

Southern Sudan Interactive Radio Instruction (sSIRI) Project

Quarterly Report

01 April to 30 June 2005

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Education Development Center, Inc. (EDC)

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Acronyms

CARE	Cooperative for Assistance and Relief Everywhere
COP	Chief of Party
DOT-EDU	Digital Opportunity through Technology implemented by Education Development Center
IRI	Interactive Radio Instruction
OTI	Office of Transitional Initiatives
SBEP	Sudan Basic Education Programme
SoE	Secretariat of Education
SOW	Scope of Work
SRS	Sudan Radio Service
sSIRI	southern Sudan Interactive Radio Instruction
SPLM	Sudan People's Liberation Movement
UNICEF	United Nations International Children's Education Fund
USAID	United States Agency for International Development
VSAT	Very Small Aperture Terminals (used for data broadcasts)

Executive Summary

Introduction. The USAID-funded southern Sudan Interactive Radio Instruction (sSIRI) Program is developing interactive radio instruction (IRI) programs in English, literacy and mathematics for Grades 1, 2 and 3. The focus for the project is children of school age both in and out of school, youth and adults, and teachers and untrained mentors drawn from communities. SSIRI directly supports the (USAID) Sudan Basic Education Program (SBEP). SSIRI directly plans, develops and implements IRI with the Secretariat of Education.

Staff. This quarter focused on completing start-up activities, planning for expansion to Sudan and staff changes. Activity included Three Month Reviews for staff. Long term local staff members have now been confirmed in their positions. Staff changes this quarter were centralized among senior staff. The acting, short term Outreach Advisor accepted a two year scholarship to study in Norway. sSIRI has identified a replacement with experience in Sudan and in mobilization will start on or about August 1st, 2005. The IRI Advisor transferred to the USAID/EDC adult literacy activity; an experienced IRI advisor to fill that vacant position has been recruited and will start on July 20th, 2005. The Chief of Party (COP) submitted her resignation at the end of June 2005. The EDC sSIRI management team has asked her to stay with the project through Friday, August 5th, 2005 to effect a good transfer of the position's duties to an acting COP (the adult literacy activity team leader) on or about July 20th, 2005. The sSIRI project director will return to Kenya from August 2nd – August 13th to also help with that transition. The Team Leader for the adult literacy activity will arrive in early July 2005.

Administration and Finance. Administratively, sSIRI has focused on policy and procedures, work permits, and revising budget for more efficient application of funds. The project director has approved sSIRI's Policy and Procedures Manual and that has been forwarded to EDC's Human Resources Department in EDC's home office for review, revisions, and/or final approval. Work Permits for eight staff have been processed; applications for one digital editor and one scriptwriter are in progress. In collaboration with sSIRI's Project Director, home office staff, and local financial staff, we have been revisiting the budget and revising it to better reflect the project's projected expenditures in various line items, based on a year's experience working within the Kenyan and southern Sudan governments. This will make it a better sSIRI management tool for future planning. DA-1 Forms have taken much time of the Finance Advisor and Chief of Party to ensure approvals and signatories are acceptable by the Ministry of Immigration and the Ministry of Treasury. The Production Studio was commissioned this quarter; production of new programs, revision of programs, and recording of songs and jingles kept staff busy. The construction of the Maridi Compound is still in the discussion stage; the tender process is anticipated for the next quarter.

Development Activities. sSIRI celebrated the completion of Primary One and the launching of Grade Two. Resource Kit materials have been identified for consideration. Formative Evaluation expanded from Nairobi to Maridi and Rumbek. 735 Primary One pupils participated in the Formative Evaluation process for Primary One. Classrooms have from 7 to 260 pupils. Teachers range from secondary school graduates to degree holders. The Outreach Program expanded to Rumbek. The Outreach Coordinators in Maridi and Rumbek facilitated teacher training for 11 teachers and continued mobilization activities.

Radio Reception Research. A Radio Reception Research has been initiated in Maridi to determine the suitability of the Freeplay Radio (provided by Site Logistics Ltd.) for the Maridi environment; impact of the alligator clip (attaches to the roof top or tree branch and serves as an antennae) on sound quality; and clarity of the Sudan Radio Service (SRS) transmission. More information will be provided in the next quarterly report.

Art Contest. The Learning Village Art Contest involved 404 Primary One pupils and 300 Primary Two pupils. Outreach Coordinators distributed crayons and paper. Sixteen drawings will be selected for an sSIRI calendar. Pupils and teachers are waiting in anticipation for their prizes. Both teachers and pupils enjoyed drawing, and the visits from Outreach Advisors.

PS101. *PS101 Over the Airwaves* has been prepared to be launched during the first week of July. The collaborative project with CARE/SBEP, Commissioner of Education, and Secretariat of Education provides a series of 12 modules to be broadcast over Sudan Radio Service. A teacher guide, student manual, monitoring and evaluation component accompany the course. A group of 18 teachers from Maridi have been selected for this pilot project.

1.0 Activity for Nairobi

1.1 Recruitment and Staffing

Three month reviews and confirmation of EDC staff was carried out this quarter. The production advisor, two digital editors, five scriptwriters, administrative assistant, custodian, finance advisor, finance assistant, and two outreach coordinators were recommended for confirmation.

George Ali Steven, acting Outreach Advisor, who left his post June 30, received a two year scholarship to study in Oslo, Norway. Ka Vang has been appointed as Outreach Advisor (on a 3 month consultancy) effective August 1, 2005. She will be based in Maridi and travel to Rumbek, Panygor and other sites as needed.

Nick Boke, IRI Advisor, has been transferred to help with another activity, the adult literacy activity, effective in late July 2005. Victor Vasquez has been appointed as the IRI Advisor effective July 20th, 2005.

Barbara Toye-Welsh, Chief of Party, submitted her resignation at the end of June 2005. She has been asked to work with sSIRI until August 5th, 2005 to help with the transfer of the COP tasks and duties to the acting COP, Leesa Kaplan. That way, there will be about a month's transition period.

1.2 Develop Policy and Procedures Manual

The Policy and Procedures Manual was reviewed and edited by sSIRI staff and the Projector Director in Washington, DC. It has been submitted for review, revisions and/or approval by the EDC Human Resources Department.

1.3 Work Permits

Work Permit applications were approved for the Chief of Party, IRI Advisor, Production Advisor, one Digital Editor, and four Scriptwriters. The Work Permit application of one Scriptwriter and one Digital Editor is still in process and anticipated to be completed within three months. Staff in the EDC Regional Office are facilitating this process.

1.4 Budget Rationalization and Revision

sSIRI has been in operation in Nairobi and southern Sudan for a year and has learned a number of lessons about how to do business with the governments of Kenya and southern Sudan. As a result of those experiences, EDC is in the process of rationalizing the sSIRI budget to reflect the realities of the complex environment and the additional tasks or modifications of tasks that have occurred as a result of consultations with partners. The goals of the budget rationalization exercise are: to make each line item a better management and communication tool and to enable the project to more efficiently meet or exceed project targets. The budget revision started with a series of discussions and teleconferences with the sSIRI Technical Team (Production Advisor, Outreach Advisor, IRI Advisor, Finance Advisor and Chief of Party) and the EDC Home Office Staff. This exercise will continue with the assistance of the Regional Office and the EDC Internal Auditor. The process includes: review of expenditures from the beginning of the project to the end of May, review of

accomplishments to date and review of targets for the future. The anticipated date for completion of the revised budget is July 30, 2005.

1.5 DA-1 Forms VAT/Customs

The process of getting DA-1 Forms approved by USAID continues to be a long and laborious procedure. The process included getting approval from USAID and approval from the Kenya Ministry of Finance and Planning, Department of Treasury and Kenya Revenue Authority. With recent changes in this process (June 2005), the Kenya Revenue Authority have become more strict to ensure all signatories are appropriate and to ensure goods are not entering Kenya illegally. These changes have impeded the process and consequently the DA-1 Forms for the generator and project vehicle are still in progress. USAID continues to support and guide sSIRI throughout the process.

1.6 Construct and Equip Production Studio

The Production Studio was commissioned the last week of June. Although in operation since mid-April, the finishing touches to sound-proof doors and repair minor construction damages were delayed until June. Dan Braverman, EDC Consultant, trained Steve Aruba to service the studio equipment and to provide troubleshooting. The Production Studio has state-of-the-art equipment that provides top quality IRI program recordings.

1.7 Transportation

Princess Taxi continues to provide daily transportation for sSIRI. EDC Washington Office received a waiver for purchasing project vehicles. The DA1 Form is in process of being approved.

2.0 Start-up Activities – Maridi

2.1 Open Office for Outreach Team in Maridi

Lino Girikpio, Acting Director for Primary Education, provided three office spaces for sSIRI in the Secretariat of Education complex in Maridi. Sudan Basic Education Program (SBEP) provides Internet services, photocopy services and assists with electrical networking. Furniture, computer, printer, and SAT phone for the office were purchased in Nairobi and taken to Maridi. The Outreach Advisor and Outreach Coordinator are based in the sSIRI Maridi office.

2.2 Expression of Interest for Maridi Compound

An engineer and architect from Howard Humphrey (East Africa) traveled to Maridi in May. They visited the two sSIRI sites, compiled research on local materials, labor, weather conditions, water supply and power supply. Upon their return to Nairobi, they developed architectural plans for the sites.

Due to the uncertainties in Sudan, EDC is expanding into southern Sudan more cautiously than originally envisioned. For example, sSIRI needs a good supply of electricity for production of programs to occur efficiently. For editing programs based on formative evaluation findings, the writers need to be in close proximity to the producers. Further, with the recent progress in the political environment of southern Sudan, sSIRI needs to consider other sites for offices such as Rumbek. Therefore, sSIRI must have a strategy for these contingencies. The implication of these situations is that the first phase of the Maridi Compound development will be scaled down. For Phase I, sSIRI will renovate an existing structure to accommodate two or three short-term guests

as well as office and meeting space. sSIRI will build a tukul which will be the residence for the Outreach Advisor. To carry out this plan requires close collaboration and planning with CARE SBEP management. Thus far, the sSIRI vision of CARE sharing some of the CARE Compound Staff and facilities and sSIRI sharing a borehole with CARE is working well.

When the tender documents for the Maridi Compound have been approved by EDC, an advertisement will be placed in the newspapers, on the radio, and posted in the communities.

3.0 Start-up Activities – Rumbek

Teny Mayen Teny occupies an office in the Secretariat of Education complex in Rumbek. Teny facilitates Formative Evaluation in three schools. The Outreach Advisor visited Rumbek to provide on-going training and support for Teny's work.

4.0 Start-up Activities – sSIRI Wide

4.1 Develop Performance Monitoring Plan (PMP)

When sSIRI attended a presentation at USAID in February 2005, it was decided that the sSIRI Project will use:

- Strategic Objective 6: Improved Equitable Access to Quality Education
- IR 6.1 Improved Teacher Education Programs - Indicator 6.1.3 Number of Teachers Trained
- IR 6.3 Improved Non-Formal Education (NFE) for Out-of-School Youth and Adult Learners - Indicator 6.3.1 Number of people enrolled in Non-Formal Education Programs

sSIRI is in the process of finalizing the PMP worksheets, based on meetings and guidance from USAID.

5.0 IRI Activities

5.1 IRI - Grade One

5.1.1 Master Plans

Programs 1 to 100 completed.

5.1.2 Scriptwriting

Programs 66 to 100 completed.

5.1.3 Teacher Guide

Programs 59 to 100 completed.

5.1.4 Production

Programs 1 to 100 completed.

5.1.5 Edit/Final Revision

Programs 1 to 50; 54 to 62; 73 to 85 and 90 to 95 completed.

5.1.6 Songs

Songs revised, re-recorded and inserted into all programs

5.1.7 Formative Evaluation

Scripts 1 to 20 completed at SUD Academy and in three schools in Maridi. Every 5th script will continue to be reviewed through the

Formative Evaluation process. Scripts 1 to 10 completed in two schools in Rumbek. Every 5th script will continue to be reviewed through the Formative Evaluation process.

5.1.8 Final Master Copy for Broadcast
This process will begin in July 2005.

5.1.9 Resource Kit
The IRI Advisor had discussions with other NGOs on content, purpose, availability and cost of items for the Grade 1 Resource Kit. A set of posters designed by a UNICEF funded project is being considered for inclusion in the Resource Kit.

5.2 Grade Two

5.2.1 Pedagogical Framework
The pedagogical framework for Grade 2 supports and remains similar to the Grade 1 pedagogical framework.

5.2.2 Scope and Sequence Development
Scope and Sequence development for Grade 2 is a collaborative effort involving the scriptwriters, IRI Advisor, and Fiona Edwards (EDC consultant).

6.0 Training

6.1 Formative Evaluation Training

Training for Formative Evaluation was completed by the acting Outreach Advisor in Maridi and Rumbek. The chart below illustrates the number of schools, number of teachers, and number of pupils that participate in the Formative Evaluation process. The schools in Rumbek are very large; the teachers have a minimum of secondary school education. These characteristics of Rumbek schools will be taken into consideration when determining the number of radios required for each classroom and the level of English for teacher training.

There are 735 Primary One pupils and 11 teachers participating in the Formative Evaluation process. Formative Evaluation will continue with every IRI lesson as it is developed.

REGION	PAYAM	NAME OF SCHOOL	TYPE OF SCHOOL	NUMBER OF TEACHERS		NUMBER OF PUPILS	
				MALE	FEMALE	MALE	FEMALE
Nairobi City	Not Applicable	SUD Academy	Traditional*	0	2		
Equatoria	Maridi	Nagbia	Under the Tree**	1	0	25	15
		Haddow	Traditional	1	0	35	45
		Koanga	Community Girls***	0	1	10	25
	Rumbek	Rumbek Girls	Under the Tree **	2		230	
		Agar Gum	Under the Tree**	2		290	
		Episcopal Church of Sudan	Under the Tree*	2		60	
Sub-total: Number of Teachers and Number of Pupils				2	3	70	85
Total: Number of Teachers and Number of Pupils				5 + 6 = 11		155 + 580 = 735	

- * **Traditional School** is a school that has physical walls, desks, chairs and some resources.
- ** **Under the Tree School** is a school without physical walls, no desks, no chairs and few if any resources.
- *** **Community Girls' School** is a school funded by Sudan Basic Education Program (SBEP) to provide learning opportunities for girls. Curriculum is planned so that pupils complete four years of schooling in three years.

7.0 Establishing IRI Learning Centers/Schools

7.1 Recruit Outreach Coordinators

Edward Kasran Augustino (Maridi County) and Teny Mayen Teny (Rumbek) had their three month review and were confirmed as EDC employees. Additional Outreach Coordinators will be appointed as the project expands.

7.2 Recruit Outreach Advisor

George Ali Steven, Outreach Advisor, was awarded a two year scholarship to study in Oslo, Norway. EDC recruited Ka Vang as a replacement. Her work will begin with a three-month consultancy as Outreach Advisor to ensure that she has time to understand her job, with the hope that she will remain as the long term Outreach Advisor. Ka will receive an orientation in EDC's home office including meeting and planning with Nick Boke for two days before proceeding to Nairobi. She will arrive in Nairobi to begin her consultancy on August 1, 2005.

7.3 Select Sites

The IRI Advisor solicited suggestions from USAID, SBEP, Commissioner of Education, Under Secretary of Education, Acting Director of Primary Education, and Development Acting Director of Curriculum. Suggestions for sites includes: Maridi, Rumbek, Panyagor, Malual Kin and Nimule. Site selection will be completed by the end of September 2005 and will be facilitated by the Outreach Advisor during her work in each of the sites.

8.0 Radio Reception Research

A Radio Reception Research has been initiated in Maridi to determine the suitability of the Freeplay Radio (provided by Site Logistics Ltd.) for the Maridi environment; impact of the alligator clip (attaches the antennae to the roof top or tree branch) on sound quality; and clarity of the Sudan Radio Service (SRS) transmission. More information will be provided in the next quarterly report.

9.0 Learning Village Art Contest

The Learning Village Art Contest was launched as a component of the Communication Plan to introduce children, teachers, parents and community members to the upcoming IRI broadcasts for primary One and Primary Two. The contest was targeted for Primary One and Primary Two pupils. The pupils were asked to imagine The Learning Village, that is, the imaginary setting for the IRI Programs. Each pupil was provided with a package of crayons and A4 paper. Posters were distributed by the IRI Advisor and the IRI Coordinators. They also provided an orientation to teachers and gave a demonstration to pupils.

In total, 17 schools in Maridi County participated. There were 404 Primary One drawings and 300 Primary Two drawing submitted. Sixteen drawings will be selected and, to the degree sSIRI's budget allows, a calendar will be printed and distributed in September. Prizes will be awarded such as providing schools with a calendar of the winning art work, a football or jump ropes and pupils with a package of art supplies.

Reports from the Outreach Coordinator indicate that teachers were enthusiastic about the contest;. The pupils took the activity seriously and produced a variety of Learning Villages. Transportation constraints such as the motorcycle breaking down did not hamper the process. The contest promoted awareness of the upcoming-sSIRI programming throughout the Maridi Payam.

10.0 Communication Plan

The Quick List, emailed to USAID and the EDC Office each Monday, highlights consultant and/or staff travel. It also records targets of the Scriptwriting Team, Production Team, Outreach Team, Finance and Administration Team, and COP.

11.0 PS101 Over the Airwaves: A Collaboration with SBEP (CARE)

The IRI Advisor collaborated with the Kosti Manibe (Commissioner of Education), William Ater (Undersecretary of Education), SBEP RTTI, and the Teacher Training Team to develop a radio based credit course based on the *Strides for the Future Series* and the *Professional Studies 101: Classroom Management and Administration*. The IRI Advisor developed an introduction to the program, a teacher guide, a training program for the mentors, a student guide, an evaluation component and a monitoring component.

The course will be launched on 08 July for 12 consecutive weeks and will be broadcast over Sudan Radio Service (SRS). The course will be offered to a select group of 18 participants in Maridi Payam. A Freeplay radio will be provided to each participant. The Outreach Advisor will serve as mentor and tutor (to collect and review the weekly homework assignments). This is a pilot project to determine whether or not the radio can be used as a tool to train teachers.

12.0 Activities for the Next Quarter

In reference to the sSIRI Work Plan, the following activities are planned for the next quarter:

- Provide Orientation to the new IRI Advisor, Outreach Advisor and acting Chief of Party
- Begin construction for the Maridi Compound
- Complete Teacher Guide for Primary 1
- Develop Master Plans for Primary 2
- Complete Scripts from 5 to 100 for Primary 2
- Develop Teacher Guide for Programs 1 to 100 for Primary 2
- Facilitate Formative Evaluation at SUD Academy
- Complete Production for Programs 1 to 100 for Primary 2
- Develop Pedagogical Framework for Primary 3
- Complete Resource Kits for Primary One and Primary Two
- Plan Orientation for Primary One and Primary Two Resource Kits
- Plan a Scriptwriting Workshop for Primary 3
- Develop a report for PS101 Over the Airwaves
- Develop a Training Manual for IRI
- Develop an IRI Training Schedule
- Facilitate IRI Training for Outreach Coordinators
- Finalize school selection in Maridi and Rumbek
- Finalize additional sites
- Select Outreach Coordinators as needed
- Provide training to Outreach Advisor
- Finalize Performance Indicators
- Finalize Monitoring and Evaluation Plan
- Integrate and accommodate the adult literacy activity team within the sSIRI Office

Appendix A:
Work Plan 2004 to 2008

Appendix A: sSIRI Work Plan 2004 to 2008

SOUTHERN SUDAN INTERACTIVE RADIO INSTRUCTION PROGRAMME 2004-2008

Quarter	2004			2005				2006				2007				2008	
	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q
1. Start-up Activities - Nairobi																	
1.1 Recruitment																	
1.2 Introduction to NGOs																	
1.3 Sign MOU																	
1.4 Develop Policy & Procedures Manual																	
1.5 Develop Salary Scales/Benefits/Contracts																	
1.6 Apply for Work Permits																	
1.7 Set-up Finance System																	
1.71 Consultant: Carey Gormes																	
1.72 Consultant: Alex Cantri																	
1.8 Set-up Admin System																	
1.81 Set-up Team Visit: R. Lombard & Nick Boke																	
1.82 Project Director Visit: Kent Noel																	
1.83 Project PA Visit: L. Otoo																	
1.84 Consultant: Alexander Ukoko																	
1.9 Secure Office Space																	
1.10 Procure Furniture and Equipment																	
1.11 Construct and Equip Studio																	
1.12 Consultant: Dan Braverman																	
1.13 Set-up Transportation																	
2. Start-up Activities - Maridi																	
2.1 Introduction to Stakeholders																	
2.2 Sign Site Agreement																	
2.3 Open Office for Outreach Advisor (CARE)																	
2.4 Expression of Interest																	
2.5 Tender																	
2.6 Construction Begins																	
2.7 Logistical and Residential Base Opens																	

Appendix A: sSIRI Work Plan 2004 to 2008

Quarter	2004			2005				2006				2007				2008	
	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q
3. Start-up Activities - sSIRI Wide																	
3.1 Audience Research - southern Sudan																	
3.2 Develop PIR Sheets and DQAs																	
4. IRI Activities																	
4.1 IRI - Grade 1																	
4.1.0 Develop Pedagogical Framework																	
4.1.1 Finalize Scope and Sequence																	
4.1.2 Develop Design Document																	
4.1.3 Develop Master Plans																	
4.1.4 Scriptwriting																	
4.1.5 Develop Teacher Guide																	
4.1.6 Production																	
4.1.7 Edit Programmes																	
4.1.8 Formative Evaluation																	
4.1.9 Final Revision																	
4.1.9.1 Master Copy for Broadcast																	
4.1.9.2 Launch Broadcast																	
4.1.9.3 Consultant: Swadchet Sankey																	
4.1.9.4 Consultant: Fiona Edwards																	
4.1.9.5 Consultant: Doug Bell																	
4.1.9.6 Consultant:																	
4.2 Resource Kits																	
4.2.1 Develop P1 Resource Kit																	
4.2.2 Develop P2 Resource Kit																	
4.2.3 Develop P3 Resource Kit																	
4.3 IRI - Grade 2																	
4.3.1 Develop Pedagogical Framework																	
4.3.2 Develop Scope and Sequence																	
4.3.3 Develop Design Document																	
4.3.4 Develop Master Plans																	

Appendix A: sSIRI Work Plan 2004 to 2008

Quarter	2004			2005				2006				2007				2008	
	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q
4.3.5 Scriptwriting																	
4.3.6 Develop Teacher Guide																	
4.3.7 Production																	
4.3.8 Edit Programmes																	
4.3.9 Formative Evaluation																	
4.3.9.1 Final Revision																	
4.3.9.2 Master Copy for Broadcast																	
4.3.9.3 Launch Broadcast																	
4.3.9.4 Consultant:																	
4.3.9.5 Consultant:																	
4.3.9.6 Consultant:																	
4.4 IRI - Grade 3																	
4.4.1 Develop Pedagogical Framework																	
4.4.2 Develop Scope and Sequence																	
4.4.3 Develop Design Document																	
4.4.4 Develop Master Plans																	
4.4.5 Scriptwriting																	
4.4.6 Develop Teacher Guide																	
4.4.7 Production																	
4.4.8 Edit Programmes																	
4.4.9 Formative Evaluation																	
4.4.9.1 Final Revision																	
4.4.9.2 Master Copy for Broadcast																	
4.4.9.3 Launch Broadcast																	
4.4.9.4 Consultant:																	
4.4.9.5 Consultant:																	
4.5 Training																	
4.5.1 Scriptwriting Workshop																	
4.5.2 P1 - IRI Orientation																	
4.5.3 P2 - IRI Orientation																	
4.5.4 P3 - IRI Orientation																	
4.5.5 FE Training																	

Appendix A: sSIRI Work Plan 2004 to 2008

Quarter	2004			2005				2006				2007				2008	
	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q
4.5.6 Resource Kit Orientation						P1/2				P3							
4.5.7 IRI Credit Course																	
4.6 Conferences/Meetings																	
4.6.1 End of Year Conference																	
4.6.2 Outreach Coordinator Meetings																	
4.6.3 sSIRI Technical Meeting																	
5. Establishing IRI Learning Centres/Schools																	
5.1 Design User Support Document																	
5.2 Develop Training Design																	
5.3 Recruit Outreach Coordinators																	
5.4 Select Sites																	
5.5 Register Sites																	
5.6 Establish Local Management Committees																	
5.7 Train IRI Users																	
6. Communication Plan																	
6.1 Develop Quick List																	
6.2 Develop PR Materials																	
6.3 Develop Web-site																	
6.4 Develop Video Footage																	
7. Partnerships/Sustainability																	
7.1 Present sSIRI at SoE/SBEP Level																	
7.2 Collaborate with CARE																	
7.3 Develop Human Capacity Building Plan with SoE																	
8. Monitoring & Evaluation																	
8.1 Develop M & E Plan																	
8.2 Collect Profile Indicator Information																	

Appendix A: sSIRI Work Plan 2004 to 2008

Quarter	2004			2005				2006				2007				2008	
	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q	3rd Q	4th Q	1st Q	2nd Q
9. Programme Reporting																	
9.1 Submit Quarterly Report																	
9.2 Review Six Month Plan with SoE																	
9.3 Develop 2nd Six Month Plan																	
9.4 Develop Annual Report																	
10.0 Close-out Plan																	
10.1 Staff Lay-off Notice																	
10.2 Inventory																	
10.3 Deliverables to USAID, SoE and DC																	
10.4 Lease Closure																	
10.5 Bank Account Closure																	
10.6 Disconnection of Utilities, Internet, Telephone																	

Appendix B:
Revised Staff List



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Education Development Center, Inc.

sSIRI Staff Directory (31/06/05)

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