



Dated: 27<sup>th</sup> August, 2011

**NOTE FOR SENIOR MINISTER EDUCATION SINDH**

Subject: **Approval of the minutes of the meeting held between Education & Literacy Department, Government of Sindh and Idara-e-Taleem-o-Aagahi (ITA)**

Government of Sindh, Education & Literacy Department, is working for the enhancement of quality of teachers and education in Sindh. In this regards, Government of Sindh appreciates the efforts made by Non Government Organizations (NGOs) and private sector for their assistance and collaboration in achieving the goals in education sector in the province.

2. ITA is a national NGO specializing in education as a sector wide program from ECE to university level established in 2000. It is tax exempt and certified by the Pakistan Center for Philanthropy (PCP). It specializes in many programs and advocacy work in education.

3. A meeting between Education & Literacy Department, Government of Sindh and Idara-e-Taleem-o-Aagahi (ITA) held on 11<sup>th</sup> August, 2011 in committee room of Reform Support Unit to discuss the ways of collaboration and assistance of ITA with ELD, Government of Sindh.

4. The Secretary Education & Literacy Department Sindh discussed and reviewed the draft minutes of the mentioned meeting. (Annexure-A)

5. The reviewed draft is hereby placed for the approval of Senior Minister Education & Literacy Sindh, please.

6. Senior Minister Education & Literacy Sindh is requested to approve the draft minutes attached at Annexure-A.

RAISA ADIL  
 DPM TED

7- CHIEF PROGRAM MANAGER, RSU

8- SECRETARY EDUCATION SINDH

The minutes may pl be  
 perused and approval may  
 be given for implementing  
 various proposed actions in  
 minutes

H. S.   
 27/8/11

Senior Minister Education Approved As

Proposed. However I may be  
briefed about it before  
implementing it-

J. H. [unclear]  
5/19/11

Sec. Eds

## Minutes of the Meeting Held Between Idara-e-Taleem-o-Aagahi & Education & Literacy Department, Government of Sindh

Date: 11<sup>th</sup> August 2011

Venue:RSU, E&LD, GoS

### Participants:

Mr. Siddique Memon, Secretary Education, GoS  
Ms. Raisa Adil, DPM, RSU  
Ms. Ratan Salem, Regional Manager ITA, Sindh  
Ms. Furat Ovais, Academic Adviser & Trainer, ITA  
Ms. Marya Parveen, Project Coordinator, ITA

### Agenda of the Meeting:

- Introduce the Secretary to the scope of work of Idara-e-Taleem-o-Aagahi
- To give an overview of the programs and projects being conducted by ITA all over the Sindh region
- Request for support from Education & Literacy Department, GoS and Responsibilities of ITA
- To update Secretary Education about the PELI alumni 2011 and request to meet the alumni

### Points Discussed in the Meeting:

Idara-e-Taleem-o-Aagahi (ITA) Public Trust (hereinafter referred to as "ITA") is a certified tax exempted organization under the PCP certification program striving to promote quality education in Pakistan. The current work and partnerships extend across Sindh, Balochistan, Punjab, Khyber Pakhtunkhwa, Gilgit Baltistan, FATA and Azad Jammu & Kashmir. ITA has worked at the policy level in national and provincial working groups on education reforms; it has a track record and relevant experience in the field of sector wide approaches to improving the standard and spread of Education through public private partnerships **completely aligned to provincial education sector plans and priorities therein.** ITA's critical partner for action is the public sector at all levels, the education foundations, civil society organizations, at local, national and international levels, district governments, provincial/federal governments, private corporate sector, philanthropists, expatriate Pakistanis and donors alike. ITA works through its partner organizations; the Institute for Professional Learning (IPL) and the South Asia Forum for Education Development (SAFED) in the areas of capacity building, school audits, research advocacy and policy influence. **ITA's Head Office is located at 26-B, Sarwar Road Lahore Cantt and a regional sub-office at St. 38, House No. 11, F-6/1 Islamabad.**

ITA's vision is:

**“TO PROMOTE EDUCATION AS COMPREHENSIVE PROCESS FOR HUMAN AND SOCIAL TRANSFORMATION”**

ITA and the (E&LD- GoS) have agreed to achieve all key common initiatives related to promoting the goals of Quality Education For All (with Focus on Gender) in Sindh and Pakistan (Education Surveys/learning assessments(all levels), Teacher Education, ECE, Health Action Schools, ECE etc.). The initiatives will be supported by different development partners, universities, philanthropists and corporate /private sector.

THEREFORE in consideration of the aforementioned premise and of the mutual covenants ITA and the (E&LD- GoS) have agreed to collaborate for joint implementation of the activities, at the provincial, district, taluka , UC and village level , as planned collaboratively by both parties

In pursuance thereof, the ITA and E&LD-GoS resolve to set up a joint consultation mechanism concurrently at the provincial and district levels to further enhance cooperation and collaboration.

**Duration of the Agreement:** This will commence from August 16, 2011, to August 16, 2016 subject to annual reviews and performance. However the collaboration can be ended by the Department after giving reasonable notice.

**Locations:** Each district specific locations of implementation (Schools/SITES) of will be attached to these minutes as an addendum with all schools identified with EMIS codes (Various Districts listed etc.)

**Core areas of collaboration are:**

- a) Service delivery for improvement in access, quality through whole school improvement and equity focused catch up programs through non-formal education addressing girls and other disadvantaged groups – ECE to High School; Teacher Education, school hygiene campaigns; and where possible technical vocational Education; enrichment programs: summer schools/health/reading clubs; remedial programs; IT clubs; ECE/ECD programs education in emergencies etc.
- a) Infrastructure support through public private partnerships as formalized under the PPP strategy of the (E&LD- GoSindh) and/or through the Planning & Development Department.
- b) Capacity Building : Teacher/head teachers, parents teachers SMC (PTSMC) **Training through cluster based, district, provincial, national and international trainings;** District Managers training
- c) Planning & Policy Advocacy: Assessment of learning levels; School development and district education plans; Advocacy on special days and evidence based policy influence.

**Principles of Collaboration:**

- Where possible, ITA will always engage with the Department of Education for Public Private Partnership legal initiatives under formal arrangements.
- Always seek to mainstream innovations within the Sector Reform Program aligning to common targets, outcomes and budgets
- Align all materials and planning documents to the sector plans, financial systems
- Scale up the program to reach to maximum number of schools for system wide impact
- Use facilities optimally for lifelong learning
- Be transparent and accountable for work undertaken with results based focus
- Share all research findings, tools, learning resources and policy/notifications for easy access to knowledge driven actions and improvements

- Ensure presence of partners in key meetings/reviews and strategic planning exercises
- **Ensure that when teachers/educators return from capacity building programs in-country and/or abroad to participate in a debriefing session to share experiences and learning materials with their line managers, colleagues and department.**
- **Allow trained teachers/educators to: a) implement their Master Action Plans, b) with full documentation/evidence and c) accept small grants by for implementation to improve their institutions and professional practices**

The respective responsibilities of the parties are as follows:

**ITA/IPL will be responsible for:**

**Whole School Improvement Program**

- Identifying schools in clusters for partnerships in collaboration with EDO education.
- Physical Improvement, repairs and maintenance of the school according to specific needs and the best capacity/resources of the partner and where possible through the PPP systems.
- Provision of furniture as per need
- Human resource gaps e.g. Teachers shortage; support staff shortage preferably hired from the local community any additional staff (Teaching and non teaching) at its own cost and shall not be entitled to claim any reimbursement for that from DG. However, when permissible, teachers thus hired will be eligible to be recruited/apply on merit and qualifications to positions announced from time to time by the **E&LD- GoS**
- That the staff of the partner schools will continue to be governed by the Service Rules of **the E&LD- GoS**. However, during the term of the agreement, Parent Teacher SMC ITA representative engaged for this purpose will supervise the day to day functioning and performance of the school as well as provide the school staff necessary professional development support.
- Learning materials; libraries, reading clubs, summer schools, health and school enrichment and environmental programs with active participation of children
- Technical vocational programs in elementary and high schools in the afternoons for student and community members in collaboration with certified technical authorities
- Areas of quality capacity building of head teachers; teachers and school council
- Providing technical, conceptual and practical training (at the provincial/district/ehsil level)
- Education in emergencies in various phases of the emergencies

**Learning Assessment & other Research studies**

- Undertaking learning assessment and school improvement studies for use in policy and sector planning.
- Logistic support /transport to be provided to partners at most efficient costs or sharing of POL.
- Support for food/refreshment costs during the surveys and trainings
- Ensuring that for all capacity building exercises during 2010-2015 critical focal/technical officers(2-3) for ASER Pakistan/Other initiatives as finalized by provincial/district will provided opportunities in Pakistan and abroad
- Ensuring that all relevant technical materials/learning resources are shared with Education department in a transparent and timely manner for knowledge sharing, generation and management.
- Ensuring transparency and accountability at all levels and at all times to its partners  
**Chalo Parrho Barrho- a mass literacy and numeracy campaign inside and outside schools**
- Logistic support /transport at most efficient costs.

- Providing technical, conceptual and practical training (at the Provincial/District/Tehsil level)

#### **Provincial/National/International Advocacy Events/conferences**

- Invitations and offer of collaborative hosting
- Logistic support /transport at most efficient costs.
- Providing technical, conceptual and practical training (at the provincial/district/tehsil level)

#### **Establishment of Resource Centers for ITA staff/resource persons in Districts**

- Ensuring responsibility and development of the designate rooms/resource centres
- Repair and maintenance and addition of facilities (Toilets) furniture etc.
- Utility bills to be shared where appropriate with a separate meter

#### **E&LD-GoS will be responsible with respect to the Following Only & Specifically Support:**

##### **Whole School Improvement Program**

- Facilitate MOU at Provincial & District Governments
- The **E&LD- GoS** under the current discussion in principle agrees to consider initiatives of special programs by NGO, such as Community Mobilization, Teachers Training, Health, Early Childhood Education, IT literacy, literacy for mothers and siblings, Homework Study Centers, Summer School (Project Based Learning) Youth Citizenship program and support to child labor etc. The NGO shall consult with the **District Government** prior to initiating such programs to ensure that liabilities and responsibilities are clearly established and there is no financial liability for the District Government to carry out such programs other than its formally agreed annual programs and schemes as reflected in the recurrent and development budgets.
- Facilitate to hold regular monthly review meetings at the Dept of Education at district level with ITA's district team and relevant officers to share progress and resolve issues.
- To monitor and supervise the teachers would be the responsibility of the **District Government**; the School Council and as well as ITA its partner NGO (if ANY)
- If at any stage ITA or any of the partners realizes that other parties have not been able to meet their obligations as delineated in this agreement, will take up the matter with the EDO Education and in extreme cases the DCO. In case that all conciliatory efforts have failed to improve the situation, the agreement can be terminated by serving a three-month notice to the DG – through EDO Education.
- Notwithstanding anything to the contrary contained herein it is expressly agreed between the parties to undertake improvements in the selected schools in district as per the terms and conditions laid out above.
- **Learning Assessment & other Research studies**
  - **Permission to collect schools data (i.e. enrolment, teachers, facilities, funds, learning levels etc)**
- Sharing personnel as volunteers for the surveys/campaigns/trainings sparing field staff for 5-15 days annually for the survey/trainings linked to schools and monitoring subject to availability.
- Facilitation and participation in the trainings at district level including training venue and government accommodation (where possible)
- Building capacity of district stakeholders in understanding and owing research/learning assessments core concepts and results
- Building capacity in collaboration with ITA of ten- twenty personnel from each district in key areas of: education surveys; ECE and literacy, numeracy trainings through excellent regional trainers which will build capacity of district core staff/teams.

- Facilitation and strategic presence in the dissemination of the results of learning assessment (ASER) at the provincial and district level

**Chalo Parrho Barrho (CPB) campaigns volunteers teachers in regular Govt. schools**

- Facilitate to use Government schools for CPB
- Permission to collect Schools data (enrolment, Student learning, Teachers assessments etc)

**Provincial /National/International Advocacy Events**

- Sharing, personnel as volunteers for the campaigns sparing field staff
- Facilitation and participation in the events at provincial/district/Tehsil level including venue and accommodation (where possible)

**Specific Partnership linkages will be extended to ITA where appropriate with School Health /Nutrition, or Technical Vocational Programs with Approval of the Secretary**

**Permission to Establish Resource Centers for ITA personnel in schools/training units**

- At least one room where available, will be provided to partner organization/ITA in any accessible high/Elementary school or other govt. building in the districts as resource center/operations for managing all program components. ITA to bear improvement /recurrent costs
- To provide regular budgets salary and non-salary/ and Annual Development Plan (ADPs) to the partner government schools, staff and school council as per its normal practice under various sector reform initiatives.

Besides that, ITA and **the E&LD- GoS** shall determine through mutual consultations, the mechanism to further enhance cooperation and collaboration for the above stated activities

**Monitoring/Reporting**

- To provide regular monthly /quarterly updates to the **E&LD- GoS** District offices for feedback and review on any issues that need to be addressed /reported

**Disbursement Management of Funds**

- All funds and any other non-financial resources contributed by ITA towards the improvement of the partner government schools will be solely managed and disbursed by the ITA or its own representatives or through PTSMCs. ITA will not transfer any funds to **the E&LD- GoS** but from time to time to the PTSMC Account. ITA may in due course have a separate agreement with a partner local NGO (if any)/PTC for implementation with approval from the Department and with full information extended to the **E&LD- GoS**

**Partnership with Additional Schools**

- As and when ITA decides to partner with more schools subject to availability of resources, an addendum to this agreement will be shared and then formally issued by **the E&LD- GoS** .

**Membership in school council & other strategic committees for common aims and objectives:**

**Education Department subject to policy may extend representation to ITA at appropriate school committees.**

**Annexure:**

**Districts for Whole School Improvement Program in Sindh:**

1.	Badin
2.	Ghotki
3.	Jacobabad
4.	Karachi
5.	Khairpur
6.	Matiari
7.	Naushahro Firoz
8.	Qamber and Shahdad Kot
9.	Shikarpur
10.	Tando Allah Yar
11.	Tharparkar
12.	Umer Kot
13.	Dadu
14.	Hyderabad
15.	Jamshoro
16.	Kashmore
17.	Larkana
18.	Mirpur Khas
19.	Shaheed Benazirabad (Nawab Shah)
20.	Sanghar
21.	Sukkar
22.	Tando Muhammad Khan
23.	Thatta