	In some cases format was not strictly followed	Format should be followed
Executive Summary	2	Does this section clearly address key issues of the report?	1.6	In most cases no Executive Summaries were shown.	Executive Summary is necessary for such type of reports.
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	3.6	However in a few cases rather sketchy.	
	4	Does this chapter include findings from School Mapping?	3.0	In most cases only GAP analysis shown. In some cases NER was bigger than GER	Concept of GER and NER to be better explained.
	5	Does this chapter include findings from SWOT analysis?	3.7	Sketchy. Some findings just copied from Handbook	
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	4.2	This was fairly well done	
	7	Are the prioritized Objectives clear and relevant to the Vision?	4.2	In one case objectives not very clear	
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	4.0	In one case Indicator Sheet not included	Indicator Sheet should be included
	9	Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	4.1	Sometimes not consistent with the overall cost of the plan indicated	

Item		Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	Is the Plan of Operation consistent with the Program formulated in terms of Objectives, Targets, Activities, Implementing Agencies and Resources requirements?	4.2	Where Indicator sheet was not shown it was difficult to confirm consistency	
	11	Are the cost estimates realistic to the activities?	4.5	Fairly well done.	
	12	Is the Implementation Timeframe relevant and realistic?	4.4	(See No. 10 above)	
Annual Action Plan	13	Does the Annual Action Plan follow the format given in the Handbook?	4.4	Fairly well done	
	14	Is the Annual Action Plan consistent with Plan of Operation?	4.4	Fairly well done	
Monitoring Plan	15	Does the Monitoring Plan follow the format given in the Handbook?	4.2	Fairly well done	
	16	Are the Verifiable Indicators consistent with the Indicator Sheet?	3.9	(See NO. 8 above)	
Overall Evaluation:			3.9	The main weaknesses are in Nos. 2, 4 and 5!	

### Summary Review of School Development Plan (Term2)

Name of the District: Urambo

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item		Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	4.9	Excellent	
Executive Summary	2	Does this section clearly address key issues of the report?	4.3	Generally well done	
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	3.5	Rather sketchy	
	4	Does this chapter include findings from School Mapping?	3.3	In most cases only Gap Analysis Sheet was shown.	SM findings summaries should be shown as per guidelines
	5	Does this chapter include findings from SWOT analysis?	4.1	Generally well done	
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	4.1	Generally well done	
	7	Are the prioritized Objectives clear and relevant to the Vision?	4.1	Sometimes Objectives were stated like Activities	Guideline should be followed, refer how objectives are to be stated
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	3.8	How to write ratios was a problem.	How to express data in ratios should be clearly stated
	9	Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	4.2	Good.	

Item		Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	Is the Plan of Operation consistent with the Program formulated in terms of Objectives, Targets, Activities, Implementing Agencies and Resources requirements?	4.1	Generally well done	
	11	Are the cost estimates realistic to the activities?	4.0	Generally well done	
	12	Is the Implementation Timeframe relevant and realistic?	3.6	Sometimes Implementation timeframe unrealistic.	Realistic Implementation Timeframe is necessary for a realistic Plan
Annual Action Plan	13	Does the Annual Action Plan follow the format given in the Handbook?	4.1	Generally well done	
	14	Is the Annual Action Plan consistent with Plan of Operation?	3.8	Generally well done	
Monitoring Plan	15	Does the Monitoring Plan follow the format given in the Handbook?	3.8	Generally well done	
	16	Are the Verifiable Indicators consistent with the Indicator Sheet?	3.7	Problem with ratios.	
Overall Evaluation:			4.0	Generally good plans.	



### Summary Review of School Development Plan (Term2)

Name of the District: Kilwa

The mark here is the average of 10 plans reviewed (from 5: most positive, to 1: most negative)

Item		Criteria	Mark	Remarks	Suggestion for Improvement
General	1	Does the report follow the given format?	3.9		
Executive Summary	2	Does this section clearly address key issues of the report?	1.8	In most cases no Executive Summaries shown	Executive Summaries are necessary.
Current Status of School	3	Does this chapter include findings from Stakeholders Analysis?	3.8	In most cases this was well done	
	4	Does this chapter include findings from School Mapping?	3.3	In some cases SM findings not shown at all.	Reporting format should be followed.
	5	Does this chapter include findings from SWOT analysis?	4.5	Fairly well done!	
Program Formulation	6	Does this chapter include a clearly stated Vision Statement and how it was set?	4.4	Fairly well done!	
	7	Are the prioritized Objectives clear and relevant to the Vision?	4.3	Fairly well done!	
	8	Is the Indicator Sheet included and are the indicated Targets realistic?	4.7	Excellent Indicator Sheets shown	
	9	Are the Activities and Resources Required relevant and sufficient to achieve the intended objectives?	4.5	Fairly well done!	

Item		Criteria	Mark	Remarks	Suggestion for Improvement
Plan of Operation	10	Is the Plan of Operation consistent with the Program formulated in terms of Objectives, Targets, Activities, Implementing Agencies and Resources requirements?	4.3	Fairly well done!	
	11	Are the cost estimates realistic to the activities?	4.5	Fairly well done!	
	12	Is the Implementation Timeframe relevant and realistic?	4.5	Fairly well done!	
Annual Action Plan	13	Does the Annual Action Plan follow the format given in the Handbook?	4.5	Fairly well done!	
	14	Is the Annual Action Plan consistent with Plan of Operation?	4.3	Fairly well done!	
Monitoring Plan	15	Does the Monitoring Plan follow the format given in the Handbook?	4.4	Fairly well done.	
	16	Are the Verifiable Indicators consistent with the Indicator Sheet?	4.4	Fairly well done!	
Overall Evaluation:			4.1	The weakness is on Executive Summary and SM findings.	(See No. 2 and 4 above)

**Appendix 14 Review of District Education Plan Report of Term 1**



### Review of District Education Plan (Term 1)

Name of the District<sup>1</sup>: Handeni

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	5	In addition it includes Yearly Operating Budget as Chapter 6. "Annex" is used where "Table" is more suitable, but it is very minor.
Executive Summary	2	Does this section address key issues of the report?	2	Vision is clearly stated, but no summary results of situation analysis or actual plan. Instead it describes the steps taken and the structure of the report. No overall cost is stated to carry out the plan.
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	4	It addresses key findings. Although increasing PSLE pass rate is set as the vision, no PSLE pass rate is given. No pupil/textbook ratio is stated.
	4	Does this chapter include relevant findings from SWOT analysis?	4	Expressed in bullet formats. No mention of particular wards or area for certain issued. It seems no clear understanding of differences between strengths and opportunities as well as between weaknesses and threats.
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	2	Vision is "to increase PLSE pass rate from 39% to 50% by 2008". PSLE pass rate in 2002 is 39%, which is above the national average of 27%. As no gap analysis table is included it is difficult to see what the main problems are in the district, though pass rate does not seem the priority. It is probably influenced by the example given in the handbook.
	7	Are the objectives relevant to the vision and clear?	3	Objectives include: teacher houses will increase; classrooms will increase; teaching and learning materials will increase; lunch to be provided. All objectives are relevant to improvement of education, thus it relates to improvement of PSLE pass rate, though none are direct.
	8	Are the activities relevant to the objectives and clear?	4	Relevant and clear, though some steps are omitted such as identification of schools which needs additional classrooms more urgently.
	9	Are the inputs in the plan relevant to the activities and clear?	2	Not detailed enough. No input by the community or school is listed. Estimated costs seem unrealistic. For example, 250 teacher houses cannot be built with Tsh 230,000,000 (unit cost of Tsh 920,000).

<sup>1</sup> The main report interchangeably uses the term, "council" and "LGA," as a meaning of municipal, town, and district councils. In this review the term "District" is not changed because of retaining its original form.

Item	Criteria	Mark	Remarks
	10 Are the verifiable indicators relevant to the objectives and clear?	5	
	11 Are the means of verification relevant to the indicators and clear?	5	
Chapter 3	12 Does the Plan of Operation follow the format given in the handbook?	1	Plan is made not by activity but by objective, thus no clear indication of who does what, when.
	13 Is the Plan of Operation consistent to district education plan matrix?	3	Objectives are consistent. Refer to remarks for 13.
	14 Are the implementing agencies indicated relevant to the activities?	2	Refer to remarks for 13.
	15 Are the personnel and items required relevant and adequate to the activities?	2	Refer to remarks for 13.
	16 Are the costs estimated relevant to the activities?	2	Refer to remarks for 10.
	17 Are the sources indicated relevant to the activities?	2	Refer to remarks for 13.
	18 Is the implementation time frame given realistic?	2	Refer to remarks for 13.
Chapter 4	19 Does the Annual Action Plan follow the format given in the handbook?	2	Plan is made not by activity but by objective, thus no clear indication of who does what, when.
	20 Is the Annual Action Plan consistent to the 5-year plan?	3	Objectives are consistent. Refer to remarks for 20.
Chapter 5	21 Does the Monitoring Plan follow the format?	5	
	22 Is the type of data relevant to the given vision and objectives?	3	Some data listed are not relevant. For example "clean and safe water to pupils" is indicated as type of data for the objective of improvement of water tanks. The type of data and the verifiable indicators are not consistent. For example: teacher/house ratio as type of data and 20% of teacher's houses will be constructed as immediate target.
	23 Are the targets (immediate and end targets) realistic?	4	No time frame is given for immediate target, though it is assumed that it is by the end of 2004.
	24 Are the persons in charge of collecting data and reporting relevant?	5	
	25 Are the time and frequency of reporting adequate?	5	
	26 Are the persons making use of the report relevant?	5	

Item		Criteria	Mark	Remarks
ANNEX	27	Does the annex include Resource Indication Sheet?	5	Though the Resource Indication Sheet is included in Chapter 2.
	28	Is the amount of resources indicated in the sheet adequate to the estimated cost?	2	The resource indicated is a little above Tsh 2 billion while the estimated cost to carry out the 5 year plan is Tsh 5.5 billion. Thus lacking Tsh 3.5 billion.

### Review of District Education Plan (Term 1)

Name of the District: Kasulu

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	5	Not exactly following the given format but the report shows an appropriate order of the components required.
Executive Summary	2	Does this section address key issues of the report?	5	
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	5	It addresses key findings sufficiently.
	4	Does this chapter include relevant findings from SWOT analysis?	5	Expressed in bullet formats.
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	5	Mission is set besides the vision.
	7	Are the objectives relevant to the vision and clear?	5	It is consistent with the mission set besides the vision.
	8	Are the activities relevant to the objectives and clear?	4	Relevant and clear, though activities could have been more detailed.
	9	Are the inputs in the plan relevant to the activities and clear?	5	
	10	Are the verifiable indicators relevant to the objectives and clear?	5	
	11	Are the means of verification relevant to the indicators and clear?	5	
Chapter 3	12	Does the Plan of Operation follow the format given in the handbook?	5	
	13	Is the Plan of Operation consistent to district education plan matrix?	5	



Item	Criteria	Mark	Remarks
	14 Are the implementing agencies indicated relevant to the activities?	4	One activity does not indicate implementing agency.
	15 Are the personnel and items required relevant and adequate to the activities?	5	
	16 Are the costs estimated relevant to the activities?	3	Basis of the cost estimation is not clear.
	17 Are the sources indicated relevant to the activities?	4	JICA is included although JICA is not in position of providing grants
	18 Is the implementation time frame given realistic?	5	
Chapter 4	19 Does the Annual Action Plan follow the format given in the handbook?	5	
	20 Is the Annual Action Plan consistent to the 5-year plan?	4	Time frame is not consistent for some activities.
Chapter 5	21 Does the Monitoring Plan follow the format?	5	
	22 Is the type of data relevant to the given vision and objectives?	5	
	23 Are the targets (immediate and end targets) realistic?	5	
	24 Are the persons in charge of collecting data and reporting relevant?	5	
	25 Are the time and frequency of reporting adequate?	5	
	26 Are the persons making use of the report relevant?	5	
ANNEX	27 Does the annex include Resource Indication Sheet?	5	Resource Indication Sheet is included in the main text.
	28 Is the amount of resources indicated in the sheet adequate to the estimated cost?	4	Estimated cost is 1.2 times as much as the resource identified.

### Review of District Education Plan (Term 1)

Name of the District: **Kigoma (R)**

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	2	It does not include any explanatory part. Only the matrices are included.
Executive Summary	2	Does this section address key issues of the report?	1	Executive summary is not included.
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	1	School mapping results are not even mentioned.
	4	Does this chapter include relevant findings from SWOT analysis?	4	The results of SWOT analysis is only the current status of primary education included in Ch1.
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	3	It is included but by a different format.
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	5	
	7	Are the objectives relevant to the vision and clear?	5	
	8	Are the activities relevant to the objectives and clear?	3	They are relevant but not detailed enough.
	9	Are the inputs in the plan relevant to the activities and clear?	2	Inputs are not categorized since it does not follow the given format. In the different format, the cost aspect is covered as input but the human resource aspect.
	10	Are the verifiable indicators relevant to the objectives and clear?	5	
	11	Are the means of verification relevant to the indicators and clear?	1	Not included
Chapter 3	12	Does the Plan of Operation follow the format given in the handbook?	1	Not followed. The 5 Year District Education Plan Matrix and the Plan of Operation is combined.
	13	Is the Plan of Operation consistent to district education plan matrix?	3	Since it combined with the 5 Year District Education Plan Matrix, consistency is maintained in some degree.

Item	Criteria	Mark	Remarks	
	14	Are the implementing agencies indicated relevant to the activities?	5	
	15	Are the personnel and items required relevant and adequate to the activities?	5	
	16	Are the costs estimated relevant to the activities?	3	They are relevant but not detailed enough to materialize the activities.
	17	Are the sources indicated relevant to the activities?	5	
	18	Is the implementation time frame given realistic?	4	Realistic but it seems that the time frame is not seriously considered since all of 13 activities follow the same time span of 4 years.
Chapter 4	19	Does the Annual Action Plan follow the format given in the handbook?	3	Personnel Required is omitted.
	20	Is the Annual Action Plan consistent to the 5-year plan?	4	Time frame is not consistent with the 5-year plan. Although all activities of the 5-year plan are supposed to be started from the first year, only 8 activities are included in the Annual Action Plan.
Chapter 5	21	Does the Monitoring Plan follow the format?	5	
	22	Is the type of data relevant to the given vision and objectives?	1	The type of data is not shown but the type of source instead.
	23	Are the targets (immediate and end targets) realistic?	1	Since the type of data is not shown, targets included do not make sense. Even the expression, "22 wards in the lowest position," as immediate target does not make sense since there are only 22 wards in the district.
	24	Are the persons in charge of collecting data and reporting relevant?	1	Since the type of data is not shown, "the persons in charge of collecting data" included in the monitoring plan do not make sense.
	25	Are the time and frequency of reporting adequate?	3	It is adequate only if the type of data is appropriately defined.
	26	Are the persons making use of the report relevant?	5	
ANNEX	27	Does the annex include Resource Indication Sheet?	1	Not included.
	28	Is the amount of resources indicated in the sheet adequate to the estimated cost?	1	Refer to the above.

### Review of District Education Plan (Term 1)

Name of the District: **Kilindi**

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	5	
Executive Summary	2	Does this section address key issues of the report?	4	Process of planning, key findings from situation analysis, the vision and the objectives of the plan are clearly addressed. However, it did not address the resources available and the estimated cost of carrying out the plan.
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	5	Key results from SM are included together with a list of indicators in a gap analysis format.
	4	Does this chapter include relevant findings from SWOT analysis?	4	
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	Though the matrix is placed at the end as an appendix.
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	4	The vision "All students will get necessary learning inputs in our district and the PSLE pass rate will double in the next five years" was derived from the identified core problem that most children have no access to quality education as the result the pass rate for PSLE is low.
	7	Are the objectives relevant to the vision and clear?	5	7 objectives of increase/improvement of textbooks, teaching materials, school buildings, teachers, school meals, enrolment, and teacher training. All of them are relevant to the vision.
	8	Are the activities relevant to the objectives and clear?	4	Some activities lack concrete figures.
	9	Are the inputs in the plan relevant to the activities and clear?	3	In some cases no specific quantities and unit costs are indicated.
	10	Are the verifiable indicators relevant to the objectives and clear?	5	
	11	Are the means of verification relevant to the indicators and clear?	5	
Chapter 3	12	Does the Plan of Operation follow the format given in the handbook?	5	

Item	Criteria	Mark	Remarks
	13 Is the Plan of Operation consistent to district education plan matrix?	5	
	14 Are the implementing agencies indicated relevant to the activities?	5	
	15 Are the personnel and items required relevant and adequate to the activities?	4	Labour is not identified for construction of buildings.
	16 Are the costs estimated relevant to the activities?	2	In some cases no quantities (for example number of classrooms or teacher houses) are given, so there is no way to assess adequacy of the cost estimation.
	17 Are the sources indicated relevant to the activities?	5	
	18 Is the implementation time frame given realistic?	3	
Chapter 4	19 Does the Annual Action Plan follow the format given in the handbook?	5	
	20 Is the Annual Action Plan consistent to the 5-year plan?	3	For some activities the implementation time frame is not consistent to the Plan of Operation. Activities do not include specific target for the year.
Chapter 5	21 Does the Monitoring Plan follow the format?	5	
	22 Is the type of data relevant to the given vision and objectives?	5	
	23 Are the targets (immediate and end targets) realistic?	5	
	24 Are the persons in charge of collecting data and reporting relevant?	5	
	25 Are the time and frequency of reporting adequate?	5	
	26 Are the persons making use of the report relevant?	5	
ANNEX	27 Does the annex include Resource Indication Sheet?	5	Excluding recurrent budget, Tsh 3.7 billion is identified.
	28 Is the amount of resources indicated in the sheet adequate to the estimated cost?	5	The estimated cost of carrying out the plan is Tsh 2.8 billion, thus adequate.

### Review of District Education Plan (Term 1)

Name of the District: Korogwe

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	4	It does not exactly follow the format.
Executive Summary	2	Does this section address key issues of the report?	1	No Executive Summary is included.
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	1	No findings are included as findings are not included in School Mapping either.
	4	Does this chapter include relevant findings from SWOT analysis?	5	
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	5	
	7	Are the objectives relevant to the vision and clear?	5	The term "Main Objective" is used instead of "Vision".
	8	Are the activities relevant to the objectives and clear?	3	Relevant but activities could have been more in order to make activities workable.
	9	Are the inputs in the plan relevant to the activities and clear?	4	The term "Needs" is used instead of "input". Some inputs are expressed like activities.
	10	Are the verifiable indicators relevant to the objectives and clear?	5	
Chapter 3	11	Are the means of verification relevant to the indicators and clear?	5	The term "Technique of Evaluation" is used instead of "Means of Verification".
	12	Does the Plan of Operation follow the format given in the handbook?	4	The term "Materials" is used instead of "Items Required".
	13	Is the Plan of Operation consistent to district education plan matrix?	3	Some activities are omitted.

Item	Criteria	Mark	Remarks	
	14	Are the implementing agencies indicated relevant to the activities?	5	
	15	Are the personnel and items required relevant and adequate to the activities?	3	Since items required cover only physical materials, they are not adequate. The other items such as "appropriate seminar or courses" could have been included.
	16	Are the costs estimated relevant to the activities?	5	Basis of the cost estimation is clear and detailed. The plan has separate section for cost estimation, which is a good idea.
	17	Are the sources indicated relevant to the activities?	5	Sources could have included community contribution as well.
	18	Is the implementation time frame given realistic?	4	No timeframe for one activity.
Chapter 4	19	Does the Annual Action Plan follow the format given in the handbook?	4	The term "Materials" is used instead of "Items Required".
	20	Is the Annual Action Plan consistent to the 5-year plan?	3	Only one activity gives timeframe.
Chapter 5	21	Does the Monitoring Plan follow the format?	1	No Monitoring Plan included.
	22	Is the type of data relevant to the given vision and objectives?	1	Refer to 21.
	23	Are the targets (immediate and end targets) realistic?	1	Refer to 21.
	24	Are the persons in charge of collecting data and reporting relevant?	1	Refer to 21.
	25	Are the time and frequency of reporting adequate?	1	Refer to 21.
	26	Are the persons making use of the report relevant?	1	Refer to 21.
ANNEX	27	Does the annex include Resource Indication Sheet?	1	No Resource Indication Sheet is included.
	28	Is the amount of resources indicated in the sheet adequate to the estimated cost?	1	Since Resource Identification Sheet is not included, it cannot be judged.

### Review of District Education Plan (Term 1)

Name of the District: Lindi

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	5	
Executive Summary	2	Does this section address key issues of the report?	4	It describes the steps for planning, some findings of situational analysis and the vision and objectives of the plan.
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	2	Very little. No important indicators are found.
	4	Does this chapter include relevant findings from SWOT analysis?	2	Here most of the issues categorized under SWOT relate to socio economic conditions and mainly from general observation of the district. No data from SM.
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	3	"The academic achievement in primary education is raised as will be indicated by a rise in PSLE pass rate from its current level of 41.2% to 55% in 3 years and to 65% in 5 years". As Chapter 1 does not specifically describe the current status of primary education, it is difficult to know the relevance.
	7	Are the objectives relevant to the vision and clear?	3	5 objectives listed relate to improve physical and human resources and management, which will directly or indirectly raise academic achievement. However, it seems unrealistic to achieve all these objectives in 5 years mainly due to limited funds available.
	8	Are the activities relevant to the objectives and clear?	2	Most of the activities listed are relevant but many do not indicate concrete figures.
	9	Are the inputs in the plan relevant to the activities and clear?	4	Many concrete figures (number of class rooms to be built, no of textbooks to be purchase, etc.) are included here.
	10	Are the verifiable indicators relevant to the objectives and clear?	5	
	11	Are the means of verification relevant to the indicators and clear?	5	
Chapter 3	12	Does the Plan of Operation follow the format given in the handbook?	5	



Item	Criteria	Mark	Remarks	
	13	Is the Plan of Operation consistent to district education plan matrix?	2	It follows the format but it does not indicate any concrete figures such as number of classrooms to be built or textbooks to be purchased in the given period.
	14	Are the implementing agencies indicated relevant to the activities?	5	
	15	Are the personnel and items required relevant and adequate to the activities?	5	
	16	Are the costs estimated relevant to the activities?	5	
	17	Are the sources indicated relevant to the activities?	5	
	18	Is the implementation time frame given realistic?	5	
Chapter 4	19	Does the Annual Action Plan follow the format given in the handbook?	4	
	20	Is the Annual Action Plan consistent to the 5-year plan?	3	It follows the format but it does not indicate any concrete figures such as number of classrooms to be built or textbooks to be purchased in the given period.
Chapter 5	21	Does the Monitoring Plan follow the format?	5	
	22	Is the type of data relevant to the given vision and objectives?	5	
	23	Are the targets (immediate and end targets) realistic?	3	Some targets are not realistic, especially considering the resources available.
	24	Are the persons in charge of collecting data and reporting relevant?	5	
	25	Are the time and frequency of reporting adequate?	5	
	26	Are the persons making use of the report relevant?	5	
ANNEX	27	Does the annex include Resource Indication Sheet?	3	It seems too detailed with 32 sources.
	28	Is the amount of resources indicated in the sheet adequate to the estimated cost?	1	The overall cost of the plan is over Tsh 81 trillion while the resource identified is Tsh 87 billion.

### Review of District Education Plan (Term 1)

Name of the District: Liwale

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	2	No Executive Summary, no description of current status of primary education in the district.
Executive Summary	2	Does this section address key issues of the report?	1	No Executive Summary
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	1	No findings are included from school mapping.
	4	Does this chapter include relevant findings from SWOT analysis?	1	No findings from SWOT analysis.
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	3	The vision is "PSLE pass rate will double in five years". As findings of situation analysis are not included, it is difficult to know about relevance.
	7	Are the objectives relevant to the vision and clear?	3	Two objectives are included: teaching and learning materials improved; and learning and teaching environment is improved.
	8	Are the activities relevant to the objectives and clear?	2	Some activities are not concrete without indicating quantities such as the number of classrooms to be built and number of textbooks to be purchased.
	9	Are the inputs in the plan relevant to the activities and clear?	2	No financial input is identified.
	10	Are the verifiable indicators relevant to the objectives and clear?	5	
Chapter 3	11	Are the means of verification relevant to the indicators and clear?	5	
	12	Does the Plan of Operation follow the format given in the handbook?	5	
	13	Is the Plan of Operation consistent to district education plan matrix?	5	

Item	Criteria	Mark	Remarks	
	14	Are the implementing agencies indicated relevant to the activities?	4	
	15	Are the personnel and items required relevant and adequate to the activities?	4	
	16	Are the costs estimated relevant to the activities?	1	As no quantities (for example number of classrooms or teacher houses) are given, there is no way to assess adequacy of the cost estimation.
	17	Are the sources indicated relevant to the activities?	4	
	18	Is the implementation time frame given realistic?	4	
Chapter 4	19	Does the Annual Action Plan follow the format given in the handbook?	5	
	20	Is the Annual Action Plan consistent to the 5-year plan?	2	The implementation periods are not consistent. Some of the costs are not consistent
Chapter 5	21	Does the Monitoring Plan follow the format?	5	
	22	Is the type of data relevant to the given vision and objectives?	5	
	23	Are the targets (immediate and end targets) realistic?	3	
	24	Are the persons in charge of collecting data and reporting relevant?	2	"Head teacher, WECs, DEO and DPLO" are identified for all but one.
	25	Are the time and frequency of reporting adequate?	1	No frequency is given
	26	Are the persons making use of the report relevant?	4	
ANNEX	27	Does the annex include Resource Indication Sheet?	2	No estimated amount for each resource is indicated.
	28	Is the amount of resources indicated in the sheet adequate to the estimated cost?	1	Refer to the above.

### Review of District Education Plan (Term 1)

Name of the District: Lushoto

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	5	
Executive Summary	2	Does this section address key issues of the report?	3	Vision is clearly stated, but no summary results of situation analysis or actual plan. No overall cost is stated to carry out the plan.
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	5	
	4	Does this chapter include relevant findings from SWOT analysis?	5	
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	3 Year Plan Matrix was included instead. 3-year plan is however acceptable since districts are supposed to prepare a 3-year education plan based on the instruction from PO-RALG in 2003
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	5	
	7	Are the objectives relevant to the vision and clear?	4	Objectives are relevant although some are not directly linking: more classrooms constructed, textbooks increased, teaching and learning materials increased, increased number of desks and furniture, new teachers recruited, pit latrines increased, teachers house increased, In service training for teachers provided, district management improved, school management enhanced, community/parent support increased, management skills of WECs and WEO are increased.
	8	Are the activities relevant to the objectives and clear?	4	They are relevant but could have been more elaborated.
	9	Are the inputs in the plan relevant to the activities and clear?	5	
	10	Are the verifiable indicators relevant to the objectives and clear?	4	They are relevant and clear though some did not include "by when".
	11	Are the means of verification relevant to the indicators and clear?	5	

Item		Criteria	Mark	Remarks
Chapter 3	12	Does the Plan of Operation follow the format given in the handbook?	5	
	13	Is the Plan of Operation consistent to district education plan matrix?	5	
	14	Are the implementing agencies indicated relevant to the activities?	5	
	15	Are the personnel and items required relevant and adequate to the activities?	5	
	16	Are the costs estimated relevant to the activities?	2	Basis of the costs for some items are not clear.
	17	Are the sources indicated relevant to the activities?	5	
	18	Is the implementation time frame given realistic?	5	
Chapter 4	19	Does the Annual Action Plan follow the format given in the handbook?	5	
	20	Is the Annual Action Plan consistent to the 5-year plan?	4	Timeframes of some activities are slightly different from those included in PO.
Chapter 5	21	Does the Monitoring Plan follow the format?	5	
	22	Is the type of data relevant to the given vision and objectives?	2	Type of data source is indicated instead of type of data.
	23	Are the targets (immediate and end targets) realistic?	2	Not realistic. For instance, immediate target for NER is 101% while target for the same by the end of program is 100%.
	24	Are the persons in charge of collecting data and reporting relevant?	5	
	25	Are the time and frequency of reporting adequate?	5	
	26	Are the persons making use of the report relevant?	5	
ANNEX	27	Does the annex include Resource Indication Sheet?	1	No Resource Identification Sheet included
	28	Is the amount of resources indicated in the sheet adequate to the estimated cost?	1	The district estimated about 7 billion/- for the first year operation in comparison with about 1 - 2 billion/- that the district received for the last year operation.

### Review of District Education Plan (Term 1)

Name of the District: **Mbeya (U)**

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	3	All the sections, except 1.2 findings from school mapping, are included but none in detail.
Executive Summary	2	Does this section address key issues of the report?	3	The vision and objectives are addressed, though no summary description of findings from the situation analysis, nor overall budget to carry out the plan are given.
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	1	None.
	4	Does this chapter include relevant findings from SWOT analysis?	4	Some points are briefly (in bullet formats) stated.
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	1	Vision is "to improve economy of its people that would lead to sustainable improved standard of living and eradication of poverty among its residents by 2008", which is too general and not focusing at the primary education.
	7	Are the objectives relevant to the vision and clear?	2	Only two objectives are given, which are also very general (1.To improve access and quality of education services in Mbeya Municipality, 2.To create conducive working environment for efficient and effective delivery of services in Mbeya Municipality). The objectives are rather broad and one of them, or a combined version of the two, could have been a more suitable vision for primary education.
	8	Are the activities relevant to the objectives and clear?	2	They are too general such as "construct classrooms, toilets" and "Procure teaching and learning materials". These could be objectives but not activities. Different actions needed for construction of classrooms are activities. No mention of, for example, how many classrooms or toilets need to be built.
	9	Are the inputs in the plan relevant to the activities and clear?	1	No quantities needed or estimated cost is given.
	10	Are the verifiable indicators relevant to the objectives and clear?	1	As no concrete quantities are given, not useful as verifiable indicators.
	11	Are the means of verification relevant to the indicators and clear?	2	"Data from the next school mapping" are given as means of verification for most indicators. As it is not known when the next school mapping will be carried out, more realistic means of verification should be identified.

Item	Criteria	Mark	Remarks	
Chapter 3	12	Does the Plan of Operation follow the format given in the handbook?	5	
	13	Is the Plan of Operation consistent to district education plan matrix?	3	Mostly consistent, but some activities are altered. The implementation schedule is not clear.
	14	Are the implementing agencies indicated relevant to the activities?	2	As the activities are too general, implementing agencies are not always relevant. For example, for construction of classrooms and toilets, there are different implementing agencies depending on stages of the construction.
	15	Are the personnel and items required relevant and adequate to the activities?	2	In many cases no personnel required are given.
	16	Are the costs estimated relevant to the activities?	1	As no quantities (for example number of classrooms or teacher houses) are given, there is no way to assess adequacy of the cost estimation.
	17	Are the sources indicated relevant to the activities?	2	The source for building classrooms and teacher houses are stated schools and local communities, which is unrealistic. The important source for such activities could be Development Grants from the Central Government.
	18	Is the implementation time frame given realistic?	2	As the activities are so broadly expressed all are indicated to be implemented throughout the 5 years.
Chapter 4	19	Does the Annual Action Plan follow the format given in the handbook?	4	
	20	Is the Annual Action Plan consistent to the 5-year plan?	4	
Chapter 5	21	Does the Monitoring Plan follow the format?	4	Time and frequency of reporting is not properly filled, just indicating such as "Jan. 2004-Dec.2008".
	22	Is the type of data relevant to the given vision and objectives?	4	One of them is not appropriate as "managing capacity of each school committee" is not a type of data.
	23	Are the targets (immediate and end targets) realistic?	3	In some cases the immediate and overall target are the same, which is not realistic.
	24	Are the persons in charge of collecting data and reporting relevant?	5	
	25	Are the time and frequency of reporting adequate?	1	No frequency is given.
	26	Are the persons making use of the report relevant?	5	
ANNEX	27	Does the annex include Resource Indication Sheet?	1	No mention of available resources.

Item	Criteria	Mark	Remarks
28	Is the amount of resources indicated in the sheet adequate to the estimated cost?	1	Refer to remarks for 23



### Review of District Education Plan (Term 1)

Name of the District: Mbozi

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	5	
Executive Summary	2	Does this section address key issues of the report?	4	Summary results of situation analysis, vision and objectives are stated. But no overall cost is presented to carry out the plan.
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	5	Most of the important findings are presented. If they were categorised under some issues, they would be more readable.
	4	Does this chapter include relevant findings from SWOT analysis?	5	Well presented, even referring to characteristics of different wards.
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	2	Vision is to raise the PSLE pass rate from 36% to 75% by 2008. PSLE pass rate of 36% is above the national average (27%). As no gap analysis result is included it is difficult to know what are the main problems are, though pass rate does not seem the priority. It is probably chosen due to the example given in the handbook.
	7	Are the objectives relevant to the vision and clear?	4	Objectives include: teaching and learning environment will be improved; the number of qualified teachers will be increased; teaching and leaning facilities will be improved. They all relate to improvement of education, but not directly related to the vision.
	8	Are the activities relevant to the objectives and clear?	2	But no concrete figures are given. For example "build classrooms, staff houses and toilets".
	9	Are the inputs in the plan relevant to the activities and clear?	1	Shortages and cost of construction/purchase are wrongly given as input. Quantities given for the calculation of the cost are different from those in the Plan of Operation.
	10	Are the verifiable indicators relevant to the objectives and clear?	4	Mostly relevant and clear, though a few are not clear such as "by 2006 teachers welfare will be improved up to 90% from 40%". It needs to find a way to assess the state of teacher welfare.
	11	Are the means of verification relevant to the indicators and clear?	4	No means of verification is stated for one of the objectives. All the others have relevant and clear means.
Chapter 3	12	Does the Plan of Operation follow the format given in the handbook?	5	

Item	Criteria	Mark	Remarks	
	13	Is the Plan of Operation consistent to district education plan matrix?	4	Activities are more concrete here including the number of items needed. However, these numbers are not consistent to numbers used in the 5 Year District Education Plan for cost calculation.
	14	Are the implementing agencies indicated relevant to the activities?	4	All the implementing agencies are district (one has both MOEC and the district). Some activities may be implemented by ward or school more appropriately.
	15	Are the personnel and items required relevant and adequate to the activities?	4	Most of the personnel required are listed as DEO and other district officers. Some activities require also WECs, head teachers, teachers, etc.
	16	Are the costs estimated relevant to the activities?	2	In many cases cost seems underestimated. Tsh 6,046 million for construction of 802 classrooms, 497 teacher houses and 2041 toilets does not seem realistic.
	17	Are the sources indicated relevant to the activities?	2	District (sometimes together with MOEC) is the only source identified. Community is not included.
	18	Is the implementation time frame given realistic?	4	Capacity building of the community is planned only in the first year, but it should be planned repeatedly over 5 years.
Chapter 4	19	Does the Annual Action Plan follow the format given in the handbook?	5	
	20	Is the Annual Action Plan consistent to the 5-year plan?	4	It is consistent to the Plan of Operation but a little different from 5 Year District Education Plan due to wrong figures used in the latter.
Chapter 5	21	Does the Monitoring Plan follow the format?	5	
	22	Is the type of data relevant to the given vision and objectives?	4	Most of them are relevant and clear but some are not. For example, there are several book/pupil ratios without indicating which books.
	23	Are the targets (immediate and end targets) realistic?	2	Some targets are not consistent to the targets given in the Plan of Operation and Annual Action Plan.
	24	Are the persons in charge of collecting data and reporting relevant?	5	
	25	Are the time and frequency of reporting adequate?	5	
	26	Are the persons making use of the report relevant?	5	
ANNEX	27	Does the annex include Resource Indication Sheet?	5	
	28	Is the amount of resources indicated in the sheet adequate to the estimated cost?	1	The total resource (excluding teacher salary) is over Tsh 10 billion, of which Tsh 9 billion (nearly 90%) is stated from community donation. The resource is sufficient for the plan, which is estimated to be Tsh. 9.5 billion, though it is very unrealistic to assume that the community can contribute over Tsh 9 billion.

### Review of District Education Plan (Term 1)

Name of the District: Muheza

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	4	It follows the right order of the format but it does not show clear organization of the report itself.
Executive Summary	2	Does this section address key issues of the report?	3	Brief and neat summary but there could have been some more details to make leaders understood what is included in the report. No overall cost is stated to carry out the plan. Vision is clearly stated.
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	4	It addresses key findings but sufficient.
	4	Does this chapter include relevant findings from SWOT analysis?	5	Expressed in bullet formats.
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	5	
	7	Are the objectives relevant to the vision and clear?	3	Some objectives are not directly related to the vision. Some objectives are like activity: e.g. "sports and game wear and other facilities be purchased."
	8	Are the activities relevant to the objectives and clear?	5	
	9	Are the inputs in the plan relevant to the activities and clear?	5	
	10	Are the verifiable indicators relevant to the objectives and clear?	5	
	11	Are the means of verification relevant to the indicators and clear?	5	
Chapter 3	12	Does the Plan of Operation follow the format given in the handbook?	5	
	13	Is the Plan of Operation consistent to district education plan matrix?	5	

Item	Criteria	Mark	Remarks
	14 Are the implementing agencies indicated relevant to the activities?	5	
	15 Are the personnel and items required relevant and adequate to the activities?	4	"Funds" is included as part of personnel.
	16 Are the costs estimated relevant to the activities?	3	Basis of the cost estimation is not clear.
	17 Are the sources indicated relevant to the activities?	5	
	18 Is the implementation time frame given realistic?	5	
Chapter 4	19 Does the Annual Action Plan follow the format given in the handbook?	5	
	20 Is the Annual Action Plan consistent to the 5-year plan?	5	
Chapter 5	21 Does the Monitoring Plan follow the format?	5	
	22 Is the type of data relevant to the given vision and objectives?	5	
	23 Are the targets (immediate and end targets) realistic?	5	
	24 Are the persons in charge of collecting data and reporting relevant?	5	
	25 Are the time and frequency of reporting adequate?	5	
	26 Are the persons making use of the report relevant?	5	
ANNEX	27 Does the annex include Resource Indication Sheet?	1	No Resource Indication Sheet is included.
	28 Is the amount of resources indicated in the sheet adequate to the estimated cost?	1	Since Resource Identification Sheet is not included, it cannot be judged.

### Review of District Education Plan (Term 1)

Name of the District: Mpanda

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	5	
Executive Summary	2	Does this section address key issues of the report?	5	Good Summary though a bit long.
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	5	Well presented.
	4	Does this chapter include relevant findings from SWOT analysis?	5	Well presented.
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	4	It does not show direct linkage between the school mapping results and the vision.
	7	Are the objectives relevant to the vision and clear?	4	Some objectives are not directly related to the vision.
	8	Are the activities relevant to the objectives and clear?	5	
	9	Are the inputs in the plan relevant to the activities and clear?	5	
	10	Are the verifiable indicators relevant to the objectives and clear?	5	
	11	Are the means of verification relevant to the indicators and clear?	5	
Chapter 3	12	Does the Plan of Operation follow the format given in the handbook?	5	
	13	Is the Plan of Operation consistent to district education plan matrix?	5	

Item		Criteria	Mark	Remarks
	14	Are the implementing agencies indicated relevant to the activities?	5	
	15	Are the personnel and items required relevant and adequate to the activities?	3	Items required might not be adequate since some physical items such as building materials and labor are not included.
	16	Are the costs estimated relevant to the activities?	4	Basis of the costs is not very clear.
	17	Are the sources indicated relevant to the activities?	5	
	18	Is the implementation time frame given realistic?	5	
Chapter 4	19	Does the Annual Action Plan follow the format given in the handbook?	5	
	20	Is the Annual Action Plan consistent to the 5-year plan?	4	Timeframe is not necessarily consistent with each other.
Chapter 5	21	Does the Monitoring Plan follow the format?	5	
	22	Is the type of data relevant to the given vision and objectives?	4	Most of them are relevant and clear but some are not.
	23	Are the targets (immediate and end targets) realistic?	5	
	24	Are the persons in charge of collecting data and reporting relevant?	5	
	25	Are the time and frequency of reporting adequate?	5	
	26	Are the persons making use of the report relevant?	5	
ANNEX	27	Does the annex include Resource Indication Sheet?	5	
	28	Is the amount of resources indicated in the sheet adequate to the estimated cost?	5	

### Review of District Education Plan (Term 1)

Name of the District: Nachingwea

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	5	
Executive Summary	2	Does this section address key issues of the report?	3	It describes some steps of planning. Some findings from SM are addressed but not in a clear way. No vision and objectives are addressed. It does address the estimated cost of carrying out the plan (Tsh 2.5 billion).
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	1	Some important indicators such as NER, GER, completion rate, transition rate, classroom pupil ratio, toilet pupil ratio, textbook pupil ratio, etc. are not given. It describes the shortages of various facilities without giving concrete figures. Only one concrete figure given here is PSLE pass rate.
	4	Does this chapter include relevant findings from SWOT analysis?	3	Findings from SM and general observations are classified under SWOT. It refers to differences among wards.
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	3	"All primary schools will have adequate teaching and learning facilities and PSLE pass rate will increase from the present 43% to 50% during the plan period". The first part reflects the shortages of facilities, which is stated in the previous section.
	7	Are the objectives relevant to the vision and clear?	4	8 objectives are set. Some relate to management and others to basic services and facilities.
	8	Are the activities relevant to the objectives and clear?	2	Most of them are relevant but some are too general. For example "Train the head teachers in school management and financial management" seems too vague to understand how it is done.
	9	Are the inputs in the plan relevant to the activities and clear?	5	
	10	Are the verifiable indicators relevant to the objectives and clear?	5	
	11	Are the means of verification relevant to the indicators and clear?	5	
Chapter 3	12	Does the Plan of Operation follow the format given in the handbook?	5	

Item	Criteria	Mark	Remarks	
	13	Is the Plan of Operation consistent to district education plan matrix?	5	
	14	Are the implementing agencies indicated relevant to the activities?	5	
	15	Are the personnel and items required relevant and adequate to the activities?	5	
	16	Are the costs estimated relevant to the activities?	4	Some of them seem underestimated
	17	Are the sources indicated relevant to the activities?	5	
	18	Is the implementation time frame given realistic?	4	
Chapter 4	19	Does the Annual Action Plan follow the format given in the handbook?	5	
	20	Is the Annual Action Plan consistent to the 5-year plan?	2	Some activities are not adjusted for the annual plan. Timing of implementation for some activities are not realistic. Procurement of teacher's guide should not occur all through the year, but should be at the beginning of the year.
Chapter 5	21	Does the Monitoring Plan follow the format?	5	
	22	Is the type of data relevant to the given vision and objectives?	5	
	23	Are the targets (immediate and end targets) realistic?	5	
	24	Are the persons in charge of collecting data and reporting relevant?	5	
	25	Are the time and frequency of reporting adequate?	5	
	26	Are the persons making use of the report relevant?	5	
ANNEX	27	Does the annex include Resource Indication Sheet?	2	They included the resource indicator sheet. However, no concrete figure is indicated in many cases, thus it is not to know the overall available resource.
	28	Is the amount of resources indicated in the sheet adequate to the estimated cost?	1	Refer to the above. No way of knowing the adequacy.



### Review of District Education Plan (Term 1)

Name of the District: Rungwe

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	5	
Executive Summary	2	Does this section address key issues of the report?	4	Summary of current status of primary education, the vision and objectives of the plan and the resources available are addressed here. No overall cost of carrying out the plan is mentioned here.
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	5	Key indicators are summarised using the gap analysis sheet
	4	Does this chapter include relevant findings from SWOT analysis?	5	
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	2	“To raise PSLE pass rate from 44% in 2003 to 75% in 2008”
	7	Are the objectives relevant to the vision and clear?	3	The plan states 3 objectives: increase usable school facilities; increase grade A teachers; and improve school management
	8	Are the activities relevant to the objectives and clear?	2	Objectives and activities are confused (just use of terms). Activities have concrete targets, but some are too general. For example, “construct 1201 teacher’s houses” is too general as an activity.
	9	Are the inputs in the plan relevant to the activities and clear?	2	No concrete financial input necessary is mentioned.
	10	Are the verifiable indicators relevant to the objectives and clear?	2	They put immediate targets here, instead of targets by the end of the plan period.
	11	Are the means of verification relevant to the indicators and clear?	5	
Chapter 3	12	Does the Plan of Operation follow the format given in the handbook?	5	
	13	Is the Plan of Operation consistent to district education plan matrix?	5	

Item	Criteria	Mark	Remarks	
	14	Are the implementing agencies indicated relevant to the activities?	3	For all activities, "district and schools" are indicated as implementing agencies. This is probably because most of the activities are too broad.
	15	Are the personnel and items required relevant and adequate to the activities?	3	Some are too simplified. This is probably because most of the activities are too broad.
	16	Are the costs estimated relevant to the activities?	3	They seem more or less relevant. However, as no calculation or unit cost is provided it is not clear.
	17	Are the sources indicated relevant to the activities?	2	Most of them have no sourced indicated.
	18	Is the implementation time frame given realistic?	2	All the activities are indicated as if they are carried out though out the plan period. This is probably because most of the activities are too broad.
Chapter 4	19	Does the Annual Action Plan follow the format given in the handbook?	5	
	20	Is the Annual Action Plan consistent to the 5-year plan?	5	Targets are well adjusted.
Chapter 5	21	Does the Monitoring Plan follow the format?	5	
	22	Is the type of data relevant to the given vision and objectives?	2	Types of data listed for Objective 2 and 3 are not appropriate. For example, increase of Grade A teachers cannot be evaluated by the teacher/pupil ratio.
	23	Are the targets (immediate and end targets) realistic?	2	Some do not seem realistic considering the limited resources.
	24	Are the persons in charge of collecting data and reporting relevant?	5	
	25	Are the time and frequency of reporting adequate?	5	
	26	Are the persons making use of the report relevant?	5	
ANNEX	27	Does the annex include Resource Indication Sheet?	5	
	28	Is the amount of resources indicated in the sheet adequate to the estimated cost?	2	The cost of carrying out the plan is Tsh 10.3 billion while the resource identified is Tsh 7.2 billion.

### Review of District Education Plan (Term 1)

Name of the District: Songea (U)

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	5	
Executive Summary	2	Does this section address key issues of the report?	5	Summary results of situation analysis, vision, objectives are clearly addressed. The cost of carrying out the 5 year plan, Tsh 3.7 billion is also noted.
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	2	Findings from the questionnaires about teachers, pupils and school committees are summarized but none from head teachers and communities.
	4	Does this chapter include relevant findings from SWOT analysis?	4	Some are from general observations, not from school mapping results.
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	5	
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	4	The vision is "All pupils will get necessary teaching and learning materials/facilities in our district and the PSLE rate will increase from 34% to 70% in the year 2008". Shortage of different facilities were noted as main problems, thus it reflects the current status though the increase of PSLE pass rate does not.
	7	Are the objectives relevant to the vision and clear?	4	All six (school buildings, teaching and learning materials, school furniture, school management and equity, basic services and school fences will increase/improve) objectives are relevant to the vision. All except one (basic services will increase) are clear.
	8	Are the activities relevant to the objectives and clear?	5	
	9	Are the inputs in the plan relevant to the activities and clear?	5	
	10	Are the verifiable indicators relevant to the objectives and clear?	4	
	11	Are the means of verification relevant to the indicators and clear?	5	
Chapter 3	12	Does the Plan of Operation follow the format given in the handbook?	5	

Item	Criteria	Mark	Remarks	
	13	Is the Plan of Operation consistent to district education plan matrix?	4	Some of the activities are written not as in details as in the 5 Year District Education Plan.
	14	Are the implementing agencies indicated relevant to the activities?	5	
	15	Are the personnel and items required relevant and adequate to the activities?	5	
	16	Are the costs estimated relevant to the activities?	5	It looks relevant and realistic.
	17	Are the sources indicated relevant to the activities?	5	
	18	Is the implementation time frame given realistic?	3	All but one activity are indicated to be implemented throughout the 5 year.
Chapter 4	19	Does the Annual Action Plan follow the format given in the handbook?	5	
	20	Is the Annual Action Plan consistent to the 5-year plan?	4	It is consistent but some of the activities are not clear without number of classrooms to be built or number of textbooks to be purchased.
Chapter 5	21	Does the Monitoring Plan follow the format?	5	
	22	Is the type of data relevant to the given vision and objectives?	5	
	23	Are the targets (immediate and end targets) realistic?	3	Most of them are realistic but the increase of PSLE pass rate from 34% to 70% by 2004 is not realistic.
	24	Are the persons in charge of collecting data and reporting relevant?	5	
	25	Are the time and frequency of reporting adequate?	3	Some are not adequate. For example, annual monitoring of PSLE pass rate, GER and NER is sufficient instead of suggesting quarterly monitoring.
	26	Are the persons making use of the report relevant?	5	
ANNEX	27	Does the annex include Resource Indication Sheet?	5	
	28	Is the amount of resources indicated in the sheet adequate to the estimated cost?	5	The estimated cost to implement the plan is said Tsh 3.6 billion and the resource identified is Tsh 3.8 billion, of which about 3% is community contribution.

### Review of District Education Plan (Term 1)

Name of the District: **Sumbawanga (R)**

Mark should be given 1-5 (from 5: most positive, to 1: most negative).

Item		Criteria	Mark	Remarks
General	1	Does the report follow the given format?	5	
Executive Summary	2	Does this section address key issues of the report?	5	
Chapter 1	3	Does this chapter include relevant findings from school mapping results?	5	
	4	Does this chapter include relevant findings from SWOT analysis?	5	
Chapter 2	5	Does this chapter include the 5 Year District Education Plan Matrix?	3	Some information is neither directly related to primary education nor based on the results of school mapping.
	6	Is the vision relevant and does it reflect the current status of primary education in the district?	5	The vision is rationalized with some explanation.
	7	Are the objectives relevant to the vision and clear?	5	It shows clear indication for objective prioritization.
	8	Are the activities relevant to the objectives and clear?	5	
	9	Are the inputs in the plan relevant to the activities and clear?	2	Shortage is expressed instead of inputs.
	10	Are the verifiable indicators relevant to the objectives and clear?	4	No verifiable indicators shown for some activities.
	11	Are the means of verification relevant to the indicators and clear?	4	No means of verification shown for some activities.
Chapter 3	12	Does the Plan of Operation follow the format given in the handbook?	5	
	13	Is the Plan of Operation consistent to district education plan matrix?	5	

Item	Criteria	Mark	Remarks	
	14	Are the implementing agencies indicated relevant to the activities?	3	No wards, schools, or community involved for implementation.
	15	Are the personnel and items required relevant and adequate to the activities?	3	Personnel at ward, school or community levels could have been involved in some activities.
	16	Are the costs estimated relevant to the activities?	3	Basis of the cost estimation is not clear.
	17	Are the sources indicated relevant to the activities?	5	
	18	Is the implementation time frame given realistic?	5	
Chapter 4	19	Does the Annual Action Plan follow the format given in the handbook?	5	
	20	Is the Annual Action Plan consistent to the 5-year plan?	4	Time frame is not consistent between AAP and the 5-year plan.
Chapter 5	21	Does the Monitoring Plan follow the format?	5	
	22	Is the type of data relevant to the given vision and objectives?	3	Some items are not relevant just following an inappropriate example provided in the handbook.
	23	Are the targets (immediate and end targets) realistic?	3	Some are not realistic. For instance, immediate target of 65% for the PSLE rate in 10 wards in the lowest position does not seem to be realistic.
	24	Are the persons in charge of collecting data and reporting relevant?	5	
	25	Are the time and frequency of reporting adequate?	5	
	26	Are the persons making use of the report relevant?	5	
ANNEX	27	Does the annex include Resource Indication Sheet?	5	
	28	Is the amount of resources indicated in the sheet adequate to the estimated cost?	1	Cost for Annual Action Plan is 2.8 times as much as resources identified.