

ANNEX II

PDM₁

Project Name : The Project for Supporting District Education Plan Institutionalisation Programme in the Republic of Malawi
 Target Area : Nationwide (all 34 Education Districts) Target Group : DEO officials, LA officials, Education Division Officer, MoEST officials (Headquarters)
 Project Period : 31 Dec 2006- 30 Dec 2010 (4 years) Updated : 20 Feb 2009

Version : No. 1

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions/Risks
<p>[Overall Goal] District Education Plans (DEP) are utilised as basis for budgeting and implementation in all Districts</p>	<ol style="list-style-type: none"> 50% of DEP projects are implemented* (*50 % of output target is achieved) At least 2 prioritised activities in DEP are integrated into the DDP Resources are earmarked for supporting DEP cycle (planning, marketing and monitoring) in LA and MoEST Budget 	DEPs Annual review format Interview	
<p>[Project Purpose] Quality DEPs are developed and regularly reviewed in all Districts</p>	<ol style="list-style-type: none"> DEP is regularly developed (at least twice within the project period) Annual plan is regularly reviewed and developed (at least twice within the project period) 70 % of DEPs meet the following criteria of "quality" DEP: <ul style="list-style-type: none"> Critical analysis of issues Linkage with MGDS and NESP Priorities (clearness, degree of reflecting respective district needs Realistic costing 	DEPs Annual review format Project progress report Quality checklist	<ol style="list-style-type: none"> DDP is timely updated in all Districts GoM takes necessary measures to improve relevant system in order to utilise DEP for budgeting and implementation GoM continues to devolve its Other Recurrent Cost (ORT) and development budget for LA A certain number of DPs continues to support to education sector
<p>[Outputs]</p> <ol style="list-style-type: none"> Process of planning and reviewing DEP is clearly defined and introduced Necessary skills and knowledge for developing and reviewing DEP are developed and strengthened at District and Division levels Marketing (negotiation, resource mobilisation, sensitisation, advocacy) skills to ensure DEP utilisation of DEO officials are developed 	<ol style="list-style-type: none"> 1-1. Contents of DEP guidelines and manuals developed (theme, time schedule, role distribution, quality checklist as necessary) 1-2. Number of DEPs endorsed by MoEST and approved by LA 1-3. Level of understanding on the procedure of planning and reviewing DEP at each level 2-1. Regular attendant rate of officials in the trainings 2-2. DEPs are developed in reference to the "quality" criteria 3-1. Number of tools prepared for the marketing activities 3-2. At least one activity in the marketing action plan per district is implemented with District initiative 	DEP guidelines and manuals DEPs Interview, Questionnaire Baseline survey report DEPs, Project progress report Interview, Questionnaire, Quality checklist Tools for marketing activities Marketing action plan Annual review format Project progress report Interview, Questionnaire	<ol style="list-style-type: none"> Necessary positions at District and Division levels are filled by the government of Malawi 70% of trained Division officials, DEO and LA officials continue to work in their positions

ANNEX II

[Activities]	[Inputs]	[Pre-conditions]
1-1 Conduct baseline survey 1-2 Analyse relevant policy and plans (MGDS, NESP) and process of DDPS 1-3 Develop DEP guidelines and manuals 1-4 Conduct dissemination workshop of DEP guidelines and materials 1-5 Follow the process of endorsement of DEPs taken by MoEST 1-6 Conduct publicity activities	Japanese side: 1. Human Resources • Dispatch of long-term expert. • Dispatch of short-term expert(s). • Hiring local consultant(s). 2. Training of counterpart personnel in Japan. 3. Provision of equipment 4. Expenses for organizing workshop	Malawian side: 1. Assignment of counterpart personnel. 2. Assignment of administrative personnel. 3. Buildings and facilities necessary for the Project. 4. Allocation of the budget necessary for the Project.
2-1 Conduct baseline survey 2-2 Conduct training on developing and reviewing DEP for core trainers 2-3 Conduct training on developing and reviewing DEP at District level (by core trainers) 2-4 Develop quality checklist for DEPs 2-5 Support Division Planners to follow-up DEP development process and provide technical supports		
3-1 Analyse DEPs and conduct marketing activity to introduce the DEPs to the Development Partners (DPs) at National level 3-2 Conduct training on marketing skills for core trainers 3-3 Conduct training on marketing skills for DEO officials (by core trainers) 3-4 Conduct marketing activity at Division and District levels 3-5 Conduct process sharing meeting among District officials at Division level		

PLAN OF OPERATION FOR THE WHOLE PERIOD

Activities	2007												2008												2009												2010												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1. Process of planning and reviewing DEP is clearly defined and introduced																																																	
1-1 Conduct baseline survey																																																	
1-2 Analyse relevant policy and plans (MGDS, NESF) and process of DDPS																																																	
1-3 Develop DEP guidelines and manuals																																																	
1-4 Conduct dissemination workshop of DEP guidelines and materials																																																	
1-5 Follow the process of endorsement of DEPs taken by MoEST																																																	
1-6 Conduct publicity activities																																																	
2. Necessary skills and knowledge for developing and reviewing DEP are developed and strengthened at District and Division levels																																																	
2-1 Conduct baseline survey																																																	
2-2 Conduct training on developing and reviewing DEP for core trainers																																																	
2-3 Conduct trainings on developing and reviewing DEP at District level (by core trainers)																																																	
2-4 Develop quality checklist for DEPs																																																	
2-5 Support Division Planners to follow-up DEP development process and provide technical supports																																																	
3. Marketing (negotiation, resource mobilisation, sensitisation, advocacy) skills to ensure DEP utilisation of DEO officials are developed																																																	
3-1 Analyse DEPs and conduct "Marketing fair" to introduce the DEPs to the Development Partners (DPs) at National level																																																	
3-2 Conduct training on marketing skills for core trainers																																																	
3-3 Conduct training on marketing skills for DEO officials (by core trainers)																																																	
3-4 Conduct marketing activity at Division and District levels																																																	
3-5 Conduct process sharing workshop among District officials at Division level																																																	