

NOTES

**Monthly Meeting on Enrichment Initiative to to Increase Literacy at the Primary School Level
Activity Implementation Cooperative Agreement No. AID-532-A-13-00003**

DATE: March 4, 2016

PRESENT: AOR Claire Spence (CS) A-AOR Bridget Fong-Yee (BFY), Programme Manager Dane Richardson (DR) Training Officer Evadne Cowell, (EC) M&E Officer Jo Anderson-Figueroa (JAF), NPSC Director of Parenting Support Coordination & Behavioral Change Peta-Gay Waugh (PGW),

Absent with excuse: MoE Enrichment Specialist Shauner Murray (SM) – Excuses for absence presented by meeting Chair DR.

Actions: March 4, 2016

Actions	By	Date	Update
Share Summer School Manual with CS for proof reading	EC	Following edits	Awaiting edits from MoE ahead of sharing with CS
Share schedule of monthly activities with USAID team	JAF	Mar 7	Completed
Confirm attendance and names of Parenting Support Coordinators (PSCs) for residential Training, Mar 29-31	PGW	Mar 8	Completed
Make arrangements for PSCs at residential training	EC	Mar 29	Completed
Share G2G DQA with JAF	CS	Mar 11	Completed
Pull together necessary documentation for DQA for project	JAF	Apr 30	WIP
Recirculate link to theknowledgeportal to the USAID and NPSC teams	ED	Mar 7	Completed
Have ERAC uploaded to theknowledgeportal	EC	Apr 22	
Share procurement documents around the parenting component, including multiple quotes and supplier selection justifications, to CS for her review	EC	Ongoing	To take place following April 22 meetings

Actions: January 12, 2016

Actions	By	Date	Update
Close out all Yr2 audit actions by January 2016	DR	Ahead of Feb meeting	Completed Actions including the documentation of the sum of interest earned on grant funds and the return of the relevant amounts, as per cooperative agreement were completed in the January period. A receipt was received from USAID in this meeting.
Remind CS of time and location of School of the Year handover and photo op	JAF	Jan 12	Completed
Assist EC in reducing list of 65 identified schools for additional parenting support to 40	JB	Jan 12	Completed
Liaise with to PGW about including NPSC in training calendar	EC	Ahead of Feb meeting	Ongoing
Send link to online platform to CS, BFY and PGW for	EC	Ahead of	Completed. Will be recirculated as

her to share with Parenting Support Managers		next meeting	updates have been made to the site. CS suggests adding the ERAC
Hold a meeting to ensure PGW is brought up to speed on all parenting activities of the DF/USAID project	EC/PGW	Ahead of Feb meeting	Completed
EC to attend Parent Support Manager (PSM) meeting to give update on DF/USAID Project parenting activities	PGW	January 28	Completed
Confirm training for procurement officer with Regional Contracting Office	DR	Ahead of Feb meeting	Completed. A phone call took place between the AO, RCO, and DF Procurement Officer and Programme Manager to bring the Procurement Officer up to speed. It was noted that none of the remaining line items require special approvals from the RCO.
Discuss partnership with ISSA Foundation for medicals for students at summer school	DR/CS	Ahead of Feb meeting	Completed. Will not be possible based on ISSAs plans

DISCUSSION – ISSUES

1) Welcome & Call to Order – (DR)

Meeting was called to order by DR (8:53 am)

2) Confirmation of Meeting Notes & Matters Arising – (DR)

No changes were made to the notes.

Action items were updated in the above table with additional notes below:

- CS sought clarification on whether the online portal will remain up following the close of the project. DR noted that the portal is hosted and managed by DF, and will remain active beyond the project. The knowledge portal will include resource information, not only on Enrichment, but on the other areas that DF works in including special needs and entrepreneurship. DR also noted that Foundation has been in touch with MoE regarding linking the portal to the MoE website. CS suggests the platform, and its sustainability, be raised at the next advisory committee meeting.
- CS noted that the project will have one more modification to the cooperative agreement around funds earned based on exchange rate.

3) Project Performance Review

a) MOE Project Activity Update

In the absence of SM, EC provided an update on activities to be carried out in collaboration with the MoE in the upcoming period below.

b) DF Project Activity Update

i) Summer School Update (EC):

Principals and teachers of schools selected for the summer school intervention have been invited to a one day activity on March 15, 2016 at Club Hotel RIU in Ocho Rios. This is to help increase buy-in and accountability from principals, and to review the design of the intervention, and the responsibilities of the school. MoE also asked that the budget be explained to the schools in detail at this point of engagement. DR has invited the NPSC to attend this training to give the schools advice on how best to utilize the funds specifically provided for parental engagement throughout the course of the summer school activities. CS noted that one of the risks identified for the Parent Places was not having a suite of

prescribed / planned activities. She suggests that the NPSC can help in suggesting a standard set of parental engagement activities that all 28 schools involved in the summer school initiative can take advantage off. CS noted parental attendance at summer school activities should be captured. EC noted that this was done last year and schools will be asked to do so again this year.

NPSC Operational Manual:

DR requested an update on status of the manual which the NPSC had previously shared with the project team in draft form. PGW noted that the operational manual has been updated and that a rating scale on the Parent Place has been added in to increase sustained efforts and accountability at schools. PGW noted that while the Parent Support Managers (PSMs) are assigned in only 3 regions, all 40 of the priority project schools have been shared with the PSMs and put on the agenda of the NPSC. CS noted the importance of having the policy support around parenting at the Ministerial level, including placing the management of all Parent Places under the mandate of the NPSC.

ii) Teacher Training

March 3, 2016, Mico Teacher College: A weakness in scheduling and timetabling of students in the EC schools was highlighted via trainings, reports and site visits. As such a teacher training with Cohort 3 and 4 Centre Mangers was held with the MoE team to review these areas. The training went very well. Strong teachers, particularly in use of technology have been identified and teachers were encouraged to form networks with each other for peer to peer mentorship and support.

March 29 – 31, 2016, Club Hotel RIU, Ocho Rios: The final Residential Training for cohorts 3 and 4 will take place this month. Areas to be covered include gender aware instruction, mathematics, the integration of technology in the classroom, literacy and the identification of and planning for students with special needs. Training sessions will be led by MoE officers from Region 1 and 2. MoE Enrichment specialist SM and Training officer EC will also be leading sessions. This training will seek to tie in and review all areas covered to date as well as identify any particular areas of weakness to inform in-service training for the remainder of the academic year. PGW asked if provisions could be made to include 3 PSC at the training. This will allow the NPSC team to have a better understanding of the programme thus allowing them to offer more informed support to parents.

iii) Renovations & Resource Delivery – Cohort 4

Renovations for all schools are now complete. The vast majority of all items have been delivered to all Cohort 4 schools and their ECs are up and running. The remaining items are being procured by the procurement specialist and will be delivered along with the items for the Parent Places.

iv) Parental Engagement

Support for priority schools: A one day seminar on parental engagement will take place with representatives from the 40 priority school on March 10, 2016 at Club Hotel RIU, Ocho Rios. This will be a working seminar facilitated by the NPSC and DF. The seminar will assist schools in creating / improving their action plan around parental involvement. Dr. Charles and PGW from the NPSC as well as EC will lead sessions.

Procurement: A supplier has been selected for the items to be provided to project school to assist in establishing or improving a Parent Place. These items are currently being procured. EC noted that some of the suggested books are no longer in print so the list of literature will be revisited with PGW to ascertain what literature can be provided in lieu. CS requested that procurement documents, including quotes and supplies selection justifications, for the procurements to date be shared with her. CS also noted that the new Prime Minister has declared his intention to place a focus on the family and the family unit.

She noted that the Parent Places must be positioned, and used, as support for the *family*. PGW noted that the NPSC's Parent Support Managers use the enrichment carts to help teach parents to read.

v) DQA

The need for a second DQA was raised in the November 2015 meeting. The DF team queried when this should take place. CS has asked that this be scheduled for May 2016. The DQA will include a review of project the indicators, data collection methodology and data collection tools.

c) USAID Project Activity Update

i) EMMP Report

The revised report submitted by the project team is still with the USAID team for review. CS will update DF on the status of the review.

ii) Semi-Annual Report

CS noted that the project reporting still has room for improvement. Reports should include more information of activities completed under the project. The project team must document more of what is being done, and report based on the items in the work plan. In anticipation of the end of project report, the upcoming Semi-Annual Report should also include an update on the Performance Management Plan. Page 8 of the agreement details what should be included in the semi-annual report. This should be reviewed ahead of submitting the draft of the semi-annual report.

CS also noted that the Procurement Officer should do site visits to the schools to review items procured and to see that they are in place.

4) AOB

Year 3 Audit:

The scope of work had been finalized. It will go to tender shortly

Recruitment for Project Manager:

DR will demit his position as project manager at the end of the month. The position should be advertised this week. Hopefully a selection will be made before the departure of DR in order to facilitate a smooth handover.

The date of the next meeting is set for April 22 2015

The meeting was adjourned at 10:05 am.

DELIVERABLES

TYPE OF REPORTS	Frequency	Deadline	Addressed To
1. Financial Reports			
a. Funds voucher (SF-1034 & Advance/Liq Report)	Monthly	By 15th of each month	sdvouchers@usaid.gov/ AOR (AOR send to FM)
b. Federal Financial Form (SF-425)	Quarterly	45 days after quarter ends	santodomingoobligation inbox@usaid.gov/AO/A OR
c. Accruals	Quarterly	10 days before quarter ends	AOR
d. Final Financial Report	Once	23-May-16	FM/AOR
e. Tax Report	Annually	16-Apr	Supervisory Financial Analyst

			(avasquez@usaid.gov)/AOR
f. Financial Review (USAID FM)	Mid-term	TBD	FM/AOR
g. Audit (Independent)	Annually	4/14/201 (report due 30 days after audit)	AOR
2. Program Reporting			
a. Annual Implementation Plan	Annually	10-May	AOR
b. M&E Plan	Once	10-May-13	AOR
c. Marking and Branding Plan	Once	24-May-13	AOR/DOC
d. Periodic Reports			
April-June	Quarterly	30-Jul	AOR
July-September (semi-annual report)	every 6 months	30-Oct	AOR, DGP
October-December	Quarterly	30-Jan	AOR
January-March (semi-annual)	Every 6 months	30-Apr	AOR, DGP
e. Performance Reports	As requested	TBD	AOR
f. Final Report	Once	8-Jun-16	AOR
3. Evaluations	Mid-term & Final	TBD	AOR, DGP (mid-internal and USAID procures final, check budget)
4. EMPR	Annually	December	AOR, Environmental Officer
5. Inventory List/Property Title	On going	8-Jun-16	AOR
<u>SUBSTANTIAL INVOLVEMENT CLAUSES</u>			
a. Approval of Annual Implementation Plans			
b. Approval of M&E Plan			
c. Approval of 4 Key Personnel: Project Manager, Accountant, Project Officer - Training, Project Officer - M&E			
d. Involvement in selection of advisory committee members			
e. Prior approval of all sub-awards			
f. Approval of changes in program direction			
g. Monitoring of activity and sites			