



# MINISTRY OF EDUCATION AND TRAINING

## BUSINESS PLAN 2026

**Compiled & Produced by the Policy & Planning Directorate  
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## Message From the Honourable Minister of Education and Training.

It is my pleasure to present the Ministry of Education and Training (MoET) Business Plan for 2026. This Plan consolidates the finalised annual work programmes of the Ministry's departments, provincial offices, and education agencies, and serves as a strategic guide for coordinated action across the education sector throughout the year.

The Business Plan is firmly grounded in the Ministry's Corporate Plan and adopts a results-based planning approach aligned with the Vanuatu Public Service framework. It also reflects the realities faced by the sector in recent years, including the impacts of COVID-19, Tropical Cyclones Harold, Judy, Kevin and Lola, and ongoing earthquake recovery efforts. These experiences have informed the priorities and activities outlined in this Plan, ensuring that resilience and recovery remain central to our planning.

The overarching objective of the 2026 Business Plan is to strengthen management and governance while expanding equitable and inclusive access to quality education and training across the country. The Plan is aligned with the outcomes and outputs of the reviewed Corporate Plan and places strong emphasis on accountability and measurable results. Progress will be monitored through quarterly implementation and performance reports.

In 2026, the Ministry will prioritise the implementation of the national recovery programme and key Government priorities, including:

- Expanding access to Early Childhood Care and Education, Primary, Secondary, and Post-School Education and Training.
- Improving and strengthening school infrastructure.
- Enhancing the availability and quality of teaching and learning resources.
- Building the capacity of teachers and school leaders through professional development and forums.
- Reviewing and strengthening the organisational and management structures of the Ministry.
- Implementing relevant education legislation and policies; and
- Promoting strong community participation in education.

The Policy and Planning Directorate, through its Monitoring and Evaluation Unit, will coordinate the overall tracking and reporting of progress against this Plan, while Directors will remain responsible for the timely preparation and submission of reports within their respective portfolios.

I call upon all managers and staff of the Ministry to continue working in a spirit of collaboration, professionalism, and shared responsibility as we implement this Business Plan. Your commitment and collective effort are essential to achieving our goals and to strengthening the delivery of education and training services throughout Vanuatu.

Together, let us continue to build a resilient, inclusive, and high-quality education system that will contribute to a brighter future for our children and our nation.

Sincerely Yours,

  
**The Honourable Simil Johnson Yense**  
Minister of Education and Training



## Message From the Director General of the Ministry of Education and Training

As we move toward the implementation of the 2026 Annual Work Plan, I wish to underscore the importance of sound planning, disciplined execution, and strong collaboration across all levels of the Ministry. This Work Plan provides a clear framework of priority activities that will guide our collective efforts in delivering quality education and training in support of national development.

A key focus for 2026 is ensuring that planned activities for each quarter are both ambitious and realistic, and that they can be delivered within available timeframes and resources. All departments, divisions, and officers involved in implementation are expected to adopt a practical and results-oriented approach, taking into account capacity, funding, and potential risks. Our goal is to ensure that activities scheduled for each quarter are completed as planned and that no critical tasks remain outstanding.

I encourage all managers and teams to work with clear, measurable objectives and to establish realistic milestones for each activity. Regular monitoring and evaluation of progress will be essential to identify challenges early, make necessary adjustments, and maintain momentum toward achieving the overall targets of the Work Plan and the Ministry's strategic objectives.

The year ahead presents important opportunities to strengthen systems, improve service delivery, and make meaningful progress in the education and training sector. These opportunities can only be fully realised through teamwork, accountability, and a shared commitment to results.

I thank you all for your continued dedication and professionalism, and I look forward to our collective efforts contributing to a successful and productive year for the Ministry of Education and Training.

Yours sincerely,

  
**Iati Bergmans,**  
Director General of the Ministry of Education & Training



## 1. Executive Summary

The Ministry of Education and Training (MoET) 2026 Business Plan is aligned with the Corporate Plan 2024–2028 and is directed toward achieving three overarching outcomes: equitable access to education, improved quality of teaching and learning, and strengthened planning, financial management, and governance systems. These priorities reflect the Government’s commitment to building a resilient, inclusive, and high-performing education system that supports national development.

First, the Ministry seeks to increase equitable access to education by ensuring that all learners, regardless of location, gender, or socio-economic background, can participate meaningfully in Early Childhood Care and Education, Primary, Secondary, and Post-School Education and Training. Key interventions include the expansion and rehabilitation of school infrastructure, provision of scholarships and financial assistance, promotion of inclusive and health-focused education, and strengthened community engagement.

Second, the Business Plan places strong emphasis on improving the quality of education. This will be achieved through continuous professional development for teachers, principals, and trainers; curriculum review and reform; integration of appropriate technologies in teaching and learning; and the strengthening of assessment and evaluation systems. These initiatives aim to enhance learner outcomes and ensure that education remains relevant, responsive, and of high standard.

Third, the Ministry is committed to strengthening planning, fiscal discipline, and financial management to ensure efficient and transparent use of resources. Priority actions include the review and implementation of education legislation, policies, and organizational structures; capacity building in education planning and management; improved budget formulation and execution; and the establishment of robust monitoring, evaluation, and accountability mechanisms. Partnerships with development partners and the private sector will further support these efforts.

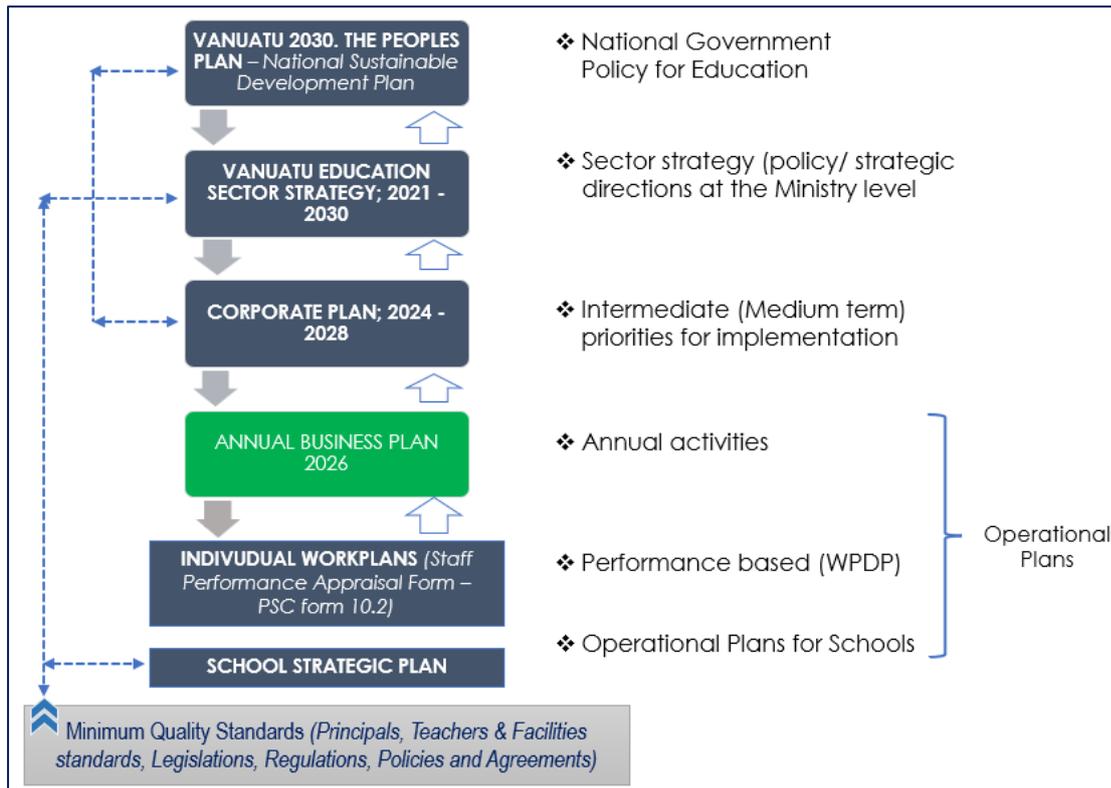
In summary, the 2026 Business Plan provides a coherent and results-focused framework to advance equitable access, raise the quality of education, and strengthen institutional capacity across the education and training sector. Through targeted investments in infrastructure, human resource development, curriculum improvement, and sound financial management, the Ministry aims to deliver sustainable improvements that will contribute to the social and economic development of Vanuatu.

### 1.1 MoET Planning Framework

The Ministry of Education and Trainings (MoET) aims to implement a planning approach that is well coordinated. In doing so, the MoET recognized the importance of employing and top-down and bottom-up approach to its plans and their implementation. The key values behind employing this approach are to:

- Ensure all MoET plans are well aligned to the goals and the objectives of the education sector that are set at the higher level.
- Ensure that results or outcome drives the planning and implementation of activities.

The planning unit acknowledges the fact that a lot is yet to be done to ensure the above planning values are realized.



The above planning framework shows where the MoET Business Plan (Annual Plan) fits in the MoET planning framework. This Business Plan outlines the key outputs to be delivered in 2026 and the directorates responsible for delivering these outputs.

## 1.2 Appropriated Budgets by Department – 2026

The budget lines beneath have been appropriated by the parliament and gazetted. The budget will support the delivery of the various outputs that is planned to be delivered in the 2026 financial year.

Dept. Code	Dept. Description	Operation Budget	Payroll Budget	Sum of NPP	Annual Budget	Proportion by Dept.
510	MoET Cabinet	12,372,726	69,902,986	-	82,275,712	0.6%
530	Education Service Department	2,023,090,997	8,260,580,802	-	10,283,671,799	77.2%
540	Director Generals Department	10,739,485	59,174,622	-	69,914,107	0.5%
550	Education Commissions & Councils	153,702,294	36,146,116	-	189,848,410	1.4%
820	Administration & Finance Department	228,741,311	75,465,118	-	304,206,429	2.3%
830	Policy & Planning Department	10,313,354	49,043,761	-	59,357,115	0.4%
880	Tertiary Education Department	2,048,413,176	289,901,183	236,447,057 <sup>1</sup>	2,338,314,359	17.5%
<b>Grand Total</b>		<b>4,487,373,343</b>	<b>8,840,214,588</b>	<b>236,447,057</b>	<b>13,327,587,931</b>	<b>100%</b>

Source: Ministry of Education & Training 2026 gazetted budget – Finance unit

<sup>1</sup> The approved NPP for 2026 is the National University of Vanuatu 2026 Project Application.

## 2. MoET Program/Activity M&E Framework

The MoET Business Plan is the operational expression of the MoET Corporate Plan, translating its medium-term priorities, and performance indicators into annual programs, activities, and budgets. While the Corporate Plan sets the overall vision, mission, strategic outcomes, and policy directions for the Ministry, the Business Plan details how these will be implemented at directorate, divisional levels through specific actions, timelines, responsible units, and resource allocations, thereby ensuring that day-to-day operations and annual work plans are directly aligned with, and contribute to, the achievement of the Corporate Plan's program. The programs in the first column are drawn from the corporate plan, ensuring its link to implementation.

### 2.1 Cabinet Support

<b>Department 510</b>						
<b>Program</b>	<b>Activity Code</b>	<b>Output or Service Target</b>	<b>Target</b>	<b>Action</b>	<b>Action completion date</b>	<b>Comment &amp; Risks</b>
<b>69.Implementation of legislations and Acts</b>	51AA	Provincial visits	100%	Planned Provincial visits are carried out.	1. December	
	51AA	Ministerial conferences	100%	Planned Ministerial conferences are attended	1. December	
	51AA	Legislation developments & implementation	100%	Legislations are implemented	1. December	

## 2.2 Director General's Office

Department 540						
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
<b>69. Implementation of legislations and Acts</b>	54AA	Issue Directives on the review of the Education Legislations and Act	1	1. Issue Directive to Director PPU for coordination through Legislation Review Committee 2. Education Reform (include as Target)	1. April 2. June	
	54AA	Issue Directives on the Drop Out Policy. Approval/Signing of the Drop Out Policy	1	1. Liaise with Director Education Services to ensure out of school directives are administered	1. March	In consultation with PEOs
	54AA	Issue Directive to improve TSC Act and related policies	1	1. Liaise with Teaching Service Commission to strengthen TSC Act with related policies	1. June	Timeline mostly depends on the units work plan
	54AA	Issue Directive to improve VQA Act and related policies	1	1. Liaise with Vanuatu Qualification Authority to strengthen VQA Act with related policies	1. June	Timeline mostly depends on the units work plan
<b>72. Support the review of policies &amp; guidelines</b>	54AA	Issue Directive to Director Policy and Planning and Communication officer to develop Communication Policy	1	1. Liaise with Director Policy and Planning to ensure MoET Communication Policy is reviewed 2. Liaise with PPU to ensure MoET ICT Policy	1. April	Timeline mostly depends on the units work plan
	54AA	Issue directives to Directors to come up with new Policies to lead the Vanuatu Education into the future.	1	1. Liaise with MoET Directors	1. December	Situations that will hinder the progress of Education
<b>87. Support capacity building for planning, reflection and timely reporting</b>	54AA	Signed MoET 2027 Business Plan	1	1. Liaise with Director Policy and Planning to ensure 2027 MoET business plan is reviewed and approved	1. December	Timeline mostly depends on the units work plan
	54AA	Signed MoET 2025 Annual Reports	1	1. Liaise with Director Policy and Planning to ensure 2025 MoET annual report is produced and approved.	1. March	Timeline mostly depends on the units work plan
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and</b>	54AA	Issue Directive on Donor Partners coordination	1	1. Liaise with Director Policy and Planning to ensure proper coordination of Donor Partners programs	1. December	

<b>Stakeholders coordination</b>						
<b>64. The implementation of regular audits and risk analyses of financial compliance. Regular review and reporting. Support the implementation of good financial management practices at all levels (central, province and school/PSET institution)</b>	54AB	No. of School Audit Reports	50	<ol style="list-style-type: none"> <li>1. Identify schools with high risk for audit submit to Risk and Audit Committee (RAC)</li> <li>2. Conduct audit field work</li> <li>3. Prepare draft audit report and submitted to the auditee.</li> <li>4. Prepare final audit report and submitted to the auditee</li> </ol>	<ol style="list-style-type: none"> <li>1. November</li> <li>2. November</li> <li>3. November</li> <li>4. November</li> </ol>	Budget Shortage Delays due to weather Delay audit report due to late submission of required audit information Prolonged implementation of audit recommendations
	54AB	No. of central audit project reports	6 provincial offices ECCE Grants (Audit scope TBD)  Scholarship-student allowances 2023/2024 ICT-2023/2024	<ol style="list-style-type: none"> <li>1. Conduct audit field work</li> <li>2. Prepare draft audit report and submitted to the auditee.</li> <li>3. Prepare final audit report and submitted to the auditee</li> <li>4. Submit report to RAC</li> </ol>	<ol style="list-style-type: none"> <li>1. November</li> <li>2. November</li> <li>3. November</li> <li>4. November</li> </ol>	Delay audit report due to late submission of required audit information.
	54AB	Surprise school audit report (s)	10 (School)	<ol style="list-style-type: none"> <li>1. Assess Open VEMIS financial and identify school to audit.</li> <li>2. Conduct surprise audit at MoET Central level and at schools. Issue audit reports</li> </ol>	<ol style="list-style-type: none"> <li>1. November</li> <li>2. November</li> </ol>	Availability of financial data in the Open VEMIS.
	54AB	Desktop audit reports	10	<ol style="list-style-type: none"> <li>1. Conduct desktop audit for sample schools selected.</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> </ol>	Availability of financial data in the Open VEMIS. Delay of information provided by selected schools.

	54AB	Conduct Audit and Risk Training for MoET Managers & Directors with support from VAESP.	1	<ol style="list-style-type: none"> <li>1. Training completed</li> <li>2. Produced report</li> </ol>	1. May	Delay of training due to staffs' availability
	54AB	Conduct Risk Audit on selected area with support from VAESP.	2	<ol style="list-style-type: none"> <li>1. Conduct Risk Audit</li> <li>2. Produced report</li> </ol>	1. May	
<b>70. Support the review and implementation of the updated MoET structure</b>	54AC	MoET structure reviewed, and implementation of devolution implemented	6	<ol style="list-style-type: none"> <li>1. Assist in Review MoET structure.</li> <li>2. Assist in Devolve the implementation the MoET structure</li> </ol>	1. June	Timeline depends on 2025 review
	54AC	Compliance of policy strengthen through devolution strategy	6	<ol style="list-style-type: none"> <li>1. Strengthen the compliance of policy through devolution strategy</li> </ol>	1. July	Timeline mostly depends on units' consultation
	54AC	Ministry Quality Management Framework Revised	1	<ol style="list-style-type: none"> <li>1. Implement the revised Ministry Quality Management framework</li> </ol>	1. December	Timeline depends on 2024 review
	54AC	School support centres established, and a policy of school support centres developed	6	<ol style="list-style-type: none"> <li>1. Establish school support centres in other provinces and</li> <li>2. Develop a policy for school support centres.</li> <li>3. Ensure appropriate budgetary and other logistical support for devolution activities in all sectors</li> </ol>	1. March	Review of Structure will take time
	54AC	Alignment between TSC and PSC structures strengthen	1	<ol style="list-style-type: none"> <li>1. Strengthen alignment between Teaching Service Commission (TSC) and PSC structures; and undertake periodic assessment of Ministry organizational structure</li> </ol>	1. April	Return of Delegation of Power to Director ESD through TSC Act Review
	54AC	Provincial Education Board reviewed and strengthened	6	<ol style="list-style-type: none"> <li>1. Devolve relevant functions to the provinces; and review and strengthen existing Provincial Education Boards in each province</li> </ol>	1. June	Review current boards functions to include PSET providers as well
	54AC	MoET Regulatory Bodies reviewed and strengthened		<ol style="list-style-type: none"> <li>1. Strengthen Regulatory Bodies are reviewed and well-coordinated</li> </ol>	1. June	Timeline depends on Education Review amendments
	<b>68. Support the development of MoET HRD Policy &amp; Plan and</b>	54AC	Professional Development and Capacity Building Planning framework developed and implemented	10	<ol style="list-style-type: none"> <li>1. Develop and implement continuous professional development and capacity building with MoET</li> </ol>	1. March

<b>support staff capacity building at all levels</b>	54AC	Staff succession plan established with clear costing	1	1. Establish Ministry staff (PSC) and teachers/trainers/lecturers/other staff succession plan with clear costing (PSC / TSC)	1. August	A lot of Peer Review workshops will be conducted
	54AC	Strengthen PSET providers and industries to inform of courses needed in HRDP plan	6	1. Enhance collaboration between PSET providers and industries to inform of courses needed to meet the National Human Resource Development Plan	1. October	
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and Stakeholders coordination</b>	54AD	UNESCO Participation Program Project Reports	2	1. Coordinate the overall implementation of projects submitted under 2022/2023 UNESCO Participation Program if Paris Headquarter approved them. 2. Settlement of Vanuatu 2023 annual assessed contribution fee. 3. Coordinate the above activity with DFAICET and MFEM	1. Time frame will depend to the issuance of fund by UNESCO to the recipients. 2. Quarter 3	The action dates may change as the activities depend on the accessibility of the grant/fund as most of the time depending on the process the funds reach the recipients quite late
	54AD	Vanuatu-UNESCO General Conference Participation Report	1	1. Develop COM Paper to request funding. 2. Develop participation report	1. April 2. December	The Vanuatu participation will depend entirely on the availability of the budget/fund
<b>70. Support the review and implementation of the updated MoET structure</b>	54AD	Recruit two additional staff for the operation of NEAC Office	2 staff	1. Research and Data 2. Quality Assurance and Monitoring 3. Stakeholder Engagement and Communication	1. April 2026	
<b>66. Support financial management training for all levels (central, province and school/PSET institution)</b>	54AD	Conduct 6 financial training in provincial education offices by June	6 trainings	1. To schedule date and inform participants about the date of training	1. June 2026	

<b>68. Support the development of MoET HRD Policy &amp; Plan and support staff capacity building at all levels</b>	54AD	Conduct training to CDU & EAU Port Vila Officers	2 trainings	To schedule date and inform participants about the date of training	1. April 2026	
<b>64. The implementation of regular audits and risk analyses of financial compliance. Regular review and reporting. Support the implementation of good financial management practices at all levels (central, province and school/PSET institution)</b>	54AD	Conduct a survey on OPEN VEMIS	Improve of Monitoring and Quality Assurance	1. Implementation of New Records for Quality Assurance and Monitoring purposes	1. January 2026	
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and Stakeholders coordination</b>	54AE	No. of registration of communication requests base on our overall MoET activities	TBD	1. Register Communication Request 2. Table at DGs meeting 3. Ensure Approval of Communication	1. December 2. December 3. December	Comments Lack of Communication tools. Risks Political Interference, Inaccurate Communication.
	54AE	No. of registration of special communication requests base on our overall MoET activities	TBD	1. Register Communication Request 2. Table at DGs meeting 3. Ensure Approval of Communication	1. December 2. December 3. December	Lack of cooperation with divisional/unit heads
	54AE	MoET Communication Policy Report	1	1. Develop the Communication Policy 2. Approval of the com's policy by the Minister 3. Disseminate and awareness	1. December 2. December 3. December	Risk Budget Unplanned activities
	54AE	Number of training sessions conducted and report to be provided	4	1. Identify training needs with Departments 2. Engage qualified trainer 3. Set up training schedule 4. Invites officers 5. Conduct the training	1. December 2. December 3. December 4. December 5. December	Risk Budget Unplanned activities

				6.Prepare and submit the report	6. December	
	54AE	Signed a partnership with VBTC to enhance educational information dissemination through radio and television channels.	1	1.Conduct negotiations on partnership plans 2.Finalise and sign agreement with VBTC	1. December 2. December	1.budget unavailability 2.Lack of cooperation with divisional/unit heads
	54AE	Other duties as directed by the Executive Manager or the Director General.	3	1.Receive instructions. 2.Clarify objectives and timeline. 3.Complete the task. 4.Report on completion.	1.December 2.December 3.December 4.December	Lack of cooperation with divisional/unit heads
	54AE	Monthly Newsletter is produced with assistance from VEASP MoET Newsletter.	12	1.Plan newsletter content with VEASP 2.Draft and edit newsletter articles. 3.Review and finalise content. 4.Publish and distribute the newsletter.	1.December 2.December 3.December 4.December	Unplanned activities
<b>65. Support the implementation and monitoring of the procurement policy.</b>	54AF	Procurement Training	1	1. Procurement Training on Tafea 2. School Procurement Survey 3 <sup>rd</sup> Quarter	1. May 2. August	Comment Pending Budget positing. Availability of Humans resources Other committeemen's Risk Unplanned events.
	54AF	Implementation of MoET Procurement Plan	1	1. Coordination of all Request for Tender-RFT. 2. Coordination of Request for Quotation – RFQ 3. Coordination and monitoring of Contracts	1. December 2. December 3. December	Comment Units fail to send Procurement Plan. No capacity to implement Procurement Plan. Risk Data's not

						realistic. Funds not available.
<b>70. Support the review and implementation of the updated MoET structure</b>	54AG	MoET Directorate Structures are reviewed (DG's Office, ESD, PPD & Tertiary)	4	<ol style="list-style-type: none"> <li>1. Consultation within MoET</li> <li>2. Consultation with OPSC</li> <li>3. Draft of JD and Diagram</li> <li>4. Submission to OPSC</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> <li>3. December</li> <li>4. December</li> </ol>	
	54AG	Transpose Job Description to Competency based Job Description with Update Salary Scale from 2024 GRT determination.		<ol style="list-style-type: none"> <li>1. Tasforce Appointment</li> <li>2. Edit and transpose to New JD template</li> <li>3. Review by HRM unit</li> <li>4. Review by ODU, OPSC</li> <li>5. Review by PEOs and Directors</li> <li>6. Printing for DG to sign and Approval from OPSC</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. January</li> <li>3. February</li> <li>4. Marh</li> <li>5. April</li> <li>6. April</li> </ol>	
	54AG	Recruitment	50	<ol style="list-style-type: none"> <li>1. Request Financial Visa</li> <li>2. Request PSC for approval to advertise vacant positions.</li> <li>3. Request Language unit to translate advert in French and Bislama</li> <li>4. Advertise vacancies.</li> <li>5. Arrange Panellist</li> <li>6. Shortlist</li> <li>7. Interview</li> <li>8. PSC approval of recommended applicant</li> <li>9. Inducting &amp; Training</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. April</li> <li>3. April</li> <li>4. June</li> <li>5. June</li> <li>6. July</li> <li>7. October</li> <li>8. December</li> <li>9. December</li> </ol>	
	54AG	Performance Agreement Report for DG/Directors	5	<ol style="list-style-type: none"> <li>1. Issue reminder</li> <li>2. Collection of Performance Agreements</li> <li>3. Checklist completed</li> <li>4. Submission to PSC</li> </ol>	<ol style="list-style-type: none"> <li>1. October</li> <li>2. November</li> <li>3. November</li> <li>4. December</li> </ol>	
	54AG	Performance Appraisals for all MoET Staff	245	<ol style="list-style-type: none"> <li>1. Issue Reminder</li> <li>2. Collection of reports</li> <li>3. Issue notice of outstanding</li> <li>4. Compile appraisals</li> <li>5. Submission to PSC</li> <li>6. Assessment and recommendation of rewards</li> </ol>	<ol style="list-style-type: none"> <li>1. November</li> <li>2. December</li> <li>3. December</li> <li>4. January</li> <li>5. February</li> <li>6. March</li> </ol>	

54AG	Submitted all MoET staff Individual Work plans to PSC	209	<ol style="list-style-type: none"> <li>1. Issue Reminder</li> <li>2. Collection of reports</li> <li>3. Issue notice of outstanding</li> <li>4. Compile work plans And submission to PSC</li> </ol>	<ol style="list-style-type: none"> <li>1. November</li> <li>2. December</li> <li>3. December</li> <li>4. February</li> </ol>	
54AG	Audit Report	2	<ol style="list-style-type: none"> <li>1. Abstract Payroll Report</li> <li>2. Audit Staff payroll (salary scale / cost centre)</li> <li>3. Child allowance</li> <li>4. Housing allowances</li> <li>5. Report provided to HRM</li> <li>6. Inform staff members if any over payment</li> <li>7. Send report to Payroll DoFT</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. June</li> <li>4. June</li> <li>5. July</li> <li>6. August</li> <li>7. August</li> </ol>	
54AG	Compliance	5	<ol style="list-style-type: none"> <li>1. Assist the Office of the DG in Discipline Procedure</li> <li>2. Issuance of Discipline letter, Report</li> <li>3. Appointment of panel Investigation</li> <li>4. Submission to OPSC</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> <li>3. December</li> <li>4. December</li> </ol>	
54AG	Conduct Refresher on PSSRM and Introducing staff handbook to MoET staff	6	<ol style="list-style-type: none"> <li>1. Traveling arrangement, prepare presentation resources</li> <li>2. Conduct refresher to Shefa Staff and submit report</li> <li>3. Conduct refresher to Torba &amp; Staff and submit report</li> <li>4. Conduct refresher to Sanma &amp; Staff and submit report</li> <li>5. Conduct refresher to Malampa &amp; Staff and submit report</li> <li>6. Conduct refresher to Penama &amp; Staff and submit report</li> <li>7. Conduct refresher to Tafea &amp; Staff and submit report</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. April</li> <li>4. April</li> <li>5. July</li> <li>6. July</li> <li>7. August</li> </ol>	

## 2.3 Finance and Administration Directorate

Department 820						
Program	Activity	Output or Service Target	Target	Action	Action completion date	Comment & Risks
1.Support the review process of the school grant processes	82AB	1.Review school grant code	100%	1.Review school grant code 1. Implementation of Grant Code.	Quarter 4	<ul style="list-style-type: none"> <li>Failure to comply with Grant Code.</li> <li>Financial constraints to monitor implementation of Grant Code.</li> </ul>
		2. Grants and school fee subsidy to be paid to schools and institutions.	100%	2. Grants and school fee subsidy to be paid to schools and institutions. 1. 1st Tranche 30% grants and fee subsidies is paid. 2. 2nd Tranche 30% grants and fee subsidies is paid. 3. 3rd Tranche 40% grants and fee subsidies is paid. 4. Ineligible schools are to be confirmed by end of July.	1. January 2. April 3. July	<ul style="list-style-type: none"> <li>Lack of commitment of Principals to comply with the school grant criteria.</li> <li>Late confirmation from PEOs on schools eligible to receive grants.</li> <li>- Cash flow may delay payment of grants;</li> </ul>
		3. Revise school grant formula	80%	3. Revise school grant formula 1. Carryout research on school grant survey. 2. Seek approval to implement research findings and recommendations on school grant formula.	Quarter 4	<ul style="list-style-type: none"> <li>Budget to support new school grant formula</li> </ul>
57. Alternative provision to bridging courses	82AC	2.Alternative option for Formal Education Programs	100%	4. Work with PEOs & Principals to Identify At-Risk or Out-of-School Learners. 1. Provide a second opportunity for students who were unable to attend classes or be present within the school compound. 2. Ensure continuity of education for students regardless of their situation & location.	Quarter 4	<ul style="list-style-type: none"> <li>Limited access to devices, electricity, or connectivity may prevent students from fully participating in alternative or digital learning programs.</li> </ul>
7. Monitor implementation of school/PSET institution	82AC	5. School Maintenance Manual distributed	1	5. School Maintenance Manual 1. Translation of manual. 2. Printing & distribution of manual. 3. Distribute manuals.	Quarter 4	<ul style="list-style-type: none"> <li>Lack of technical capacity</li> </ul>

maintenance manual				4. Develop comms for manual		
		6. Refresher Training for PMO and School Maintenance Officers in six Provinces	1	6. Refresher Training for PMO and School Maintenance Officers in six Provinces 1. Prepare training materials. 2. Arrange traveling logistics. 3. Carry out training. 4. Report on training.	July	
		7. Printing & Distribution of Maintenance Manual to all schools	1	7. Printing & Distribution of Maintenance Manual to all schools 1. Printing of School Maintenance Manual. 2. Confirm budget for distribution. 3. Arrange Logistics for distribution. 4. Implement maintenance manual.	Quarter 2	
8. Support midterm expenditure framework for asset master plan	82AC	8. Update on asset master plan		8. Update on asset master plan 1. Provide master list for 2026. 2. Implement and monitor master plan list for Malampa and Penama Schools for 2026 A. Orap School B. Notre Dame De Walarano C. Vao Ilot D. Herenhala E. Gamalmaua F. Latano (Loltong) G. Aligu H. Sori Mauri	Quarter 4	
73. Support the implementation and monitoring of the asset policy and Capital Works Development Plan	82AC	9. Update all MoET Central Asset Management is reconciled with the payment system.	100%	9. Update all MoET Central Asset Management is reconciled with the payment system. 1. Extract Asset Report according to Cost Center and submit to respective Managers to verify the report. 2. Submit Asset Report to all Staff each quarter.	Quarter 4	
		10. Updated Asset Registry	100%	10. Updated Asset Registry 1. Asset Registry Report for 2025 is submitted by February 2026	Quarter 2 & 4	<ul style="list-style-type: none"> <li>Incomplete module development</li> </ul>

		<i>11. Implement Asset Management System for MoET &amp; Schools</i>	100%	<i>11. Implement Asset Management System for MoET &amp; Schools</i> 1. Ensure that MoET has an effective asset management system in place 2. Ensure that schools have an effective asset management system in place.	Quarter 3	<ul style="list-style-type: none"> <li>Budget constraint</li> </ul>
<b>14. Support the establishment of internet connectivity for schools/PSET institutions</b>	82AD	<i>12. Deployment of Internet Connection for new sites.</i>	100%	<i>12. Deployment of Internet Connection for new sites.</i> 1. Ensure that remote schools have access to the internet. 2. Ensure communities have access to the internet through the school voucher system. 3. Technology helps to ease communication challenges.	Quarter 3	<ul style="list-style-type: none"> <li>Natural disaster</li> <li>Procurement process</li> <li>Release of funds for the activity</li> <li>- equipment's not enough in country</li> </ul>
	82AD	<i>13. Deployment of new sites coordinated with Save the children.</i>	100%	<i>13. Deployment of new sites coordinated with Save the children.</i> 1. Ensure that remote schools have access to the internet. 2. Ensure communities have access to the internet through the school voucher system. 3. Technology helps to ease communication challenges.	Quarter 3	<ul style="list-style-type: none"> <li>Natural disaster</li> <li>Procurement process</li> <li>Release of funds for the activity</li> <li>Equipment's not enough in country</li> </ul>
	82AD	<i>14. Deployment of new sites coordinated with VAESP.</i>		<i>14. Deployment of new sites coordinated with VAESP.</i> 1. Ensure that remote schools have access to the internet. 2. Ensure communities have access to the internet through the school voucher system. 3. Technology helps to ease communication challenges.	Quarter 3	<ul style="list-style-type: none"> <li>Natural disaster</li> <li>Procurement process</li> <li>Release of funds for the activity</li> <li>Equipment's not enough in country</li> </ul>
	82AD	<i>15. Maintenance &amp; sustainability of existing sites.</i>		<i>15. Maintenance &amp; sustainability of existing sites.</i> 1. Ensure existing sites are 99.9% operational.		<ul style="list-style-type: none"> <li>Natural disaster</li> <li>Procurement process</li> <li>Budget Constraint</li> </ul>

<p><b>59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance.</b></p>	<p>82AD</p>	<p>16. <i>Deployment of Clock-in attendance system for 10 sites (schools).</i></p>	<p>80%</p>	<p>16. <i>Deployment of Clock-in attendance system for 10 sites (schools).</i>                      1. Teachers' attendance is captured and managed by the Teacher Service Commission (TSC).                      2. Teachers are complying with the prescribed hours of work.</p>	<p>Quarter 4</p>	<ul style="list-style-type: none"> <li>• Natural disaster</li> <li>• Procurement process</li> <li>• Budget Constraint</li> <li>• Technical human resources</li> </ul>
<p><b>76. Support the development of the education management information system and school management system</b></p>	<p>82AD</p>	<p>17. <i>Provide on demand advice to schools &amp; PSET on computer lab setup.</i></p>	<p>100%</p>	<p>17. <i>Provide on demand advice to schools &amp; PSET on computer lab setup.</i>                      1. <i>Provide support to schools that do not have dedicated IT personnel.</i>                      2. <i>Ensure that schools invest in standardized equipment at a reasonable cost.</i>                      3. <i>Ensure that schools have standardized infrastructure in place.</i></p>	<p>Quarter 4</p>	<ul style="list-style-type: none"> <li>• Natural disaster</li> <li>• Breakdown in communication between school &amp; ITU</li> </ul>
	<p>82AD</p>	<p>18. <i>Assist Facility with the development of Minimum Standards for School Computer Labs</i></p>	<p>80%</p>	<p>18. <i>Assist Facility with the development of Minimum Standards for School Computer Labs</i>                      1. Schools have standard Computer Labs that meet standard requirements.</p>	<p>Quarter 4</p>	<ul style="list-style-type: none"> <li>• Transportation issue to reach schools</li> </ul>
	<p>82AD</p>	<p>19. <i>Support provided to school's teachers (Primary and Secondary) on teacher's standard email, and continuous distributions of email to new registered schools.</i></p>	<p>80%</p>	<p>19. <i>Support provided to school's teachers (Primary and Secondary) on teacher's standard email, and continuous distributions of email to new registered schools.</i>                      1. Ensure that teachers have standard official email accounts for work and communication.</p>	<p>Quarter 4</p>	<ul style="list-style-type: none"> <li>• Transportation issue to reach schools</li> </ul>
	<p>82AD</p>	<p>20. <i>Deploy and Operationalize Schools Helpdesk Ticketing System.</i></p>	<p>80%</p>	<p>20. <i>Deploy and Operationalize Schools Helpdesk Ticketing System.</i>                      1. Ensure that schools' IT issues are effectively managed and addressed in a timely manner.                      2. School issue reports are submitted accordingly.</p>	<p>Quarter 3</p>	<ul style="list-style-type: none"> <li>• Budget constraint</li> <li>• Limited human resources</li> </ul>
	<p>82AD</p>	<p>21. <i>Procure and Implement Phone Communication System for selected Schools.</i></p>	<p>80%</p>	<p>21. <i>Procure and Implement Phone Communication System for selected Schools.</i>                      1. Schools communicate without cost using VoIP System.                      2. Help Schools reduce communication Cost</p>	<p>Quarter 3</p>	<ul style="list-style-type: none"> <li>• Budget constraint</li> </ul>

<b>23. Support data collection and mechanism to support disaster response</b>	82AC	22. <i>Maintain assessment forms in kobo.</i>	1	22. <i>Maintain assessment forms in kobo.</i> 1. <i>Provide easy access to schools and the assessment team.</i> 2. <i>Ensure all required information is captured in a timely manner.</i>	Quarter 1	<ul style="list-style-type: none"> <li>EIE not providing update form</li> </ul>
		23. <i>Develop &amp; ensure assessment reports are accessible on OVEMIS</i>	100%	23. <i>Develop &amp; ensure assessment reports are accessible on OVEMIS</i> 1. <i>Ensure disaster assessment reports are captured in a timely manner to support decision-making.</i> 2. <i>Decisions are made based on the information provided in reports.</i>	Quarter 1	<ul style="list-style-type: none"> <li>IE &amp; EOC have not provided the reporting format.</li> </ul>
		24. <i>Support the digitization of curricular resources/instructional materials to schools</i>	100%	24. <i>Support the digitization of curricular resources/instructional materials to schools</i> 1. <i>Coordinate with the Education in Emergency (EiE) officer to circulate the IT EiE guidelines.</i> 2. <i>Contact training on IT EiE guidelines to all MOET staff, PEO staff, and school representatives.</i> 3. <i>Ensure consistent monitoring and implementation of the IT EiE guidelines by MOET, PEO, and schools</i>	Quarter 1	
		25. <i>Development of a School Disaster Assessment Dashboard</i>	100%	25. <i>Development of a School Disaster Assessment Dashboard</i> 1. <i>Assessment reports are accessible to all staff.</i> 2. <i>Report updates are captured in a timely manner.</i>	Quarter 2	<ul style="list-style-type: none"> <li>Dependency on a Small IT Team</li> <li>Lack of Clear Disaster Reporting Procedures</li> <li>Incomplete or Poor-Quality Data from Schools</li> </ul>
<b>24. Support the implementation of recovery activities for affected schools/institutions</b>	82AC	26. <i>Complete construction of 1 boys' ablution for Bombua</i>	1	26. <i>Complete construction of 1 boys' ablution for Bombua</i> 1. <i>Supervision and reporting from ring beam to roof completion (Boys Ablution)</i> 2. <i>Supervision and reporting from roof installation to finishing works completion (Boys Ablution)</i> 3. <i>Facilitate final payments documents</i>	Quarter 1	<ul style="list-style-type: none"> <li>Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>

		<p>27. Procurement of remaining furniture for 4 new classrooms, 2 offices, 1 boys' dormitory and Girls Dormitory for Bombua JSS</p>	8	<p>27. Procurement of remaining furniture for 4 new classrooms, 2 offices, 1 boys' dormitory and Girls Dormitory for Bombua JSS.</p> <ol style="list-style-type: none"> <li>1. Delivery inspection and Report for Girls dormitory.</li> <li>2. Delivery inspection and Report for Boys dormitory.</li> <li>3. Facilitate Final payment documents.</li> </ol>	Quarter 2	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		<p>28. Repair of Window Screen MoET Central</p>	2	<p>28. Repair of Window Screen MoET Central</p> <ol style="list-style-type: none"> <li>1. Get quotation from contractors</li> <li>2. Review quotations</li> <li>3. Finalise procurement process</li> <li>4. Implement activity</li> </ol>	Quarter 4	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		<p>29. CCECC repairs on Malapoa College</p>	6	<p>29. CCECC repairs on Malapoa College</p> <ol style="list-style-type: none"> <li>1. Working with CCECC to implement the repairs of Malapoa College under the Earthquake Recovery.</li> </ol>	Quarter 3	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		<p>30. Construction of 2 new classrooms (Hybrid) for Paireve Primary School.</p>	2	<p>30. Construction of 2 new classrooms (Hybrid) for Paireve Primary School.</p> <ol style="list-style-type: none"> <li>1. Nomination of evaluation panel members</li> <li>2. Evaluate tender</li> <li>3. Produce evaluation report</li> <li>4. Approval of evaluation report</li> <li>5. Preparation of contract documents</li> <li>6. Signing of contract</li> <li>7. Supervision and reporting from mobilization to slab completion</li> <li>8. Supervision and reporting from wall to ring beam completion</li> <li>9. Supervision and reporting from roof installation to demobilization</li> <li>10. Practical completion and produce completion certificate</li> <li>11. Defects liability inspection and Report</li> <li>12. Completion of defects works (if required)</li> <li>13. Facilitate final payments documents.</li> </ol>	Quarter 4	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>

		31. <i>Review of Procurement Documents</i>	6	31. <i>Review of Procurement Documents</i> 1. Identify relevant sections of procurement sections for review. 2. Undertake review 3. Recommend approval.	Quarter 2	
		32. <i>Update Evaluation Criteria</i>	14	32. <i>Update Evaluation Criteria</i> 1. Review of Evaluation Criteria 2. Recommend approval	Quarter 2	
		33. <i>Complete construction of 4 classroom &amp; 1 Administration Block for Fanafo Primary School, Canal Fanafo, Santo Island</i>	5	33. <i>Complete construction of 4 classroom &amp; 1 Administration Block for Fanafo Primary School, Canal Fanafo, Santo Island</i> 1. Supervision and reporting from wall to ring beam completion 2. Supervision and reporting from roof installation to demobilization 3. Practical completion and produce completion certificate 4. Defects liability inspection and Report 5. Completion of defects works (if required) 6. Facilitate final payments documents	Quarter 4	<ul style="list-style-type: none"> <li>Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		34. <i>Update of Bill of Quantity</i>	5	34. <i>Update of Bill of Quantity</i> 1. All MoET Standard Designs	Quarter 4	
		35. <i>Maintenance Manual Training in Three provinces</i>	3	35. <i>Maintenance Manual Training in Three provinces.</i> 1. Prepare training materials 2. Organise logistics and plan 3. Implement training 4. Finalise logistic for staffs to return	Quarter 3	<ul style="list-style-type: none"> <li>Weather condition, natural disaster can impact the process of delivering the project</li> </ul>
		36. <i>Construction of 3 classroom for St. Henri (Lonfis) Primary School, Pentecost Island.</i>	3	36. <i>Construction of 3 classroom for St. Henri (Lonfis) Primary School, Pentecost Island.</i> 1. Defects liability inspection and Report. 2. Completion of defects works (if required). 3. Facilitate final payments documents.	Quarter 1	<ul style="list-style-type: none"> <li>Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		37. <i>Construction of 2 classroom for Londar (Baie-Martelli) Primary School, Pentecost Island.</i>	3	37. <i>Construction of 2 classroom for Londar (Baie-Martelli) Primary School, Pentecost Island.</i> 1. Supervision and reporting from mobilization to slab completion. 2. 2.Supervision and reporting from wall to 1st floor slab completion.	Quarter 4	<ul style="list-style-type: none"> <li>Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>

				<ol style="list-style-type: none"> <li>3. Supervision and reporting from wall to ring beam completion.</li> <li>4. Supervision and reporting from roof installation to finishing works.</li> <li>5. Practical completion and produce completion certificate.</li> <li>6. Defects liability inspection and Report.</li> <li>7. Completion of defects works (if required).</li> <li>8. Facilitate final payments documents.</li> </ol>		
		<i>38. Refresher training for all PMO's</i>	2	<i>38. Refresher training for all PMO's</i> <ol style="list-style-type: none"> <li>1. Prepare training materials</li> <li>2. Organise logistics and plan</li> <li>3. Implement training</li> <li>4. Finalise logistic for staffs to return</li> </ol>	Quarter 4	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project</li> </ul>
		<i>39. Implementation of Container Classroom Projects</i>	8	<i>39. Implementation of Container Classroom Projects</i> <ol style="list-style-type: none"> <li>1. Carry out community awareness</li> <li>2. Identify and confirm schools</li> <li>3. Plan procurement plan</li> <li>4. Implement Projects as per plan</li> </ol>	Quarter 3	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		<i>40. Implement Contractors awareness in three provinces.</i>	3	<i>40. Implement Contractors awareness in three provinces.</i> <ol style="list-style-type: none"> <li>1. Prepare training materials</li> <li>2. Organise logistics and plan</li> <li>3. Implement training</li> <li>4. Finalise logistic for staffs to return</li> </ol>	Quarter 1	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		<i>41. Implement European union Project Under UNICEF</i>	2	<i>41. Implement European union Project Under UNICEF</i> <ol style="list-style-type: none"> <li>1. Carry out community awareness</li> <li>2. Identify and confirm schools</li> <li>3. Plan procurement plan with UNICEF</li> <li>4. Implement Projects as per plan</li> </ol>	Quarter 4	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		<i>42. Rotary Projects.</i>	5	<i>42. Rotary Projects.</i> <ol style="list-style-type: none"> <li>1. Carry out community awareness</li> <li>2. Identify and confirm schools</li> <li>3. Plan procurement plan with UNICEF</li> <li>4. Implement Projects as per plan</li> </ol>	Quarter 4	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>

		43. Update of Asset Survey with PMO	3	43. Update of Asset Survey with PMO 1. Confirm number of schools with PMO 2. Plan logistics and traveling 3. Implement activity	Quarter 4	<ul style="list-style-type: none"> <li>Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		44. Construction of 9 classrooms, 2 boys' dormitory, 2 girls' dormitory, 1 boys ablution block, 1 girls ablution block for Lycee de Luganville, Luganville Santo Island.	2	44. Construction of 9 classrooms, 2 boys' dormitory, 2 girls' dormitory, 1 boys ablution block, 1 girls ablution block for Lycee de Luganville, Luganville Santo Island. 1. Approve DSC Report recommendations. 2. Manage DSC Contract Deliverables.	Quarter 4	<ul style="list-style-type: none"> <li>Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		45. Procurement of furniture for 9 classrooms, 2 boys' dormitory, 2 girls' dormitory, 1 boys ablution block, 1 girls ablution block for Lycee de Luganville, Luganville Santo Island.	2	45. Procurement of furniture for 9 classrooms, 2 boys' dormitory, 2 girls' dormitory, 1 boys ablution block, 1 girls ablution block for Lycee de Luganville, Luganville Santo Island. 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report classrooms furniture. 13. Delivery inspection and Report dormitories furniture. 14. Facilitate Final payment documents.	Quarter 4	<ul style="list-style-type: none"> <li>Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		46. Concept design submitted for approval & funding consideration for Central Office Building, CDU, Exams, SBM, Building and TSC Building.	3	46. Concept design submitted for approval & funding consideration for Central Office Building, CDU, Exams, SBM, Building and TSC Building. 1. Liaise with Architects Consultants to obtain quotation 2. Submit quotation for approval 3. Formalise procurement process 4. Sign contract	Quarter 4	<ul style="list-style-type: none"> <li>Budget constraint for building construction</li> </ul>

			<ol style="list-style-type: none"> <li>5. Liaise with Contractor to complete concept design</li> <li>6. Finalise concept design for approval and funding.</li> </ol>		
		<p><i>47. Implementation of MFAT Earthquake recovery plan.</i></p>	<p><i>47. Implementation of MFAT Earthquake recovery plan.</i></p> <ol style="list-style-type: none"> <li>1. Working with MFAT selected contractor.</li> </ol>	Quarter 4	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		<p><i>48. Finalise Draft Asset Policy</i></p>	<p><i>48. Finalise Draft Asset Policy</i></p> <ol style="list-style-type: none"> <li>1. Review comments from PEOs</li> <li>2. Review</li> </ol>	Quarter 4	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		<p><i>49. Renovation of 1 storey building with 8 classrooms at Saint Jean D'Arc Primary School on Efate Island.</i></p>	<p><i>49. Renovation of 1 storey building with 8 classrooms at Saint Jean D'Arc Primary School on Efate Island.</i></p> <ol style="list-style-type: none"> <li>1. Tender advertisement</li> <li>2. Tenders collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract</li> <li>9. Supervision and reporting from mobilization to slab completion</li> <li>10. Supervision and reporting from wall to ring beam completion</li> <li>11. Supervision and reporting from roof installation to demobilization</li> <li>12. Practical completion and produce completion certificate</li> <li>13. Defects liability inspection and Report</li> <li>14. Completion of defects works (if required)</li> <li>15. Facilitate final payments documents</li> </ol>	Quarter 4	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		<p><i>50. Construction of 3 classrooms at Port Resolution Primary School on Tanna Island.</i></p>	<p><i>50. Construction of 3 classrooms at Port Resolution Primary School on Tanna Island.</i></p> <ol style="list-style-type: none"> <li>1. Tender advertisement</li> <li>2. Tenders collection</li> <li>3. Nomination of evaluation panel members</li> </ol>	Quarter 4	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>

				<ol style="list-style-type: none"> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract</li> <li>9. Supervision and reporting from mobilization to slab completion</li> <li>10. Supervision and reporting from wall to ring beam completion</li> <li>11. Supervision and reporting from roof installation to demobilization</li> <li>12. Practical completion and produce completion certificate</li> <li>13. Defects liability inspection and Report</li> <li>14. Completion of defects works (if required)</li> <li>15. Facilitate final payments documents</li> </ol>		
		<p><i>51. Construction of 3 classrooms at Ipekel Primary School on Tanna Island.</i></p>	3	<p><i>51. Construction of 3 classrooms at Ipekel Primary School on Tanna Island.</i></p> <ol style="list-style-type: none"> <li>1. Tender advertisement</li> <li>2. Tenders collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract</li> <li>9. Supervision and reporting from mobilization to slab completion</li> <li>10. Supervision and reporting from wall to ring beam completion</li> <li>11. Supervision and reporting from roof installation to demobilization</li> <li>12. Practical completion and produce completion certificate</li> <li>13. Defects liability inspection and Report</li> <li>14. Completion of defects works (if required)</li> <li>15. Facilitate final payments documents</li> </ol>	Quarter 4	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>

		<p>52. Construction of 1 science lab Baldwin Lonsdale Memorial School on Sola Island</p>	<p>1</p>	<p>52. Construction of 1 science lab Baldwin Lonsdale Memorial School on Sola Island</p> <ol style="list-style-type: none"> <li>1. Preparation of tender dossier</li> <li>2. Funding confirmed from DoFT</li> <li>3. Tender dossier approved</li> <li>4. Advertise tender</li> <li>5. Collection and registration of bids submission.</li> <li>6. Nomination of evaluation panel members</li> <li>7. Evaluate tender</li> <li>8. Produce evaluation report</li> <li>9. Approval of evaluation report</li> <li>10. Preparation of contract documents</li> <li>11. Signing of contract</li> <li>12. Delivery inspection and Report.</li> <li>13. Facilitate Final payment documents.</li> </ol>	<p>Quarter 4</p>	<ul style="list-style-type: none"> <li>• Weather condition, natural disaster can impact the process of delivering the project.</li> </ul>
		<p>53. Construction of a triple classroom at Labultamata PS on Pentecost Island</p>	<p>1</p>	<p>53. Construction of a triple classroom at Labultamata PS on Pentecost Island</p> <p>Tender advertisement</p> <ol style="list-style-type: none"> <li>1. Tenders collection</li> <li>2. Tenders collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract</li> <li>9. Supervision and reporting from mobilization to slab completion</li> <li>10. Supervision and reporting from wall to ring beam completion</li> <li>11. Supervision and reporting from roof installation to demobilization</li> <li>12. Practical completion and produce completion certificate</li> <li>13. Defects liability inspection and Report</li> <li>14. Completion of defects works (if required)</li> <li>15. Facilitate final payments documents</li> </ol>	<p>Quarter 4</p>	<p>Weather condition, natural disaster can impact the process of delivering the project.</p>

		<p><i>54. Construction of a triple classroom + Library Building, 2 Dormitories Building and 2 Ablution Block at Aulua Junior Secondary School on Malekula Island</i></p>	<p><i>54. Construction of a triple classroom + Library Building, 2 Dormitories Building and 2 Ablution Block at Aulua Junior Secondary School on Malekula Island</i></p> <ol style="list-style-type: none"> <li>1. Tender advertisement</li> <li>2. Tenders collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract</li> <li>9. Supervision and reporting from mobilization to slab completion</li> <li>10. Supervision and reporting from wall to ring beam completion</li> <li>11. Supervision and reporting from roof installation to demobilization</li> <li>12. Practical completion and produce completion certificate</li> <li>13. Defects liability inspection and Report</li> <li>14. Completion of defects works (if required)</li> <li>15. Facilitate final payments documents</li> </ol>	<p>Quarter 4</p>	
		<p><i>55. Construction of a double classroom + office Building at Laindua PS on Malekula Island</i></p>	<p><i>55. Construction of a double classroom + office Building at Laindua PS on Malekula Island</i></p> <ol style="list-style-type: none"> <li>1. Tender advertisement</li> <li>2. Tenders' collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract</li> <li>9. . Supervision and reporting from mobilization to slab completion</li> <li>10. Supervision and reporting from wall to ring beam completion</li> <li>11. Supervision and reporting from roof installation to demobilization</li> </ol>	<p>Quarter 4</p>	

				<ul style="list-style-type: none"> <li>12. Practical completion and produce completion certificate</li> <li>13. Defects liability inspection and Report</li> <li>14. Completion of defects works (if required)</li> <li>15. Facilitate final payments documents</li> </ul>		
		<p><i>56. Construction of a hybrid double classroom Building and a hybrid teachers house at Kamai PS on Malekula Island</i></p>	<p><i>56. Construction of a hybrid double classroom Building and a hybrid teachers house at Kamai PS on Malekula Island</i></p> <ul style="list-style-type: none"> <li>1. Tender advertisement</li> <li>2. Tenders' collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract</li> <li>9. Supervision and reporting from mobilization to slab completion</li> <li>10. Supervision and reporting from wall to ring beam completion</li> <li>11. Supervision and reporting from roof installation to demobilization</li> <li>12. Practical completion and produce completion certificate</li> <li>13. Defects liability inspection and Report</li> <li>14. Completion of defects works (if required)</li> <li>15. Facilitate final payments</li> </ul>	Quarter 4		
		<p><i>57. Construction of a double classroom building at Abungana PS on Pentecost Island</i></p>	<p><i>57. Construction of a double classroom building at Abungana PS on Pentecost Island</i></p> <ul style="list-style-type: none"> <li>1. Tender advertisement</li> <li>2. Tenders' collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract</li> <li>9. Supervision and reporting from mobilization to slab completion</li> </ul>	Quarter 4		

				<ul style="list-style-type: none"> <li>10. Supervision and reporting from wall to ring beam completion</li> <li>11. Supervision and reporting from roof installation to demobilization</li> <li>12. Practical completion and produce completion certificate</li> <li>13. Defects liability inspection and Report</li> <li>14. Completion of defects works (if required)</li> <li>15. Facilitate final payments</li> </ul>		
		<p><i>58. Construction of a double classroom building at Benbon PS on Malekula Island</i></p>	1	<p><i>58. Construction of a double classroom building at Benbon PS on Malekula Island</i></p> <ul style="list-style-type: none"> <li>1. Tender advertisement</li> <li>2. Tenders collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract</li> <li>9. Supervision and reporting from mobilization to slab completion</li> <li>10. Supervision and reporting from wall to ring beam completion</li> <li>11. Supervision and reporting from roof installation to demobilization</li> <li>12. Practical completion and produce completion certificate</li> <li>13. Defects liability inspection and Report</li> <li>14. Completion of defects works (if required)</li> <li>15. Facilitate final payments documents</li> </ul>	Quarter 4	
		<p><i>59. Construction of a triple classroom building at Olal PS on Ambrym Island</i></p>		<p><i>59. Construction of a triple classroom building at Olal PS on Ambrym Island</i></p> <ul style="list-style-type: none"> <li>1. Tender advertisement</li> <li>2. Tenders collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> </ul>	Quarter 4	

				<ol style="list-style-type: none"> <li>8. Signing of contract</li> <li>9. Supervision and reporting from mobilization to slab completion</li> <li>10. Supervision and reporting from wall to ring beam completion</li> <li>11. Supervision and reporting from roof installation to demobilization</li> <li>12. Practical completion and produce completion certificate</li> <li>13. Defects liability inspection and Report</li> <li>14. Completion of defects works (if required)</li> <li>15. Facilitate final payments documents</li> </ol>		
		<p><i>60. Construction of a triple classroom building at Lonmelfaran PS on Ambrym Island</i></p>		<p><i>60. Construction of a triple classroom building at Lonmelfaran PS on Ambrym Island</i></p> <ol style="list-style-type: none"> <li>1. Tender advertisement</li> <li>2. Tenders collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract</li> <li>9. Supervision and reporting from mobilization to slab completion</li> <li>10. Supervision and reporting from wall to ring beam completion</li> <li>11. Supervision and reporting from roof installation to demobilization</li> <li>12. Practical completion and produce completion certificate</li> <li>13. Defects liability inspection and Report</li> <li>14. Completion of defects works (if required)</li> <li>15. Facilitate final payments</li> </ol>	Quarter 4	
		<p><i>61. Construction of a double classroom building and a teacher's house at Faralao PS on Malekula Island</i></p>		<p><i>61. Construction of a double classroom building and a teacher's house at Faralao PS on Malekula Island</i></p> <ol style="list-style-type: none"> <li>1. Tender advertisement</li> <li>2. Tenders collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> </ol>	Quarter 4	

			<ol style="list-style-type: none"> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract</li> <li>9. Supervision and reporting from mobilization to slab completion</li> <li>10. Supervision and reporting from wall to ring beam completion</li> <li>11. Supervision and reporting from roof installation to demobilization</li> <li>12. Practical completion and produce completion certificate</li> <li>13. Defects liability inspection and Report</li> <li>14. Completion of defects works (if required)</li> <li>15. Facilitate final payments</li> </ol>		
		<i>62. Renovation of four classroom and an admin building at Simon PS on Ambae Island</i>	<i>62. Renovation of four classroom and an admin building at Simon PS on Ambae Island</i> <ol style="list-style-type: none"> <li>1. Tender advertisement for materials supply</li> <li>2. Tenders collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract for Materials Supply</li> <li>9. Signing of contract with labour</li> <li>10. Supervision and reporting from mobilization to demobilization</li> <li>11. Supervision and reporting of all renovation works</li> <li>12. Defects liability inspection and Report</li> <li>13. Completion of defects works (if required)</li> <li>14. Facilitate final payments documents</li> </ol>	Quarter 4	
		<i>63. Renovation of a Double Classroom Building at Loquirutaro PS on Ambae Island</i>	<i>63. Renovation of a Double Classroom Building at Loquirutaro PS on Ambae Island</i> <ol style="list-style-type: none"> <li>1. Tender advertisement for materials supply</li> <li>2. Tenders collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> </ol>	Quarter 4	

				<ol style="list-style-type: none"> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract for Materials Supply</li> <li>9. Signing of contract with labour</li> <li>10. Supervision and reporting from mobilization to demobilization</li> <li>11. Supervision and reporting of all renovation works</li> <li>12. Defects liability inspection and Report</li> <li>13. Completion of defects works (if required)</li> <li>14. Facilitate final payment</li> </ol>		
		<p><i>64. Supply of roofing materials for 5 classroom building, 4 Boys Dormitory and a Girls Ablution at St Patrick's College on Ambae Island</i></p>		<p><i>64. Supply of roofing materials for 5 classroom building, 4 Boys Dormitory and a Girls Ablution at St Patrick's College on Ambae Island</i></p> <ol style="list-style-type: none"> <li>1. Tender advertisement for materials supply</li> <li>2. Tenders collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> <li>7. Preparation of contract documents</li> <li>8. Signing of contract for Materials Supply</li> <li>9. Signing of contract with labour</li> <li>10. Supervision and reporting from mobilization to demobilization</li> <li>11. Supervision and reporting of all renovation works</li> <li>12. Defects liability inspection and Report</li> <li>13. Completion of defects works (if required)</li> <li>14. Facilitate final payment</li> </ol>	Quarter 2	
		<p><i>65. Renovation of 7 classroom + 1 Admin building at Unmet Primary School on Malekula Island.</i></p>		<p><i>65. Renovation of 7 classroom + 1 Admin building at Unmet Primary School on Malekula Island.</i></p> <ol style="list-style-type: none"> <li>1. Tender advertisement for materials supply</li> <li>2. Tenders collection</li> <li>3. Nomination of evaluation panel members</li> <li>4. Evaluate tender</li> <li>5. Produce evaluation report</li> <li>6. Approval of evaluation report</li> </ol>	Quarter 4	

				7. Preparation of contract documents 8. Signing of contract for Materials Supply 9. Signing of contract with labour 10. Supervision and reporting from mobilization to demobilization 11. Supervision and reporting of all renovation work 12. Defects liability inspection and Report 13. Completion of defects works (if required) 14. Facilitate final payment		
		<i>66. Asset Master Plan – Construction works on MALAMPA</i>		<i>66. Asset Master Plan – Construction works on MALAMPA</i> 1. Orap Primary 2. Notre Dam De Wala 3. Vao Ilot	Quarter 4	
		<i>67. Asset Master Plan – Construction works on PENAMA</i>		<i>67. Asset Master Plan – Construction works on PENAMA</i> 1. Herenhala Secondary School 2. Gamalmaua Primary 3. Latano (Ioltong) 4. Aligu 5. Sori Mauri	Quarter 4	
		<i>68. MoET new signage</i>		<i>68. MoET new signage</i> 1. Design of new signage 2. Quotation of new signage 3. Implementation of activity.	Quarter 2	
<b>47. Develop and support a digital content for teachers professional learning.</b>	82AD	<i>69. Maintenance &amp; support a digital content for teachers professional learning</i>	80%	<i>69. Maintenance &amp; support a digital content for teachers professional learning</i> 1. Ensure platform is operation 90%. 2. Teachers have digital access to learning.	Quarter 1	
<b>48. Support the digitization of curricular resources/instructional materials</b>	82AD	<i>70. Support the digitization of curricular resources/instructional materials</i>	80%	<i>70. Support the digitization of curricular resources/instructional materials</i> 1. Ensure curricular resources are accessible at all times.	Quarter 1	

<b>51. Support the completion of the teacher registration processes</b>	82AD	<i>71. Assist TSC with to Maintain the platform for teachers' registration</i>	80%	<i>71. Assist TSC with to Maintain the platform for teachers' registration</i> 1. Teacher's registration are up to date. 2. New teacher shave standard email account.	Quarter 4	<ul style="list-style-type: none"> <li>Open VEMIS is offline</li> </ul>
<b>47. Develop and support a digital content for teachers professional learning.</b>	82AD	<i>72. Maintain and support a digital platform for teachers professional learning.</i>	100%	<i>72. Maintain and support a digital platform for teachers professional learning.</i> 1. Teachers have continuous access to professional learning resources and training materials through a reliable digital platform. 2. Improved teacher capacity and skills through regular engagement in online professional development activities. 3. Increased participation and collaboration among teachers in professional learning programs, regardless of location.	Quarter 4	<ul style="list-style-type: none"> <li>Limited access for teachers</li> </ul>
<b>51. Support the completion of the teacher registration processes</b>	82AD	<i>73. Support &amp; maintain an online form to streamline teacher information updates and support TSC's registration verification process.</i>	80%	<i>73. Support &amp; maintain an online form to streamline teacher information updates and support TSC's registration verification process.</i> 1. Timely and accurate collection of teacher information through a standardized online form. 2. Improved efficiency in TSC's teacher registration and verification process. 3. Reduced delays and errors in updating teacher records across schools and provinces.		
<b>63. Strengthen financial management and reporting systems. Support the upgrading of the finance module in Open VEMIS.</b>	82AB	<i>74. Relevant documentation is enclosed to process all receivables for the Ministry throughout the year.</i>	90%	<i>74. Relevant documentation is enclosed to process all receivables for the Ministry throughout the year.</i> 1. All revenue is recorded and input in Smartstream. 2. Revenue received is reported.	December	<ul style="list-style-type: none"> <li>Receivables are not paid into MoET revenue cost centre in a timely manner.</li> <li>Low receivable turnover;</li> </ul>
		<i>75. Relevant documentation is enclosed to process all payables for the Ministry throughout the year.</i>	90%	<i>75. Relevant documentation is enclosed to process all payables for the Ministry throughout the year.</i> 1. All payments are recorded and input in Smartstream. 2. Expenditure is reported.	December	<ul style="list-style-type: none"> <li>Late submission of paperwork for processing.</li> <li>Unplanned activities may occur.</li> </ul>

					<ul style="list-style-type: none"> <li>• Proper process of work may not be followed.</li> </ul>	
		<p>76. <i>Staff cash advances/ imprest are verified and confirmed, when applying or acquitting public funds throughout the year.</i></p>	90%	<p>76. <i>Staff cash advances/ imprest are verified and confirmed, when applying or acquitting public funds throughout the year.</i></p> <ol style="list-style-type: none"> <li>1. All imprests are recorded and input in Smartstream.</li> <li>2. All imprests are acquitted.</li> <li>3. Imprest awareness is conducted.</li> <li>4. Imprest is reported.</li> <li>5. Imprest discipline is carried out according to PSSRM and Finance Regulations.</li> </ol>	December	<ul style="list-style-type: none"> <li>• Late submission of imprest acquittal</li> <li>• Delay in submitting current imprest and applying for new imprest.</li> <li>• Need to strengthen verification of imprest acquittal at the provincial level.</li> <li>• DoFT to grant access to the Imprest Report in Smartstream.</li> </ul>
		<p>77. <i>Support is provided to the provincial education officers.</i></p>	100%	<p>77. <i>Support is provided to the provincial education officers.</i></p> <ol style="list-style-type: none"> <li>1. Provide financial support services to Provincial Officers.</li> <li>2. Training and mentoring of provincial officers on new financial procedures according to PFEM Regulations Order, MoET Finance Procedures and School Financial Management Manual.</li> </ol>	December	<ul style="list-style-type: none"> <li>• PFOs deal with administrative tasks and schools reports; Limited budget to provide support to provincial officers.</li> <li>• Limited budget support for provincial officers to visit schools;</li> </ul>
		<p>78. <i>Necessary journal entries are prepared</i></p>	100%	<p>78. <i>Necessary journal entries are prepared</i></p> <ol style="list-style-type: none"> <li>1. Complete journal forms for all journals.</li> <li>2. Submit all approved journals to the Department of Finance &amp; Treasury (DoFT).</li> <li>3. Follow up with the DoFT to ensure all journals are processed.</li> </ol>	December	<ul style="list-style-type: none"> <li>• Delay with DoFT processing journals.</li> <li>• Imprest journals are not input into Smartstream by DoFT.</li> <li>• DoFT to grant access to Finance Unit seniors to input journals in Smartstream;</li> </ul>
		<p>79. <i>Signatories for financial authorization are identified</i></p>	100%	<p>79. <i>Signatories for financial authorization are identified</i></p> <ol style="list-style-type: none"> <li>1. Receive communication on financial signatories for the year</li> </ol>	Quarter 1	

				2. DG, Directors and Provincial PEOs confirm signatories to respective cost centres. 3. Approved signatories are submitted to DoFT.		
		<i>80. Financial documents are to be filed and scanned.</i>	90%	80. <i>Financial documents are to be filed and scanned.</i> 1. Scanning and filing of all financial documents done daily to Finance Unit Share drive.	December	<ul style="list-style-type: none"> <li>Limited access to Finance Unit share drive e.g. network issue.</li> <li>Missing documents not on share drive.</li> </ul>
<b>63. Strengthen financial management and reporting systems. Support the upgrading of the finance module in Open VEMIS</b>	82AB	81. <i>Schools Finance Module upgrade - Budget Tab, School Fees Tab, Merging of School Accounts, Payments Tab, Receipts Tab, Chart of Accounts Listing, Budget Structure, Reports</i>	80%	81. <i>Schools Finance Module upgrade - Budget Tab, School Fees Tab, Merging of School Accounts, Payments Tab, Receipts Tab, Chart of Accounts Listing, Budget Structure, Reports</i> 1. Review current features. 2. Request upgrade of features. 3. Training provided on new features. 4. SFMM revised to incorporate new features.	December	<ul style="list-style-type: none"> <li>Lack of capacity to develop new features in finance module.</li> <li>Need budget support to run training on new features created.</li> <li>Time constraints to develop new features.</li> </ul>
		82. <i>School Grant Calculator upgrade is reported.</i>	80%	82. <i>School Grant Calculator upgrade is reported.</i> 1. Review current features. 2. Request upgrade of features. 3. Training provided on new features.	December	<ul style="list-style-type: none"> <li>Lack of capacity to develop new features in finance module.</li> <li>Time constraints to develop new features.</li> </ul>
		83. <i>Support the implementation of the scholarship finance module</i>	80%	83. <i>Support the implementation of the scholarship finance module</i> 1. Use scholarship module for all scholarship payments	December	<ul style="list-style-type: none"> <li>All student information is not captured.</li> <li>All institutions information for each student is not captured.</li> <li>New students added to the list during the year.</li> </ul>
<b>64. The implementation of regular audits and risk analyses of financial compliance. Regular review</b>	82AB	84. <i>Respond to financial audits</i>	100%	84. <i>Respond to financial audits</i> 1. Confirmation for an audit to be undertaken. 2. Extract financial statements from Smartstream and convert to IPSAS Cash reporting format.	December	<ul style="list-style-type: none"> <li>Reduce risk of financial compliance.</li> <li>Delay in audit response</li> <li>Time frame to respond to audit response</li> </ul>

<b>and reporting. Support the implementation of good financial management practices at all levels (central, province and school/PSET institution)</b>				<ol style="list-style-type: none"> <li>3. Compile information and support documents to auditors.</li> <li>4. Send audit queries to respective managers and PEOs.</li> <li>5. Receive 1st draft of audit report</li> <li>6. Provide response to 1st draft of audit report</li> <li>7. Final audit report is received by the Ministry.</li> </ol>		<ul style="list-style-type: none"> <li>• Conversion of financial statement on Smartstream to IPSAS Cash reporting format</li> </ul>
<b>77. Support the implementation and monitoring of the MoET Finance Policy, MoET Finance Manual and Schools Financial Management Manual</b>	82AB	<i>85. Annual budget and expenditure analysis reporting</i>	100%	<i>85. Annual budget and expenditure analysis reporting</i> <ol style="list-style-type: none"> <li>1. Prepare expenditure analysis for budget 2026 implementation.</li> <li>2. Comparison of expenditure with 2025.</li> <li>3. Submit to UIS the Budget 2025 report.</li> <li>4. Submit to PSC the Budget 2025 report.</li> <li>5. Submit to DoFT the Budget 2025 report.</li> </ol>	Quarter 2	<ul style="list-style-type: none"> <li>• All managers are well informed.</li> <li>• Delay in issuing reports.</li> <li>• Lack of general website to upload reports so that staff can access and view the reports;</li> </ul>
	82AB	<i>86. 2026 budget adjustments</i>	100%	<i>86. 2026 budget adjustments</i> <ol style="list-style-type: none"> <li>1. All budget movements (advances and virements) processed.</li> <li>2. Supplementary Budget is prepared and submitted to DoFT.</li> </ol>	Quarter 4 Quarter 2	<ul style="list-style-type: none"> <li>• Unplanned expenditure/ procurement may lead to budget adjustments.</li> </ul>
	82AB	<i>87. Annual Budget 2027 is prepared to be submitted to Department of Finance &amp; Treasury.</i>	100%	<i>87. Annual Budget 2027 is prepared to be submitted to Department of Finance &amp; Treasury.</i> <ol style="list-style-type: none"> <li>1. Prepare presentation for the planning &amp; budget workshop.</li> <li>2. Planning, budgeting and reporting workshop is conducted.</li> <li>3. Annual budget 2026 is submitted.</li> </ol>	Quarter 2	<ul style="list-style-type: none"> <li>• Budget constraints to conduct workshops in each province.</li> <li>• Delay in response from managers on proposed activities for 2026;</li> </ul>
	82AB	<i>88. Managers are informed of the budget process.</i>	100%	<i>88. Managers are informed of the budget process.</i> <ol style="list-style-type: none"> <li>1. Meeting is called with DG, Directors, Cabinet and Managers &amp; PEOs</li> <li>2. Managers comply with budget activities and timeframes.</li> </ol>	Quarter 2	<ul style="list-style-type: none"> <li>• Other emerging activities impact on budget implementation</li> </ul>
	82AB	<i>89. Support to be provided to the provincial education offices.</i>	100%	<i>89. Support to be provided to the provincial education offices.</i> <ol style="list-style-type: none"> <li>1. Provide financial support services to Provincial Finance Officers.</li> </ol>	December	<ul style="list-style-type: none"> <li>• PFOs deal with administrative tasks and schools reports.</li> </ul>

						<ul style="list-style-type: none"> <li>Limited budget support for PFOs to visit schools;</li> </ul>
	82AB	<i>90. Capacity building on budgeting and reporting to be carried out.</i>	100%	<i>90. Capacity building on budgeting and reporting to be carried out.</i> 1. Budgeting and reporting tools are developed.	December	<ul style="list-style-type: none"> <li>Budget constraints to conduct workshops in each province.</li> </ul>
	82AB	<i>91. Cash flows to be prepared and reviewed for the Ministry</i>	100%	<i>91. Cash flows to be prepared and reviewed for the Ministry</i> 1. Send Cash Flow Format to Activity Managers to confirm changes. 2. Follow up with Activity Managers to confirm Cash Flow for the year. 3. Finalize Cash Flow Report to Expenditure Analyst to update on smart stream.	Quarter 1 & Quarter 3	<ul style="list-style-type: none"> <li>May have slight variation to the cashflow throughout the year.</li> </ul>
	82AB	<i>92. Annual school Finance reporting</i>	100%	<i>92. Annual school Finance reporting</i> 1. Write to PEOs in February to inform them to ensure all schools previous year's annual financial report is completed by end of February 2025. 2. Provide a report to Senior Management on the school's previous year's annual financial report.	Quarter 2 & 4	<ul style="list-style-type: none"> <li>Delay in finalizing school's annual report.</li> <li>Lack of commitment of principals to complete annual financial report.</li> <li>Change of principals or school finance officers will impact annual reporting;</li> </ul>
<b>65. Support the implementation and monitoring of the procurement policy</b>	82AB	<i>93. Adhere to financial management practices to ensure staff compliance with the procurement policy.</i>	100%	<i>93. Adhere to financial management practices to ensure staff compliance with the procurement policy.</i> 1. Finance Unit is represented in the procurement assessment panel. 2. Confirmation of funding for procurement. 3. Review all payment requests submitted. 4. Report on payment requests that do not comply with policy.	Quarter 4	<ul style="list-style-type: none"> <li>Staff failure to comply with procurement policy.</li> <li>Breach of procurement process.</li> <li>Lack of proper support documents to confirm payments.</li> </ul>
<b>66. Support financial management training for levels (central, province and school/PSET institution)</b>	82AB	<i>94. Training and mentoring for new Principals and school finance officers on School Financial Management Manual, Grant Code and Fee Regulation Order in all provinces.</i>	100%	<i>94. Training and mentoring for new Principals and school finance officers on School Financial Management Manual, Grant Code and Fee Regulation Order in all provinces.</i> 1. Identify schools to attend training. 2. Carry out training in each province. 3. Provide a report training.	Quarter 4	<ul style="list-style-type: none"> <li>PFOs deal with administrative tasks and schools reports.</li> <li>Limited budget support for PFOs to visit schools.</li> </ul>

						<ul style="list-style-type: none"> <li>• Lack of budget support to provide one on one support to Principals.</li> <li>• Failure of principals and/or school management to comply with the Manual</li> <li>• Change of principals or school finance officers will result in lack of knowledge of Manual</li> </ul>
	82AB	<i>95. Principals are to comply with financial procedures - School Financial Management Manual, Grant Code, Regulation Order on School Fees</i>	80%	<i>95. Principals are to comply with financial procedures - School Financial Management Manual, Grant Code, Regulation Order on School Fees</i> 1. Identify at least 5 schools to be monitored in at least 3 provinces. 2. Carry out monitoring in schools. 3. Provide a report on monitoring in schools.	Quarter 4	<ul style="list-style-type: none"> <li>• New Principals have not attended the SFMM training.</li> <li>• Principals fail to comply with financial procedures</li> </ul>
<b>69. Implementation of legislations and Acts</b>	82AB	<i>96. Support the review of the School Fee Regulation Order</i>	80%	<i>96. Support the review of the School Fee Regulation Order</i> 1. Implementation of School Fee Regulation Order	December	<ul style="list-style-type: none"> <li>• Failure to comply with School Fee Regulation Order.</li> <li>• Financial constraints to monitor implementation of School Fee Regulation Order.</li> </ul>
<b>70. Support the review and implementation of the updated MoET structure</b>	82AB	<i>97. Review all positions in structure.</i>	100%	<i>97. Review all positions in structure.</i> 1. Implement approved structure pending budget availability.	Quarter 4	<ul style="list-style-type: none"> <li>• Budget to support implementation of new structure.</li> <li>• Delay in recruitment of staff</li> </ul>
<b>68. Support the development of MoET HRD Policy &amp; Plan and support staff capacity building at all levels</b>	82AA	<i>98. Professional development and capacity building is to be carried out for staff.</i>	90%	<i>98. Professional development and capacity building is to be carried out for staff.</i> 1. Identify relevant training for staff to participate in. 2. Request approval for staff to participate in training. 3. Request budget support for the training. 4. Provide report on staff training.	Quarter 4	<ul style="list-style-type: none"> <li>• Budget to capacity building and training for staff</li> </ul>

		<i>99. Human Resources Capacity Analysis</i>	100%	<i>99. Human Resources Capacity Analysis</i> 1. Collect Staff Competency and Skills Data 2. Review Current Workload Distribution 3. Assess Capacity Gaps 4. Consult with Key Stakeholders 5. Draft Human Resources Capacity Analysis Report 6. Develop Actionable Recommendations 7. Develop an HR Capacity Strengthening Plan	Quarter 2	
	82AA	39. MoET structure is updated and finalized	100%	<i>100. ITU Staff Specialise Training</i> 1. Identify Training needs during the Cap Analysis 2. Liaise with training institution for specialise training 3. Liaise with HR & VIPAM for staff training arrangement 4. Staff attend training 5. Provide report	Quarter 3	<ul style="list-style-type: none"> <li>• Budget limitations</li> <li>• Insufficient staffing capacity to cover ongoing duties when staff members attend training</li> </ul>
<b>71. Strengthen project management processes</b>	82AC	39. MoET structure is updated and finalized	100%	<i>101. Strengthen project management processes.</i> 1. Projects must have agreements between MoET and funding agency. 2. Regular audit to be undertaken. 3. Compliance with relevant government legislations.	Quarter 4	<ul style="list-style-type: none"> <li>• Project procurement/ tender process is lengthy.</li> <li>• Delay in implementation of project activities.</li> </ul>
<b>73. Support the implementation and monitoring of the asset policy and Capital Works Development Plan</b>	82AC	<i>102. Approved Asset Management Policy and implementation plan (Request assistance from VESP to support activity)</i>	100%	<i>102. Approved Asset Management Policy and implementation plan (Request assistance from VESP to support activity)</i> 1. Develop Asset Management Policy 2. Develop Asset Management Policy implementation plan 3. Consultation of Asset Management Policy and implementation plan 4. Finalize Asset Management Policy and implementation plan 5. Translation into French 6. Printing 7. Distribution	Quarter 2	Understaff

	82AC	<i>103. Updated asset survey of Primary and Secondary Schools.</i>	100%	<i>103. Updated asset survey of Primary and Secondary Schools.</i> 1. Asset survey of primary schools upgraded under TC Pam, ARP, TC Harold and GGP funding. 2. Asset survey of primary schools upgraded by schools. 3. Data entry of asset survey into Open VEMIS.	Quarter 4	Understaff
<b>74. Asset management is strengthened.</b>	82AC	<i>104. Inventory Listing for MoET Central Supervision and reporting farea upgrade</i>	100%	<i>104. Inventory Listing for MoET Central Supervision and reporting farea upgrade</i> 1. Update Inventory listing for all assets within MoET Central	Quarter 2	
	82AC	<i>105. Upgrade of MoET Car park</i>	80%	<i>105. Upgrade of MoET Car park</i> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Supervision and reporting from mobilization to slab completion 13. Practical completion and produce completion certificate 14. Defects liability inspection and Report 15. Completion of defects works (if required) 16. Facilitate final payments documents	Quarter 2	
	82AC	<i>106. Installation of solar and security lights at MoET central office compound</i>	4	<i>106. Installation of solar and security lights at MoET central office compound</i> 1. Defects liability inspection and Report 2. Completion of defects works (if required) 3. Facilitate final payments documents	Quarter 1	

82AC	<i>107. Renovation of TORBA PEO Office</i>	5	<i>107. Renovation of TORBA PEO Office</i> <ol style="list-style-type: none"> <li>1. Building inspection</li> <li>2. Preparation of tender dossier</li> <li>3. Funding confirmed from DoFT</li> <li>4. Tender dossier approved</li> <li>5. Advertise tender</li> <li>6. Collection and registration of bids submission.</li> <li>7. Nomination of evaluation panel members</li> <li>8. Evaluate tender</li> <li>9. Produce evaluation report</li> <li>10. Approval of evaluation report</li> <li>11. Preparation of contract documents</li> <li>12. Signing of contract</li> <li>13. Induction of Contractor and community.</li> <li>14. Supervision and reporting from mobilization to slab completion</li> <li>15. Supervision and reporting from wall to 1st floor slab completion</li> <li>16. Supervision and reporting from wall to ring beam completion</li> <li>17. Supervision and reporting from roof installation to finishing works</li> <li>18. Practical completion and produce completion certificate</li> <li>19. Defects liability inspection and Report</li> <li>20. Completion of defects works (if required)</li> <li>21. Facilitate final payments documents</li> </ol>	Quarter 4	
82AC	<i>108. MALAMPA &amp; SHEFA MOET Office</i>	6	<i>108. MALAMPA &amp; SHEFA MOET Office</i> <ol style="list-style-type: none"> <li>1. Design &amp; Approval phase</li> <li>2. Preparation of tender dossier</li> <li>3. Funding confirmed from DoFT</li> <li>4. Tender dossier approved</li> <li>5. Advertise tender</li> <li>6. Collection and registration of bids submission.</li> <li>7. Nomination of evaluation panel members</li> <li>8. Evaluate tender</li> <li>9. Produce evaluation report</li> </ol>	Quarter 4	

				<ul style="list-style-type: none"> <li>10. Approval of evaluation report</li> <li>11. Preparation of contract documents</li> <li>12. Signing of contract</li> <li>13. Induction of Contractor and community.</li> <li>14. Supervision and reporting from mobilization to slab completion</li> <li>15. 15.Supervision and reporting from wall to 1st floor slab completion</li> <li>16. Supervision and reporting from wall to ring beam completion</li> <li>17. Supervision and reporting from roof installation to finishing works</li> <li>18. Practical completion and produce completion certificate</li> <li>19. Defects liability inspection and Report</li> <li>20. Completion of defects works (if required)</li> <li>21. Facilitate final payments documents</li> </ul>		
82AC	<i>109. Renovation of PEO ICT Office Building</i>	7	<ul style="list-style-type: none"> <li><i>109. Renovation of PEO ICT Office Building</i></li> <li>1. Building inspection</li> <li>2. Preparation of tender dossier</li> <li>3. Funding confirmed from DoFT</li> <li>4. Tender dossier approved</li> <li>5. Advertise tender</li> <li>6. Collection and registration of bids submission.</li> <li>7. Nomination of evaluation panel members</li> <li>8. Evaluate tender</li> <li>9. Produce evaluation report</li> <li>10. Approval of evaluation report</li> <li>11. Preparation of contract documents</li> <li>12. Signing of contract</li> <li>13. Induction of Contractor and community.</li> <li>14. Supervision and reporting from mobilization to slab completion</li> <li>15. Supervision and reporting from wall to 1st floor slab completion</li> <li>16. Supervision and reporting from wall to ring beam completion</li> </ul>	Quarter 4		

				17. Supervision and reporting from roof installation to finishing works 18. Practical completion and produce completion certificate 19. Defects liability inspection and Report 20. Completion of defects works (if required) 21. Facilitate final payments documents		
82AC	<i>110. Repainting of Reception Area</i>	8	<i>110. Repainting of Reception Area</i> 1. Seek quotation from contractors 2. Finalise procurement process. 3. Implement activity	Quarter 2		
82AC	<i>111. Finalise Special Lease for land that schools and institutions are located on.</i>	10	<i>111. Finalise Special Lease for land that schools and institutions are located on.</i> 1. Submit list of schools to be surveyed to Department of Lands for Eratap, Erakor, Mele, Noawia, Ranon, John Nobel Makenzie PS, Ulei JSS, Manua PS, Pango PS, and Hog Harbour. 2. Request the Department of Lands Survey Unit to provide a cadester survey plan for the schools. 3. Request Ministry of Lands to prepare Lease document.	Quarter 4	<ul style="list-style-type: none"> <li>Registration process done by Ministry of Lands</li> </ul>	
82AC	<i>112. Land rent review for all schools with E-special lease and agreement to lease upon request</i>	11	<i>112. Land rent review for all schools with E-special lease and agreement to lease upon request</i> 1. Prepare request for land rent review letter and send letter to Department of Lands. 2. Payment of land rent to school landowners - Matarisu PS, Brenwei PS, Tangovawia PS, Lowiepeng PS, Ere PS and Sangalai PS. 3. Register in Open VEMIS.	Annually	<ul style="list-style-type: none"> <li>External process done by Ministry of Lands</li> </ul>	
82AC	<i>113. Provide updated list of submitted negotiator Certificate Applications to Department of Lands (DoL)</i>	12	<i>113. Provide updated list of submitted negotiator Certificate Applications to Department of Lands (DoL)</i> 1. Assist landowners to complete application form for approval by Director. 2. Send applications to Customary Land Management Office.	Quarter 4	<ul style="list-style-type: none"> <li>External process done by Ministry of Lands</li> </ul>	

	82AC	<i>114. Training conducted to 6 Provincial Officer in the six provinces.</i>	13	3. Register in Open VEMIS. <i>114. Training conducted to 6 Provincial Officer in the six provinces.</i> 1. Develop training materials. 2. Coordinate training dates. 3. Deliver training. 4. Monitor and report on training.	Quarter 3	<ul style="list-style-type: none"> <li>External process done by Ministry of Lands</li> </ul>
<b>75. Support the implementation and monitoring of the IT policy</b>	82AD	<i>115. Stakeholder Engagement and Awareness</i>	100%	<i>115. Stakeholder Engagement and Awareness</i> 1. Improved understanding of the ICT Policy among key stakeholders, including schools, provincial offices, and partners. 2. Increased stakeholder participation and ownership in the implementation of ICT initiatives. 3. Consistent communication and awareness of ICT standards, roles, and responsibilities across all levels.	Quarter 4	<ul style="list-style-type: none"> <li>Security breach</li> <li>Natural Disaster</li> <li>Failure of Communication</li> </ul>
		<i>116. ICT in School Assessment</i>	100%	<i>116. ICT in School Assessment</i> 1. Accurate assessment data on schools' ICT infrastructure, connectivity, and capacity. 2. Informed decision-making and planning for ICT improvements based on assessment findings. 3. Identification of gaps, risks, and priority areas for ICT support and investment in schools.	Quarter 4	<ul style="list-style-type: none"> <li>Security breach</li> <li>Natural Disaster</li> <li>Failure of Communication</li> </ul>
		<i>117. User Documentation and Communication</i>		<i>117. User Documentation and Communication</i> 1. Users have access to clear, up-to-date documentation that supports effective use of ICT systems and platforms. 2. Improved communication and understanding of ICT processes, procedures, and system updates among users. 3. Reduced user errors and support requests through better guidance and timely information sharing.		

<b>76. Support the development of the education management information system and school management system</b>	82AD	<i>118. Provide support, maintain the EMIS, and ensure its accessibility</i>	100%	<i>118. Provide support, maintain the EMIS, and ensure its accessibility</i> <ol style="list-style-type: none"> <li>1. Reliable and continuous access to the EMIS for authorized users across all levels.</li> <li>2. Improved data accuracy and system performance through regular maintenance and user support.</li> <li>3. Timely availability of education data to support planning, reporting, and decision-making.</li> </ol>	Quarter 4	<ul style="list-style-type: none"> <li>• Security breach</li> <li>• Natural Disaster</li> <li>• Limited Human Resource</li> </ul>
		<i>119. Support the Maintenance of assessment systems (PacSIMS, VANSTA &amp; 4D)</i>	100%	<i>119. Support the Maintenance of assessment systems (PacSIMS, VANSTA &amp; 4D)</i> <ol style="list-style-type: none"> <li>1. Assessment systems (PacSIMS, VANSTA, and 4D) remain reliable, secure, and accessible during assessment and reporting periods.</li> <li>2. Timely and accurate capture, processing, and reporting of assessment data.</li> <li>3. Improved confidence among schools and assessment teams in the use of national assessment systems.</li> </ol>	Quarter 4	<ul style="list-style-type: none"> <li>• Security breach</li> <li>• Natural Disaster</li> <li>• Limited Human Resource</li> </ul>
		<i>120. Support the Maintenance of Scholarship Information System</i>	100%	<i>120. Support the Maintenance of Scholarship Information System</i> <ol style="list-style-type: none"> <li>1. Reliable and continuous access to the Scholarship Information System for authorized users.</li> <li>2. Accurate and up-to-date scholarship data to support selection, monitoring, and reporting processes.</li> <li>3. Improved efficiency and timeliness in scholarship administration and decision-making.</li> </ol>	Quarter 4	Security breach Natural Disaster Limited Human Resource
		<i>121. Support the Maintenance of MOET website &amp; Intranet</i>	100%	<i>121. Support the Maintenance of MOET website &amp; Intranet</i> <ol style="list-style-type: none"> <li>1. Reliable, secure, and up-to-date MoET website and intranet accessible to staff and the public.</li> </ol>	Quarter 4	Security breach Natural Disaster Limited Human Resource

				<p>2. Improved access to information, policies, and resources for MoET staff and stakeholders.</p> <p>3. Enhanced communication and information sharing across MoET through a well-maintained intranet platform.</p>		
		122. <i>Support the Maintenance of staff attendance system</i>	100%	<p>122. <i>Support the Maintenance of staff attendance system</i></p> <p>1. Reliable and continuous operation of the staff attendance system across all relevant offices.</p> <p>2. Accurate and timely capture of staff attendance data to support payroll, compliance, and reporting.</p> <p>3. Improved monitoring and accountability of staff attendance through a well-maintained system.</p>	Quarter 4	<p>Security breach</p> <p>Natural Disaster</p> <p>Limited Human Resource</p>
		123. <i>Identify Scanning &amp; Archiving System for MOET.</i>	100%	<p>123. <i>Identify Scanning &amp; Archiving System for MOET.</i></p> <p>1. A suitable scanning and archiving system is identified to support secure and efficient document management within MoET.</p> <p>2. Improved preservation, retrieval, and accessibility of official records and documents.</p> <p>3. Reduced reliance on paper-based filing through the adoption of a digital archiving solution.</p>	Quarter 4	<p>Limited staff capacity and skills</p> <p>Resistance to change</p> <p>Inappropriate system selection</p>
		124. <i>Support the maintenance of eLearning google workspace</i>	100%	<p>124. <i>Support the maintenance of eLearning google workspace</i></p> <p>1. Reliable and continuous access to the Google Workspace eLearning platform for teachers and students.</p> <p>2. Improved system performance, security, and user support through regular maintenance and monitoring.</p> <p>3. Increased adoption and effective use of eLearning tools (Google Classroom, Drive, Meet) across schools.</p>	Quarter 4	<ul style="list-style-type: none"> <li>• Security breach</li> <li>• Natural Disaster</li> <li>• Limited Human Resource</li> </ul>

		<i>125. First &amp; Second Preventive maintenance is performed for provincial education offices.</i>	100%	<i>125. First &amp; Second Preventive maintenance is performed for provincial education offices.</i> 1. Improved reliability and performance of ICT systems in Provincial Education Offices. 2. Reduced system downtime and early identification of potential technical issues. 3. Extended lifespan of ICT equipment through regular preventive maintenance.	Quarter 4	Transportation issue Budget constraint
		<i>126. Provide helpdesk support to MOET, PEO Staff, School teachers &amp; develop dashboard for tracking and reporting for ticketing system</i>	100%	<i>126. Provide helpdesk support to MOET, PEO Staff, School teachers &amp; develop dashboard for tracking and reporting for ticketing system</i> 1. Timely and effective resolution of ICT issues for MoET, PEO staff, and school teachers through a centralized helpdesk system. 2. Improved visibility and accountability of ICT support requests through a real-time ticketing dashboard. 3. Data-driven reporting to identify common issues, response times, and areas for service improvement	Quarter 3	<ul style="list-style-type: none"> <li>Natural Disaster</li> </ul>
		<i>127. Maintained Network File Drive for each Units in MoET.</i>	100%	<i>127. Maintained Network File Drive for each Units in MoET.</i> 1. Secure and reliable access to shared network file drives for all MoET units. 2. Improved document management, collaboration, and information sharing across units. 3. Reduced data loss and improved data protection through centralized storage and access controls.	Each quarter	Network Failure
		<i>128. Existing IT Technical and user documentations are reviewed and updated.</i>	100%	<i>128. Existing IT Technical and user documentations are reviewed and updated.</i> 1. Up-to-date and accurate IT technical and user documentation is available to support systems and users. 2. Improved consistency and understanding of ICT processes, procedures, and system usage.	Each quarter	Contracts do not include documentation

				3. Reduced support issues and faster problem resolution through clear and current documentation.		
		129. <i>Government Broadband Network (GBN) connectivity is 98% operational and accessible to staff at MoET central offices and the six provincial education offices throughout the year.</i>	100%	<p>129. <i>Government Broadband Network (GBN) connectivity is 98% operational and accessible to staff at MoET central offices and the six provincial education offices throughout the year.</i></p> <p>1. Reliable and continuous internet connectivity (98% uptime) for MoET central offices and all six Provincial Education Offices throughout the year.</p> <p>2. Improved staff productivity and access to digital systems and online services through stable GBN connectivity.</p> <p>3. Reduced service disruptions and improved coordination between MoET central and provincial offices.</p>	Each quarter	Natural Disaster Network failure
		130. <i>Support and maintenance provided to keep government email service 98% online and accessible to MoET staffs and PEO's at all times</i>	100%	<p>130. <i>Support and maintenance provided to keep government email service 98% online and accessible to MoET staffs and PEO's at all times</i></p> <p>1. Reliable government email service with 98% uptime for MoET staff and Provincial Education Officers.</p> <p>2. Improved communication efficiency and continuity across MoET through consistent email accessibility.</p> <p>3. Reduced email service disruptions through timely support and proactive maintenance.</p>	Each quarter	Network failure
		131. <i>Support and maintenance provided to keep government VoIP service 98% online and accessible to users at all times</i>	100%	<p>131. <i>Support and maintenance provided to keep government VoIP service 98% online and accessible to users at all times</i></p> <p>1. Reliable government VoIP service maintained with 98% uptime for all users.</p> <p>2. Improved voice communication and coordination through consistent VoIP service availability.</p>	Each quarter	Network failure

				3. Reduced call disruptions and faster issue resolution through proactive support and maintenance.		
<b>75. Support the implementation and monitoring of the IT policy</b>	82AD	<i>132. ICT Disaster Recovery Awareness and pilot in selected Division.</i>	100%	<i>132. ICT Disaster Recovery Awareness and pilot in selected Division.</i> 1. Improved awareness and understanding of ICT disaster recovery procedures among staff in the selected division. 2. Validated disaster recovery processes through a successful pilot implementation. 3. Enhanced readiness and response capability to ICT incidents and system disruptions.		
		<i>133. Technical Training Staff &amp; Setup of MOET SharePoint Platform</i>	100%	<i>133. Technical Training Staff &amp; Setup of MOET SharePoint Platform</i> 1. Improved technical skills and capacity of staff to effectively use and manage the MoET SharePoint platform. 2. A fully configured and operational SharePoint platform to support collaboration, document management, and workflows. 3. Enhanced information sharing, version control, and productivity across MoET units through effective use of SharePoint.		
<b>77. Support the implementation and monitoring of the MoET Finance Policy, MoET Finance Manual and Schools Financial Management Manual</b>	82AB	<i>134. Implement MoET Finance Policy</i>	100%	<i>134. Implement MoET Finance Policy</i> 1. Implementation of the MoET Finance Policy. 2. Monitoring on compliance of the MoET Finance Policy.	Quarter 4	-Staff failure to comply with MoET Finance Policy.
	82AB	<i>135. Review schools financial management manual (SFMM).</i>	100%	<i>135. Review schools financial management manual (SFMM).</i> 1. Implementation of SFMM. 2. Monitoring on compliance of the SFMM.	Quarter 4	-Failure to comply with SFMM. -Financial constraints to monitor implementation of SFMM.
<b>70. Support the review and implementation of the updated MoET structure</b>	82AB	<i>136. Implement revised structure</i>	80%	<i>136. Implement revised structure</i> 1. Implement new FAD structure, pending budget availability.	Quarter 4	- Budget constraint to implement new structure.

<b>81. Support Capacity building to provincial offices.</b>	82AB	<i>137. Support capacity building to provincial offices.</i>	80%	<i>137. Support capacity building to provincial offices.</i> Assess Training Needs Set clear goals for the training Develop Training Materials Schedule Training Sessions Deliver the training to staff, focusing on hands-on practice and interactive learning. Collect Feedback	Quarter 4	Budget constraint for capacity building at provincial level.
		<i>138. Digital Literacy Training for MOET Office Staff</i>	100%	<i>138. Digital Literacy Training for MOET Office Staff</i> 1. Improved digital skills and confidence among MoET office staff in using ICT tools and systems. 2. Increased efficiency and accuracy in daily work through effective use of digital platforms and applications. 3. Enhanced compliance with ICT policies, data protection, and cybersecurity best practices.	Quarter 4	Busy schedule for PEO staff to attend the training
		<i>139. Digital Literacy Training for selected schools' teachers</i>	100%	<i>139. Digital Literacy Training for selected schools' teachers</i> 1. Improved digital skills and confidence among teachers in selected schools to effectively use ICT tools for teaching and learning. 2. Increased integration of digital tools (e.g., Google Classroom, email, online resources) into classroom practice. 3. Enhanced capacity of teachers to support students in digital learning environments.	Quarter 4	Timing conflicts between the training schedule and the school academic year. Transportation issue
<b>82. Support the implementation and monitoring of the OV assessment recommendations (Maturity Model - Assessment)</b>	82AD	48. Open VEMIS management structure is approved	100%	<i>140. Based on priority list from UNESCO</i> 1. Leaise with PPD on the report from UNESCO 2. Discuss the prioritise task that need to be address 3. Send inputs to PPD on the priority list to PPD 4. Follow up for final report from UNESCO	Quarter 4	Limited Human Resources

<b>83. Support the implementation and monitoring of OV policy</b>	82AD	48. Open VEMIS management structure is approved	100%	141. <i>Based on Priority list from PPD</i> 1. Review Priority List from Policy & Planning 2. Align with PPD Team on Objectives 3. Develop an Implementation Schedule 4. Prepare VEMIS System Updates 5. work on the priority list 6. Provide progress report 7. provide final report 8. Provide Demo to the PPD and director	Quarter 4	Limited Human Resources
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	82AB	142. <i>Draft 2027 Business Plan.</i>	100%	142. <i>Draft 2027 Business Plan.</i> 1. Meet with Managers to confirm key activities of the Business Plan 2027. 2. Managers to complete the Business Plan Template (Output or Service Target, Target s, Action / Tasks (PSC 10.2 Form), Action completion date, Comment & Risks). 3. Submit draft Directorate of Finance and Administration Business Plan 2027 to Policy and Planning.	Quarter 2	-Delay in submissions due to unforeseen circumstances -Change in format of the business plan
	143. <i>Business Plan 2027 to be Approved.</i>	100%	143. <i>Business Plan 2027 to be Approved.</i> 1. Meet with Managers to finalize Business Plan 2027. 2. Director meets with all staff to familiarize staff with Business Plan 2027. 3. Submit Final Business Plan 2027 to Policy and Planning.	Quarter 4	-Delay in submissions due to unforeseen circumstances -Change in format of the business plan	
	144. <i>Reporting on the Business Plan 2026.</i>	100%	144. <i>Reporting on the Business Plan 2026.</i> 1. Meet with Managers to report on activities of the Business Plan 2026. 2. Managers to complete their respective sections and submit report to Director. 3. Director to review and complete report and submit report to Policy and Planning.	Each Quarter	-Delay in submissions due to unforeseen circumstances -Activities not carried out as planned	
	145. <i>Staff Performance Review Appraisal</i>	100%	145. <i>Staff Performance Review Appraisal</i> 1. Meet with Managers to review the Work Development (Performance) Plan 2026. 2. Director, Managers and staff review their Work Development (Performance) Plan 2026.	Quarter 2 & 4	-Delay in submissions due to unforeseen circumstances -Activities not carried out as planned	

				3. Submit Work Development (Performance) Plan 2026 to HR Unit.		
		<i>146. Monthly report is provided</i>	12	<i>146. Monthly report is provided</i> 1. Meet with seniors to prepare their monthly progress reports.	Monthly	
		<i>147. Quarterly report is provided</i>	4	<i>147. Quarterly report is provided</i> 1. Managers to prepare their quarterly reports. 2. Submit quarterly reports to Director. 3. Director submits quarterly reports to PPU.	Each quarter	
<b>70. Support the review and implementation of the updated MoET structure</b>	82AB	<i>148. Timely processing of official calls.</i>	1	<i>148. Timely processing of official calls.</i> 1. Process official calls to relevant Executive Secretaries. 2. Process official calls to relevant staff in the absence of Executive Secretaries. 3. Process outward calls for staff. 4. Inform staff of unsuccessful outward calls.	Daily	
		<i>149. Greeting and timely processing of official appointments.</i>	1	<i>149. Greeting and timely processing of official appointments.</i> 1. Direct clients to relevant Executive Secretaries after greeting. 2. Conduct Executive Secretaries to meet clients at the reception area. 3. Process outward calls for staff. 4. Inform staff of unsuccessful outward calls.	Daily	
		<i>150. Official appoints are confirmed.</i>	1	<i>150. Official appoints are confirmed.</i> 1. Official appoints are confirmed with Directors, Managers, Senior Officers and Officers through email appointment schedule or phone call or in person.	Daily	
		<i>151. Manage mail logbook and vehicle booking book</i>	1	<i>151. Manage mail logbook and vehicle booking book</i> 1. Arrange with driver to deliver outward mails and collect inward mails. 2. Arrange with driver to deliver outward mails and collect inward mails. 3. Maintain a booking system of all vehicles runs	Daily	

		<p>152. <i>All Finance and Administration documents, correspondences, memos, circulars and letters are recorded, scanned and filed.</i></p>	<p>1</p>	<p>152. <i>All Finance and Administration documents, correspondences, memos, circulars and letters are recorded, scanned and filed.</i></p> <ol style="list-style-type: none"> <li>1. All Finance and Administration documents, correspondences, memos, circulars and letters are scanned and filed throughout the year.</li> <li>2. All Finance and Administration staff personal file are updated.</li> <li>3. All Finance and Administration staff leaves are approved and submitted to Human Resource Unit.</li> <li>4. All meeting minutes of Finance and Administration Directorate are recorded and circulated to al staff.</li> </ol>	<p>Monthly</p>	
		<p>153. <i>All MoET Central Headquarter Offices are tidy and clean.</i></p>	<p>1</p>	<p>153. <i>All MoET Central Headquarter Offices are tidy and clean.</i></p> <ol style="list-style-type: none"> <li>1. Develop cleaning Roster for Cleaners for each quarter.</li> <li>2. Cleaning of offices in accordance with Cleaning Roster.</li> <li>3. Beautification of offices.</li> <li>4. Washing of curtains and clothing.</li> <li>5. Develop Cleaning Roster for Grounds man for each quarter.</li> <li>6. Cleaning of premises in accordance with Cleaning Roster.</li> <li>7. Beautification of MoET premises.</li> <li>8. Re-stocking of cleaning supplies.</li> </ol>	<p>Daily</p>	
		<p>154. <i>MoET Central Headquarter Lawn and flower beds are trimmed, neat and clean.</i></p>	<p>1</p>	<p>154. <i>MoET Central Headquarter Lawn and flower beds are trimmed, neat and clean.</i></p> <ol style="list-style-type: none"> <li>1. Develop Cleaning Roster for Grounds man for each quarter.</li> <li>2. Cleaning of premises in accordance with Cleaning Roster.</li> <li>3. Beautification of MoET premises.</li> <li>4. Re-stocking of cleaning equipment and supplies</li> <li>5. Assist cleaning of vehicles.</li> </ol>	<p>Monthly</p>	

	<i>155. All MoET Vehicles are allocated and communicated to Director General and Directors.</i>	1	<i>155. All MoET Vehicles are allocated and communicated to Director General and Directors.</i> 1. Circulate letter on allocation of MoET vehicles and their drivers. 2. Establish vehicle logbooks for all MoET vehicles. 3. Assist Secretary with vehicle bookings for all MoET vehicle. 4. Conduct monthly check on keeping of vehicle logbook and vehicle booking book. 5. Establish a record of drivers and eligible drivers licences. 6. Driving services is provided professionally and timely. 7. Daily check on vehicles before daily runs. 8. Check on all drivers and eligible drivers on valid driver’s license. 9. Timely reporting of vehicle accidents.	Each quarter	
	<i>156. All MoET Vehicles are Schedule for servicing and maintenance.</i>	1	<i>156. All MoET Vehicles are Schedule for servicing and maintenance.</i> 1. Confirm Service booking with service provider. 2. Raise PO with Finance. 3. Delivery LPO once service is provided. 4. Create vehicle maintenance checklist.	Monthly	
	<i>157. All MoET Vehicles are washed and cleaned.</i>	1	<i>157. All MoET Vehicles are washed and cleaned.</i> 1. Arrange cleaning with Staff or Cleaning services. 2. Ensure cleaning is undertaken.	Weekly	
	<i>158. All MoET Vehicles have a logbook that is completed daily</i>	1	<i>158. All MoET Vehicles have a logbook that is completed daily</i> 1. Update list of MoET vehicles 2. Order Vehicle logbooks 3. Distribute logbook to each vehicle 4. Driver to maintain and manage logbook.	Each quarter	
	<i>159. All MoET Vehicles have a booking book with the secretaries or allocated Officer</i>	1	<i>159. All MoET Vehicles have a booking book with the secretaries or allocated Officer</i>	Each quarter	

				<ol style="list-style-type: none"> <li>1. Purchase logbooks for each vehicle.</li> <li>2. Distribute booking books to each secretary.</li> <li>3. Secretary to monitor logbook.</li> </ol>		
		<p><i>160. All MoET Vehicles are inspected for annual roadworthy certification</i></p>	1	<p><i>160. All MoET Vehicles are inspected for annual roadworthy certification</i></p> <ol style="list-style-type: none"> <li>1. Update List of MoET vehicles</li> <li>2. Submit listing to PWD</li> <li>3. Liaise with PWD to confirm bookings</li> <li>4. Vehicles go through inspection and roadworthy stickers certified</li> <li>5. Vehicles that does not meet roadworthy requirement will be repaired.</li> </ol>	Annually	
		<p><i>161. All MoET Vehicles used after Official hours applied for in the prescribe PSC form and approved MoET Director, Director General and PSC Secretary General.</i></p>	1	<p><i>161. All MoET Vehicles used after Official hours applied for in the prescribe PSC form and approved MoET Director, Director General and PSC Secretary General.</i></p> <ol style="list-style-type: none"> <li>1. Request received from Officer</li> <li>2. PSC after hours form is filled</li> <li>3. Director sign/approved form</li> <li>4. Director General sign/approved form</li> <li>5. Submit Vehicle after hours form to PSC.</li> </ol>	Daily	
		<p><i>162. All MoET Vehicles are monitored through GPS Tracking</i></p>	1	<p><i>162. All MoET Vehicles are monitored through GPS Tracking</i></p> <ol style="list-style-type: none"> <li>1. Liaise with PSC to install new GPS monitoring system on new vehicles.</li> <li>2. Check to ensure GPS on vehicles are working.</li> <li>3. Provide GPS Monthly report on vehicles.</li> </ol>	Daily	
		<p><i>163. All MoET Vehicles that are involved in accidents are reported as per PSC Manual.</i></p>	1	<p><i>163. All MoET Vehicles that are involved in accidents are reported as per PSC Manual.</i></p> <ol style="list-style-type: none"> <li>1. Request driving license note to all drivers with each Directorate.</li> <li>2. Collect and confirm details of license.</li> <li>3. Combine list and submit MoET driving list to PSC.</li> </ol>	Monthly	

		<i>164. All MoET vehicles are driven by authorise Drivers or Officers who have valid driving license</i>	1	<i>164. All MoET vehicles are driven by authorise Drivers or Officers who have valid driving license</i> 1. Request Driving License note to all drivers with each Directorate. 2. Collect and confirm details of Licenses. 3. Combine list and submit MoET driving list to PSC.	Annually	
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination</b>	82AB	<i>165. Regular meetings with development partners.</i>	100%	<i>165. Regular meetings with development partners.</i> 1. Attend meetings with development partners. 2. Implement recommendations from meetings.	December	- Delay of implementation of projects;
		<i>166. Work with Commonwealth of on MOET SharePoint</i>	100	<i>166. Work with Commonwealth of on MOET SharePoint</i> 1. Successful collaboration with the Commonwealth to design and implement the MoET SharePoint platform. 2. Improved functionality and alignment of the SharePoint platform with MoET business processes and standards. 3. Strengthened knowledge transfer and capacity building for MoET staff through collaborative implementation.	Each quarter	Limited Human resources
		<i>167. Work with Commonwealth of Learning on School Moodle Development</i>	100%	<i>167. Work with Commonwealth of Learning on School Moodle Development</i> 1. A functional and user-friendly Moodle platform developed for schools in collaboration with the Commonwealth of Learning. 2. Improved access to digital learning content for teachers and students through the Moodle platform. 3. Enhanced capacity of MoET staff and teachers to manage and use Moodle for teaching and learning.	Each quarter	Communication Issue
		<i>168. MoET agreement with ISP providers (Vodafone &amp; Digicel) to keep Open Educational websites zero-rated on their network is maintained.</i>	100%	<i>168. MoET agreement with ISP providers (Vodafone &amp; Digicel) to keep Open Educational websites zero-rated on their network is maintained.</i>	Quarter 4	ISP agreement cancelation without informing MOET

			<ol style="list-style-type: none"> <li>1. Continued zero-rated access to approved educational websites for teachers and students across all networks.</li> <li>2. Reduced data costs and improved access to digital learning resources nationwide.</li> <li>3. Increased use of open educational resources to support teaching and learning, especially in low-connectivity and remote areas.</li> </ol>		
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## 2.4 Policy and Planning Directorate

Department 830						
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
<b>16. Implement and monitor the compliance checklist for Education Authorities</b>	83AA	Partnership Agreement between MoET and 11 Assisted Non-Government Education Authorities has been renewed and signed.	Renew and sign 11 Partnership Agreements between MoET and Assisted Non-Government Education Authorities by November.	<ol style="list-style-type: none"> <li>1. Review and finalise draft Assisted Non-Government Education Authority Partnership Agreement.</li> <li>2. Consultation on draft Partnership Agreement with Ministry Staff and Provinces.</li> <li>3. Consultation on draft Partnership Agreement with 11 Assisted Non-Government Education Authorities</li> <li>4. Signing of the draft Partnership Agreement with 11 Assisted Non-Government Education Authorities</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. May</li> <li>3. July</li> <li>4. November</li> </ol>	Flight cancellations, Reprioritise other activities.
<b>69. Implementation of legislation and Acts</b>	83AA	Education & Training Act No. 9 of 2014 is reviewed, with some minor consequential amendments to other Acts (Teaching Service Commission Act, Vanuatu Qualifications Authority Act, and National University of Vanuatu Act).	Submit 4 Drafting Instructions	<ol style="list-style-type: none"> <li>1. Follow up with the Attorney General's Office on the drafting of the amendment of the Education &amp; Training Act No.9 of 2014 Bill</li> <li>2. Finalise Drafting Instructions of the consequential amendments of the Teaching Service Act No. 38 of 2013 Bill.</li> <li>3. Submit drafting instructions for the consequential amendments of Teaching Service Act No. 38 of 2013 Bill to the Attorney General's Office.</li> <li>4. Finalise Drafting Instructions of the consequential amendments of the consequential amendment to Vanuatu Qualifications Authority Act No. 1 of 2014 Bill.</li> <li>5. Submit drafting instructions for review of VQA Act to the Attorney General's Office.</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. February</li> <li>4. March</li> <li>5. May</li> <li>6. May</li> <li>7. May</li> </ol>	Office of the Attorney General may need more time for drafting of Bills.

				6. Finalise Drafting Instructions of the amendment of the National University of Vanuatu Act No. 34 of 2019 Bill. 7. Submit drafting instructions for review of VQA Act to the Attorney General's Office.		
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	83AA	Policy & Planning Directorate Business Plan and Budget 2027 has been finalised	Produce and finalise the Business Plan and Budget 2027 by December	1. To produce the First Draft PPD 2027 Business Plan 2. To prepare and finalise Policy & Planning Directorate Budget 2027. 3. To finalise PPD 2027 Draft Business Plan	1. April 2. May 3. October	
	83AA	Policy & Planning Directorate Quarterly Reporting 2026	4 Directorate Quarterly reports	1. First quarterly report 2. Second quarterly report 3. Third quarterly report 4. Fourth quarterly report	1. March 2. June 3. September 4. December	
	83AA	Mid-Year review of 2026 Staff Work Development Plan and end-of-year Performance Appraisal	All Staff Work Development Plan, Section B and C, signed for Policy & Planning Directorate staff	1. Director and Managers complete Staff Work Development Plan Section B. 2. Director and Managers complete Staff Work Development Plan Section C.	1. June 2. December	
<b>4. Manage school/PSET registration processes</b>	83AB	School assessment conducted and report(s) delivered.	Assess 10 schools	1. To record incoming education authority, school establishment, and registration applications 2. To conduct onsite assessments to verify the application. 3. To produce assessment reports 4. To present assessment reports at the registration committee meeting 5. To communicate the recommended meeting outcomes to the authority.	1. December 2. December 3. December 4. December 5. December	
	83AB	Education Authority and School Registration Policy translated	1	1. To inform VEASP about the translation of the policy 2. To work with VEASP to look for a potential translator	1. August 2. August 3. August 4. October 5. November	

				<ol style="list-style-type: none"> <li>3. To share a copy of the policy with the translator</li> <li>4. To share with the PPD team the translated French version of the policy received from the translator for feedback.</li> <li>5. To insert all the final feedback received.</li> <li>6. To finalise the French version of the Education Authority and School Registration Policy.</li> </ol>	6. December	
	83AB	Education Authority and School Registration Policy implemented	1	1. To implement the Policy through the annual registration deliberations	1. December	
	83AB	School Register produced by April	1	1. To produce a school register for 2025	1. April	
<b>5. Updated School/PSET institution Maps</b>	83AB	School registration status updated in OV by December for all registered schools	Update 10 registered Schools	1. School status updated in Open VEMIS	1. December	
	83AB	School Map Report produced by September	1	<ol style="list-style-type: none"> <li>1. School map report structure and purpose confirmed</li> <li>2. Collect required data and GIS Layers</li> <li>3. Organise Data Sets</li> <li>4. Develop report based on the approved structure</li> <li>5. Circulate for feedback</li> <li>6. Finalised and published report</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. July</li> <li>3. July</li> <li>4. July</li> <li>5. August</li> <li>6. September</li> </ol>	
<b>72. Support the review of policies &amp; guidelines</b>	83AB	Provide Technical Support	Provide support for the development/review of MoET policies by December	1. To provide technical guidance on policy work with assistance from Policy Development Guide 2022-2025 and EQAP Policy Development Toolkit	1. December	Planned policy projects by other units are not shared with PPD
<b>71. Strengthen project management processes</b>	83AB	Project proposals submitted to DSPPAC	Submit 20 project proposals to DSPPAC by December	<ol style="list-style-type: none"> <li>1. Project officer to develop and coordinate project proposal.</li> <li>2. To coordinate the NPP</li> <li>3. To submit the project proposals to DSPPAC</li> <li>4. To coordinate related queries of project proposal</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. June</li> <li>3. December</li> <li>4. December</li> </ol>	

	83AB	Project implementation status (matrix) updated and circulated to inform the Senior Management Team and activity managers of the progress.	Update and circulate 4 project implementation status reports by December	<ol style="list-style-type: none"> <li>1. The project Officer liaises with project implementation managers to obtain updated information on the status of each project.</li> <li>2. To conduct infrastructure project site visits</li> <li>3. To update the status of project implementation on the project matrix</li> <li>4. To inform senior management of the progress of project implementation through the circulation of the matrix</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> <li>3. December</li> <li>4. December</li> </ol>	
	83AB	Project information is organised in a central database	Establish 1 project information database by December	<ol style="list-style-type: none"> <li>1. To gather and centralise all project information from other units, including LPOs, MOUs, and MOAs.</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> </ol>	
	83AB	Project Guideline reviewed	Review 1 project guideline by December	<ol style="list-style-type: none"> <li>1. To do research for pre-writing</li> <li>2. Plan and outline</li> <li>3. Write a first draft</li> <li>4. Disseminate and revise the guideline</li> <li>5. Finalize and approve the reviewed guideline</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. Jun</li> <li>4. August</li> <li>5. December</li> </ol>	
<b>87. Support capacity building for planning, reflection and timely reporting</b>	83AB	Needs Analysis exercise for planning support conducted with MoET Central and Provincial Education Officers	Produce 1 training need analysis report by August	<ol style="list-style-type: none"> <li>1. To schedule a date</li> <li>2. Inform MoET Central and Provincial Staff about the training in the areas that are needed</li> <li>3. Prepare training tools, formal notes, program and logistical arrangements</li> <li>4. Conduct training support in areas that need</li> <li>5. Complete the evaluation form for the training</li> <li>6. Produce report</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. June</li> <li>3. July</li> <li>4. August</li> <li>5. August</li> <li>6. September</li> </ol>	
	83AB	MoET 2027 Business Plan (1 <sup>st</sup> draft) compiled and produced by May	Produce the first Draft of the MoET 2027 BP by May	<ol style="list-style-type: none"> <li>1. PPU Planning team will send out the required PSC planning templates to all directorates for coordination and completion.</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. April</li> <li>3. April</li> <li>4. May</li> </ol>	Delay in receiving the directorates' inputs

				<ol style="list-style-type: none"> <li>2. Planning team to liaise with each directorate and support them to complete their 2027 Business Plan</li> <li>3. To check the inputs received from each Directorate.</li> <li>4. To compile &amp; produce the first draft of the 2027 Business Plan</li> </ol>		
83AB	MoET 2027 budget narrative compiled and produced by May	Produce MoET Budget Narrative report by May	<ol style="list-style-type: none"> <li>1. PPU Planning team to check and edit the formulation of outputs/service targets for each directorate's Business Plans</li> <li>2. PPU Planning team to compile and produce the 2027 budget narrative</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. May</li> </ol>		
83AB	PPD 2027 First Draft BP is produced	Produce First Draft PPD 2027 BP by May	<ol style="list-style-type: none"> <li>1. Share the BP template with PPD Colleagues</li> <li>2. Check updates received</li> <li>3. Compile and produce First Draft PPD 2027 BP</li> <li>4. Send a copy to everyone.</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. May</li> <li>3. May</li> <li>4. May</li> </ol>		
83AB	MoET 2027 Business Plan is approved and disseminated by December	Finalise the draft of the MoET 2027 BP by November	<ol style="list-style-type: none"> <li>1. PPU Planning team to send reminder emails to all Directorates and managers for finalising the 2027 MoET BP</li> <li>2. To liaise with each directorate to receive any changes to the drafts of the BP.</li> <li>3. To compile and finalise the 2027 Moet Business Plan for approval by the DG.</li> <li>4. To disseminate the final copy of MoET 2027 BP</li> </ol>	<ol style="list-style-type: none"> <li>1. October</li> <li>2. November</li> <li>3. December</li> <li>4. December</li> </ol>		
83AB	PPD 2027 Draft BP is updated	Finalise PPD Draft BP by November	<ol style="list-style-type: none"> <li>1. Schedule a date for the meeting</li> <li>2. Prepare logical arrangements for the meeting with PPD secretary</li> <li>3. Prepare the draft program and invitation email for the meeting</li> <li>4. Inform PPD staff about the date of the meeting</li> <li>5. Conduct the Planning meeting</li> <li>6. Complete the evaluation form</li> <li>7. Each Unit under PPD to submit the updated draft 2027 BP to PPU Planning unit.</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. August</li> <li>3. September</li> <li>4. October</li> <li>5. November</li> <li>6. November</li> <li>7. November</li> </ol>	<p>Availability of funds</p> <p>Timeframe clashes with other activities.</p>	

<p><b>85. Support analysis of results by Directorates</b></p>	<p>83AB</p>	<p>Corporate Plan Baseline study conducted</p>	<p>Produce Baseline Study report</p>	<ol style="list-style-type: none"> <li>1. To recall core team members (one responsible for each province)</li> <li>2. Organise training for new members (introducing them to the concept note and the questionnaire)</li> <li>3. Finalise questionnaire and test in Kobo</li> <li>4. Train core team on using Kobo</li> <li>5. Pilot study instruments in schools</li> <li>6. Analyse pilot questionnaire data</li> <li>7. Brainstorm session on the pilot experience, document lessons &amp; finalise sample</li> <li>8. Appoint provincial data collection team</li> <li>9. Core team trains the provincial team</li> <li>10. Data collection in the province</li> <li>11. Data analysis</li> <li>12. And draft report completed</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. January</li> <li>3. January</li> <li>4. January-February</li> <li>5. February</li> <li>6. February</li> <li>7. February</li> <li>8. February</li> <li>9. March</li> <li>10. March</li> <li>11. April</li> <li>12. June</li> </ol>	
	<p>83AB</p>	<p>Indicators for the Corporate Plan Management Pillar conducted.</p>	<p>Produce 1 Baseline report by December</p>	<ol style="list-style-type: none"> <li>1. To establish date for a meeting to discuss the execution of the activity.</li> <li>2. To review the tools and questionnaire related to the baseline study.</li> <li>3. To prepare a schedule, a planning timeline, and notes on how to conduct the study.</li> <li>4. To notify the interviewee of the visit date via email and to share the corresponding note.</li> <li>5. To carry out the baseline study.</li> <li>6. To collect all data and perform the analysis.</li> <li>7. To draft a report on the baseline study.</li> <li>8. To share the draft report with the PPD team for feedback.</li> <li>9. To incorporate the final revisions received.</li> <li>10. To integrate findings with the overall CP Baseline report.</li> <li>11. To disseminate the findings with the SMT.</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> <li>3. December</li> <li>4. December</li> <li>5. December</li> <li>6. December</li> <li>7. December</li> <li>8. December</li> <li>9. December</li> <li>10. December</li> <li>11. December</li> </ol>	

	83AB	Integration of baseline data into the Monitoring and Evaluation (M&E) Framework	Update Monitoring and Evaluation (M&E) Results Framework	<ol style="list-style-type: none"> <li>To use baseline data to refine performance indicator</li> <li>To set realistic Target and adjust Key Performance indicator (KPI)</li> <li>To update the CP Results Framework</li> <li>To use the CP Results Framework to update the M&amp;E Plan</li> </ol>	<ol style="list-style-type: none"> <li>July</li> <li>August</li> <li>August</li> <li>August</li> </ol>	This activity depends on the completion of the baseline study
<b>88. Support M&amp;E guideline development and implementation</b>	83AB	2025 Annual report produced and submitted	Produce and submit one annual report by March	<ol style="list-style-type: none"> <li>M&amp;E team to liaise with the relevant units under each directorate to obtain the information to be included in the report, that is required from them.</li> <li>M&amp;E officer to compile inputs from the unit and circulate a draft for comments.</li> <li>M&amp;E officer to send out the finalised copy of the annual report to the Senior Management Team for approval.</li> </ol>	<ol style="list-style-type: none"> <li>January</li> <li>February</li> <li>March</li> </ol>	Delay in submission by the respective unit
	83AB	Quarterly progress reports produced and circulated	Produce and circulate 4 quarterly progress reports by the beginning of each quarter	<ol style="list-style-type: none"> <li>To remind each directorate and activity manager of the submission deadline and requirements of the progress reports.</li> <li>To send progress reporting templates to all directorates &amp; activity managers</li> <li>To check inputs received from other directorates and compile the report.</li> <li>To circulate the compiled draft for comments</li> <li>To finalise the report for approval</li> </ol>	<ol style="list-style-type: none"> <li>Mar/Jun/Sept/Dec</li> <li>Mar/Jun/Sept/Dec</li> <li>Mar/Jun/Sept/Dec</li> <li>Mar/Jun/Sept/Dec</li> <li>Mar/Jun/Sept/Dec</li> </ol>	Delay in submission
<b>82. Support the implementation and monitoring of the OV assessment recommendations (Maturity Model - Assessment)</b>	83AC	VEMIS's existing Priority modules are updated and enhanced	Upgrade and enhance 3 existing modules	<ol style="list-style-type: none"> <li>To conduct a technical review of the 3 existing priority modules against the OV assessment recommendations.</li> <li>To prepare an upgrade plan outlining gap, required improvements, and timelines.</li> <li>To design and develop enhancements to the 3 existing modules.</li> <li>To consult provincial and central VEMIS officers to validate the improvements.</li> <li>To test and deploy upgraded modules in the VEMIS environment.</li> <li>To prepare an implementation report.</li> </ol>	<ol style="list-style-type: none"> <li>December</li> <li>December</li> <li>December</li> <li>December</li> <li>December</li> <li>December</li> </ol>	GPE supports these activities under VEMIS Upgrade Project.

	83AC	The VEMIS Database is rationalised, restructured, and updated.	Restructure a VEMIS Database using the best modern practices	<ol style="list-style-type: none"> <li>To review the current VEMIS database structure based on OV maturity model findings.</li> <li>To identify outdated schemas, tables, and unused fields requiring clean-up or restructuring.</li> <li>To design a new optimized database structure following modern data management practices.</li> <li>To implement restructuring and migration of existing data into the improved database schema.</li> <li>To test data integrity, performance, and compatibility with all existing modules.</li> <li>To produce documentation and a restructuring completion report.</li> </ol>	<ol style="list-style-type: none"> <li>December</li> <li>December</li> <li>December</li> <li>December</li> <li>December</li> <li>December</li> </ol>	GPE supports these activities under VEMIS Upgrade Project.
<b>83. Support the Implementation and monitoring of OV Policy</b>	83AC	School data are entered, verified, and approved for official use	<ol style="list-style-type: none"> <li>721 ECCE school enrolment data is updated</li> <li>461 Primary Schools enrolment is data updated</li> <li>146 Secondary Schools enrolment is data updated</li> </ol>	<ol style="list-style-type: none"> <li>Coordinate the school data entry to ensure data is updated according to the school census timeframe.</li> <li>Coordinate data quality exercise in VEMIS and confirm data for official use.</li> <li>To conduct data quality checks in OV and confirm data for official use.</li> </ol>	<ol style="list-style-type: none"> <li>March</li> <li>May</li> </ol>	<ol style="list-style-type: none"> <li>Sometimes, it is challenging to submit all school data on time, considering network issues and the remoteness of school locations.</li> <li>It may also depend on the commitment and priority of the school principals to submit quality data in VEMIS.</li> </ol>
	83AC	VEMIS Data Management Training conducted for data owners/managers	Conduct 8 trainings with data owners/	<ol style="list-style-type: none"> <li>Conduct training with Provincial Education Officers and EAs</li> </ol>	<ol style="list-style-type: none"> <li>April</li> <li>May</li> <li>June</li> </ol>	This activity will depend entirely on the availability of

			managers at Central, Provincial and School levels	<ol style="list-style-type: none"> <li>2. Coordinate and assist in conducting training with school principals</li> <li>3. Conduct training with data owners/managers at MoET Central Office.</li> </ol>	4. July	funding to conduct these trainings.
83AC	Published the MoET Statistical table report for 2025	Approve and publish 2025 Statistical Report by July	<ol style="list-style-type: none"> <li>1. Tabulation and compilation of data extracted from VEMIS.</li> <li>2. To circulate the draft report for feedback/comments.</li> <li>3. To produce, finalise, and publish the report.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. June</li> <li>3. July</li> </ol>	<ol style="list-style-type: none"> <li>1. Will require technical assistance from IT officers to extract raw data in OV</li> <li>2. The production of the report depends on the confirmation of data in OV by Provincial PEOs for Official use</li> <li>3. Often experience delays in requesting data from other institutions, which causes a delay in the publication of reports</li> </ol>	
83AC	Education data request is coordinated and submitted to internal and external data users by December	The number of data sets provided will be determined by the number of	<ol style="list-style-type: none"> <li>1. To extract, compile and submit data to the users based on request.</li> </ol>	1. December	It will depend on the available data captured in VEMIS, and it is an ongoing task.	

			requests received by users			
83AC	Modules developed to address missing data gaps		Liaise with VEMIS developers and CDU to develop templates for Curriculum and learning materials modules, and design reporting formats or templates for PSET data and Scholarship data to ensure they are easily understandable by users.	<ol style="list-style-type: none"> <li>1. Report the data needs to the developer and assist in developing the templates</li> <li>2. Design data reporting formats that are easily accessible to users in VEMIS</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> </ol>	Depending on the availability of TAs
83AC	<p>The 2025 National Education Fact Sheet verified and approved.</p> <p>The 2025 Provincial Education Fact Sheet verified and approved.</p>		Verify and approve 1 National Factsheet and 1 Provincial Education Factsheet by December.	<ol style="list-style-type: none"> <li>1. To verify that the data on the Draft National and Provincial Education Factsheets is consistent with the data approved and published in the 2025 Statistical Report</li> <li>2. To provide feedback to VEASP</li> <li>3. To sign and approve the National and Provincial Education Factsheets.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. December</li> </ol>	VAESP supports the production of the factsheet
83AC	2025 Statistical Digest report is produced, approved, and published		Produce, approve, and publish 1 Statistical Digest report by May	<ol style="list-style-type: none"> <li>1. To compile data</li> <li>2. To analyse data and indicators analyse data and indicators.</li> <li>3. To disseminate the draft for comments</li> <li>4. To finalise and approve the report</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> <li>4. April</li> </ol>	Availability of TA to assist in statistical calculations of indicators for the report
83AC	2025 UIS Questionnaire is completed and submitted		Complete and submit the 2025 UIS questionnaires	<ol style="list-style-type: none"> <li>1. To compile the approved enrolment data for 2025 into UIS Questionnaire 2026</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> </ol>	We will not fully report Education data for

				<ol style="list-style-type: none"> <li>2. To submit to UNESCO, DG's Office, and MoET UNESCO focal point for data validation</li> <li>3. To finalise and submit the UIS questionnaire to UNESCO</li> </ol>		government and Private schools.
<b>72. Support the review of policies &amp; guidelines</b>	83AD	Research Policy is reviewed and disseminated	To review and disseminate 1 research policy by September	<ol style="list-style-type: none"> <li>1. Review Draft Research Policy and share with PPD team for input.</li> <li>2. To facilitate the First Consultation with PPD Team</li> <li>3. Incorporate PPD Feedback</li> <li>4. Conduct wider consultation with key stakeholders</li> <li>5. Incorporate Feedback from consultations</li> <li>6. Submit Draft Policy to SMT for approval.</li> <li>7. Disseminate Approved Research Policy to MoET and partners.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. August</li> <li>5. September</li> <li>6. October</li> <li>7. November</li> </ol>	
	83AD	All submitted reports are facilitated	To facilitate the approval of 5 research proposals by December	<ol style="list-style-type: none"> <li>1. Received research proposals</li> <li>2. Conduct initial screening by PPD</li> <li>3. To endorse the research proposal by Director PPD and DG</li> <li>4. To disseminate the notification of approval to the researcher</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> <li>3. December</li> <li>4. December</li> </ol>	Proposals are not approved
<b>68. Support the development of MoET HRD Policy &amp; Plan and support staff capacity building at all levels</b>	83AE	MOET HRD Standards are developed	To produce a key document to improve the effectiveness and operational capacity of the MOET HRD Unit by October.	<ol style="list-style-type: none"> <li>1. Initiation and Planning</li> <li>2. Stakeholder Consultation and Engagement</li> <li>3. Benchmarking and Research</li> <li>4. Drafting the Standards</li> <li>5. Validation and Feedback</li> <li>6. Finalisation and Approval</li> <li>7. Implementation and Dissemination</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> <li>4. May</li> <li>5. July</li> <li>6. August</li> <li>7. September</li> <li>8. October</li> </ol>	Stakeholders' engagement and participation Limited resources and capacities
	83AE	HRD Policy is finalised and submitted	To finalise and submit 1 key policy document by December	<ol style="list-style-type: none"> <li>1. To consolidate feedback from the consultation</li> <li>2. To provide a technical review and ensure policy alignment</li> <li>3. To revise and incorporate feedback received</li> <li>4. To conduct technical validation</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> <li>3. December</li> <li>4. December</li> <li>5. December</li> <li>6. December</li> <li>7. December</li> </ol>	

				<ol style="list-style-type: none"> <li>5. To offer internal MOET quality assurance</li> <li>6. To finalise editing and formatting</li> <li>7. To submit to the Senior Management Team</li> <li>8. To facilitate final approval and rollout preparation</li> </ol>	8. December	
<b>67. Support the establishment of the MoET HRD database</b>	83AE	MOET Training Needs Analysis Staff capacity skill gaps conducted in Tafea & Central Units	To complete 2 Training Needs Analysis Exercises by August.	<ol style="list-style-type: none"> <li>1. To conduct staffing needs and skills audit (survey, interview)</li> <li>2. To do data analysis and identify the staffing needs and skill gap</li> <li>3. To conduct a validation workshop with key stakeholders.</li> <li>4. To finalise and prepare the documentation of findings</li> <li>5. To create HRD database system</li> <li>6. To launch the HRD database system</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. May</li> <li>3. July</li> <li>4. August</li> <li>5. December</li> <li>6. December</li> </ol>	Data Collection Challenges Logistical and Coordination Issues Human Resource and Capacity Limitations
	83AE	MoET Training Plan/Calendar is designed, produced and disseminated	To design, produce, and disseminate a single document, the MoET Plan/Calendar, by December.	<ol style="list-style-type: none"> <li>1. To consolidate feedback from the consultation</li> <li>2. To draft training calendar</li> <li>3. To provide a technical review and ensure policy alignment</li> <li>4. To revise and incorporate feedback received</li> <li>5. To conduct technical validation</li> <li>6. To offer internal MOET quality assurance</li> <li>7. To finalise editing and formatting</li> <li>8. To submit to the Senior Management Team</li> <li>9. To disseminate the final approval Training Plan and prepare for the rollout of the Training Plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> <li>3. December</li> <li>4. December</li> <li>5. December</li> <li>6. December</li> <li>7. December</li> <li>8. December</li> <li>9. December</li> </ol>	Data Collection Challenges Logistical and Coordination Issues Human Resource and Capacity Limitations

## 2.5 Education Services Directorate

Department 530						
Program	Activity	Service Target	Target	Action	Action completion date	Comment & Risks
<b>70. Support the review and implementation of the updated MoET structure</b>	53AA	ESD Structure is reviewed to include important positions in supporting teaching and learning in the provinces and area councils	1	1. Facilitate the workshop to review the ESD structure. 2. Seek budget support to implement the reviewed ESD	1. March 2. May	
<b>68. Support the development of MoET HRD Policy &amp; Plan and support staff capacity building at all levels</b>	53AA	Capacity development program for key positions in Education Services Department to improve education services in the provinces	4	1. Develop the capacity development program. 2. Seek Partners support to implement the program. 3. Undertake the program	1. March 2. June 3. September	
<b>51. Support the completion of the teacher registration processes</b>	53AA	Teachers' vacancy issues are addressed	3	1. CoM paper on addressing teacher vacancies is developed and submitted to CoM 2. All teacher vacancies budget is requested. 3. Recruitment process of teachers drafted and endorsed	1. March 2. June 3. September	
<b>51. Support the completion of the teacher registration processes</b>	53AA	Teacher licensing program is revisited and implemented	3	1. Consultation done with TSC and others on teacher licensing implementation plan 2. Support TSC to fully cost Teacher licensing implementation plan and budget support is sought 3. CoM paper develop on teacher licensing. Communication plan developed to communicate the resumption of teacher licensing program	1. March 2. June 3. September December	
<b>59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance.</b>	53AA	Teacher Grievances Automated	1	1. Instruct ECCE, Primary, Secondary coordinators to develop plan of automating teacher grievances. 2. Plan consulted and budget support requested	1. June 2. September	

<b>51. Support the completion of the teacher registration processes</b>	53AA	SBM Unit supported to provide compliance to harmonized school standards and teacher licensing program	2	<ol style="list-style-type: none"> <li>1. SBM structure and function reviewed.</li> <li>2. Budget support requested for collection and monitoring of schools and teachers against HSS and teacher licensing program</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> </ol>	
<b>71. Strengthen project management processes</b>	53AA	Provincial Education office buildings are maintained and or expanded and establishment of EAU/SBM office building complex	2	<ol style="list-style-type: none"> <li>1. Coordinate with MOET facility unit and Provincial PEOs on inspections and plan for expansions and maintenance of Provincial Education Office.</li> <li>2. Request budget support on rolling out the maintenance and expansion plan of provincial education offices</li> <li>3. Collaborate with facility unit on the office building plans approval</li> <li>4. Request budget Support from MoET and partners</li> <li>5. Office building established</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. December</li> </ol>	
<b>72. Support the review of policies &amp; guidelines</b>	53AA	Vanuatu National Curriculum Statement Policy reviewed	3	<ol style="list-style-type: none"> <li>1. Establish consultation plan of VNCS review</li> <li>2. Negotiate the inclusion of VNCS review in the National Education forum and National Principal Conference 2026</li> <li>3. Consultation conducted</li> <li>4. Report Produced</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. November</li> </ol>	
<b>70. Support the review and implementation of the updated MoET structure</b>	53AA	Curriculum and Assessment board is Strengthened	3	<ol style="list-style-type: none"> <li>1. Board member changes approved by SMT and appointed by Minister</li> <li>2. Terms of Reference developed.</li> <li>3. Board member allowance reviewed and request approval from SMT and Minister Board decisions are tracked through excel spreadsheet for efficient implementation and action</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. September</li> <li>3. November</li> </ol>	
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	53AA	ESD priority for 2026 implemented and 2027 priorities have been discussed, planning and budgeting are aligned with priorities	1	<ol style="list-style-type: none"> <li>1. Facilitate and monitor</li> </ol>	<ol style="list-style-type: none"> <li>1. November</li> </ol>	

<b>49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review</b>	53AA	National Principal Conference done	1	<ol style="list-style-type: none"> <li>1. Provide direction to the organising committee.</li> <li>2. Oversee the actual conference</li> <li>3. Ensure the conference report is completed.</li> <li>4. Ensure the conference report is presented in the National Education Forum.</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. June</li> <li>3. June</li> <li>4. June</li> </ol>	
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination</b>	53AA	National Education Forum Conducted	1	<ol style="list-style-type: none"> <li>1. Provide direction to the organising committee.</li> <li>2. Oversee the actual conference.</li> <li>3. Ensure the conference report is completed.</li> <li>4. Present the conference report in the National Education Forum</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. June</li> <li>3. June</li> <li>4. June</li> </ol>	
<b>18. Support Health Promoting School/PSET institution initiatives</b>	53AA	National School Game delivered	1	<ol style="list-style-type: none"> <li>1. Provide direction to the organising committee.</li> <li>2. Coordinate request for supplementary budget</li> <li>3. Oversee the actual Game.</li> <li>4. Ensure the Game report is completed.</li> <li>5. Explore further strengthening of VNCS program and Physical Education in Schools</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. March</li> <li>3. July-August</li> <li>4. October</li> <li>5. November</li> </ol>	
<b>60. Support the updating and implementation of policies and procedures for teacher/trainer transfer and placement in schools.</b>	53AA	Collective Bargaining Agreement Implementation	1	<ol style="list-style-type: none"> <li>1. Provide directive to implementation of CBA for ESD</li> <li>2. Ensure ESD support the joint monitoring committee in the verification of claim</li> <li>3. Provide ESD feedback in the CBA implementation</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. Jan-Dec</li> <li>3. December</li> </ol>	
<b>57. Alternative provision to bridging courses</b>	53AA	Student Second Chance Program	1	<ol style="list-style-type: none"> <li>1. Ensure the proposal of student second chance concept for Year 10,12, 13 students affected by 2024 &amp; 2025 Strike</li> <li>2. Ensure concept presented to SMT and COM for endorsement</li> <li>3. Request supplementary budget for Student second chance program</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. January</li> <li>3. March</li> <li>4. December</li> <li>5. December</li> </ol>	

				4. Students re-sit the external examination for Year 10,12 and 13 5. Provide report on the implementation of the program		
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	53AB	Business Plan for Early Childhood and Care Education section is implemented, monitored and reported.	1	1. Monthly unit meeting 2. Complete quarterly report 3. Planning & monitoring meeting	1. November 2. November 3. November	
	53AB	Basic Education section business plan is implemented, monitored and reported.	1	1. Monthly unit meeting 2. Complete quarterly report 3. Planning & monitoring meeting	1. November 2. November 3. November	
	53AB	Secondary Education section business plan is implemented, monitored and reported	1	1. Monthly unit meeting 2. Complete quarterly Report 3. Planning & monitoring meeting	1. November 2. November 3. November	
	53AB	National Education Program section business plan is implemented, monitored and reported	1	1. Monthly unit meeting 2. Complete quarterly report 3. Planning & monitoring meeting	1. November 2. November 3. November	
	53AB	Edited & compiled 2027 Education Service Directorate Business Plan	1	1. Unit planning session 2. Directorate planning session	1. May 2. November	
	53AB	Conducted an appraisal for the staff of the Education Service Unit	4	1. Mid-year appraisal 2. End of year appraisal	1. June 2. December	
<b>68. Support the development of MoET HRD Policy &amp; Plan and support staff capacity building at all levels</b>	53AB	Facilitate and conduct Professional Development for the unit staff	4	1. Early Childhood Care Education 2. Basic Education 3. Secondary Education 4. National Education Program	1. March 2. June 3. September 4. November	
<b>70. Support the review and implementation of the updated MoET structure</b>	53AB	Structure and job description for the Education Service Unit revised	1	1. Facilitate and support of implementation of the revised structure	1. November	
	53AB	Visits to Schools in PENAMA	4	1. Visit four school in PENAMA	1. November	

<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AB	Vanuatu National Curriculum Statement Review	1	<ol style="list-style-type: none"> <li>Contact Desktop review</li> <li>Develop draft school policy</li> </ol>	<ol style="list-style-type: none"> <li>June</li> <li>November</li> </ol>	
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination</b>	53AB	Global Partnership Education (GPE) project is communicated	1	<ol style="list-style-type: none"> <li>Communicate for the project</li> </ol>	<ol style="list-style-type: none"> <li>December</li> </ol>	
	53AB	Vanuatu Secondary Education Support project is assisted and implemented	1	<ol style="list-style-type: none"> <li>Assist and support the implementation of the project</li> </ol>	<ol style="list-style-type: none"> <li>December</li> </ol>	
<b>60. Support the updating and implementation of policies and procedures for teacher/trainer transfer and placement in schools.</b>	53AB	Strengthen Teacher Management unit	1	<ol style="list-style-type: none"> <li>Conduct a survey on teacher placement/posting</li> </ol>	<ol style="list-style-type: none"> <li>November</li> </ol>	
<b>49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review.</b>	53AB	National Principal Conference done	1	<ol style="list-style-type: none"> <li>Manage the organising committee.</li> <li>Manage the actual conference</li> <li>Ensure the conference report is completed.</li> <li>Assist with the presentation of the conference report in the National Education Forum.</li> </ol>	<ol style="list-style-type: none"> <li>June</li> <li>June</li> <li>June</li> <li>June</li> </ol>	
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination</b>	53AB	National Education Forum done	1	<ol style="list-style-type: none"> <li>Assist and support the organising committee.</li> <li>Assist and support in the actual conference.</li> </ol>	<ol style="list-style-type: none"> <li>June</li> <li>June</li> </ol>	
<b>18. Support Health Promoting School/PSET institution initiatives</b>	53AB	National School Game done	1	<ol style="list-style-type: none"> <li>Assist and support the organising committee.</li> <li>Assist and support in the actual Game.</li> <li>Provide support in the Game report.</li> <li>Assist with the Presentation of the conference report.</li> </ol>	<ol style="list-style-type: none"> <li>August</li> <li>August</li> <li>September</li> <li>November</li> </ol>	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AC	Year 7 outcome-based curriculum implementation monitored	24 schools	<ol style="list-style-type: none"> <li>Select &amp; inform the 4 Schools in each province who will be part of the monitoring exercise</li> <li>Establish monitoring criteria and Develop monitoring form.</li> <li>Carry out monitoring to selected schools</li> </ol>	<ol style="list-style-type: none"> <li>May</li> <li>May</li> <li>June</li> <li>June</li> <li>July</li> </ol>	

				<ol style="list-style-type: none"> <li>4. Compile Monitoring data</li> <li>5. Final report and recommendations delivered</li> </ol>		
	53AC	Year 11, 12, & 13 outcome-based curriculum implementation support & monitored	24 schools	<ol style="list-style-type: none"> <li>1. Select &amp; inform the 4 Schools in each province who will be part of the monitoring exercise</li> <li>2. Establish monitoring criteria and Develop monitoring form.</li> <li>3. Carry out monitoring to selected schools.</li> <li>4. Compile Monitoring data.</li> <li>5. Final report and recommendations delivered</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> <li>4. April</li> <li>5. May</li> </ol>	
	53AC	Year 13 review syllabus in French & in English approved	6 Syllabi	<ol style="list-style-type: none"> <li>1. Identify senior secondary teachers for 2025</li> <li>2. Develop training packages</li> <li>3. Prepare training logistics</li> <li>4. Carry out monitoring and support in all senior secondary school</li> <li>5. Final report and recommendations</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. April</li> <li>3. April</li> <li>4. August</li> <li>5. November</li> </ol>	
	53AC	The Family Life Education policy, syllabus and teachers guide developed and implemented.	1	<ol style="list-style-type: none"> <li>1. Review the policy</li> <li>2. Approval of the syllabus and teachers guide.</li> <li>3. Awareness of the policy.</li> <li>4. Training of the teacher's guide</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> </ol>	
	53AC	The Vanuatu National Curriculum Statement Reviewed	1	<ol style="list-style-type: none"> <li>1. Appointment of a coordinator</li> <li>2. The VNCS review framework developed</li> <li>3. The review framework implemented</li> <li>4. The review report.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> </ol>	
<b>70. Support the review and implementation of the updated MoET structure</b>	53AC	The CDU structure reviewed	1	<ol style="list-style-type: none"> <li>1. Review JDs for existing CDU posts.</li> <li>2. Proper weighting and alignment of posts.</li> <li>3. Incorporate a research and training section under CDU.</li> <li>4. Develop JDs for new positions</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> </ol>	
<b>68. Support the development of MoET HRD Policy &amp; Plan and support staff capacity building at all levels</b>	53AC	The professional development and capacity building for CDU staff	2	<ol style="list-style-type: none"> <li>1. Develop continuous professional development and capacity building plan.</li> <li>2. Approach donor partners and stakeholders for in-house trainings.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. December</li> </ol>	

				3. Implement continuous professional development and capacity building for CDU staff.		
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AC	The Curriculum Improvement Plan (CIP) implemented in the 40 focus schools.	40	<ol style="list-style-type: none"> <li>1. Continue uploading curriculum resources &amp; training programs online.</li> <li>2. Provide curriculum-related updates on MoET Facebook.</li> <li>3. Deliver professional Development on High Impact teaching strategies and Coaching.</li> <li>4. Provide Coaching support.</li> <li>5. Conduct refresher trainings for principals and new school leaders.</li> <li>6. Facilitate school leader meetings to share best practices.</li> <li>7. Continue collaborative peer learning through PLCs.</li> <li>8. Support data collection and analysis in schools.</li> <li>9. Continue provincial feedback mechanisms.</li> <li>10. Maintain school data walls.</li> <li>11. Monthly/Weekly feedback sessions with PCIOs.</li> <li>12. Maintain online chat and feedback platforms.</li> <li>13. Continue Numeracy activities with NGOs.</li> <li>14. Decentralization Phase 2 / scale up preparation.</li> <li>15. Conduct reading and writing explicit instructions training</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> <li>3. December</li> <li>4. December</li> <li>5. December</li> <li>6. December</li> <li>7. December</li> <li>8. December</li> <li>9. December</li> <li>10. December</li> <li>11. December</li> <li>12. December</li> <li>13. December</li> <li>14. December</li> <li>15. December</li> </ol>	
	53AC	<p>The CIP 40 focus schools</p> <ul style="list-style-type: none"> <li>• Numeracy baseline completed.</li> <li>• Conducted morning routine.</li> </ul>	40	<ol style="list-style-type: none"> <li>1. Shefa- 10 schools baseline numeracy (done), Sanma-10 schools, Penama- 5 schools, Malampa-5 schools, Tobra- 5 schools, Tafea - 5 schools</li> <li>2. Sanma- Conduct Morning Routine-100 days of learning, Malampa- Conduct Morning Routine-100 days of learning,</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. September</li> <li>3. December</li> </ol>	

		<ul style="list-style-type: none"> <li>• 100 days of learning implemented</li> <li>• Numeracy teaching &amp; learning strategies developed</li> </ul>		Tobra- Conduct Morning Routine-100 days of learning, Penama- Conduct Morning Routine-100 days of learning. 3. Develop teaching and learning through numeracy strategies.		
<b>36. Support provided to resource schools with the necessary resources required to deliver the new curriculum.</b>	53AC	The vernacular teaching strategies introduced to selected schools in <ul style="list-style-type: none"> <li>• Shefa</li> <li>• Sanma</li> <li>• Tafea</li> <li>• Torba</li> </ul>	4	1. SHEFA - Conduct Introductory Training for Teachers about Learning Through Vernacular Program (LTVP) schools in Efate & outer islands, SANMA - Capacity Building for teachers & PEO/PCIO on vernacular implementation. 2. TAFEA - Consolidate Vernacular Reading Material Development. 3. TORBA - Conduct awareness + School-based coaching (first-time implementation)	1. June 2. September 3. December	
	53AC	The Year 4 – 6 literacy strengthen strategies implemented (System Transformation Grant – STG)	4	1. Develop Literacy Pupil’s workbooks and Teachers’ notes and guides for years 4-6 from existing teacher’s guides and syllabus. 2. Create model classroom libraries Provide reading resources for selected focus schools. 3. Develop Home reading programs for primary schools. 4. Develop Literacy Policy (ECCE, Primary and Secondary). 5. Continue Literacy activities with Save The Children Vanuatu.	1. December 2. December 3. December 4. December 5. December	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AC	The Year 7 outcome-based syllabi reviewed. (Mathematics, Science, Social Science ESL, EFL, FLE & FLS)	5	1. Identify Year 7 Syllabi reviewer. 2. Prepare contract and TOR for reviewer. 3. Contact the review exercise. 4. Reviewer Analysis the monitoring report and recommendations. 5. Reviewers revise the curriculum according to the monitoring data. 6. Reviewer returns final work.	1. March 2. March 3. June 4. August 5. September 6. October 7. November	

				7. Coordinators approve Final work Layout of the curriculum	
	53AC	The Year 7 life skills syllabi developed. (Woodwork, Textile, Food and Nutrition, Religious Education, & Agriculture)	5	<ol style="list-style-type: none"> <li>1. Identify Year 7 syllabi writers of optional subjects.</li> <li>2. Contract writers.</li> <li>3. Write Year 7 draft syllabi in English and French.</li> <li>4. Edit Year 7 draft syllabi in English and French.</li> <li>5. Independent check Year 7 draft syllabi in English and French.</li> <li>6. Finalize Year 7 syllabi in English and French.</li> <li>7. Layout and formatting of documents.</li> <li>8. Printing of documents.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> <li>6. December</li> <li>7. December</li> <li>8. December</li> </ol>
	53AC	The Year 10 outcome-based syllabi implemented	5	<ol style="list-style-type: none"> <li>1. Training of teachers on the new outcome-based Yr.10 syllabi.</li> <li>2. Support the implementation of the syllabi.</li> <li>3. Monitor the implementation</li> <li>4. Report</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> </ol>
<b>19. Support Inclusive Education initiatives</b>	53AC	The Visual Impairment teaching strategies implemented	20	<ol style="list-style-type: none"> <li>1. Printing of Teacher’s Guide for Supporting Students with Visual Impairment (English and French versions – 50 copies).</li> <li>2. Training of inclusive teachers in Shefa Province (5 sessions × 25 participants).</li> <li>3. Distribution of Visual Impairment Guides to schools and parents.</li> <li>4. Provision of Visual Resource Kits (charts, tactile aids, laminated visuals) to 20 schools.</li> <li>5. Monitoring, support and reporting conducted in collaboration with the Inclusive Education and CDU teams</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>
	53AC	The hearing impairment teaching strategies implemented	20	<ol style="list-style-type: none"> <li>1. Printing of Teacher’s Guide for Supporting Students with Hearing Impairment (English and French versions – 50 copies).</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> </ol>

				<ol style="list-style-type: none"> <li>2. Training of inclusive teachers in Shefa Province (5 sessions × 25 participants).</li> <li>3. Distribution of Hearing Guides to schools and parents.</li> <li>4. Monitoring and technical support to participating schools.</li> </ol>		
	53AC	The intellectual impairment teaching strategies implemented	20	<ol style="list-style-type: none"> <li>1. Printing of Life Skill Guide for Supporting Students with Intellectual Impairment (50 copies with missing pictures attached).</li> <li>2. Training of inclusive teachers in Shefa Province (5 sessions × 25 participants).</li> <li>3. Distribution of Life Skill Guides to schools and parents.</li> <li>4. Verification of student data for learners with varying disabilities.</li> <li>5. Monitoring, coaching and reporting to improve inclusive-education data accuracy.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
	53AC	The Inclusive Education data verification and monitoring		<ol style="list-style-type: none"> <li>1. Verification of student enrolment lists and inclusive-education records.</li> <li>2. Field data checks with schools (Shefa).</li> <li>3. Update inclusive database with accurate disaggregation by type of disability.</li> <li>4. Conduct supervision and prepare final provincial report for MoET and partners.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> </ol>	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AD	Report VANSTA Study monitoring test (5 <sup>th</sup> cycle). <b>(Strengthening &amp; Improve Literacy)</b>	6	<ol style="list-style-type: none"> <li>1. Consult CDU subject panels</li> <li>2. Diagnose way forwards from VANSTA report</li> <li>3. Develop, moderate, and verify items</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. October</li> <li>3. December</li> </ol>	Other activities Response of communication between parties
	53AD	Provincial Number of school's train on VANSTA and PILNA Data <b>((Strengthening &amp; Improve Literacy)</b>	6	<ol style="list-style-type: none"> <li>1. Consult Data</li> <li>2. Identify weak areas</li> </ol> Report weak areas	<ol style="list-style-type: none"> <li>1. June</li> <li>2. August</li> </ol>	Duplication of activities
	53AD	Develop an Interactive Digital plate form for	1	<ol style="list-style-type: none"> <li>1. Concept note</li> <li>2. Design phase</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> </ol>	

<b>75. Support the implementation and monitoring of the IT policy</b>		managing, administering & reporting Exams & Assessment		<ol style="list-style-type: none"> <li>3. Consultation</li> <li>4. Trail</li> <li>5. Implementation</li> </ol>	<ol style="list-style-type: none"> <li>2. June</li> <li>3. August</li> <li>4. September.</li> <li>5. December</li> </ol>	
	53AD	Develop Data Analysis Reporting Portal	1	<ol style="list-style-type: none"> <li>1. Concept note</li> <li>2. Design</li> <li>3. Consultation</li> <li>4. Trail Implementation</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> </ol>	Availability of MoET IT team
	53AD	Develop Digital Standardized continues class base assessment and reporting instruments (k-13)	1	<ol style="list-style-type: none"> <li>1. Concept note</li> <li>2. Design</li> <li>3. Consultation</li> <li>4. Trail Implementation</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> </ol>	
	53AD	Implement relevant assessment mechanisms (Customizing PacSIM for Yr.13 Anglo & 4D Licence to be utilized by IT & EAU Officers)	1	<ol style="list-style-type: none"> <li>1. Consult EQAP and MoET IT to customize PACSims</li> <li>2. Consult VESP with training of 4D with officers</li> <li>3. Trail PACSims and 4D soft ware Activate soft on administration of qualification</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. April</li> <li>3. June</li> </ol>	Availability of IT personal from MoET with IT program skills
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AD	Review Implementation of Year 11 ,12 and 13 examination and assessment	6	<ol style="list-style-type: none"> <li>1. Develop new schedule of work</li> <li>2. Induct subject teachers</li> <li>3. Schools develop programs</li> <li>4. Programs approve &amp; implemented</li> <li>5. Assessments verified</li> <li>6. Examinations Administered and score Results produce and reported</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. August</li> <li>6. December</li> </ol>	Technical support
	53AD	Support Improve National Maths and Science performance (Yr. 10, 12, 13) Co-shared with ESD units <i>National Subject Teachers Conference</i> (Strengthening & improve Maths and Science)	6	<ol style="list-style-type: none"> <li>1. Appoint subject panels</li> <li>2. Conduct workshop on subject performance analysis</li> <li>3. Identify weak topics and subjects</li> <li>4. Organize subject panel conference</li> <li>5. Develop a improvement pathway for concern subjects Report on the development of improvement plan</li> </ol>	<ol style="list-style-type: none"> <li>1. May.</li> <li>2. June.</li> <li>3. July</li> <li>4. August</li> <li>5. September</li> </ol>	Availability of officers

53 AD	Development of a Number of assessment resources for year 13 & 12	1	<ol style="list-style-type: none"> <li>1. Organise panel workshop with EQAP support</li> <li>2. Panel design lesson activities</li> <li>3. Panel submit lesson activities</li> <li>4. Lesson activities validated by EQAP</li> <li>5. Lesson activities loaded onto Moodle plate form</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. August</li> <li>3. September</li> <li>4. September</li> <li>5. October</li> </ol>	Delay from panel member
53AD	Enrolment for year 10, 12, 13 2026 exam candidates	6	<ol style="list-style-type: none"> <li>1. Pre enrolment sent to schools</li> <li>2. Enrolment extract from OV</li> <li>3. Confirm enrolment sent to schools</li> <li>4. Mark sheets are generated</li> <li>5. Exam SPIN generated</li> <li>6. Exam fees paid</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> <li>4. April</li> <li>5. May</li> <li>6. July</li> </ol>	Delay from OV and verification from schools and province
53AD	Tagging Yr. 12 and 13 IA and EA into PACSims	1	<ol style="list-style-type: none"> <li>1. Appoint subject panels</li> <li>2. Panel identify tested outcomes</li> <li>3. Tested outcomes are compiled and endorse</li> <li>4. Tagging of IA and EA into PaCSims</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> <li>3. July</li> <li>4. August</li> </ol>	
53AD	Induction of Yr 10, 12, 13 provincial teachers on IA program and 2025 exam results	6	<ol style="list-style-type: none"> <li>1. Design induction package</li> <li>2. Extract 2025 exam results</li> <li>3. Report 2025 results by school and province</li> <li>4. Visit yr 10, 12, 13 schools for IA and exam results induction</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> <li>4. April</li> </ol>	
53AD	Designing, Moderating and Independent checker of Yr. 10, 12, 13 Examinations paper	1	<ol style="list-style-type: none"> <li>1. Appoint Designers</li> <li>2. Induct designers for 2026 paper</li> <li>3. Complete development of paper</li> <li>4. Moderate paper</li> <li>5. Edit paper</li> <li>6. Independent checker seat paper Sample paper check, sign off and approve by PEO</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March</li> <li>3. June</li> <li>4. June</li> <li>5. July</li> <li>6. July</li> </ol>	
53AD	Coordinate, facilitate, designing and implementation and moderation of Year 10,12,13 Internal Assessment		<ol style="list-style-type: none"> <li>1. Appoint Designers</li> <li>2. Induct designers for 2026 IA</li> <li>3. Complete development of IA program (CAT)</li> <li>4. Independent checker seat paper</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> <li>4. March</li> </ol>	

53AD	Verification of Internal Assessment program and Tasks in all Province	6	<ol style="list-style-type: none"> <li>1. Prepare verification checklist</li> <li>2. Induct officers on verification exercise</li> <li>3. Visit all schools &amp; verify IA program &amp; Tasks</li> <li>4. Submit verification report</li> <li>5. Address issues in the report</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. August</li> <li>3. September</li> <li>4. October</li> <li>5. October</li> </ol>	
53AD	Number of Provincial School Accreditation	6	<ol style="list-style-type: none"> <li>1. Consult accreditation manual</li> <li>2. Consult EQAP accreditation report</li> <li>3. Training of accreditation exercise</li> <li>4. Trail of accreditation</li> <li>5. Visit 6 provinces for accreditation</li> <li>6. Compile findings and develop a report</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. April</li> <li>4. April</li> <li>5. June</li> <li>6. July</li> </ol>	
53AD	Support Review of Programs (Yr. 11-13 Anglophone & Francophone to ensure Harmonization are upheld)	16	<ol style="list-style-type: none"> <li>1. Set up subject panels</li> <li>2. Panels consult syllabus and do accreditation of content of Anglo vs Franco</li> <li>3. Report findings and recommendations of accreditation</li> <li>4. Action findings of report</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. July</li> <li>3. August</li> <li>4. September</li> </ol>	
53AD	Accreditation of national program with regional and international University with support from EQAP.  (Strengthening & Improve teaching & Learning)	1	<ol style="list-style-type: none"> <li>1. Organize meeting on process with CDU, SBM and ESD</li> <li>2. Set up University Entry Qualification working group (UEQWG)</li> <li>3. UEQWG to consult EQAP for advice on process</li> <li>4. UEQWG to develop processes of seeking application for entry</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. October</li> </ol>	
53AD	Year 10, 12. & 13 examination Paper Printing, Checking, Packaging, Labelling & Dispatching scripts	6	<ol style="list-style-type: none"> <li>1. Printing exam scripts</li> <li>2. Check scripts</li> <li>3. Package scripts by subject &amp; schools</li> <li>4. Label Envelops &amp; script boxes</li> <li>5. Dispatch script boxes</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. August</li> <li>3. September</li> <li>4. October</li> </ol>	
53AD	Year 10, 12. & 13 examination Paper Marking, Data Entry, Integrity Checks, IA/EA upload, processing of results,	1	<ol style="list-style-type: none"> <li>1. Provide provisional results &amp; certifications for 2025 examination result</li> <li>2. Print 2025 Examination certificates</li> <li>3. Appoint Markers</li> <li>4. Induct Markers</li> <li>5. Conduct marking of exam scripts</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. October</li> <li>4. November</li> <li>5. November</li> <li>6. December</li> </ol>	

		Selection and Placement, Publication of results, Certification of Qualification		6. Data Entry (EA) 7. Integrity check (EA) 8. Upload IA/EA 9. process results 10. select & place students 11. record and publish results	7. December 8. December 9. December 10. December 11. December	
	53AD	Number of officer train on the Development of soft Item Bank for VANSTA and Yr. 10,12,13 Qualification <b>(Strengthening &amp; Improve teaching &amp; Learning)</b>	1	1. Consult items 2. Select best/good items 3. Verify selected items 4. Archive soft copy of good items into bank 5. Verify archive	1. February 2. March 3. April 4. May 5. June	
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	53AE	Quality monitoring of School Strategic Plan (SSP) and support is completed	100	1. Identify the remaining low performing schools. 2. Roll out the support to remaining schools in all provinces. 3. Report the status of SSP by province.	1. March 2. June 3. September	
<b>59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance.</b>	53AE	Teachers are appraised and appraisal reports are signed and submitted.	600 Pr. 300 Sec,	1. Link given to the provinces and the principals 2. Teachers are appraised by the principals. 3. Performance appraisals are submitted to the SBM	1. April 2. June 3. September	
<b>62. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance.</b>	53AE	The SBM policy first draft completed	1	1. Work with a Technical Adviser 2. Identify relevant related policies and act. 3. Carryout consultation meetings 4. Map the legal documents 5. Identify the gaps. 6. Develop a draft policy	1. March 2. April 3. June 4. July 5. July 6. September	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AE	The baseline of the CIP Schools has been done.	40	1. Prepare the budget 2. Finalized logistic 3. Carry out task 4. Report	1. March 2. April 3. August 4. November	
<b>62. Support the establishment and implementation of policies and procedures for the</b>	53AE	The newly appointed school Principals are appraised, and appraisal reports are signed and submitted.	27	1. Prepare the budget 2. Finalized logistic. 3. Carry out task 4. Report	1. March 2. April 3. August 4. November	

<b>monitoring of principal performance.</b>	53AE	The School Principal Conference has been supported in its organisation	1	<ol style="list-style-type: none"> <li>1. Be part of the Task force</li> <li>2. Participate in the meeting</li> <li>3. Work on allocated task</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. June</li> </ol>	
<b>50. Support appropriate and targeted (especially administration and management) delivery of training/professional development for principals across schools and PSET institutions.</b>	53AE	Support for the newly appointed Principal	27	<ol style="list-style-type: none"> <li>1. Allocate officers for the support program</li> <li>2. Mentor the Principal one to one when needed</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> </ol>	
	53AE	Newly Appointed Principals have been inducted	27	<ol style="list-style-type: none"> <li>1. Finalized the date.</li> <li>2. Prepare the materials.</li> <li>3. Involve all stakeholders</li> <li>4. Work on the logistic</li> <li>5. Induct the Principals</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> <li>4. March</li> <li>5. May</li> </ol>	
<b>52. Support the establishment of policies and implementation frameworks for all areas associated with teacher training.</b>	53AE	All ECCE Coordinator and all Key Teachers have received the Harmonized Standards Training.	2	<ol style="list-style-type: none"> <li>1. Aligned the standards</li> <li>2. Prepare the budget</li> <li>3. Finalized the training Materials</li> <li>4. Finalized the logistics.</li> <li>5. Carryout the training</li> </ol>	<ol style="list-style-type: none"> <li>1. September</li> <li>2. September</li> <li>3. September</li> <li>4. October</li> </ol>	
<b>70. Support the review and implementation of the updated MoET structure</b>	53AE	The SBM Unit Reviewed structure is fully implemented	6	<ol style="list-style-type: none"> <li>1. Awareness at the Provincial Level on the new structure</li> <li>2. Recruit the officers on the structure</li> <li>3. Workshop on their roles and responsibilities and their work plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. April</li> </ol>	
<b>26. Monitor the implementation of parent support programs</b>	53AF	Parent Support Program follow-up and monitored.	2	<ol style="list-style-type: none"> <li>1. Develop a plan on PSP M &amp; E</li> <li>2. Conduct activities</li> <li>3. Prepare final report and recommendations on activity.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. September</li> <li>3. November</li> </ol>	
	53AF	The Kindergartens Home Reader Programs follow-up and monitored.	2	<ol style="list-style-type: none"> <li>1. Develop a plan on Home Reader M &amp; E</li> <li>2. Conduct activities</li> <li>3. Prepare final report and recommendations on activity.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. September</li> <li>3. November</li> </ol>	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AF	The Morning Routine Program follow-up and monitored. (Curriculum Improvement Plan).	60	<ol style="list-style-type: none"> <li>1. Develop Plan on Implementation</li> <li>2. Support training rolls out plan.</li> <li>3. Final report and recommendations on delivery</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. October</li> <li>3. November</li> </ol>	
<b>36. Support provided to resource schools with the necessary resources</b>	53AF	The ECCE Teaching and Learning Resources printed	300	<ol style="list-style-type: none"> <li>1. Consult on need with the provinces</li> <li>2. Communicate with printing companies and Procurement</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. August</li> <li>3. August</li> </ol>	

<b>required to deliver the new curriculum</b>		and distributed to the schools.		<ol style="list-style-type: none"> <li>3. Manage printing</li> <li>4. Manage and coordinate printing to the provinces.</li> <li>5. Document report</li> </ol>	<ol style="list-style-type: none"> <li>4. September</li> <li>5. November</li> </ol>	
<b>27. Support the Implementation of Early Childhood Development policy</b>	53AF	The new ECCE policy is implemented.	1	<ol style="list-style-type: none"> <li>1. Plan and coordinate the implementation plan of the ECCE Policy</li> <li>2. Report on the implementation</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. November</li> </ol>	
	53AF	The ECCE Annual Provincial Coordinator's Workshop conducted.	1	<ol style="list-style-type: none"> <li>1. Prepare and communicate logistic/program</li> <li>2. Conduct the workshop.</li> <li>3. Develop and share report with ESD</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April.</li> <li>3. June</li> </ol>	
<b>69. Implementation of legislations and Acts</b>	53AF	The Principals Conference and Education Forum are conducted	2	<ol style="list-style-type: none"> <li>1. Support the preparation and communication of logistics logistic/program</li> <li>2. Attend the workshop.</li> <li>3. Develop and share report with ESD</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. May</li> </ol>	
<b>34. Support the development of the new curriculum</b>	53AF	The ECCE Curriculum is reviewed.	1	<ol style="list-style-type: none"> <li>1. Finalize the Curriculum factoring the 4 subjects, SEL and Kindergarten Core Learning Areas</li> <li>2. Develop the Kindergarten Teachers Guide.</li> <li>3. Report on the status of the work.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. July</li> <li>3. November</li> </ol>	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AF	The Harmonized Standards follow-up and monitored.	20	<ol style="list-style-type: none"> <li>1. Develop Plan on Implementation</li> <li>2. Support follow up roll out plan</li> <li>3. Final report and recommendations on delivery</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. October</li> <li>3. November</li> </ol>	
	53AF	The Data collection on active ECCE Area Branch and Toy Making Workshops conducted.	10	<ol style="list-style-type: none"> <li>1. Manage and communicate the activity.</li> <li>2. Provide follow- up on the status of the wok</li> <li>3. Collect data on the tasks.</li> <li>4. Report on the progress of the work</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. March</li> <li>3. November</li> <li>4. December</li> </ol>	
<b>36. Support provided to resource schools with the necessary resources required to deliver the new curriculum</b>	53AF	Baseline survey on Children's Learning Outcomes in ECCE is conducted.	1	<ol style="list-style-type: none"> <li>1. Develop a Plan and secure funding</li> <li>2. Work with the Procurement Unit to outsource the development of the resource</li> <li>3. Assist where needed.</li> <li>4. Contractor report on outcome</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. July</li> <li>3. November</li> <li>4. December</li> </ol>	

<b>53. Support appropriate and targeted delivery of training/professional development for teachers</b>	53AF	The number of kindergarten teachers graduated is recorded.	20	<ol style="list-style-type: none"> <li>1. Update Teacher Development Data</li> <li>2. Liaise with ECCE Training Institutions to continue cohort trainings and intake of new students</li> <li>3. Liaise with the scholarship office to offer awards for teachers.</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> </ol>	
<b>58. Support the updating and implementation of teacher/trainer recruitment policies and procedures.</b>	53AF	The number of Kindergarten Teachers are recruited in 2026	20	<ol style="list-style-type: none"> <li>1. Prepare information about ECCE Teachers for salary – excel sheet spreadsheet</li> <li>2. Prepare financial visas for missing or replacement teachers</li> <li>3. Submit to TSC for approval.</li> <li>4. Produce a report on the outcomes of submission to TSC</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> </ol>	
<b>49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review.</b>	53AG	Assist the organisation of the National Principal Conference	1	<ol style="list-style-type: none"> <li>1. Assist the organization of the National Principal Conference</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> </ol>	
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination</b>	53AG	Assist the organisation of the National Education Forum	1	<ol style="list-style-type: none"> <li>1. Assist the organisation of the National Education Forum</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> </ol>	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AG	Assist the National Curriculum Statement Review	1	<ol style="list-style-type: none"> <li>1. Assist the organisation of the National Curriculum Statement review</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> </ol>	
<b>18. Support Health Promoting School/PSET institution initiatives</b>	53AG	Assist the National School Game	1	<ol style="list-style-type: none"> <li>1. Assist the organisation of the National School Game</li> </ol>	<ol style="list-style-type: none"> <li>1. September</li> </ol>	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AG	Assist and Support the Curriculum Improvement Program (CIP) implementation (K – 3 class) VAESP	1	<ol style="list-style-type: none"> <li>1. Assist and support the CIP implementation</li> </ol>	<ol style="list-style-type: none"> <li>1. November</li> </ol>	

	53AG	Assist and support the literacy improvement strategies (4 – 6 class) GPE	1	1. Assist and support the literacy improvement strategies	1. November	
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination</b>	53AG	Assist and support the Vanuatu Secondary Education Partnership (VSEP) Year 7 – 10	1	1. Assist and support VESP	1. November	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AG	Penama's schools visited	5	1. Prepare logistics to visit schools in Penama. 2. Visiting schools 3. Report.	1. May 2. August 3. November	
<b>58. Support the updating and implementation of teacher/trainer recruitment policies and procedures.</b>	53AG	Teacher Posting, Placement, Recruitment, and Entitlement.	6	1. Liaise with Provincial offices and Education authorities	1. November	
<b>50. Support appropriate and targeted (especially administration and management) delivery of training/professional development for principals across schools and PSET institutions.</b>	53AG	Assist and support the principal development and management professional capacity induction training.	1	1. Assist and support the principal induction and appraisal	1. August	
<b>89. Review and implement the Communication strategy. Support the strengthening of MoET Partners and stakeholders' coordination.</b>	53AG	Primary schools supported	1	1. Provide assistance and support to Provincial Basic Education officer and schools	1. December	
<b>17. Support Safe school/PSET institution initiative</b>	53AG	The National Program supported	1	1. Provide assistance and support to the National Program unit	1. December	
<b>72. Support the review of policies &amp; guidelines</b>	53AG	Basic Education Policy final draft consultation	1	1. Contact the policy consultation	1. December	
<b>49. Support the establishment of policies and implementation</b>	53AH	Assist the organisation of the National Principal Conference	1	1. Assist the organization of the National Principal Conference	2. June	

frameworks for all areas associated with principals training and performance review						
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination</b>	53AH	Assist the organisation of the National Education Forum	1	1. Assist the organisation of the National Education Forum	2. June	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AH	Assist the National Curriculum Statement Review	1	1. Assist the organisation of the National Curriculum Statement review	2. December	
<b>18. Support Health Promoting School/PSET institution initiatives</b>	53AH	Assist the National School Game	1	1. Assist the organisation of the National School Game	2. September	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AH	Assist and support the Senior Curriculum implementation	1	1. Provide assistance to senior curriculum coordinators in the curriculum development unit	2. December	
<b>35. Support teacher trainings on the new curriculum</b>	53AH	Assist and support the Vanuatu Secondary Education Partnership (VSEP) Year 7 – 10	1	1. Assist and support VESP	2. November	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53AH	Penama's schools visited	5	1. Prepare logistics to visit schools in Penama. 2. Visiting schools 3. Report.	1. May 2. August 3. November	
<b>58. Support the updating and implementation of teacher/trainer recruitment policies and procedures.</b>  <b>60. Support the updating and implementation of policies and procedures for teacher/trainer transfer and placement in schools.</b>	53AH	Teacher Posting, Placement, Recruitment, and Entitlement.	6	1. Liaise with Provincial offices and Education authorities.	1. November	
<b>50. Support appropriate and targeted (especially</b>	53AH	Assist and support the principal development and	1	1. Assist and support the principal induction and appraisal.	1. August	

administration and management) delivery of training/professional development for principals across schools and PSET institutions.		management professional capacity induction training.				
<b>89. Review and implement the Communication strategy. Support the strengthening of MoET Partners and stakeholders' coordination</b>	53AH	Secondary schools supported	1	1. Provide assistance and support to Provincial Basic Education officer and schools	1. December	
<b>17. Support Safe school/PSET institution initiative</b>	53AH	The National Program supported	1	1. Provide assistance and support to the National Program unit	1. December	
<b>72. Support the review of policies &amp; guidelines</b>	53AH	Secondary Education Policy final draft consultation	1	1. Contact the policy consultation	1. December	
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	53AJ	Coordinate the Development of 2027 NEP annual workplan - 2027 annual Plan consolidated from all NEP programs.	1	1. Analyze the 2026 NEP workplan, lessons learned, and performance reports to inform the 2027 planning process. 2. Consult with MoET units, Provincial Education Offices, schools, and relevant partners to gather inputs and priorities. 3. Develop the initial workplan outlining objectives, activities, timelines, budgets, and responsible parties. 4. Circulate the draft for stakeholder review, incorporate feedback, and ensure alignment with NEP goals and MoET priorities. 5. Complete the approved workplan and submit it to MoET management and relevant authorities for endorsement and implementation.	1. March 2. June 3. September 4. December 5. December	

	53AJ	Develop NEP 2027 M&E Plan - M&E frameworks and indicators completed.	9	<ol style="list-style-type: none"> <li>1. Identify what the NEP 2027 M&amp;E plan aims to track, including key indicators, outcomes, and focus areas.</li> <li>2. Analyze findings from prior NEP M&amp;E activities to identify gaps and inform the new plan.</li> <li>3. Develop indicators, data collection methods, reporting templates, and timelines aligned with NEP goals.</li> <li>4. Engage MoET units, Provincial Education Offices, and partners to validate the M&amp;E approach and ensure buy-in.</li> <li>5. Complete the plan, obtain approval, and share it with all relevant stakeholders for implementation and monitoring.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
	53AJ	Manage, Coordinate and capacitate NEP staff - Staff capacity building, workplans, meetings & performance support provided	9	<ol style="list-style-type: none"> <li>1. Review current NEP staff structure, roles, skills, and identify capacity gaps or training needs.</li> <li>2. Develop training programs, workshops, or coaching sessions to strengthen staff skills and knowledge.</li> <li>3. Allocate responsibilities, establish reporting lines, and ensure effective coordination among NEP staff.</li> <li>4. Offer guidance, mentoring, and technical assistance to staff to improve performance and ensure workplan implementation.</li> <li>5. Track staff performance, document achievements and challenges, and provide feedback for continuous improvement</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	

	53AJ	Coordinate NEP Meetings with stakeholders and partners - Minutes, actions points & follow-up completed	12	<ol style="list-style-type: none"> <li>1. Compile a list of relevant stakeholders, partners, and NEP team members to attend meetings.</li> <li>2. Develop clear objectives, discussion points, and timelines; set dates and venues for meetings.</li> <li>3. Create presentations, reports, and handouts to support discussion and decision-making.</li> <li>4. Facilitate meetings, ensure productive discussions, and document key points, decisions, and action items.</li> <li>5. Distribute meeting minutes, track action points, and provide updates to stakeholders and MoET management.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
	53AJ	Monitor NEP staff program implementation & provide continuous support - Monitoring reports and follow-up support provided	4	<ol style="list-style-type: none"> <li>1. Define key performance indicators, reporting templates, and timelines to track NEP staff activities.</li> <li>2. Collect data and reports on NEP activities, assess progress against targets, and identify challenges.</li> <li>3. Offer guidance, coaching, and resources to staff to address gaps and improve program delivery.</li> <li>4. Hold meetings, site visits, or virtual sessions to review progress, share feedback, and resolve issues.</li> <li>5. Compile monitoring reports highlighting achievements, challenges, and recommendations for management action.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
	53AJ	Appraise NEP Staff - 2026 Performance appraisals completed for all NEP staff	7	<ol style="list-style-type: none"> <li>1. Define roles, responsibilities, and measurable performance indicators for NEP staff based on workplans and objectives.</li> <li>2. Gather information through reports, observations, feedback from supervisors, and records of completed tasks.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	

				<ol style="list-style-type: none"> <li>3. Hold appraisal meetings with staff to discuss achievements, challenges, and areas for improvement.</li> <li>4. Offer constructive feedback, highlight strengths, and suggest capacity-building or corrective actions.</li> <li>5. Record appraisal outcomes, update staff performance files, and submit summaries to MoET management for accountability and follow-up.</li> </ol>		
<b>11. Monitor implementation of WASH policy</b>	53A)	Monitor implementation of WASH policy - Scale up WiNS scale nationwide	4	<ol style="list-style-type: none"> <li>1. Review existing WiNS implementation status across Provinces and identify gaps.</li> <li>2. Define clear objectives, targets, and timelines for scaling up.</li> <li>3. Create a detailed plan outlining activities, resources, and responsibilities for nationwide rollout.</li> <li>4. Identify and mobilize financial, human, and material resources required for expansion.</li> <li>5. Consult with national and provincial education authorities, communities, and partners to gain buy-in.</li> <li>6. Train staff, school coordinators, and local authorities on WiNS implementation standards.</li> <li>7. Roll out WiNS programs in additional schools, including facilities, trainings, and awareness initiatives.</li> <li>8. Conduct regular monitoring visits and collect data on implementation and performance.</li> <li>9. Assess outcomes and effectiveness of the scale-up to ensure objectives are being met.</li> <li>10. Compile findings, share reports with MoET and partners, and refine strategies for continuous improvement.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. April</li> <li>4. May</li> <li>5. June</li> <li>6. July</li> <li>7. August</li> <li>8. September</li> <li>9. October</li> <li>10. November</li> </ol>	

	53A)	Manage administrative and logistical requirement for program activities - arrangements completed for all WiNS activities	5	<ol style="list-style-type: none"> <li>1. Planning and Coordination</li> <li>2. Identify all WiNS activities scheduled for the period.</li> <li>3. Develop an activity calendar or timetable.</li> <li>4. Assign responsible staff or coordinators for each activity.</li> <li>5. Coordinate with relevant stakeholders (schools, community groups, partners, or volunteers).</li> <li>6. Confirm objectives, expected outcomes, and resources needed for each activity.</li> <li>7. Administrative Arrangements</li> <li>8. Draft and circulate official invitations, memos, or notices to participants and stakeholders.</li> <li>9. Prepare participant registration forms or attendance sheets.</li> <li>10. Secure necessary approvals from MoET or related authorities.</li> <li>11. Prepare any documentation, briefing notes, or instructional materials for participants.</li> <li>12. Maintain records of budgets, allocations, and approvals for each activity.</li> <li>13. Logistical Arrangements</li> <li>14. Book venues for activities (schools, halls, or community spaces).</li> <li>15. Arrange transportation for staff, participants, or equipment if required.</li> <li>16. Procure or prepare materials and equipment (training kits, stationery, sports equipment, banners, etc.).</li> <li>17. Organize catering or refreshments if part of the activity.</li> <li>18. Ensure audio-visual or technical support is in place (projectors, microphones, laptops).</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. February</li> <li>4. February</li> <li>5. March</li> <li>6. March</li> <li>7. March</li> <li>8. March</li> <li>9. March</li> <li>10. April</li> <li>11. April</li> <li>12. April</li> <li>13. April</li> <li>14. April</li> <li>15. April</li> <li>16. May</li> <li>17. May</li> <li>18. May</li> <li>19. May</li> <li>20. May</li> <li>21. June</li> <li>22. June</li> <li>23. July</li> <li>24. July</li> <li>25. August</li> <li>26. September</li> <li>27. October</li> </ol>	
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				19. Communication and Follow-up 20. Communicate confirmed schedules and arrangements to all participants and stakeholders. 21. Provide reminders and updates prior to the activities. 22. Establish a point of contact for queries or last-minute changes. 23. Monitoring and Documentation 24. Assign personnel to oversee on-the-day arrangements. 25. Ensure smooth implementation of the activities. 26. Document attendance, participation, and any challenges encountered. 27. Collect feedback for future planning and reporting.		
	53AJ	Plan, develop and manage the program budgets and funds - WiNS workplan budgets prepared, monitored and reported	5	1. Review the WiNS workplan to identify all planned activities, events, and initiatives. 2. Estimate the costs for each activity (e.g., materials, transport, venue hire, refreshments, honoraria). 3. Consolidate costs into a comprehensive budget aligned with available funding and financial guidelines. 4. Ensure the budget includes provisions for contingencies or unforeseen expenses. 5. Obtain internal review and approval from relevant supervisors or MoET authorities. 6. Track expenditures against the approved budget for each activity. 7. Maintain accurate financial records and receipts for all transactions. 8. Identify any variances between planned and actual spending.	1. February 2. February 3. March 4. March 5. April 6. April 7. May 8. May 9. June 10. June 11. July 12. July 13. August 14. August 15. December	

				<ol style="list-style-type: none"> <li>9. Adjust allocations if necessary, ensuring adherence to financial regulations.</li> <li>10. Conduct periodic internal checks to ensure funds are used efficiently and appropriately.</li> <li>11. Prepare periodic financial reports (monthly, quarterly, or as required) summarizing expenditures, balances, and variances.</li> <li>12. Include explanations for significant deviations from the budget.</li> <li>13. Submit reports to MoET Finance and Administration Unit or other relevant authorities.</li> <li>14. Ensure transparency and accountability by attaching supporting documents, such as receipts, invoices, or payment vouchers.</li> <li>15. Use the reports to inform future planning and decision-making for WiNS activities.</li> </ol>		
53AJ	WiNS Policy printing, dissemination, awareness and implementation - WiNS policy printed, disseminated and awareness activities completed	100	<ol style="list-style-type: none"> <li>1. Finalize the content of the WiNS policy, ensuring all updates and approvals are incorporated.</li> <li>2. Format the policy document for printing (layout, graphics, pagination, cover design).</li> <li>3. Determine the number of copies needed based on target audiences (schools, staff, partners).</li> <li>4. Procure printing services or arrange in-house printing.</li> <li>5. Conduct quality checks to ensure accuracy and completeness of printed copies.</li> <li>6. Identify target audiences for policy dissemination (school administrators,</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> <li>4. March</li> <li>5. April</li> <li>6. April</li> <li>7. May</li> <li>8. May</li> <li>9. June</li> <li>10. June</li> <li>11. July</li> <li>12. July</li> <li>13. August</li> <li>14. August</li> <li>15. September</li> <li>16. October</li> <li>17. November</li> </ol>		

				<p>teachers, community leaders, MoET staff).</p> <ol style="list-style-type: none"> <li>7. Develop a dissemination plan, including timelines, delivery methods, and responsible persons.</li> <li>8. Distribute printed copies through appropriate channels (workshops, meetings, direct delivery to schools, mail).</li> <li>9. Ensure electronic copies are made available (email, MoET website, internal platforms).</li> <li>10. Track and document dissemination to ensure all intended recipients receive the policy.</li> <li>11. Develop awareness materials and messages summarizing key points of the policy.</li> <li>12. Plan and conduct awareness activities such as:             <ol style="list-style-type: none"> <li>a. Workshops or training sessions for staff and stakeholders</li> <li>b. School-level sensitization meetings</li> <li>c. Community engagement sessions</li> </ol> </li> <li>13. Use multimedia or visual aids to enhance understanding (posters, slides, handouts).</li> <li>14. Collect feedback and measure awareness through surveys, quizzes, or informal discussions.</li> <li>15. Document all dissemination and awareness activities conducted.</li> <li>16. Track the number of participants reached and materials distributed.</li> <li>17. Prepare a summary report highlighting activities, outcomes, and lessons learned.</li> </ol>	18. December	
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				18. Submit the report to MoET authorities or relevant stakeholders for record-keeping and accountability.	
<b>65. Support the implementation and monitoring of the procurement policy.</b>	53AJ	Procumbent and contract management - Procurement request processed, contracts drafted, monitored and signed	5	<ol style="list-style-type: none"> <li>1. Identify the need for goods, services, or works in line with the workplan or activity requirements.</li> <li>2. Prepare a formal procurement request, including specifications, quantities, and estimated costs.</li> <li>3. Submit the request for internal review and approval from relevant authorities or budget holders.</li> <li>4. Verify availability of budget and funding allocation for the requested procurement.</li> <li>5. Obtain necessary clearances or endorsements before proceeding to procurement.</li> <li>6. Prepare draft contracts or agreements based on approved procurement requests.</li> <li>7. Include key terms and conditions such as scope of work, deliverables, timelines, payment schedules, and penalties for non-compliance.</li> <li>8. Ensure contracts comply with MoET procurement policies, regulations, and legal requirements.</li> <li>9. Circulate draft contracts to relevant stakeholders for review (legal, finance, program managers).</li> <li>10. Revise the draft based on feedback and finalize the contract for approval.</li> <li>11. Track the progress of procurement activities, including vendor selection, quotation requests, and evaluation.</li> <li>12. Ensure timelines are adhered to and any delays are documented and addressed.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> <li>4. March</li> <li>5. April</li> <li>6. April</li> <li>7. May</li> <li>8. May</li> <li>9. June</li> <li>10. June</li> <li>11. July</li> <li>12. July</li> <li>13. August</li> <li>14. August</li> <li>15. September</li> <li>16. October</li> <li>17. November</li> <li>18. December</li> <li>19. December</li> </ol>

				<ol style="list-style-type: none"> <li>13. Verify that the procured goods/services meet the specifications and quality standards.</li> <li>14. Maintain records of all communications, quotations, and approvals during the procurement process.</li> <li>15. Arrange for authorized signatories from both parties to formally sign the contract.</li> <li>16. Distribute signed copies to all relevant stakeholders (finance, program managers, vendor).</li> <li>17. Initiate contract execution, ensuring obligations of both parties are met.</li> <li>18. Monitor performance and compliance throughout the contract duration.</li> <li>19. Document and report the completion or closure of the contract for audit and accountability purposes.</li> </ol>		
<b>11. Monitor implementation of WASH policy</b>	53AJ	Provide Technical and construction support for WiNS infrastructure activities - Technical assessments and construction support provided to target schools	100	<ol style="list-style-type: none"> <li>1. Identify target schools requiring technical assessments or construction support.</li> <li>2. Gather and review existing school infrastructure reports, blueprints, or prior assessments.</li> <li>3. Develop a schedule and plan for site visits, including required personnel and resources.</li> <li>4. Ensure necessary tools, equipment, and documentation templates are ready for assessments.</li> <li>5. Conduct site visits to evaluate the current state of school facilities (classrooms, playgrounds, water and sanitation, safety structures).</li> <li>6. Assess structural integrity, compliance with building standards, and suitability for educational activities.</li> <li>7. Identify gaps, risks, or areas requiring maintenance, repairs, or upgrades.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> <li>4. March</li> <li>5. April</li> <li>6. April</li> <li>7. May</li> <li>8. May</li> <li>9. June</li> <li>10. June</li> <li>11. July</li> <li>12. August</li> <li>13. September</li> <li>14. October</li> <li>15. November</li> <li>16. December</li> <li>17. December</li> </ol>	

				<ol style="list-style-type: none"> <li>8. Document findings in detailed technical reports, including recommendations, cost estimates, and prioritization of interventions.</li> <li>9. Provide technical guidance to contractors or construction teams during implementation.</li> <li>10. Ensure adherence to approved designs, quality standards, and timelines.</li> <li>11. Monitor progress on site and verify the use of approved materials.</li> <li>12. Address technical challenges or modifications that may arise during construction.</li> <li>13. Facilitate coordination between school management, MoET, and contractors.</li> <li>14. Conduct periodic inspections to ensure construction is progressing according to plans.</li> <li>15. Document completed works, compliance with safety and quality standards, and any deviations from original plans.</li> <li>16. Prepare comprehensive reports summarizing technical assessments, construction support provided, and lessons learned.</li> <li>17. Submit reports to MoET authorities and relevant stakeholders for review and record-keeping.</li> </ol>		
	53AJ	Work closely with National WiNS Coordinator and Stakeholders - Coordination engagements conducted at National and provincial Levels	10	<ol style="list-style-type: none"> <li>1. Identify key stakeholders at national and provincial levels (government departments, education authorities, partners, NGOs).</li> <li>2. Determine the objectives and expected outcomes of coordination engagements.</li> <li>3. Develop a schedule and agenda for meetings, workshops, or consultation sessions.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> <li>4. March</li> <li>5. April</li> <li>6. April</li> <li>7. May</li> <li>8. May</li> <li>9. June</li> </ol>	

				<ol style="list-style-type: none"> <li>4. Prepare briefing materials, background documents, and presentations for participants.</li> <li>5. Assign responsible staff for organizing, facilitating, and documenting the engagements.</li> <li>6. Send formal invitations or notifications to stakeholders, including dates, venues, and agenda.</li> <li>7. Confirm participation and logistics for attendees, including travel, accommodation, or virtual meeting links.</li> <li>8. Maintain a register of participants for record-keeping.</li> <li>9. Facilitate meetings, workshops, or forums according to the planned agenda.</li> <li>10. Encourage active participation, discussions, and information sharing among stakeholders.</li> <li>11. Address issues, questions, or challenges raised during the engagements.</li> <li>12. Ensure alignment of activities, responsibilities, and commitments between national and provincial levels.</li> <li>13. Record meeting minutes, key decisions, action points, and recommendations.</li> <li>14. Share reports, summaries, or presentation materials with all participants.</li> <li>15. Track agreed actions and follow up with responsible parties for implementation.</li> <li>16. Integrate feedback from engagements into planning and decision-making processes.</li> <li>17. Maintain a database of coordination activities conducted, including dates, participants, and outcomes.</li> </ol>	<ol style="list-style-type: none"> <li>10. June</li> <li>11. July</li> <li>12. July</li> <li>13. August</li> <li>14. August</li> <li>15. September</li> <li>16. October</li> <li>17. November</li> <li>18. December</li> <li>19. December</li> </ol>	
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				<ul style="list-style-type: none"> <li>18. Prepare reports for MoET management summarizing engagements, decisions made, and follow-up actions required.</li> <li>19. Evaluate the effectiveness of coordination efforts and identify areas for improvement</li> </ul>		
53AJ	Assisst WiNS National Coordinator in Mobilising, coordinating and delivering WINS program activities - WiNS activities delivered (workshops, trainings, events, meetings)	20	<ul style="list-style-type: none"> <li>1. Identify all WiNS activities to be delivered (workshops, trainings, events, meetings) based on the workplan.</li> <li>2. Define objectives, expected outcomes, and target participants for each activity.</li> <li>3. Develop detailed schedules, agendas, or lesson plans for each activity.</li> <li>4. Assign responsibilities to staff or coordinators for organizing and facilitating activities.</li> <li>5. Arrange necessary resources and materials (training manuals, handouts, stationery, equipment).</li> <li>6. Secure venues for activities (schools, community halls, training centers).</li> <li>7. Arrange transportation and accommodation for participants if needed.</li> <li>8. Organize catering, audio-visual support, and other necessary services.</li> <li>9. Prepare participant registration forms, attendance sheets, and feedback forms.</li> <li>10. Facilitate workshops, trainings, events, or meetings according to the planned agenda.</li> <li>11. Engage participants through interactive sessions, presentations, and group discussions.</li> <li>12. Ensure activities are delivered effectively, meeting the objectives and expected outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> <li>4. March</li> <li>5. April</li> <li>6. April</li> <li>7. May</li> <li>8. May</li> <li>9. June</li> <li>10. June</li> <li>11. July</li> <li>12. July</li> <li>13. August</li> <li>14. August</li> <li>15. September</li> <li>16. October</li> <li>17. October</li> <li>18. November</li> <li>19. November</li> <li>20. December</li> <li>21. December</li> </ul>		

				<ol style="list-style-type: none"> <li>13. Address challenges or issues arising during the activities promptly.</li> <li>14. Track attendance and participation during each activity.</li> <li>15. Collect feedback from participants to assess effectiveness and areas for improvement.</li> <li>16. Document proceedings, decisions, and outcomes of meetings and events.</li> <li>17. Capture photos, videos, or other records as needed for reporting and dissemination.</li> <li>18. Compile reports summarizing activities delivered, participants reached, and key outcomes.</li> <li>19. Share reports with MoET management and relevant stakeholders.</li> <li>20. Follow up on action points, commitments, or recommendations arising from the activities.</li> <li>21. Use insights gained to inform planning of future WiNS activities.</li> </ol>		
	53A)	Support Monitoring, data collection and research activities - Monitoring Visits, data and research inputs completed	4	<ol style="list-style-type: none"> <li>1. Identify target schools, programs, or activities to be monitored.</li> <li>2. Develop a monitoring schedule, including timelines and responsible personnel.</li> <li>3. Define objectives, indicators, and scope for monitoring visits and research.</li> <li>4. Prepare monitoring tools, checklists, questionnaires, or data collection templates.</li> <li>5. Coordinate with school administrators, staff, or stakeholders to schedule visits.</li> <li>6. Travel to target schools or sites as per the monitoring schedule.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> <li>4. March</li> <li>5. April</li> <li>6. April</li> <li>7. May</li> <li>8. May</li> <li>9. June</li> <li>10. June</li> <li>11. July</li> <li>12. July</li> <li>13. August</li> <li>14. August</li> <li>15. September</li> <li>16. September</li> </ol>	

				<ol style="list-style-type: none"> <li>7. Observe program implementation, infrastructure, and activities on the ground.</li> <li>8. Engage with staff, students, and community members to gather qualitative insights.</li> <li>9. Document challenges, successes, and best practices observed during visits.</li> <li>10. Ensure adherence to safety and ethical guidelines during data collection.</li> <li>11. Collect quantitative data (attendance, participation rates, resource usage, outcomes).</li> <li>12. Collect qualitative data (interviews, focus group discussions, observations).</li> <li>13. Validate and verify data for accuracy and completeness.</li> <li>14. Compile research inputs from secondary sources, previous reports, or studies relevant to WiNS.</li> <li>15. Analyze collected data to identify trends, gaps, and performance against targets.</li> <li>16. Prepare monitoring and research reports summarizing findings and recommendations.</li> <li>17. Share findings with MoET management, program coordinators, and stakeholders.</li> <li>18. Provide evidence-based recommendations for program improvement and decision-making.</li> <li>19. Ensure action points from monitoring visits are communicated to responsible parties.</li> <li>20. Track the implementation of recommendations or corrective measures.</li> </ol>	<ol style="list-style-type: none"> <li>17. October</li> <li>18. October</li> <li>19. November</li> <li>20. November</li> <li>21. December</li> <li>22. December</li> </ol>	
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				<ol style="list-style-type: none"> <li>21. Maintain a database of monitoring visits, data collected, and research inputs for record-keeping.</li> <li>22. Use lessons learned to inform future planning, policy decisions, and program design.</li> </ol>		
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	53AJ	Support Reporting on Status and progress of program activities - Monthly, quarterly and annual WiNS Report	5	<ol style="list-style-type: none"> <li>1. Gather information on all WiNS activities conducted during the reporting period.</li> <li>2. Compile quantitative and qualitative data from monitoring visits, program records, and research inputs.</li> <li>3. Cross-check data and records for completeness, consistency, and accuracy.</li> <li>4. Compare actual results against planned targets, objectives, and key performance indicators (KPIs).</li> <li>5. Highlight successes, milestones, and best practices from implemented activities.</li> <li>6. Record obstacles, gaps, or issues encountered during program implementation.</li> <li>7. Suggest actionable steps for improvement, follow-up, or future planning.</li> <li>8. Prepare a structured draft including introduction, methodology, findings, analysis, and conclusions.</li> <li>9. Submit the draft for internal review, incorporate feedback, and obtain necessary approvals.</li> <li>10. Finalize and distribute the report to MoET management, stakeholders, and partners as required</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> <li>6. August</li> <li>7. September</li> <li>8. October</li> <li>9. November</li> <li>10. December</li> </ol>	
<b>18. Support Health Promoting School/PSET institution initiatives</b>	53AJ	Hygiene and Health Education and Advocacy - Health & Hygiene Education sessions Conducted;	6	<ol style="list-style-type: none"> <li>1. Determine schools, communities, or groups to receive health and hygiene education.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> </ol>	

		advocacy campaigns implemented		<ol style="list-style-type: none"> <li>2. Prepare age-appropriate, culturally relevant materials and messages on health and hygiene.</li> <li>3. Set dates, times, and locations for education sessions and advocacy campaigns.</li> <li>4. Arrange trainers, facilitators, materials, and logistical support (venues, transport, handouts).</li> <li>5. Coordinate with school staff, local authorities, and community leaders for participation and support.</li> <li>6. Deliver interactive lessons, demonstrations, or workshops on health and hygiene practices.</li> <li>7. Use media, posters, community events, and social mobilization to raise awareness.</li> <li>8. Track attendance, engagement, and feedback from sessions and campaigns.</li> <li>9. Assess knowledge gained, behaviour changes, and campaign reach.</li> <li>10. Document sessions and campaigns, prepare reports, and recommend follow-up actions for sustainability.</li> </ol>	<ol style="list-style-type: none"> <li>5. July</li> <li>6. August</li> <li>7. September</li> <li>8. October</li> <li>9. November</li> <li>10. December</li> </ol>	
	53A]	Health Promoting Schools Committees are active, and membership is reviewed and approved by the PEB	6	<ol style="list-style-type: none"> <li>1. List schools targeted for Health Promoting School (HPS) Committees.</li> <li>2. Define roles, responsibilities, and composition of HPS Committees in each school.</li> <li>3. Solicit nominations from school staff, students, parents, and community representatives.</li> <li>4. Verify eligibility, representation, and suitability of nominated members.</li> <li>5. Compile lists of proposed committee members with supporting documentation.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> <li>6. August</li> <li>7. September</li> <li>8. October</li> <li>9. November</li> <li>10. December</li> </ol>	

				<ol style="list-style-type: none"> <li>6. Forward the proposed membership to the Provincial Education Board (PEB) for review.</li> <li>7. Obtain formal approval of committee members from the PEB.</li> <li>8. Orient committee members on roles, responsibilities, and health promotion objectives.</li> <li>9. Support committees to plan and implement health-promoting activities within schools.</li> <li>10. Track committee functionality, document activities, and report to MoET or PEB for accountability.</li> </ol>		
53AJ	Create a strong universal foundation for the health education system for every school across the country - National Health Education Framework developed and rolled out	1	<ol style="list-style-type: none"> <li>1. Review existing health education practices, identify gaps, and gather input from stakeholders including schools, teachers, and health authorities.</li> <li>2. Draft the National Health Education Framework, outlining objectives, learning outcomes, curricula, and implementation strategies.</li> <li>3. Consult with MoET, health authorities, educators, and other stakeholders to review and refine the framework.</li> <li>4. Share the approved framework with schools, teachers, and relevant authorities; provide orientation or training on its implementation.</li> <li>5. Track adoption, assess effectiveness, gather feedback, and report outcomes to MoET for continuous improvement.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>		
53AJ	Support teachers so they can deliver effective health education and share accurate health knowledge with all children in schools - Teacher	6	<ol style="list-style-type: none"> <li>1. Identify gaps in teachers' knowledge, skills, and confidence in delivering health education.</li> <li>2. Prepare health education modules, lesson plans, teaching aids, and reference materials for teachers.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>		

		training conducted and support materials provided		<ol style="list-style-type: none"> <li>3. Deliver workshops, orientations, or coaching sessions to build teachers’ capacity in effective health education delivery.</li> <li>4. Offer mentoring, technical guidance, and classroom support to ensure teachers can apply new skills effectively.</li> <li>5. Track teacher performance, student learning outcomes, and the accuracy of health knowledge shared; report findings and provide feedback for improvement.</li> </ol>		
	53AJ	Collaborate with health-related partners to implement healthier school environment - Join initiatives with Health partners implemented in schools	6	<ol style="list-style-type: none"> <li>1. Map relevant health partners such as local health authorities, NGOs, and community organizations, and establish communication channels.</li> <li>2. Conduct school-level assessments to identify gaps in hygiene, nutrition, sanitation, and overall health environment.</li> <li>3. Collaborate with partners to design interventions, set objectives, and assign responsibilities for improving school health environments.</li> <li>4. Execute agreed activities such as hygiene promotion, provision of clean water, nutrition programs, and health awareness campaigns.</li> <li>5. Track progress, measure impact on school health outcomes, document</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
<b>72. Support the review of policies &amp; guidelines</b>	53AJ	Develop Health in school Policy - HPS policy developed and launched	1	<ol style="list-style-type: none"> <li>1. Review existing school health practices, identify gaps, and gather input from teachers, students, parents, and health authorities.</li> <li>2. Examine national and international school health policies, guidelines, and frameworks for reference.</li> <li>3. Prepare the initial draft outlining objectives, standards, roles,</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. July</li> <li>4. September</li> <li>5. October</li> <li>6. November</li> <li>7. December</li> </ol>	

				<p>responsibilities, and implementation strategies for school health.</p> <ol style="list-style-type: none"> <li>4. Engage MoET, health authorities, school representatives, parents, and community partners for feedback on the draft policy.</li> <li>5. Incorporate stakeholder feedback, refine the document, and ensure alignment with national regulations and priorities.</li> <li>6. Submit the finalized policy to MoET or relevant authorities for formal approval and endorsement.</li> <li>7. Share the approved policy with schools, provide guidance and training on implementation, and integrate it into school operations.</li> </ol>		
<b>21. Support the implementation of comprehensive safety plan</b>	53AJ	Awareness and Advocacy on EIE/DRR Policy - EIE/DRR policy awareness & Advocacy sessions delivered to schools and communities	7	<ol style="list-style-type: none"> <li>1. Determine schools, communities, and stakeholders to receive awareness and advocacy sessions.</li> <li>2. Prepare materials highlighting key EIE (Inclusive Education) and DRR (Disaster Risk Reduction) policies and practices.</li> <li>3. Set dates, times, and venues for sessions and community engagements.</li> <li>4. Arrange facilitators, materials, transport, and other logistical support for sessions.</li> <li>5. Coordinate with school staff, local authorities, and community leaders for participation and support.</li> <li>6. Deliver interactive sessions to schools and community members explaining EIE/DRR policies and their importance.</li> <li>7. Use posters, media, workshops, and community meetings to reinforce messages and encourage action.</li> <li>8. Track attendance, engagement levels, and feedback from participants.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> <li>6. August</li> <li>7. September</li> <li>8. October</li> <li>9. November</li> <li>10. December</li> </ol>	

				<ol style="list-style-type: none"> <li>9. Assess participants’ understanding, behavior changes, and community engagement with EIE/DRR principles.</li> <li>10. Document sessions and advocacy activities, prepare reports, and recommend follow-up interventions for continuous awareness.</li> </ol>		
<p><b>20. Support is provided to schools/PSET institutions to develop comprehensive safety plan</b></p>	53AJ	<p>Support Schools in developing their School Disaster Management Plans (SDMP) - DRR technical support provided to schools to develop SDMPs</p>	50	<ol style="list-style-type: none"> <li>1. Select schools that require support in developing or updating their SDMPs.</li> <li>2. Review existing disaster management measures, plans, and resources in the schools.</li> <li>3. Engage school leadership, staff, and relevant local authorities to support the planning process.</li> <li>4. Identify hazards, vulnerabilities, and potential risks specific to each school.</li> <li>5. Outline the goals, priorities, and scope of the SDMP in line with MoET and DRR guidelines.</li> <li>6. Draft strategies for prevention, preparedness, response, and recovery for identified risks.</li> <li>7. Allocate specific tasks to school staff, students, and community members during emergencies.</li> <li>8. Share the draft SDMP with school leadership and local authorities for feedback and validation.</li> <li>9. Obtain final approval from school management and relevant authorities, ensuring compliance with national DRR guidelines.</li> <li>10. Conduct orientation sessions for school staff and students, distribute copies of the SDMP, and integrate it into school safety practices.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> <li>6. August</li> <li>7. September</li> <li>8. October</li> <li>9. November</li> <li>10. December</li> </ol>	

<b>21. Support the implementation of comprehensive safety plan</b>	53A)	Training on the MoET Contingency Plan - Training delivered to Education Officers & School Reps on MoET contingency Plans (National-Provincial & School Levels)	10	<ol style="list-style-type: none"> <li>1. List target Education Officers, school representatives, and key stakeholders at national, provincial, and school levels.</li> <li>2. Prepare materials covering MoET contingency plans, roles, responsibilities, and procedures for different levels.</li> <li>3. Determine dates, times, and venues for the training sessions.</li> <li>4. Arrange facilitators, training materials, logistical support, and equipment for effective delivery.</li> <li>5. Inform and coordinate with relevant authorities to ensure participant availability and support.</li> <li>6. Deliver interactive workshops, presentations, and simulations on contingency planning.</li> <li>7. Conduct scenario-based exercises or drills to reinforce understanding of contingency plans.</li> <li>8. Track attendance, engagement, and comprehension of participants during training.</li> <li>9. Gather feedback on training effectiveness, clarity of materials, and areas for improvement.</li> <li>10. Prepare training reports, document lessons learned, and recommend follow-up support or refresher sessions</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> <li>6. August</li> <li>7. September</li> <li>8. October</li> <li>9. November</li> <li>10. December</li> </ol>	
	53A)	Education Cluster Meetings - Coordination Meetings Conducted and action points followed up	4	<ol style="list-style-type: none"> <li>1. Define the goals, key discussion points, and expected outcomes for each cluster meeting.</li> <li>2. Identify relevant stakeholders, including school representatives, education officers, and community members.</li> <li>3. Decide on dates, times, and venues for the cluster meetings.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> <li>6. August</li> <li>7. September</li> <li>8. October</li> <li>9. November</li> </ol>	

				<ol style="list-style-type: none"> <li>4. Develop a structured agenda outlining topics, presenters, and time allocations.</li> <li>5. Arrange logistical support, such as meeting rooms, equipment, materials, and refreshments.</li> <li>6. Notify participants in advance, providing the agenda, location, and any preparatory materials.</li> <li>7. Facilitate discussions, presentations, and decision-making according to the agenda.</li> <li>8. Take minutes, document key decisions, action points, and responsibilities assigned.</li> <li>9. Communicate outcomes, ensure implementation of action points, and assign responsibilities.</li> <li>10. Prepare and submit meeting reports summarizing discussions, decisions, and recommendations to relevant authorities.</li> </ol>	<ol style="list-style-type: none"> <li>10. December</li> </ol>	
<b>6. Teachers/Trainers are prepared</b>	53AJ	Conduct awareness and Advocacy sessions on IE policy - Awareness and advocacy conducted in schools and communities	6	<ol style="list-style-type: none"> <li>1. Determine schools, teachers, parents, community members, and stakeholders for the sessions.</li> <li>2. Prepare materials covering key aspects of the IE policy, rights of learners, and inclusive practices.</li> <li>3. Set dates, times, and venues for the awareness and advocacy sessions.</li> <li>4. Arrange facilitators, presentation materials, handouts, and logistical support.</li> <li>5. Coordinate with school leadership, local authorities, and community groups to encourage participation.</li> <li>6. Deliver interactive sessions, presentations, and discussions to educate participants on the IE policy.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> <li>6. August</li> <li>7. September</li> <li>8. October</li> <li>9. November</li> <li>10. December</li> </ol>	

				<ol style="list-style-type: none"> <li>7. Encourage participants to ask questions and share experiences related to inclusive education.</li> <li>8. Track attendance, engagement levels, and understanding of the policy by participants.</li> <li>9. Gather feedback on the effectiveness of the sessions and areas for improvement.</li> <li>10. Document sessions, compile reports, and recommend follow-up actions to reinforce IE policy awareness.</li> </ol>		
<b>19. Support Inclusive Education initiatives</b>	53AJ	Data Collection and monitoring of Inclusive Education Program in schools - Data collected and monitored across all IE activities	6	<ol style="list-style-type: none"> <li>1. Determine what data is required for each IE activity, including indicators, outcomes, and participation metrics.</li> <li>2. Prepare forms, templates, surveys, and checklists to capture relevant quantitative and qualitative information.</li> <li>3. Orient staff, school coordinators, and data collectors on proper data collection methods and tools.</li> <li>4. Set timelines for regular data collection aligned with IE activities and reporting requirements.</li> <li>5. Gather information from schools, participants, and stakeholders using the prepared tools.</li> <li>6. Check collected data for completeness, accuracy, and consistency before entry into records.</li> <li>7. Input data into a central database or monitoring system and ensure proper storage for easy retrieval.</li> <li>8. Track patterns, performance indicators, and progress across all IE activities regularly.</li> <li>9. Generate insights, identify gaps, and evaluate the effectiveness of IE activities.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> <li>6. August</li> <li>7. September</li> <li>8. October</li> <li>9. November</li> <li>10. December</li> </ol>	

				10. Prepare monitoring reports, share with stakeholders, and use findings to improve program planning and decision-making	
<b>83. Support the implementation and monitoring of OV policy</b>	53AJ	Strengthening Disability Data through OPEN VEMIS - Disability data integrated and updated in Open VEMIS	1	<ol style="list-style-type: none"> <li>1. Define the types of disability-related data needed (student enrolment, support services, accessibility needs).</li> <li>2. Collect and assess current disability data from schools, reports, and prior records.</li> <li>3. Ensure data is in the correct format and aligns with Open VEMIS requirements.</li> <li>4. Orient staff and schools on how to input and update disability data accurately in Open VEMIS.</li> <li>5. Clean, validate, and organize data to ensure completeness and accuracy.</li> <li>6. Input updated disability information for all relevant schools and learners.</li> <li>7. Cross-check entries against original records and confirm correctness.</li> <li>8. Track updates to ensure consistency across all Open VEMIS modules.</li> <li>9. Produce reports on disability data for planning, decision-making, and monitoring purposes.</li> <li>10. Establish a schedule for periodic updates and ensure continuous integration of new disability data.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> <li>6. August</li> <li>7. September</li> <li>8. October</li> <li>9. November</li> <li>10. December</li> </ol>
<b>19. Support Inclusive Education initiatives</b>	53AJ	Activate IE Steering Committee/working group to monitor 5-year IE policy implementation - Committee established and functional	2	<ol style="list-style-type: none"> <li>1. Select key stakeholders, including MoET officials, school representatives, disability and inclusive education experts, and community partners.</li> <li>2. Clarify the mandate, duties, and decision-making authority of the Steering Committee/Working Group.</li> <li>3. Organize the inaugural meeting to introduce members, objectives, and the 5-year IE policy framework.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>

				<ol style="list-style-type: none"> <li>4. Establish procedures, timelines, and indicators for tracking and evaluating IE policy implementation.</li> <li>5. Maintain records of meetings, decisions, and progress updates; submit periodic reports to MoET management and stakeholders.</li> </ol>		
<b>12. Infrastructure provided for children/learners with special needs</b>	53AJ	Establish Resource Rooms in school - Resource Rooms set-up to Support IE learners	5	<ol style="list-style-type: none"> <li>1. Select schools based on need, student population, and readiness to host a resource room.</li> <li>2. Evaluate available space, furniture, equipment, and learning resources required for the room.</li> <li>3. Design layout, determine necessary materials, and create a setup plan aligned with school needs.</li> <li>4. Source teaching aids, assistive devices, books, furniture, and technology needed for the resource room.</li> <li>5. Renovate, furnish, and equip the space to make it functional, accessible, and safe.</li> <li>6. Orient teachers and support staff on using the resource room effectively to support inclusive education.</li> <li>7. Regularly track usage, replenish materials, and ensure the room continues to meet student needs.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. July</li> <li>4. September</li> <li>5. October</li> <li>6. November</li> <li>7. December</li> <li>8. December</li> </ol>	
<b>53. Support appropriate and targeted delivery of training/professional development for teachers</b>	53AJ	Capacity Building for Professional development of in-service Teachers on IE - Training sessions conducted for in-service Teachers	6	<ol style="list-style-type: none"> <li>1. Assess the knowledge gaps and professional development needs of in-service teachers regarding inclusive education.</li> <li>2. Prepare training materials, modules, and resources tailored to IE principles, strategies, and best practices.</li> <li>3. Set dates, venues, and duration for training sessions, considering teacher availability and school calendars.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. July</li> <li>4. September</li> <li>5. October</li> <li>6. November</li> <li>7. December</li> </ol>	

				<ol style="list-style-type: none"> <li>4. Arrange facilitators, training materials, equipment, and logistical support for effective delivery.</li> <li>5. Deliver interactive workshops, practical exercises, and demonstrations to build teachers' IE competencies.</li> <li>6. Track attendance, engagement, and understanding of teachers during the training sessions.</li> <li>7. Assess training effectiveness through feedback, evaluations, and post-training support; provide follow-up coaching or refresher sessions as needed.</li> </ol>		
<b>12. Infrastructure provided for children/learners with special needs</b>	53AJ	Awareness to schools on accessibility and infrastructure - Awareness campaigns conducted	4	<ol style="list-style-type: none"> <li>1. Select schools that require awareness on accessibility and infrastructure improvements.</li> <li>2. Prepare presentations, posters, guides, and other resources highlighting accessibility standards and inclusive infrastructure requirements.</li> <li>3. Schedule dates, times, and venues for school visits, workshops, or meetings.</li> <li>4. Arrange facilitators, transportation, materials, and any equipment needed for sessions.</li> <li>5. Deliver interactive sessions to school leadership, staff, and relevant stakeholders on accessibility and infrastructure best practices.</li> <li>6. Encourage discussions, questions, and sharing of school-specific challenges and solutions.</li> <li>7. Record sessions conducted, participants reached, and key takeaways; provide follow-up guidance for implementing accessibility improvements.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. July</li> <li>4. September</li> <li>5. October</li> <li>6. November</li> <li>7. December</li> </ol>	
<b>53. Support appropriate and targeted delivery of</b>	53AJ	Support in-service /pre-service IE teacher Training -	12	<ol style="list-style-type: none"> <li>1. Assess gaps in knowledge and skills among in-service and pre-service</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> </ol>	

<p><b>training/professional development for teachers</b></p>		<p>Training supported and coordinated</p>		<p>teachers regarding inclusive education practices.</p> <ol style="list-style-type: none"> <li>2. Prepare modules, lesson plans, and materials tailored to IE principles, teaching strategies, and classroom management.</li> <li>3. Schedule training dates, duration, and venues, ensuring alignment with academic calendars and teacher availability.</li> <li>4. Arrange facilitators, training materials, teaching aids, and logistical support such as transport and accommodation if needed.</li> <li>5. Deliver interactive workshops, practical exercises, and demonstrations to enhance teacher competencies in inclusive education.</li> <li>6. Track attendance, engagement, and progress of participants during training sessions.</li> <li>7. Assess training outcomes through feedback, evaluations, and post-training support; provide refresher courses or mentoring as required.</li> </ol>	<ol style="list-style-type: none"> <li>3. July</li> <li>4. September</li> <li>5. October</li> <li>6. November</li> <li>7. December</li> </ol>	
<p><b>19. Support Inclusive Education initiatives</b></p>	<p>53AJ</p>	<p>Support Coordination of IEP roll-out through provincial education Officers - IEP implemented in all provinces</p>	<p>12</p>	<ol style="list-style-type: none"> <li>1. Brief Provincial Education Officers (PEOs) on the IEP objectives, guidelines, roles, and expectations.</li> <li>2. Support PEOs to prepare provincial-level IEP roll-out plans, timelines, and target schools.</li> <li>3. Facilitate communication and coordination between MoET, PEOs, schools, and relevant stakeholders during roll-out.</li> <li>4. Track implementation progress through reports, school visits, and regular updates from PEOs.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	

				5. Compile provincial updates, share findings with MoET, and provide feedback and technical support to improve IEP implementation.		
	53AJ	Support Coordination of IERC - Coordination meetings held and reports produced	4	<ol style="list-style-type: none"> <li>1. Confirm the purpose, roles, and responsibilities of the IERC and its members.</li> <li>2. Plan, schedule, and organize IERC meetings, including agendas and logistics.</li> <li>3. Support information sharing and coordination between IERC members, MoET, and relevant stakeholders.</li> <li>4. Document meeting outcomes, decisions, and follow up on assigned action points.</li> <li>5. Prepare coordination reports and provide feedback to MoET and IERC members to support effective functioning.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
	53AJ	IE Coordination at Provincial level - Provincial IE activities coordinated with PEO office	6	<ol style="list-style-type: none"> <li>1. Liaise with the Provincial Education Office (PEO) to confirm priorities, roles, and coordination mechanisms for IE activities.</li> <li>2. Work with the PEO office to align IE activities with provincial education plans and schedules.</li> <li>3. Support joint implementation of IE activities with schools, officers, and partners at the provincial level.</li> <li>4. Track IE activity implementation through reports, meetings, and field visits coordinated with the PEO office.</li> <li>5. Compile progress updates, share findings with the PEO office and MoET, and provide feedback for improvement.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
<b>6. Teachers/Trainers are prepared</b>	53AJ	Mental Health Psychosocial Support Services - Psychosocial support services provided to students	10	<ol style="list-style-type: none"> <li>1. Work with teachers and school staff to identify students requiring psychosocial support.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> </ol>	

				<ol style="list-style-type: none"> <li>2. Conduct basic assessments or referrals to understand students’ psychosocial needs and risk levels.</li> <li>3. Deliver counselling, group sessions, peer support, or referral services as appropriate.</li> <li>4. Liaise with parents, health services, and relevant agencies to ensure comprehensive support.</li> <li>5. Track student progress, document support provided, and conduct follow-up to ensure continued wellbeing.</li> </ol>	<ol style="list-style-type: none"> <li>5. December</li> </ol>	
<b>21. Support the implementation of comprehensive safety plan</b>	53AJ	Training on counselling and creation of safe spaces in schools - Training conducted and safe spaces established	10	<ol style="list-style-type: none"> <li>1. Select teachers, counsellors, and school staff to participate in the training.</li> <li>2. Prepare modules on basic counselling skills, child protection, and safe space principles.</li> <li>3. Schedule training sessions, secure venues, and arrange materials and facilitators.</li> <li>4. Deliver practical, interactive training on counselling techniques and establishing safe spaces in schools.</li> <li>5. Assess participant learning, provide post-training support, and monitor implementation of safe spaces in schools.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
<b>19. Support Inclusive Education initiatives</b>	53AJ	Collect data on MHPSS - MHPSS data collected and monitored	1	<ol style="list-style-type: none"> <li>1. Determine what mental health and psychosocial support (MHPSS) indicators and information need to be collected.</li> <li>2. Prepare forms, surveys, or digital templates to capture relevant MHPSS data.</li> <li>3. Gather data from schools, counsellors, students, and relevant stakeholders using the prepared tools.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	

				<ol style="list-style-type: none"> <li>4. Check data for accuracy and completeness, then analyze to identify trends, gaps, and service effectiveness.</li> <li>5. Compile monitoring reports, share findings with relevant authorities, and recommend follow-up actions to improve MHPSS interventions.</li> </ol>		
<b>6. Teachers/Trainers are prepared</b>	53AJ	Training of MHPSS to Shefa and Tafea schools - Training delivered to teachers and staff	10	<ol style="list-style-type: none"> <li>1. Select teachers, school counsellors, and relevant staff from Shefa and Tafea schools to attend the training.</li> <li>2. Prepare modules and resources covering mental health, psychosocial support (MHPSS) concepts, and practical interventions for schools.</li> <li>3. Schedule training dates, secure venues, arrange facilitators, materials, and any transport or accommodation needed.</li> <li>4. Deliver interactive sessions with practical exercises, role plays, and discussions to build capacity in MHPSS.</li> <li>5. Assess participant learning, provide post-training support, and track implementation of MHPSS practices in schools.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
<b>19. Support Inclusive Education initiatives</b>	53AJ	Support coordination of MHPSS at school level and provincial Education Officers - Awareness sessions conducted in schools	10	<ol style="list-style-type: none"> <li>1. Brief school staff and PEOs on MHPSS objectives, roles, and responsibilities.</li> <li>2. Establish a plan outlining MHPSS activities, timelines, and responsibilities at school and provincial levels.</li> <li>3. Maintain regular communication between schools, PEOs, and MoET to coordinate MHPSS activities effectively.</li> <li>4. Track MHPSS activities, collect updates from schools and PEOs, and identify challenges.</li> <li>5. Compile monitoring data, share findings with MoET and PEOs, and recommend</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	

				follow-up actions for continuous improvement.		
<b>19. Support Inclusive Education initiatives</b>	53A]	Set safe environment space for MHPSS at MoET - Safe space established at MoET	1	<ol style="list-style-type: none"> <li>1. Determine the objectives, target users, and resources needed for the safe space within MoET.</li> <li>2. Select and arrange a suitable physical area, ensuring it is accessible, private, and safe.</li> <li>3. Provide necessary furniture, materials, and supportive resources for activities and counselling.</li> <li>4. Train staff and focal persons on the purpose of the safe space, confidentiality, and psychosocial support practices.</li> <li>5. Track usage, ensure the space remains safe and functional, and provide ongoing support to users.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
	53A]	Training on “I support my friend” in every school in Efate - Peer support program delivered	40	<ol style="list-style-type: none"> <li>1. List all schools in Efate and select students, teachers, and peer leaders to participate.</li> <li>2. Prepare modules, guides, and interactive resources focusing on peer support, empathy, and mental wellbeing.</li> <li>3. Schedule dates, secure venues, arrange facilitators, materials, and any transport or equipment needed.</li> <li>4. Deliver interactive workshops and activities that teach students how to support peers and promote wellbeing.</li> <li>5. Track participation, assess understanding, provide ongoing guidance, and document implementation in schools.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
<b>89. Review and implement the Communication strategy and support the strengthening of MoET</b>	53A]	Stakeholder engagement: consult with provincial education officers, provincial government area administrators, school	6	<ol style="list-style-type: none"> <li>1. Compile a comprehensive list of key stakeholders including PEOs, provincial government administrators, school leaders, provincial education boards,</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	

<b>Partners and stakeholders' coordination</b>		leaders, provincial education boards, church authorities, community leaders, other line ministries and NGOs - Stakeholder consultations conducted for Social Citizenship Education (SCE) program preparation		church authorities, community leaders, other line ministries, and NGOs. 2. Develop a consultation plan with objectives, methods (meetings, workshops, forums), and timelines. 3. Hold meetings, workshops, or forums to discuss priorities, roles, and collaboration opportunities. 4. Record inputs, recommendations, and agreements from stakeholders for future planning. 5. Share outcomes with participants, integrate feedback into plans, and maintain ongoing communication for sustained collaboration.		
<b>34. Support the development of the new curriculum</b>	53AJ	Resource Development: Finalise curriculum guides and teaching materials - Curriculum and teaching materials completed and approved	2	1. Prepare initial versions of the curriculum and teaching resources based on learning objectives and MoET guidelines. 2. Conduct internal reviews with subject matter experts, educators, and stakeholders; incorporate feedback to improve quality. 3. Share revised drafts with relevant authorities, school representatives, and experts for validation and recommendations. 4. Submit the final curriculum and materials to MoET or designated approval committees for formal authorization. 5. Distribute approved curriculum and teaching materials to schools and relevant educators; provide guidance for implementation.	1. March 2. June 3. September 4. December 5. December	
	53AJ	Resource Development: Translate materials into local languages - Material translated into local languages	2	1. Select the curriculum, teaching resources, or documents that need translation. 2. Identify the local languages relevant for the intended audience or schools.	1. March 2. June 3. September 4. December 5. December	

				<ol style="list-style-type: none"> <li>3. Hire or assign translators with expertise in the subject matter and local languages.</li> <li>4. Complete translations and conduct quality checks to ensure accuracy, clarity, and cultural appropriateness.</li> <li>5. Obtain final approval from MoET or relevant authorities and distribute translated materials to schools and stakeholders</li> </ol>		
	53Aj	Baseline survey: Translate survey tools to French and Bislama - Survey tools ready to use across provinces	2	<ol style="list-style-type: none"> <li>1. Determine which questionnaires, forms, or data collection instruments need to be translated.</li> <li>2. Confirm French and Bislama as the languages for translation.</li> <li>3. Hire or assign translators with expertise in survey terminology and the target languages.</li> <li>4. Translate survey tools and conduct quality checks for accuracy, clarity, and cultural appropriateness.</li> <li>5. Obtain validation and approval from relevant authorities before using the translated tools in the baseline survey.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
<b>88. Support M&amp;E guideline development and implementation</b>	53Aj	Baseline survey: Conduct survey across Vanuatu (KAP) - Survey completed and data collected	6	<ol style="list-style-type: none"> <li>1. Develop the methodology, sampling framework, timelines, and logistics for the Knowledge, Attitudes, and Practices (KAP) survey.</li> <li>2. Orient enumerators on survey tools, data collection methods, ethics, and quality standards.</li> <li>3. Administer the survey across targeted schools and communities throughout Vanuatu.</li> <li>4. Review collected data for completeness, consistency, and accuracy before analysis.</li> <li>5. Analyze survey results, prepare reports, and disseminate findings to MoET and stakeholders.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	

<b>52. Support the establishment of policies and implementation frameworks for all areas associated with teacher training.</b>	53A)	Teacher Training Design: develop training modules in collaboration with partners- CDU/SBM - Teacher training modules developed and validated	1	<ol style="list-style-type: none"> <li>1. Assess the competencies, gaps, and priorities for in-service and pre-service teachers to guide module development.</li> <li>2. Engage CDU, SBM, and other relevant partners to provide expertise, input, and alignment with national standards.</li> <li>3. Create draft modules covering key topics, learning objectives, and teaching strategies.</li> <li>4. Conduct internal and partner reviews to ensure quality, relevance, and appropriateness of content.</li> <li>5. Obtain formal approval from MoET and partner organizations before implementation in teacher training programs.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
<b>17. Support Safe school/PSET institution initiative</b>	53A)	Phase 2-provincial roll-out: Introduce SCE in 25% of remaining schools across all provinces - Pilot SCE program implemented in selected schools	60	<ol style="list-style-type: none"> <li>1. Determine the 25% of remaining schools in each province for Phase 2 roll-out.</li> <li>2. Assess each school's readiness, infrastructure, and capacity to implement SCE.</li> <li>3. Prepare a provincial roll-out plan with timelines, responsibilities, and resource requirements.</li> <li>4. Coordinate with PEOs, school leaders, and local authorities to ensure buy-in and support.</li> <li>5. Provide orientation and training to school staff on SCE objectives, procedures, and tools.</li> <li>6. Introduce SCE activities in the targeted schools, ensuring monitoring and technical support.</li> <li>7. Track implementation, document challenges and successes, and report outcomes to MoET and provincial authorities.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. August</li> <li>4. September</li> <li>5. October</li> <li>6. December</li> <li>7. December</li> </ol>	

<b>52. Support the establishment of policies and implementation frameworks for all areas associated with teacher training.</b>	53A]	Phase 2: Teacher training: conduct provincial training/workshops for teachers and principals - Training sessions delivered for teachers and principals	60	<ol style="list-style-type: none"> <li>1. Select teachers and principals from targeted schools in each province for the training.</li> <li>2. Prepare modules, guides, and resources aligned with SCE objectives and teaching standards.</li> <li>3. Schedule dates, secure venues, arrange facilitators, materials, and transport/accommodation as needed.</li> <li>4. Coordinate with PEOs, school leaders, and partner organizations to ensure participation and support.</li> <li>5. Deliver interactive workshops, practical exercises, and discussions for teachers and principals.</li> <li>6. Track attendance, engagement, and comprehension; provide support where needed.</li> <li>7. Collect feedback, assess training effectiveness, and prepare reports for MoET and provincial authorities.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. August</li> <li>4. September</li> <li>5. October</li> <li>6. December</li> <li>7. December</li> </ol>	
<b>17. Support Safe school/PSET institution initiative</b>	53A]	Phase 2 Community awareness: launch campaigns to promote SCE values in schools and communities - Awareness campaigns conducted in schools and communities	3	<ol style="list-style-type: none"> <li>1. Determine which schools and surrounding communities will participate in the awareness campaigns.</li> <li>2. Prepare posters, brochures, social media content, and other materials highlighting SCE values.</li> <li>3. Schedule events, workshops, and community outreach activities to promote SCE values.</li> <li>4. Implement activities in schools and communities, including presentations, discussions, and interactive sessions.</li> <li>5. Track participation, gather feedback, and document outcomes; report results to MoET and stakeholders.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
	53A]	GEIE Policy Dissemination (Awareness and Advocacy on	300	<ol style="list-style-type: none"> <li>1. Determine schools, education officers, community leaders, and stakeholders</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> </ol>	

		GEIE policy) - Policy disseminated to all schools, provinces and key stakeholders		<p>who need to be informed about the GEIE policy.</p> <ol style="list-style-type: none"> <li>2. Prepare policy summaries, brochures, posters, and presentations highlighting key aspects of the GEIE policy.</li> <li>3. Schedule workshops, meetings, and community outreach sessions to communicate GEIE policy objectives and requirements.</li> <li>4. Deliver interactive sessions, presentations, and discussions to raise awareness and promote understanding of the policy.</li> <li>5. Track participation, gather feedback, document activities, and report results to MoET and stakeholders.</li> </ol>	<ol style="list-style-type: none"> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
<b>20. Support is provided to schools/PSET institutions to develop comprehensive safety plan</b>	53AJ	Support integration of GEIE policy into school practices and plans - Schools develop gender sensitive action plans aligned with GEIE policy	10	<ol style="list-style-type: none"> <li>1. Review existing school policies, plans, and practices to identify gaps and opportunities for integrating GEIE principles.</li> <li>2. Prepare guidance notes, templates, or frameworks for schools to embed GEIE policy into their practices and planning.</li> <li>3. Conduct workshops or orientation sessions for school leaders and teachers on applying GEIE principles in daily school operations.</li> <li>4. Provide ongoing technical assistance to schools as they revise policies, lesson plans, and activities to reflect GEIE principles.</li> <li>5. Track adoption of GEIE practices, document successes and challenges, and report outcomes to MoET and stakeholders.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> <li>5. December</li> </ol>	
<b>53. Support appropriate and targeted delivery of</b>	53AJ	capacity building and training for teachers and school leaders on GEIE Policy.	10	<ol style="list-style-type: none"> <li>1. Select teachers, principals, and school staff who will participate in GEIE policy implementation training.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> </ol>	

<b>training/professional development for teachers</b>		Training sessions conducted for teachers and principals on GEIE policy implementation		<ol style="list-style-type: none"> <li>2. Prepare modules, presentations, and resources covering GEIE principles, policy guidelines, and implementation strategies.</li> <li>3. Schedule training dates, secure venues, arrange facilitators, materials, and any transportation or accommodation needed.</li> <li>4. Deliver interactive workshops with discussions, case studies, and practical exercises on GEIE policy implementation.</li> <li>5. Track attendance, assess learning outcomes, collect feedback, and report results and recommendations to MoET and stakeholders.</li> </ol>	<ol style="list-style-type: none"> <li>4. December</li> <li>5. December</li> </ol>	
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	53AJ	Monitoring and Reporting on GEIE Policy Implementation - Monitoring visits and reports on GEIE policy implementation completed	10	<ol style="list-style-type: none"> <li>1. Identify schools to be visited, define objectives, and develop a schedule for monitoring GEIE policy implementation.</li> <li>2. Develop checklists, observation forms, and templates to guide the monitoring process and capture relevant data.</li> <li>3. Visit schools to observe GEIE practices, engage with teachers, principals, and students, and assess policy implementation.</li> <li>4. Record observations, successes, challenges, and recommendations from each monitoring visit.</li> <li>5. Analyze collected data, prepare monitoring reports, and share findings with MoET and relevant stakeholders for action and follow-up.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> </ol>	
<b>89. Review and implement the Communication strategy and support the strengthening of MoET</b>	53AJ	Community and Stakeholder advocacy on GEIE - Stakeholder meetings, advocacy campaigns and	10	<ol style="list-style-type: none"> <li>1. List key stakeholders (government, school leaders, NGOs, community leaders) and communities to engage.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> </ol>	

<b>Partners and stakeholders' coordination</b>		community sessions conducted		<ol style="list-style-type: none"> <li>2. Prepare presentations, brochures, posters, and discussion guides for meetings, campaigns, and sessions.</li> <li>3. Schedule stakeholder meetings, advocacy campaigns, and community sessions; assign facilitators and organize logistics.</li> <li>4. Facilitate interactive discussions, awareness campaigns, and community outreach activities to communicate objectives and gather input.</li> <li>5. Record participation, key decisions, feedback, and outcomes; compile reports for MoET and relevant stakeholders.</li> </ol>	5. December	
<b>17. Support Safe school/PSET institution initiative</b>	53AJ	Support Safe school/PSET institution initiative - Child safeguarding awareness, advocacy and trainings	6	<ol style="list-style-type: none"> <li>1. Develop awareness and advocacy package on GEIE</li> <li>2. Develop awareness plan</li> <li>3. Conduct awareness</li> <li>4. Produce report</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. November</li> <li>4. December</li> </ol>	
<b>18. Support Health Promoting School/PSET institution initiatives</b>	53AJ	Communications on National School Games Charter - Games charter communicated to all relevant schools and stakeholders	1	<ol style="list-style-type: none"> <li>1. Determine schools, education officers, community leaders, and stakeholders who need to receive information about the Games Charter.</li> <li>2. Prepare summaries, brochures, posters, presentations, and digital content highlighting key principles of the Games Charter.</li> <li>3. Schedule meetings, workshops, social media posts, and other outreach activities to disseminate information.</li> <li>4. Deliver awareness sessions, distribute materials, and engage stakeholders to promote understanding of the Games Charter.</li> <li>5. Track reach and engagement, gather feedback, document activities, and report outcomes to MoET and relevant authorities.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. May</li> <li>3. June</li> <li>4. July</li> <li>5. September</li> </ol>	

	53AJ	Monitor and review the National School Game's budget and negotiate funding	1	<ol style="list-style-type: none"> <li>1. Examine the current sports budget allocations, expenditures, and planned activities for inter-secondary school programs.</li> <li>2. Track spending, identify variances, and assess budget utilization against planned objectives.</li> <li>3. Determine areas where additional funds are needed to meet program requirements or improve implementation.</li> <li>4. Engage relevant authorities, partners, or sponsors to secure additional funding or reallocate resources as necessary.</li> <li>5. Prepare financial reports, summarize budget performance, and provide recommendations for adjustments or future allocations.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. May</li> <li>3. June</li> <li>4. July</li> <li>5. September</li> </ol>	
	53AJ	Support the establishment of LOC for Penama 2026 games - LOC established and functional with clear roles and responsibilities	1	<ol style="list-style-type: none"> <li>1. Determine individuals and organizations to be part of the Local Organizing Committee (LOC), including sports officials, government representatives, and community leaders.</li> <li>2. Develop clear terms of reference outlining each member's duties, responsibilities, and decision-making authority.</li> <li>3. Organize the first LOC meeting to introduce members, objectives, and timelines for the 2026 Games.</li> <li>4. Establish subcommittees, workflows, and operational plans to manage various aspects of the Games.</li> <li>5. Track committee formation, meeting outcomes, and readiness milestones; report updates to MoET and relevant authorities</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. May</li> <li>3. June</li> <li>4. July</li> <li>5. September</li> </ol>	

	53A)	Organise the Penama 2026 VNSG - PENAMA VNSG successfully organised and executed	1	<ol style="list-style-type: none"> <li>1. Prepare a comprehensive plan outlining schedules, venues, events, resources, and roles for the 2026 VNSG in Penama.</li> <li>2. Secure funding, equipment, personnel, and logistics support required for the games.</li> <li>3. Engage schools, Provincial Education Office, local authorities, sports associations, and community partners to ensure collaboration and participation.</li> <li>4. Conduct the games as per schedule, ensuring proper management, safety, and adherence to rules and standards.</li> <li>5. Track event execution, document outcomes and lessons learned, and prepare a report for MoET and stakeholders.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. May</li> <li>3. June</li> <li>4. July</li> <li>5. September</li> </ol>	
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## 2.5.1 Torba Provincial Education Office

Program	Activity Code (53CA)	Service Target	Target	Action	Action completion date	Comment & Risks
<b>2.Support the review of the school fee regulation (Education Regulation Order)</b>	53CA	Development of the school fee structure.	27 schools by November	<ol style="list-style-type: none"> <li>To assist educational institutions in the development of their fee structures for the upcoming year.</li> <li>To evaluate and analyse the fee structure comprehensively.</li> <li>To provide recommendations for the approval of the fee structure.</li> </ol>	<ol style="list-style-type: none"> <li>July</li> <li>September</li> <li>October</li> </ol>	
<b>11. Monitor implementation of WASH policy</b>	53CA	WASH facilities in educational institutions have been enhanced.	10 ECCE centers, 10 primary schools, and 3 secondary schools are scheduled to be established by September.	<ol style="list-style-type: none"> <li>To support the development of WASH facilities in schools</li> <li>To conduct monitoring reports for implementation</li> <li>To coordinate the inclusion of WASH activities in the SSP/EIP for the following year plan</li> </ol>	<ol style="list-style-type: none"> <li>September</li> <li>September</li> <li>September</li> </ol>	
<b>12. Infrastructure provided for children/learners with special needs</b>	53CA	Baseline survey regarding inclusive accessibility has been conducted.	27 Primary Schools	<ol style="list-style-type: none"> <li>To develop a survey form.</li> <li>To communicate and execute the survey.</li> <li>To analyse the survey and generate a report.</li> <li>To address infrastructure priorities for schools.</li> </ol>	<ol style="list-style-type: none"> <li>February</li> <li>April</li> <li>April</li> <li>June</li> </ol>	
<b>13. Finalize and implement the National School Infrastructure Development Plan</b>	53CA	Santa Maria French Secondary School receives support.	1 school	<ol style="list-style-type: none"> <li>To identify additional resources required by the school.</li> <li>To address the needs with TSC, CDU, and SBM.</li> </ol>	<ol style="list-style-type: none"> <li>March</li> <li>June</li> <li>November</li> </ol>	

				3. To report on the school's start-up process.		
	53CA	New School Supported: - BLMS Year 11 Francophone - BLMS Year 11 Science - Telhei Year 11 Arts and Science - Bagavegug Secondary	3 Secondary Schools	1. To identify additional resources required by the school. 2. To address needs in collaboration with TSC, CDU, and SBM. 3. To report on the school's startup process. 4. To consult with the school community association.	1. March 2. June 3. November 4. November	
	53CA	Support for the Provincial Vocational School plan.	1 plan document	1. To prepare the consultation plan. To consult with the Motalava Community. 2. To consult with stakeholders. 3. To report on the outcome of the establishment. 4. To liaise with TED and VIT on PSET programs.s.	1. January 2. February 3. August 4. August	
<b>18. Support Health Promoting School/PSET institution initiatives</b>	53CA	HPS provincial activities are planned and coordinated.	12 ECCE, 8 Primary, and 2 Secondary schools	1. To approve the HPS plan. 2. To coordinate the implementation of activities. 3. To report on the progress of implementation.	1. March 2. March, June, September, December. 3. March, June, September, December.	
<b>19. Support Inclusive Education initiatives</b>	53CA	Initiatives Promoting Inclusive Education Support Provided to Children with Special Educational Needs (sen)	5 ECCE 5 Primary schools	1. Assist schools in identifying children with Special Educational Needs (SEN). 2. Monitor Individualised Education Programs (IEPS) for children with SEN.	1. May 2. September	
<b>20. Support is provided to schools/TVET institutions to develop</b>	53CA	Development of the school safety plan.	27 schools by November	1. To support schools to develop the plan. 2. To report on schools that have an approved safety plan	1. April 2. May	

comprehensive safety plan						
<b>25. Support the implementation of the parent support programs</b>	53CA	The implementation of the Parental Support Program is endorsed.	5 ECCE branches by October	<ol style="list-style-type: none"> <li>To identify areas requiring support.</li> <li>To assist in the implementation of PSP.</li> </ol>	<ol style="list-style-type: none"> <li>Feb, April, July Sept</li> <li>Feb, April, July Sept</li> </ol>	
<b>26. Monitor the implementation of the parent support programs</b>	53CA	The implementation of the Parental Support Program is under continuous monitoring.	10 ECCE branch by October	<ol style="list-style-type: none"> <li>To oversee community-based PSP training for parents.</li> <li>To report on the implementation of the training</li> </ol>	<ol style="list-style-type: none"> <li>Feb, April, July Sept</li> <li>Feb, April, July Sept</li> </ol>	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53CA	ECCE curriculum has been implemented.	11 ECCE by June	<ol style="list-style-type: none"> <li>To prepare a plan for support training.</li> <li>To assist MEOS in improving reading programs and activities in schools.</li> <li>To monitor the progress of activities in schools.</li> <li>To support the development of learning and teaching materials.</li> </ol>	<ol style="list-style-type: none"> <li>February</li> <li>July</li> <li>November</li> <li>November</li> </ol>	Weather conditions, including marine weather, can impact travel schedules to schools. Such conditions may cause delays or extend activity durations.
	53CA	Reflection and awareness activities undertaken in primary schools	5 Primary Schools by June	<ol style="list-style-type: none"> <li>To organise logistics.</li> <li>To conduct reflection exercises and foster awareness.</li> <li>To prepare the report.t.</li> </ol>	<ol style="list-style-type: none"> <li>February</li> <li>March</li> <li>March</li> </ol>	
	53CA	Refresher training on the curriculum was delivered to primary teachers.	5 Primary Schools by June	<ol style="list-style-type: none"> <li>To arrange logistics.</li> <li>To develop training materials.</li> <li>To deliver refresher training.</li> <li>To prepare reports.</li> </ol>	<ol style="list-style-type: none"> <li>Mar</li> <li>Mar</li> <li>April</li> <li>April</li> </ol>	
	53CA	Workshop on Classroom Assessment and Reporting Workbook Delivered.	5 Primary schools by June	<ol style="list-style-type: none"> <li>To organise logistics.</li> <li>To develop training materials.</li> <li>To deliver refresher training.</li> <li>To prepare reports.</li> </ol>	<ol style="list-style-type: none"> <li>Mar</li> <li>Mar</li> <li>May</li> <li>June</li> </ol>	

	53CA	Phonics training conducted (Years 1–3)	8 ECCE Centres 8 Primary Schools by July	<ol style="list-style-type: none"> <li>To organise logistics.</li> <li>To provide training.</li> <li>To prepare reports.</li> </ol>	<ol style="list-style-type: none"> <li>January</li> <li>July</li> <li>July</li> </ol>	
	53CA	Implementation of the Secondary School Curriculum.	4 Secondary Schools, 1 Senior Secondary School by November	<ol style="list-style-type: none"> <li>To monitor and support the implementation of the Year 7-10 curriculum.</li> <li>To prepare monitoring reports.</li> </ol>	<ol style="list-style-type: none"> <li>March, June, September, December</li> <li>March, June, September, December</li> </ol>	
	53CA	Implementation of FLE provincial activities.	4 Secondary Schools and catchment area by November	<ol style="list-style-type: none"> <li>To review and approve the Annual FLE activities.</li> <li>To monitor and support the FLE program both within and outside the school environment.</li> <li>To coordinate the implementation of activities.</li> <li>To provide reports on the progress of implementation.</li> </ol>	<ol style="list-style-type: none"> <li>March</li> <li>May, August</li> <li>May, August</li> <li>March, June, September</li> </ol>	
	53CA	Implementation of CIP is supported.	5 schools	<ol style="list-style-type: none"> <li>Approve the PCIO action plan.</li> <li>Implement activities in designated focus schools.</li> <li>Monitor and report on the implementation of these activities.</li> </ol>	<ol style="list-style-type: none"> <li>Feb</li> <li>June</li> <li>March, June, Sept, Dec</li> </ol>	
<b>18. Support Health Promoting School/PSET institution initiatives</b>	53CA	Schools participated in VNSSG	4 Secondary Schools	<ol style="list-style-type: none"> <li>To facilitate communication regarding the provincial sports competition.</li> <li>To coordinate the provincial school sports competition.</li> <li>To prepare the Torba Team.</li> <li>To arrange logistics for attending the VNSSG.</li> <li>To prepare a report on the games</li> </ol>	<ol style="list-style-type: none"> <li>February</li> <li>July</li> <li>July</li> <li>February</li> <li>October</li> </ol>	

<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53CA	Curriculum coverage is carefully monitored.	1 report	<ol style="list-style-type: none"> <li>1. To prepare the monitoring tool.</li> <li>2. To oversee coverage and provide feedback in schools.</li> <li>3. To submit the report.</li> </ol>	<ol style="list-style-type: none"> <li>1. Feb</li> <li>2. March, June, Sept,</li> <li>3. Dec</li> </ol>	
<b>49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review.</b>	53CA	Principals' Conference has been conducted.	1 conference	<ol style="list-style-type: none"> <li>1. To inform schools of the Conference.</li> <li>2. To prepare logistics.</li> <li>3. To conduct Conference.</li> <li>4. To provide report.</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan</li> <li>2. Feb</li> <li>3. April</li> <li>4. June</li> </ol>	Schedules in term 1 2026 school break of 1 week. Travelling to and back from the conference can be delayed or prolonged due to weather.
	53CA	Supported the National Principal Conference.		<ol style="list-style-type: none"> <li>1. To select and inform participating principals.</li> <li>2. To arrange logistics.</li> <li>3. To assist principals in attending the conference.</li> <li>4. To provide a report on the conference activity.</li> </ol>	<ol style="list-style-type: none"> <li>1. Feb</li> <li>2. Feb</li> <li>3. Mar</li> <li>4. April</li> </ol>	
<b>59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance</b>	53CA	Teachers are being observed.	50% Teachers of ECCE, Primary, Secondary	<ol style="list-style-type: none"> <li>1. To oversee the observations of teachers conducted by Principals and MEOS.</li> <li>2. To gather reports concerning teachers' observations</li> </ol>	<ol style="list-style-type: none"> <li>1. May, Aug, Nov</li> <li>2. Nov</li> </ol>	
	53CA	Principals and key teachers are supported in observing teachers	11 Key Teachers 10 Primary 5 Secondary	<ol style="list-style-type: none"> <li>1. To identify key teachers and principals.</li> <li>2. Plan school visits.</li> <li>3. To report on support provided.</li> </ol>	<ol style="list-style-type: none"> <li>1. Feb</li> <li>2. Feb</li> <li>3. March, June, Sept,</li> </ol>	
<b>62. Support the establishment and implementation of policies and procedures for the monitoring of principal performance.</b>	53CA	Principals are appraised.	10 Principals by August	<ol style="list-style-type: none"> <li>1. To identify Principals for appraisal.</li> <li>2. To prepare logistics</li> <li>3. To conduct appraisal.</li> </ol>	<ol style="list-style-type: none"> <li>1. Feb</li> <li>2. Aug</li> <li>3. Nov</li> </ol>	

<b>60. Support the updating and implementation of policies and procedures for teacher/trainer transfer and placement in schools.</b>	53CA	Teachers are well placed within schools	27 Primary, 5 Secondary Schools, 2 Senior Secondary Schools	<ol style="list-style-type: none"> <li>1. To identify vacancies</li> <li>2. To prepare draft teacher placement</li> <li>3. To submit change of placement to TSC</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. September</li> <li>3. November</li> </ol>	
<b>66. Support financial management training for all levels (central, province and school/PSET institution)</b>	53CA	Financial management refresher training conducted	42 ECCE Centres, 26 Primary, 5 Secondary Schools, 2 Senior Secondary Schools	<ol style="list-style-type: none"> <li>1. To support the implementation of the grant code.</li> <li>2. To provide assistance with school financial activities.</li> <li>3. To oversee school grants and reporting processes. s</li> </ol>	<ol style="list-style-type: none"> <li>1. November</li> <li>2. November</li> <li>3. November</li> </ol>	
	53CA	PEB grant is managed	9 office sections	<ol style="list-style-type: none"> <li>1. To manage imprest and activity funds.</li> <li>2. To report on the funds utilised</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> </ol>	
<b>80. Review implementation of MoET Structure at the provincial level and the provincial office structure.</b>	53CA	Provincial Office managed	9 office sections	<ol style="list-style-type: none"> <li>1. To manage the office.</li> <li>2. To oversee provincial units' activities.</li> <li>3. To oversee curriculum activities.</li> <li>4. To oversee EAU activities.</li> <li>5. To oversee national program activities.</li> <li>6. To oversee SBM activities.</li> </ol>	<ol style="list-style-type: none"> <li>1. March, June, Sept, Dec</li> <li>2. March, June, Sept, Dec</li> <li>3. March, June, Sept, Dec</li> <li>4. March, June, Sept, Dec</li> <li>5. March, June, Sept, Dec</li> <li>6. March, June, Sept, Dec</li> </ol>	The Provincial Office will develop a PFO in retirement in December 2025 and January 2026 respectively. Late appointment of new officers can affect the support this officers provide to the office activities.
<b>87. Support capacity building for planning,</b>	53CA	Business plan is aligned	1 plan	<ol style="list-style-type: none"> <li>1. To prepare provincial priorities.</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. April, October</li> </ol>	

<b>reflection, and timely reporting</b>				2. To prepare the 2027 Business Plan.		
	53CA	Quarter reports have been completed and submitted.	4 reports	1. To complete quarter reports	1. March, June, Sept, Dec	
	53CA	School Strategic Plan (SSP)/ ECCE Improvement Plan (EIP) document has been uploaded.  SSP/EIP Progressive report completed and available.	41 ECCE, 26 Primary, 5 Secondary	1. To monitor updates from principals and ECCE teachers regarding SSP.P. 2. To support submission/upload of annual Plan to OV. 3. Monitor completion and submission of progressive reports. 4. To provide assistance to schools to complete plan for following year.	1. Feb 2. Feb 3. April, July, Oct, Dec 4. Oct.	
	53CA	SSP analysis report has been completed	1 report	1. To analyse all SSP. 2. To prepare analysis report. 3. To submit school priorities	1. Feb 2. March 3. March	
<b>88. Support M&amp;E guideline development and implementation</b>	53CA	M&E of plan has been implemented	1 report	1. To develop provincial M&E. 2. To implement M&E.	1. Feb 2. Nov	
<b>83. Support the implementation and monitoring of OV policy</b>	53CA	The data for the School OV update has been uploaded.	27 Schools 41 ECCE	1. To assist schools in uploading current year student data 2. To verify school data.	1. March 2. May	

## 2.5.2 Sanma Provincial Education Office

Program	Activity Code 53CB	Output or Service Target	Target	Action	Action completion date	Comment & Risks
<b>80. Review implementation of MoE'T Structure at the provincial level and the provincial office structure.</b>	53CB	Office staff and office operations are well managed.	13 staff members in Sanma Education Office are well coordinated and managed	1.Monthly meetings are scheduled 2.Quarterly reports are well received 3.Activity reports are received 4.Office vehicles are serviced and managed 5.Staff are appraised on work performance	Jan- Dec March, June, September, December Jan-De March, June, November.	Comment: Office coordination, reporting, and staff performance management are strengthened through regular supervision. Risk: Staff workload, delayed reporting, and limited office resources.
<b>14. Support the establishment of internet connectivity for schools/PSET institutions</b>		Connectivity in the provinces (provincial and schools)	A total of 104 schools have been observed and their connectivity has been reported.	1.Verify schools with internet connectivity 2. Note and report.	1. January 2. February	Comment: School connectivity data supports effective planning and communication. Risk: Poor internet access and limited coverage in remote schools.
<b>60. Support the updating and implementation of policies and procedures for teacher/trainer transfer and placement in schools.</b>		Teacher Posting/ Placement	Teacher is assigned based on the teacher-student ratio and specific requirements.	1.100 % of Teacher placement are Verified 2.Recommend of internal arrangements to TMU 3.Requisition of appointment.	1. February 2. September 3. November	Comment: Teacher placements are verified to ensure equity and efficiency. Risk: Delays from TMU and resistance to postings.
<b>49. Support the establishment of policies and implementation frameworks for all</b>	53CB	Easily coordinated with the principals of SANMA School, and a conference and	70 school principals are provided with information to enhance academic performance	1. Set Conference/meeting dates 2. Plan and budget the Conference	1. March 2. April 3. April 4. April 5. April	Principals are equipped with academic and leadership information.

<p><b>areas associated with principals training and performance review.</b></p>		<p>meeting were organized and contacted in Luganville.</p>	<p>through reports presented by PEO staff and stakeholders.</p>	<ol style="list-style-type: none"> <li>3. Meeting with the SANMA Education Unit officers and SANMA School Principals Association</li> <li>4. Apply for fund for the conference/meeting</li> <li>5. Preparations for the meeting and work on Logistics</li> <li>6. Prepare and send letter or notification emails and messages for the Conference/meeting</li> <li>7. Coordinate the conference/meeting</li> <li>8. Work on resolutions of the meeting</li> <li>9. Monitor school Academic activities.</li> </ol>	<ol style="list-style-type: none"> <li>6. April</li> <li>7. May</li> <li>8. June</li> <li>9. August. - March 2026</li> </ol>	<p>Risk: Funding delays, travel difficulties, and weather conditions.</p>
<p><b>49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review.</b></p>		<p>Conference contacted to principals and chairman’s of Most affected or poor performing schools in west and northwest of Santo.</p>	<p>16 principals and school chairmen are captured and equipped with understanding and information to improve academic performance.</p>	<ol style="list-style-type: none"> <li>1. Set Conference/meeting dates</li> <li>2. Plan and budget the Conference</li> <li>3. Meeting with the SANMA Education Unit officers and West School Principals Association</li> <li>4. Apply for fund for the conference/meeting</li> <li>5. Preparations for the meeting and work on Logistics</li> <li>6. Prepare and send letter or notification emails and messages for the Conference/meeting.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. April</li> <li>4. April</li> <li>5. April</li> <li>6. April</li> <li>7. May</li> <li>8. June</li> <li>9. June - March 2026.</li> </ol>	<p>Comment: Targeted support strengthens leadership and academic improvement. Risk: Low attendance and logistical challenges.</p>

				<ol style="list-style-type: none"> <li>7. Coordinate the conference/meeting</li> <li>8. Work on resolutions of the meeting</li> <li>9. Monitor school Academic activities.</li> </ol>		
<b>18. Support Health Promoting School/PSET institution initiatives</b>	53CB	Oversaw and coordinated the National Secondary School Games.	Oversee the SANMA Principals Association in listing and logistics Preparations of the National Secondary School Games 2026.	<ol style="list-style-type: none"> <li>1. Coordinate and oversee the SANMA Principals’ Association in the preparation of e-logistics and listings of Sanma and Luganville students and officials for the school Games.”</li> <li>2. Approval of Financial assistance from schools towards the game.</li> <li>3. Schools access fund for assistance.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. June</li> <li>4. July</li> </ol>	<p>Comment: Effective coordination ensures accurate listings and logistics.</p> <p>Risk: Late data submission and limited financial contributions.</p>
<b>72. Support the review of policies &amp; guidelines</b>	53CB	VNSSG Participation policy guideline is developed.	1 Policy Guideline is developed for use at the Penama Games	<ol style="list-style-type: none"> <li>1. Convene a meeting with the executive of sanma Association to draft a policy guideline for VNSSG 2026</li> <li>2. Policy Guideline drafted</li> <li>3. Finalized</li> <li>4. Policy Launched for use at the Games 2026.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March April</li> <li>3. June</li> </ol>	<p>Comment: Policy provides clear guidance for school participation in games.</p> <p>Risk: Delays in drafting &amp; approval and limited consultation with principals</p>
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53CB	School Visitation is Contacted to Santo Remote schools, East santo and Fanafo canal.	100% primary and secondary Schools in Northeast of Santo and Fanafo canal on challenges and way forward to improve academic Performance in schools.	<ol style="list-style-type: none"> <li>1. Discuss school visit with PEO</li> <li>2. Prepare Monitoring Tools and Check List</li> <li>3. Show &amp; discuss the tools with PEO and get approval.</li> <li>4. Liase &amp; Prepare Budget with PFO</li> <li>5. Fill Imprest Form with PFO</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> <li>4. March</li> <li>5. March</li> <li>6. April</li> <li>7. April.</li> </ol>	<p>Comment: School challenges are identified and addressed through monitoring.</p> <p>Risk: Transport constraints and adverse weather.</p>

				6.Prepare school visits logistics 7.Conduct the school visits 8.Prepare &submit the school visits to PEO plus Imprest Acquittal		
<b>66. Support financial management training for all levels (central, province and school/PSET institution)</b>	53CB	Finance and management Training conducted & delivered to newly appointed principal.	Financial Training is conducted to 100% newly appointed principals in March.	1.To identify the school's Principal to attend Financial Refresher training. 2.To Prepare Training Materials for the Training. 3.To get an approval on the list of school Principals by PEO. 4.Communicate to school Principals to attend School Financial Training. 5.To prepare the logistics for the Financial Refresher Training. 6. To Deliver School Financial Manual Training to the Principals. 7. Report provided.	1. February 1 2. February 6 3. February 4. February 5. March 6. March 7. March	Comment: Training improves financial compliance and accountability. Risk: Limited financial skills and late report submissions.
	53CB	Monitoring & Verification visit to Schools on Financial Management Manual	Monitoring visits to school is conducted to 20 Primary & 5 Secondary School Principals by end of November.	1.To prepare a plan for Monitoring visits. 2.To identify the schools for Monitoring Visit on School Financial Management manual. 3.To get an approval by PEO on the list Schools. 4. To inform school principals on Monitoring Visit. 5. Monitoring visits being carried out to the principals. Report provided.	1. March 2. March 3. March 4. April 5. April	Comment: Monitoring ensures correct implementation of financial procedures. Risk: Poor record keeping and limited follow-up.

	53CB	Reporting of Financial Reports for Sanma Primary & Secondary Schools.	104 of Primary and Secondary School Finance reports updated and uploaded into the Open VEMIS by November.	<ol style="list-style-type: none"> <li>To inform all School Principals to submit Monthly, Quarterly and Annual reports.</li> <li>To get an approval on financial reports by PEO. To ensure Approved</li> <li>Reports must be return to schools for upload into the OV.</li> <li>Register schools that submit their Financial Reports.</li> <li>Produce feedback to School Principals who submit their reports.</li> </ol>	<ol style="list-style-type: none"> <li>March 31 to Dec 15</li> <li>March 31 to Dec 15</li> <li>March 31 to December 15</li> <li>Mar 31 to Dec 15</li> <li>End of Quarter Every end of Quarter.</li> </ol>	Comment: Timely reporting strengthens transparency and accountability. Risk: Connectivity issues and inaccurate data entry.
<b>3. Support the implementation of the school financial manual</b>	53CB	Coordination of Office Grant, Manage Payables and Receivables for PEO.	Financial Report for Office Grant is Managed & updated by November	<ol style="list-style-type: none"> <li>Expenses for the Office. PEB Bank Statement must be collected &amp; updated daily with Expenses and Income.</li> <li>Bank all receivables.</li> <li>Prepare PV &amp; Cheque for Payables.</li> <li>Payment of supplies.</li> <li>Filing of receipts and payments.</li> <li>Update cashbook payment.</li> <li>Submission of Acquittal Imprest.</li> </ol>	<ol style="list-style-type: none"> <li>Jan 1 to Dec 15</li> <li>Mar 31-Jun 30- Sep 30- Dec 15</li> <li>Jan 1 to Dec 15</li> </ol>	Comment: Office finances are properly managed and acquitted. Risk: Delays in banking, documentation errors.
<b>9. Strengthen asset management</b>	53CB	Asset Master plan developed and approved	Targeted Number of schools: ECCE – 30 PS – 40 SS- 5	1.MoET SANMA Asset Registry updated ECCE, Primary and Secondary school assets registry checked and updated.	March  April- May	Comment: Updated asset data supports infrastructure planning. Risk: Incomplete school asset records.
<b>74. Asset management is strengthened.</b>	53CB	Provincial office building and operation	4 Provincial Education office staff doors are replaced	<ol style="list-style-type: none"> <li>Door Quotes are collected</li> <li>Submit to PEO for approval</li> </ol>	<ol style="list-style-type: none"> <li>January</li> <li>January</li> <li>February</li> <li>February.</li> </ol>	Comment: Office safety and functionality are improved.

				3.LPO is committed and approved by PEO 4.Doors are changed and operational.		Risk: Procurement delays and supplier availability.
	53CB	Expansion of office space	1 extension eligible to accommodate extra staff.	1 Material and labour Quotes are collected 2.Submit to PEO for approval 3.LPO is committed and approved by PEO 4. Proceed with Office space extension work. 5. Activity is reported.	1. January 2. February 3. March 4. April 5. May	Comment: Improved workspace enhances staff efficiency. Risk: Budget limitations and construction delays.
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53CB	Support the improvement of literacy & numeracy	40 Primary schools. Year 1 – 3 Phonics Training Continue for 3 area councils	1.Identify next Literacy & Numeracy Challenging schools 2.Work on Training package. 3.Work on planning and Budget submit to PEO for approval 4.Coordinate Logistics and communicate information to schools 5.Contact training 6.Facilitators Report to PEO	1. March 2. March 3. March 4. March 5. April 6. April	Comment: Phonics training strengthens early literacy outcomes. Risk: Teacher turnover and limited follow-up support.
<b>60. Support the updating and implementation of policies and procedures for teacher/trainer transfer and placement in schools.</b>	53CB	Teachers involved in strikes and their data is managed	100% Information on teachers on strike are collected, and updated and stored for future references and reported to TMU	1.Teacher audit is contacted in school 2. provide data on Teachers strike and replacement 3. Inform TMU	1. Jan 2. Feb 3. April	Comment: Accurate data supports workforce planning decisions. Risk: Incomplete information from schools.
<b>52. Support the establishment of policies and implementation frameworks for all</b>	53CB	Ensure all of teachers are making demonstrable use of assessment data in planning	Teacher support training conducted to 21 Junior and centre schools on	1, Meet with the SANMA subject leads to improve and help Subject teachers for Academic discussion and trainings,	1. February 2. February 19 3. March 15 4. March 18 5. April to November.	Comment: Teachers improve instructional planning using assessment data. Risk: Limited teacher

<b>areas associated with teacher training.</b>		learning and teaching activities, catering the specific needs of individual students	Item difficulties in 2025 Year Provincial Exam.	2, Plan Subject teacher’s trainings and meetings based on Year 8 findings 2025 3, Budget the trainings and organize with schools to be responsible to fund the teachers for trainings towards academic improvement, 4.Oversee and allow the SANMA Principals Association Academic team to coordinate the programs 5.SANMA Education office to support and monitor.		participation and time constraints.
<b>53. Support appropriate and targeted delivery of training/professional development for teachers</b>	53CB	Professional development for teachers (School & Zone base)	6 Area council schools Effective PDP for Techers School Base Refresher training reported on.	1. Assist Schools to Prepare school Base PDP for Curriculum Improvement support and submit to Provincial SBM unit 2.Coordinators monitor the improvement support programs and give support for improvement. 3. School Spot check Visits on School Base PDP for teachers on loose Fridays (Plan to be submitted separately to PEO) 4. Coordinators Report to PEO	1. January 24 2.March 1 3 March 6	Comment: PDP activities strengthen teaching quality. Risk: Inconsistent implementation across schools.
<b>59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers’ performance.</b>	53CB	Provide Support and monitoring for effective teaching practices.	50 primary and 20 SS Principals and teachers are observed for improvement.	1.To identify and select schools in desperate need for improvement 2.To advice principals on monitoring and evaluation of pedagogies. 3.Principals to submit monitoring and evaluation reports to PEO.	1. By end of March 2. By end of June 3. By end of July 4. By mid - August 5. By end of October	Comment: Monitoring improves pedagogy and classroom performance. Risk: High workload limiting monitoring frequency.

				4.PEO to verify submitted information 5.PEO to provide feedback to schools		
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	53CB	Training delivered to Schools in developing their SIP/SSP.	SPEA and Coordinators Deliver training to 15 Primary School Principals & 5 Secondary School Principals By July.	1.To Identify Schools with difficulties in Preparing and reporting SIP / SSP. 2.To develop a support training plan 3.To get approval from the PEO 4.To prepare SIP/SSP training logistics arrangements 5.To communicate to the school Principals & SC Chair 6.To Conduct SIP/SSP Training on planning & Reporting	1. January 16 2. January 18 3. January 22 4. January 22 5. January 22 6. February 16	Comment: Schools improve planning and reporting practices. Risk: Weak planning skills among some principals.
<b>83. Support the implementation and monitoring of OV policy</b>	53CB	BMI data updated	20 Primary Schools, Students BMI are uploaded into OV by June	1.To verify school BMI data on OV 2.To remind School Principals on data input 3.To prepare progress report	1. March 2. March	Comment: Student wellbeing data supports health monitoring. Risk: Delayed data entry and reporting errors.
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53CB	BOT (Basic Operation Test)	87 Primary Schools are tested in Basic Operation Test by End of April 2026 and by end of October 2026.	1.Notify 87 primary schools about the BOT test schedule. 2.Prepare test package Print & Photocopy 3.Dispatch to schools Receive and analyse results 4.Report to PEO and Schools. 5.Schools work on their weak areas and students for improvement	1. February 2. February 3. February -March 4. June 5. July - October	Comment: BOT identifies numeracy gaps for targeted support. Risk: Delays in test administration and analysis.

	53CB	VANSTA & PILNA Results Awareness	Contact VANSTA & PILNA Result Awareness to six (6) Zones including surrounding school communities. By May 2026	<ol style="list-style-type: none"> <li>1. Draw up Awareness plan</li> <li>2. Get approval from PEO</li> <li>3. Prepare Awareness</li> <li>4. Presentation</li> <li>5. Prepare logistics</li> <li>6. Inform Schools in different Zones</li> <li>7. Contact Awareness</li> <li>8. Follow up on good practices in schools</li> <li>9. Evaluation &amp; Reporting</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. February</li> <li>4. February</li> <li>5. March – April</li> <li>6. May</li> <li>7. June-October</li> </ol>	<p>Comment: Awareness promotes data-driven school improvement. Risk: Limited community participation.</p>
	53CB	Year 8 standardized Provincial Test	21 schools offering year 8 is contacted with Samna standardized test	<ol style="list-style-type: none"> <li>1. Meet with the Sanma Principal Association and its Academic committee to discuss on the preparation of the Year 8 Provincial Exams.</li> <li>2. Secondary Coordinator to work with Sanma School Principals Academic Committee to identify subject teachers in different Area Executive to take part in the preparation and writing of Year 8 standardized Test.</li> <li>3. Prepare Test Blueprint Writing of Year 8 standardized Test</li> <li>4. First Check (Moderator) Revisit Draft and Make Changes</li> <li>5. Work on Answer Sheets and Marking criteria</li> <li>6. Test Timetable is Prepared and send to concern schools.</li> <li>7. Final Draft</li> <li>8. Final Check</li> <li>9. Printing</li> <li>10. Picking and Stabling</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> <li>6. September</li> <li>7. October</li> <li>8. October</li> <li>9. November</li> <li>10. November.</li> </ol>	<p>Comment: Standardized assessment provides reliable performance data. Risk: Printing delays and logistical challenges.</p>

				<p>11.Packaging                  12.Delivered to schools                  13.seating of standard Test                  14.Prepare Marking                  15. Logistics                  16. Prepare Marking Budget                  17.Prepare Marking and recording equipment and tools                  18.Marking and Recording                  19.Analysis of marks                  20.Report on Year 8 School Performance (Report and Presentation)</p>		
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	53CB	Support & strengthen SSP reports (Quarterly)	40 schools are Supported, Strengthened and monitored on SSP and quarterly Reports received from School Principals by SPEA and Coordinators Sanma	<p>1.Send reminder messages via, email, FB Page, Verbal Communication, Annual calendar, SBM Revised Timetable...                  2. Provincial SBM Unit Coordinators received SSP quarterly Reports and                  3.Support Weak School Principals.</p>	<p>1. March, June,                  2. September, October                  3. April, July, October, December</p>	<p>Comment: Ongoing support improves SSP reporting compliance.                  Risk: Late submissions from schools.</p>
	53CB	Support School Principals in Preparing their following years, SSP, and AWP & Budget.	60 of school principals are supported and advised on when, How and who to work with in developing their following year, SSP, AWP & Budget.	<p>1.Remind schools on Planning Preparation &amp; Submission deadlines                  2.Support School Principals to develop their following year, SSP, AWP, Budget &amp; Fee Structure.                  3.Collect Planning and Summarize reporting data from School Planning.                  4.Submit Reports to PEO &amp; SBM</p>	<p>1. June                  2. July – August                  3. September                  4. October</p>	<p>Comment: Principals improve planning and budgeting quality.                  Risk: Limited technical capacity and competing priorities.</p>
	53CB	Induction for School council and School	5 inductions contacted in 5 Area council in Sanma	1.Plan and Budget for School Council & School Community Association	<p>1. May                  2. May - June</p>	<p>Comment: Governance and community</p>

		Community Association		Induction in 5 Zone/ Areas in Sanma. 2, submit budget to PEO 3.Logistic Arrangement 4.Contact Induction 5.Report on required task.		engagement are strengthened. Risk: Low attendance and funding constraints.
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53CB	Monitoring the implementation of phonics	50 ECCE centres in 3 area councils.	1.As above	June – July 2026	Comment: Monitoring ensures consistent phonics delivery. Risk: Limited access to ECCE centres.
<b>83. Support the implementation and monitoring of OV policy</b>	53CB	Open VEMIS training conducted to newly appointed principal for class and Student enrolment data.	1 Training conducted to new Principal by March	1.To identify school principal to attend OV training. 2.To get approval on the list of the school to attend Open VEMIS training, by the PEO. 3.To prepare logistical arrangements for the OV training. 4.To communicate to the school principals about the OV. 5.Conduct OV training. 6.Provide report.	March	Comment: Principals improve data accuracy and reporting. Risk: ICT skill gaps and connectivity issues.
<b>37. Support the mentoring and monitoring of the new curriculum implementation.</b>	53CB	Provide coaching, Mentoring and monitoring support to teachers	5 focus schools	1. Establishment of Permanent PLCs in the focus schools. 2. Contact Morning Routine training and support to teachers. 3. Modelling of morning Routine. 4. Coaching and support to teachers. 5. Professional development for teachers.	1. January to February 2. January to June 3. January to March 4. January to June 5. January to June 6. January to June	Comment: Coaching improves curriculum delivery and classroom routines. Risk: Time constraints and limited mentor availability.

				6. Morning Routine Observation in the focus schools. 7. Modelling of daily reading training. 8. PM Benchmark reading. 9. Data wall implementation. 10. Walk the Talk with the Principals training.		
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	53CB	School operations are managed, and Principals are appraised	Conduct 10 Primary Principals appraisal and 2 Secondary Principals appraisals.	1.Monthly Emails send to school Principals to outline the important activities of the month. 2.Quarterly reports are well received 3.Activity reports are received 4.Principals Appraisals are conducted 5.Compile reports and send to SBM	1. Jan- Dec 2. March, 3. June-September, December 4. Jan-De 5. March, June, November.	Comment: Appraisals strengthen leadership accountability. Risk: Delays due to workload and scheduling.
	53CB	Improving Planning and Implementation at the MOET Province	100% of school Principals are Coordinated and support assistance in SSP, AWP, Budget in Planning, Budget and Quarter Reports	1. Check Schools on 2026 SSP, AWP. Budget 2. Provide support to Principals that need help. 3. Continues reminders send to School Principals on using their Plans and Budget and submitting Quarter Reports on the SSP and Budget. 4. Advice and support Principals for the following Year SSP, AWP, Budget	1. February 2. February - March 3. February - December 4. July - December	Comment: Coordinated support strengthens planning and reporting. Risk: Inconsistent engagement from schools.
<b>11. Monitor Implementation of WASH Policy</b>	53CB	Support and monitor the	40 Primary Schools and 5 Secondary Schools.	1. Plan for School Visit 2. Prepare Logistics 3. Apply for Budget	March March April - June	Comment: Monitoring supports safe and healthy school

		implementation of WASH in schools		4. Do School visit WASH monitoring Report on to PEO and National Programs		environments. Risk: Poor infrastructure and maintenance.
<b>36. Support provided to resource schools with the necessary resources required to deliver the new Curriculum</b>	53CB	Support and continue Improving literacy: Promoting library /reading; maintain the continuity of library station in	14 schools.	1. Draw up School Visit Plan 2. Arrange with PEO on providing transport 3. Report back to PEO on Progress	February, November	- Comment: Reading initiatives strengthen literacy engagement. Risk: Limited learning materials.
<b>35. Support Teacher Trainings on the new curriculum</b>	53CB	Support and monitor the classroom Base assessment implementation in Schools.	30 Primary School Teachers	1. Prepare Plan and Budget 2. Apply for Budget 3. Travel to Schools 4. Provide support and feedback on the Classroom Base assessment Report Program in schools	February February March- April	Comment: Teachers improve assessment practices in classrooms. Risk: Limited follow-up support.

## 2.5.3 Penama Provincial Education Office

Program	Activity Code (53CC)	Service target	Target	Action	Action completion date	Comment & Risks
<b>7. Monitor implementation of school/PSET institution maintenance manual</b>	PMO	Schools Handyman's support training is facilitated.	10	1. Identify schools 2. Plan and budget 3. Seek approval 4. Conduct logistics 5. Apply for Imprest 6. Conduct training 7. Produce report		
<b>9. Strengthen asset management</b>	PMO & PFO	School asset assessment, tagging and registry are updated.	30	1. Register assets 2. Provide feedback report		
<b>11. Monitor implementation of WASH policy</b>	Coordinators	Review and Refresher support training is conducted	20	1. Identify schools 2. Plan and budget 3. Seek approval 4. Conduct logistics 5. Apply for Imprest 6. Conduct training 7. Produce report		
	Coordinators	WASH Support to schools is conducted	20	1. Apply for Imprest 2. Conduct logistics 3. Provide support 4. Produce report		
<b>12. Infrastructure provided for children/learners with special needs</b>	PMO Coordinators	Baseline Survey on special learning needs conducted	20	1. Identify schools 2. Plan and budget 3. Seek approval 4. Conduct logistics 5. Apply for Imprest 6. Conduct training & Support 7. Produce report		
	PMO Coordinators	Provide support for inclusive access to school infrastructure is coordinated	20	1. Plan and budget 2. Seek approval 3. Conduct logistics 4. Apply for Imprest		

				5. Supervise school accessibility for learning spaces and WASH facilities 6. Produce report		
<b>14. Support the establishment of internet connectivity for schools/PSET institutions</b>	PEO	School's internet connectivity via star link, V-Sat, Vodafone and Digicel network is coordinated	15	1. Select schools 2. Provide list of schools to IT 3. Feedback report		
<b>17. Support Safe school/PSET institution initiative</b>	Coordinators PEA	Implementation of the SBDRR handbook is being carried out.	10	1. Select pilot schools 2. Plan and budget 3. Seek approval 4. Apply for Imprest 5. Conduct revised training on school disaster plans and SDMC's 6. Produce a report		
<b>18. Support Health Promoting School/PSET institution initiatives</b>	Coordinators	Collaboration between health and education sectors for the reactivation of aid posts within schools and PSET institutions is being facilitated.	5	1. Identify schools 2. Coordinate reactivation 3. Provide report		
<b>24. Support the implementation of recovery activities for affected schools/institutions</b>	PEO PMO	Assessment of school infrastructure and learning resources is conducted.	20	1. Plan and budget 2. Seek approval 3. Apply for Imprest 4. Conduct monitoring and support 5. Produce report		
	PEO PMO	Ambae ash fall, Tc Lola, TC Harold recovery process is monitored and supported.	10	1. Plan and budget 2. Seek approval 3. Apply for Imprest 4. Conduct monitoring and support 5. Produce report		

<b>25. Support the implementation of parent support programs</b>	ECCE Coordinator	Area Council/Community/ Parent awareness and support initiative is carried out.	30	1. Identify schools 2. Plan and budget 3. Seek approval 4. Apply for Imprest 5. Conduct awareness 6. Produce report		
<b>27. Support the implementation of Early Childhood Development policy</b>	PEO & ECCE Coordinator	Support training for teaching and managing ECCE is organised.	5	1. Identify schools. 2. Plan and budget. 3. Seek approval. 4. Apply for Imprest. 5. Conduct content-based training on teaching and management. 6. Produce report.		
<b>33. Support the establishment of VIT campuses in provinces</b>	PEO PMO PTC	Establishment process of Penama VIT Centre is being coordinated.	1	1. Prepare the capital project application		
<b>35. Support teacher trainings on the new curriculum</b>	Coordinators  PCIO	Outcome-based teaching for Years 1 to 9 is systematically monitored and analysed.	20	1. Plan and budget 2. Seek approval 3. Apply for Imprest 4. Conduct monitoring & analysis of teaching and learning in schools 5. Produce report		
		Refresher training support is conducted within Area Councils	10	1. Plan and budget 2. Seek approval 3. Apply for Imprest 4. Coordinate refresher training support at Area councils 5. Produce report		
		Year 10 Outcome based training is coordinated		1. Conduct logistics 2. Produce feedback report		
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	Coordinators & PCIO	Year 7 - 10 outcome-based implementation monitoring and support is conducted.	40	1. Accommodate and support mentoring concept 2. Produce report		

	Coordinators	Student Assessment at School level is standardised	20	<ol style="list-style-type: none"> <li>1. Plan and budget</li> <li>2. Seek approval</li> <li>3. Conduct logistics</li> <li>4. Apply for Imprest</li> <li>5. Conduct training support by EAU</li> <li>6. Produce report</li> </ol>		
	Coordinators	Training on analysis of student's results is conducted	20	<ol style="list-style-type: none"> <li>1. Plan and budget</li> <li>2. Seek approval</li> <li>3. Conduct logistics</li> <li>4. Apply for Imprest</li> <li>5. Conduct training support by EAU</li> <li>6. Produce report</li> </ol>		
<b>18. Support Health Promoting School/PSET institution initiatives</b>	PEO OV Secondary Coordinator	Preparation of National secondary School Games is coordinated.	4334	<ol style="list-style-type: none"> <li>1. Plan and budget</li> <li>2. Seek approval</li> <li>3. Conduct logistics</li> <li>4. Apply for Imprest</li> <li>5. Coordinate preparation and hosting of days</li> <li>6. Produce report</li> </ol>		
<b>29. Support in the development of a VNSDP Policy and implementation to ensure all TVET Institutions can deliver quality education</b>	PTC	TVET policy is implemented	2	<ol style="list-style-type: none"> <li>1. Prepare plan and budget</li> <li>2. Seek approval</li> <li>3. Conduct logistics</li> <li>4. Apply for Imprest</li> <li>5. Coordinate introduction of TVET in schools in 2 secondary schools</li> <li>6. Produce report</li> </ol>		
<b>49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review.89. Review and implement the Communication strategy and support the</b>	PEO & Coordinators	Participation to the national principal's conference and national education forum by principals and officers is coordinated.	20	<ol style="list-style-type: none"> <li>1. Prepare plan and budget</li> <li>2. Seek approval</li> <li>3. Conduct logistics</li> <li>4. Apply for Imprest</li> <li>5. Coordinate participation to the national events</li> <li>6. Produce report</li> </ol>		

<b>strengthening of MoET Partners and stakeholders' coordination</b>						
<b>43. Establish robust inventory mechanism for instructional material schools/TVET institutions to determined teacher and student need real time.</b>	Coordinators & PMO	Schools' & PSET academic & Training improvement plans (Curriculum Management plan) are monitored.	20	<ol style="list-style-type: none"> <li>1. Identify schools</li> <li>2. Plan and budget</li> <li>3. Seek approval</li> <li>5. Apply for Imprest</li> <li>6. Conduct monitoring</li> <li>7. Produce report</li> </ol>		
<b>47. Develop and support a digital cor for teachers professional learning.</b>	PEO & OV	Google classroom training is implemented/ replicated and supported.	10	<ol style="list-style-type: none"> <li>1. Coordinate logistics</li> <li>2. Produce a report</li> </ol>		
<b>49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review.</b>	PEO & Coordinators	Refresher training on instructional Leadership and Management including individual work plans is conducted.	25	<ol style="list-style-type: none"> <li>1. Identify schools</li> <li>2. Plan and budget</li> <li>3. Seek approval</li> <li>4. Apply for Imprest</li> <li>5. Conduct support &amp; monitoring</li> <li>6. Produce report</li> </ol>		
<b>57. Alternative provision to bridging courses</b>	PTC	VIT bridging course model is established.	1	<ol style="list-style-type: none"> <li>1. Identify coaches</li> <li>2. Plan and budget</li> <li>3. Seek approval</li> <li>4. Conduct logistics</li> <li>5. Apply for Imprest</li> <li>6. Conduct coaching training</li> <li>7. Produce a report</li> </ol>		
<b>59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance.</b>	PEA & Coordinators	Schools' academic improvement plans (Teacher & Student Management plan) are monitored.	40	<ol style="list-style-type: none"> <li>1. Identify schools</li> <li>2. Plan and budget</li> <li>3. Seek approval</li> <li>4. Apply for Imprest</li> <li>5. Conduct monitoring</li> <li>6. Produce report</li> </ol>		
<b>63. Strengthen financial management and reporting systems. Support the upgrading of the finance module in Open VEMIS.</b>	PFO & OV	Support from high-performing principals within area councils is supervised.	10	<ol style="list-style-type: none"> <li>1. Plan and budget</li> <li>2. Seek approval</li> <li>3. Conduct logistics</li> <li>4. Apply for Imprest</li> <li>5. Conduct refresher training</li> </ol>		

				6. Produce report		
<b>70. Support the review and implementation of the updated MoET structure</b>	PEO	Operation of the PEO Office is managed	1	1. Prepare plan and approved budget 2. Manage daily operations and staffs 3. Produce reports		
<b>72. Support the review of policies &amp; guidelines</b>	PEA	School policies and guidelines are reviewed	10	1. Plan and budget 2. Seek approval 3. Conduct logistics 4. Apply for Imprest 5. Coordinate and support review of school's policies 6. Produce report		
<b>81. Support Capacity building to provincial officers</b>	PEO	Staff capacity building is coordinated	5	1. Plan and budget 2. Seek approval 3. Apply for Imprest 4. Coordinate and facilitate staff capacity development 5. Produce feedback report		
<b>83. Support the implementation and monitoring of OV policy</b>	OV	School information is updated and validated.	50	1. Update school data 2. Validate data 3. Produce report		
	OV	Analysis and feedback on school information are facilitated.	40	1. Analyse data 2. Provide feedback report to schools 3. Produce report		

## 2.5.4 Malampa Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action Completion Date	Comments & Risks	
<b>1. Support the review process of the school grant processes</b>	53CD/88AC	Grant criteria are monitored, compliances implemented and uploaded to OV by schools. -	226	1. To notify all Principals on Grant criteria	1. February	Coordinators, PFO & Vanessa	
				2. To meet with all concern officers	2. April		
				3. To assist school principal to meet all grant criteria	3. May		
				4. To monitor Grant criteria updated in OV	4. July		
				5. To confirm eligible schools	5. November		
	Funds are distributed to all registered PSET Providers				1. To schedule visitation to PSET Centres	1. June	Dorah Willie
					2. To Visit PEST Centres	2. October	
					3. To produce and submit financial reports	3. November	
					4. To provide activities report to PEO	4. November	
<b>3. Support the implementation of the school financial manual</b>	53CD	School finance maintained and uploaded in OV by schools-	1	1. To assist new Principal in finance training	1. March	PFO, Vanessa & Merion	
				2. To monitor school financial entries in OV	2. November		
				3. To collect and approved financial OV reports	3. November		
	Monitoring school financial procedure			20	1. To identify school and select 20 school	1. February	PFO, Vanessa & Merion
					2. To prepare logistic Arrangement	2. February	
					3. To conduct monitoring	3. May	
					4. To produce a progressive report to PEO	4. June	
<b>4. Manage school/PSET registration processes</b>	88AC	Strengthen PSET providers in Malampa	2	1. To re-register (Pektel)- Ngafsany and Jean Baptise with new registration	1. March	Dorah Willie	
				2. To Collaborate with PSET providers to deliver 5 accredited courses	2. April		

				3. To assist PSET providers to apply for approval to deliver and in confirming approval for delivering fees	3. May	
	88AC	Develop and implement Provincial Professional development for PSET Managers and Trainers (Scholarship awarded to PSET Trainers)	5	1. To draw a Budget for training 2.To request for fund training 3. To prepare training logistic 4. To deliver training 5. To produce Activity report	1. February 2. February 3. June 4. June 5. July	Dorah Willie
	88AC	Awareness raising in 5 area councils in MALAMPA for PSET/TVET education Pathways	5	1.To consult with 5 area councils for awareness raising 2.To prepare budget and plan 3.To Prepare logistics with AAs 4.To conduct awareness with stakeholders and PSET providers 5.To produce Activity report	1. February 2. March 3. July 4. October 5. November	Dorah Willie
<b>7. Monitor implementation of school/PSET institution maintenance manual</b>	53CD	School maintenance plan monitored	35	1. To prepare Logistic arrangement 2. To conduct monitoring 3. To analyse the monitoring data 4. To report on the monitoring	1. April 2. June 3. July 4. November	PMO
<b>9. Strengthen asset management</b>	53CD	Monitoring and assist completion of Assets survey in schools	35	1. To complete the entry of assets in PFO, s computer 2. To analysis the asset data 3. To provide feedback to schools 4. To monitor schools	1. August 2. September 3. October 4. August	PMO
	53CD	Land Lease payment made	3	1. To confirm sample check 2. To provide an awareness 3. To make payment	1. January 2. March 3. December	PMO &PFO
<b>10. Monitor implementation of infrastructure standards</b>	53CD	Monitoring of Infrastructure standard in all schools	1	1.To liaise with facility unit for preparation of information Materials 2. To select workshop participants. 3.To conduct training 4.To monitor implementation of standards in schools 5.To report back	1.March 2.April 3.July 4.September 5.November	PMO
	53CD	School visitation to Ambrym, Paama and Malekula schools-	3	1. To prepare logistics and budget	1. February	Merion & DPEO

				2. To prepare resource materials for SC, Principal and SCA workshop.	2. March	
				3. To conduct 1 day workshop on improvement strategic and Issues raised	3. June August	
<b>11. Monitor the implementation of WASH Policy</b>	53CD	Wash policy Workshop (WIP)	226	1. To prepare logistic for last venue	1. January	Merion & Vanessa
				2. To conduct workshops on WIP on Ambrym.	2. February	
				3. To monitory the implementation of wash policy in schools	3. September	
				4. To produce a report	4. October	
53CD	Wash policy is implemented and monitored in schools	110	1. To prepare a monitoring sheet	1. January	Merion & Vanessa	
			2. To notify all Principals of data entry due dates	2. February		
			3. To monitor all school WASH data	3. November		
			4. To produce a report to PEO	4. November		
<b>16. Support Safe school/PSET institution initiative</b>	53CD /88AC	Disaster contingency plan within all PSET providers implemented (logistics)		1. To prepare workshop resources.	1. April	Dorah Willie
				2. To schedule Workshop	2. May	
				3. To contact workshop	3. June	
				4. Produce activities report	4. July	
<b>17. Support Health Promoting School/PSET institution initiatives</b>	53CD	Implementation of HPS activities in Schools is monitored and assisted	10	1. To Introduce new schools into the program	1. February	Pelau, Vanessa & Merion
				2. To assist new schools to create HSP policy	2. March	
				3. To provide report of feedback to new school.	3. April	
				4. To monitor implementation Plan of Health policy	4. June	
	53C	Facilitate meetings for the preparation towards national games 2026(Penama)	1	1. Schedule of Meetings	1. January	
				2. Meetings held with Missa executives	2. March	
				3. Preparation of budget	3. March	
				4. Travel dates confirmed	4. July	

<b>18. Support the inclusive initiatives</b>	53CD/88AC	Inclusive Education Policy is implemented and monitored in all schools	1	1. To distributed inclusive policy to all schools.	1. February	PEO
				2. To plan workshops on IEP policy on Paama, Ambrym and Malekula.	2. March	
				3. To monitor the implementation of IEP in schools	3. June	
				4. To produce report	4. September	
	Community awareness program is implemented on inclusive initiatives in schools/Mental and Social health	1		1. To produce information materials	1. March	Coordinator
				2. To plan for awareness program	2. April	
				3. To conduct awareness programs in school/PEST Institution communities.	3. May	
				4. To monitor inclusive activities in school programs	4. July	
<b>21. Monitor implementation of comprehensive safety plan</b>	53CD	Comprehensive safety plan training conducted to all school/PSET institution principals	1	1. To Plan and Budget for the four avenues of workshop	1. January	Fred & Dorah
				2. To Organised training logistic	2. February	
				3. To conduct SBDRR training	3. March	
				4. To monitor and report on implementation	4. October	
<b>25. Monitor the implementation of parent support programs</b>	53CD	Parental support programs Monitoring in school communities on Malekula.	1	1. To prepare Logistic arrangement	1. February	Pelau
				2. To monitor key teachers and ECCE teachers for implementing workshops	2. February	
				3. To conduct monitoring of workshops	3. June	
				4. To report on the monitoring	4. September	
	53CD	Awareness programs implemented on roles and responsibilities of Schools, SC, SCA and Communities also vocational secondary schools	1	1. To Produce Summary report on SC and SCA status in the province	1. April	PEO
				2. To contact schools whose SC and SCA terms have elapsed	2. May	
				3. To collect names of SC and SCA new proposed members	3. May	
				4. To submit name of proposed SC members to PEB	4. June	
				5. To conduct awareness to the new members	5. July	

<b>26. Support the Implementation of Early Childhood Development policy</b>	53CD	Monitor and Assist ECCE Policy and Minimum Quality Service in ECCE centres	226	1.To follow up on assessment readiness for age 3, 4, & 5	1. January	PEO
				2.To develop assessment check lists for ECCE learning requirements for MEOs	2. May	
				3.To coordinate and support MEOs monitoring of ECCE quality learning standards	3. September	
<b>34. Support teacher trainings on the new curriculum</b>	53CD	Incorporation of Family Life Education (FLE) in schools	1	1. To prepare planning and logistic for training of year 9 and 10 teachers	1. March	Loulou
				2. To conduct Training	2. April	
				3. To prepare logistic arrangement for monitoring of senior and junior levels	3. June	
				4. To prepare a report to PEO	4. October	
<b>35. Support provided to resource schools with the necessary resources required to deliver the new curriculum</b>	53CD	Facilitate the distribution of Schools' resources	2	1.To Distribution of curriculum resources to schools	1. February	Vanessa
				2.To collect data of school resources	2. March	
				3.To assist schools with suppliers	3. April	
				4.To assist schools with procurement of resources.	4. May	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53CD	Baseline Assessment Survey-	1	1 To scheduled dates	1. February	Mentors & Jeffery
				2.To prepare the program and Budget	2. February	
				3. To carry out Baseline in CIP focus schools	3. February	
				4.To analysis baseline results	4. February	
				5. To provide report to PEO Malampa and PEO CDU	5. February	
	53CD	Setting up of Professional Learning Community	1	1 To scheduled dates	February	Mentors & Jeffery
				2.To prepare the program and Budget	February	
				3. To set up professional learning community for CIP focus schools	February	
				4. To provide a report to the PEO Malampa and CDU	February	
	53CD	Modelling morning routine	1	1 To scheduled dates	February-September	Mentors & Jeffery

				2.To prepare the program and Budget		
				3. To model morning routine lessons for all teachers in CIP focus schools		
				4. To provide report to PEO Malampa and PEO CDU		
	53CD	Modelling Coaching	1	1 To scheduled dates	February-September	Mentors & Jeffery
				2.To prepare the program and Budget		
				3. To carry out coaching program with all teachers in CIP focused schools		
				4. To provide a report to the PEO Malampa and CDU		
	53CD	Monitoring students learning process	1	1 To scheduled dates	February-September	Mentors & Jeffery
				2.To prepare the program and Budget		
				3. To monitor progress of students learning in all ECCE, year 1,2 and 3 for each of the CIP focus schools		
				4. To provide a report to the PEO Malampa and CDU		
	53CD	Coordinate IPSS among Primary Schools	1	1.To schedule a combination two area council IPSS tournament	1.February	Fred & DPEO
				2.To develop the above plan with all area council IPSS committee	2.March	
				3. To provide support to all IPSS committees	3.April	
				4. To implement the plan	4.July	
				5. To. submit a report to PEO	5.August	
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53CD	Provincial Test year 6 and year 8 analysed	108	1. To distribute analysis of 2024 test to each school	1. May	Loulou
				2. To assist schools with intervention activities for improvement	2. July	

				3. To monitor implementation of activities by schools.	3. September	
				4. To conduct writing up of 2026 test	4. October	
				5. To analysis the students' marks	6. December	
		PILNA and VANSTA results analysed	1	1. To Collect and Analysis the two sets of data	1. February	Loulou & Fred
				2. To prepare Logistic Arrangement	2. February	
				3. To conduct meeting on data analysis	3. May	
				4. To report to PEO	4. June	
	53CD	Curriculum support program is monitored and reported (ECCE for South and Southeast Malekula	2	1. To schedule Malekula training	1. September	Pelau
				2. To prepare training program, resources & Logistics	2. March	
				3. To Secure training funds	3. May	
				4. To conduct training	4. October	
		Year 7, 8, 9 and 10 New Curriculum Monitoring	1	1. To liaise with CDU for monitoring tool	1. January	Loulou & Mentors
				2. To prepare logistic arrangement	2. January	
				3. To conduct workshop on monitoring tool (TOT)	3. February	
				4. To conduct monitoring	4. June	
				5. To write and submit a report to PEO	5. September	
	53CD	Curriculum monitoring in schools	1	1. To prepare a template/questionnaire	1. January	Coordinators & Merion
				2. To issue template/Questionnaire to respective schools	2. January	
				3. To collect template/Questionnaire	3. February	
				4. To analysis templates	4. February	
				5. To communicate with schools on strategies for remedial (Catching up	5. March	
				6. To monitor teachers and schools	6. June	
				7. To report on remedial classes progress to PEO	7. June	
	53CD	Implementation of Vanuatu Home Reading Program in area council	1	1. To schedule training dates	1. March	Pelau
				2. To conduct trainings in the area councils	2. April	

				3. To monitor implementation progress	3. May	
				4. To prepare report	4. July	
	53CD	Balanced Literacy Implementation in schools in Malekula, Paama and Ambrym-	1	1. To schedule Malekula, Paama & Ambrym monitoring program	1. March	Jeffery
				2. To prepare monitoring program budget, resources & Logistics	2. March	
				3. To secure monitoring funds	3. April	
				4. To monitor balanced literacy activities	4. May	
				5. To provide reports to PEO	5. July	
	53CD	Restocking school Libraries on Malekula and Ambrym	10	1. To negotiate with schools and library project for transportation fees	1. March	Jeffery & Loulou
				2. To collect and distribute library resources	2. May	
				3. To accommodate Library project's activities	3. May	
				4. To provide quarterly report to PEO	4. At the end of each quarter	
	53CD	Assessment of schools using the Malampa school assessment tool on Malekula, Ambrym and Paama	35	1. To schedule & budget School Visit program in Malekula, Ambrym & Paama.	1. April	Merion & DPEO
				2. To prepare School visit Logistics and secure funds	2. May	
				3. To implement school Visitation program	3. September	
				4. To report on Principals management performance	4. October	
	53CD	School Baseline Survey (SEF Template)	1	1. Monitoring of School Principal	1. June	Coordinators
<b>48. Support appropriate and targeted delivery of training/professional development for principals</b>	53CD	New and Weak Principal Induction	1	1. To schedule workshop date	1. January	Fred & DPEO
				2. To prepare logistical arrangement	2. February	
				3. To prepare workshop presentation	3. February	
				4. To conduct training	4. March	
	53C	Provincial Principals Conference	1	1. To schedule date	1. February	PEO & Merion
				2. To prepare logistic	2. March	
3. To conduct conference				3. April		

				4. To Prepare activity report	4. May		
<b>49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review.</b>	53C	National Principals conference and Education forum	1	1. Prepare budget	1. February		
				2. Organize traveling	2. April		
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination</b>							
<b>49. Support the completion of the teacher registration processes</b>	53CD	Principals & Teacher appraisal Training	226	1. To prepare training resources and logistic	1. May	Fred & Merion	
				2. To notify selected school principals	2. May		
				3. To conduct training	3. May		
				4. To Produce Activity report	4. June		
	Teachers Licensing				1. To liaise with TSC for Teachers Data	1. March	Coordinators
					2. To communicate with school principals for incomplete forms	2. March	
					3. To Coordinate Submission of forms	3. November	
					4. To Coordinator deliverance of Teacher Licence.	4. November	
	53C	Posting of Teachers to schools			1. Liaise with school council and principals	1. August	
					2. School Council Meeting minutes records	2. September	
3. Administer posting					3. October		

				4. PEB confirm posting and send to TSC	4.November	
<b>51. Support appropriate and targeted delivery of training/professional development for teachers</b>	53CD	ECCE teachers' qualification upgrade	25	1. To assist schools to employ qualified ICT teachers	4. March	
				2. To plan with schools to upgrade teaching and learning in schools.	5. May	
				3. To monitor and report on implementation	6. October	
	53CD	Professional development support for identified teachers provided	5	1. To identified weak performing teachers using EAU results	Depending on SBM's schedule	Mentors & Merion
				2. To conduct observation		
				3. To analysis observation		
<b>53. Support the establishment of policies and implementation frameworks for all areas associated with PSET trainers' recruitment, placement, training, and performance review.</b>	53CD	Teachers effective teaching practices activity in Malekula	2	1. To monitor teachers in classroom	1. June	Coordinators & Mentors
				2. To prepare for lesson demonstration	2. July	
				3. To conduct lesson demonstration	3. July	
				4. To produce reports to PEO	4. August	
		Induction of teachers	2	1. To prepare induction resources	1. June	Coordinators & Mentors
				2. To prepare logistic for training	2. July	
<b>58. Support the updating and implementation of policies and procedures for teacher/trainer transfer and placement in schools.</b>	53CD	ECCE teachers' Contract	1	1. To collect ECCE teachers documents from Key teachers	1. January	Pelau
				2. To confirm ECCE teachers list	2. February	
				3. To submit ECCE teachers, list to TSC	3. March	
				4. To supervise signing of new contracts	4. November	
	53CD	Facilitate teacher's placement according to school needs	1	1. To obtain school teaching programs.	1. April	
				2. To facilitate teacher's placement to meet school needs.	2. June	
				3. To recommend teachers placement to TSC.	3. August	

	53CD	Women in Education program implemented Workshop on school policies-discipline, academic, DRR, Student welfare, teacher management.	1	1. To prepare annual program	1. January	Vanessa
				2. To monitor implementation of program	2. June	
				3. To produce report	3. November	
	53CD	Professional development- Cert. IV Leadership & Management	1	1.To confirm participant list	1. January	Fred & Merion
				2. To secure funding	2. January	
				3. To conduct first cohort course	3. February	
4. To monitor participant performance				4. July		
<b>72. Support the review of policies &amp; guidelines</b>	53CD	Workshop on school policies-discipline, academic, DRR, Student welfare, teacher management.	1	1. To schedule workshop dates	1. February	Dorah, Loulou & Fred
				2. To prepare logistic arrangement	2. April	
				3. To conduct workshop	3. May	
				4. To Monitor school policies writing	4. June	
				5. To report to PEO	5.August	
<b>75. Support the implementation and monitoring of the IT policy</b>	53CD	Increasing use of ICT and support ICT infrastructure in schools	5	1. To select schools to upgrade their ICT facilities for academic programs	1. February	Fred
				2. To link the selected schools with other existing ICT model schools	2. March	
				3. To prepare logistic for visitation of ICT model schools	3. March	
<b>80. Review implementation of MoET Structure at the provincial level and the provincial office structure.</b>	53CD	Front Desk Office Management and Operations are managed	1	To implement Logbook and clock in registration and officers' leave.	1.December	Grayson
				To order stationary supplies for officers	2.February	
				3.To service clients and Customers	3. December	
				4.To collect and file documents	4.January	
				5.To attain to all clients and customers	5.January	
	53CD	Vehicle Service, Operation and Maintenances are managed	1	1. To schedule vehicle daily runs.	1.January	Jacques
				2.To implement daily checks	2.December	
				3.To make quotes for parts for repair and services	3.July	
				4. To make official running as instructed.	4.December	
	53CD			1	1. To Collect quotations	1. December

		Purchase of Office equipment (laptop), communications and Operation and miscellaneous		2. To prepare procurement and LPOs.	2. December	
				3. To purchase equipment and services	3. December	
				4. To record financial transaction	4. December	
				5. To produce a financial report	5. December	
	53CD	Office Operation-Cleaning/beautification	1	1. To clean the office.	1. January	Lorna
				2. To weed around the office	2. January	
				3. To order cleaning materials/Materials	3. January	
				4. To assist other officers	4. January	
				5. To mow the office lawn.	5. January	
	53CD	Filing Restructuring system of Malampa Secretary Office	1	1. To Collect quotation from supplier	1. February	Grayson
				2. To purchase filling cabinets and suspension files	2. March	
				3. To file all Provincial document	3. April	
				4. Report to PEO	4. M	
	53CD	Purchasing of fuel and transportation cost	1	1. To prepare LPOs	1. February	PFO
				2. To purchase fuel and transport	2. April	
				3. To record financial transaction	3. April	
				4. To produce a financial report	4. June	
	53CD	Purchase of Services-Accommodation and catering	1	1. To approve respective program activity	1. March	PFO
	53CD	Payment of entitlements (DSA and Allowances)	1	2. To prepare respective budget for approval	2. March	
				3. To purchase accordingly	3. April	
				1. To approve respective program activity	1. March	
				2. To prepare respective budget for approval	2. March	
				3. To purchase accordingly	3. April	
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	53CD	PEB Annual activity plan and budget is implemented	1	1. To prepare annual budget for all unit according to annual plan.	1. December 2023	PEO
				2. To send provincial annual budget to MoET.	2. December 2023	

				3. To release actual fund according to annual budget for the current year of each unit.	3. January	
				4. To send quarterly financial report.	4. December	
				5. To send Annual Financial report.	5. December	
	53CD	Presentation of 2027 plan at ESD planning retreat 2026.	1	1. To prepare annual planning 2027	1.June	PEO
				2. Preparation of budget	2.June	
				3. Schedule of traveling	3.August	
				4. Attending ESD retreat 2026	4.October	
	53CD	Appointment of New Provincial Education Board Members	7	1. List of new members send to MOET	1. January	PEO
				2.Follow up with Quality assurance unit	2.March	
				3.Appointments are made	3.June	
				4.Conduct induction of new, members	4.June	
	53CD	Provincial Education Authority board meetings are held	9	1.Schedule of Meetings is done	January	PEO
				2.Budget and resource are allocated	March	
				3.Meetings are held quarterly	November	
				4.Meetings are recorded, and decisions are implemented		
<b>83. Support the implementation and monitoring of OV policy</b>	53CD/88AC	Data on Out of School Children collected and compiled and submit to officer for PSET MIS Database	5	1.To Submit a concept, note to SMT	1 January	Dorah & Vanessa
				2.To Liaise with Department of Local authorities to establish a MOU to involve Area Administrators	2. February	
				3.To Produce records of out of schools	3.February	
				4. To Conduct tracer survey with 5 area councils in Malampa	4. March	
				5. To collect data of Dropouts for PSET sector	5. March	
				6.To develop a Training Program for all PSET Providers in Malampa on how to enter data to PSET MIS	6. April	
				7.To deliver Training Program	7. April	
				8.To produce activities reports	8. May	
<b>83. Support the implementation and</b>	53CD	OV refresher training for enrolment for South and	1	1. To schedule 1 day workshop date	1. February	
				2. To prepare logistical arrangement	2. February	Vanessa

<b>monitoring of OV policy</b>		Southeast Malekula school Principal		3. To prepare workshop presentation	3. March	
				4. To conduct workshop	4. March	
				5. Produce activity report	5. June	
	53CD	Data Quality Training in OV for Malekula Schools	3	1. To schedule 1 day workshop date	1. January	Vanessa
				2. To prepare logistical arrangement	2. January	
				3. To prepare workshop presentation	3. February	
				4. To conduct workshop	4. February	
				5. Produce activity report	5. June	
	53CD	Census day Monitoring	1	1. To schedule the 1-day program	1. February	Vanessa
				2. To Prepare logistical arrangement	2. February	
				3. To conduct censes day monitoring	3. March	
				4. To Prepare Activities report	4. April	
	53CD	Data Validation for an Area council	1	1. To schedule the 1-day program	1. May	Vanessa
			2. To Prepare logistical arrangement	2. June		
			3. To conduct Data Validation	3. August		
			4. To Prepare Activities report	4. September		
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	53CD	Annual plan budget and reporting cycle is implemented at school level	1	1. To Send Notification to schools for uploading Annual Plan and annual budget.	1. February	PFO
				2. To receive Schools Monthly financial reports	2. December	
				3. To approve all school financial report.	3. December	
				4. To upload all school monthly financial report.	4. December	
	53CD	SSP Support Program to Malampa Principals	10	1. To identify school without proper SSP	1. January	Loulou & Fred
				2.To schedule support trainings	2. February	
				3. To plan and budget for the trainings	3. February	
				4. To conduct training at Paama, Ambrym and South Malekula	4. March	
				5. To monitor and report to PEO	5. October	
				4. To Prepare activity report	4. May	
	53CD	2026 Schools' SSP, Annual Plans, Budget & fee structures are developed and approved	119	1. To notify all schools to begin SSP 2026 process	1. August	Loulou & Fred
				2. To Collect all SSP	2. October	

				3.To analyse all SSP	3. November	
				4. To Submit all School Fee structures to PEB	4. November	
				5. To Report on Provincial Priorities	5. December	
	53CD	2026 School strategic plans are monitored	226	1. 2026 SSP quarterly progressive reports templates are distributed to all schools	1. February	Loulou & Fred
				2. To collect SSP quarterly progressive reports	2. At the end of each quarter	
				3. To summarise SSP quarterly reports	3. At the end of each quarter	
				4. To submit quarterly reports	4. At the end of each quarter	
				5. To prepare activity reports by units	5. March	
				6. To prepare and issue meeting notice	6. April	
				7. To conduct meetings	7. June	
				8. To send out PEB decisions to schools	8. June	
<b>80. Review implementation of MoET Structure at the provincial level and the provincial office structure.</b>	53CD	Management of all provincial education officers	1	1. To prepare individual annual plans	1. January	PEO
				2. To approve the plans	2. January	
				3. To monitor Officers' performance	3. November	
				4. To appraise Officers' performance	4. June, December	
				5. To report to HR (MoET)	5. December	
				6.To Prepare Activities report	6. September	
	53C	Staff appraisal reports are completed and send	12	1.PSC section A appraisal Complete	1.February	PEO
				2.PSC section B appraisal Complete	2.June	
				3.PSC section C appraisal complete	3.November	
				4.Copies send to Central	4.December	
				5.PSC section 27 appraisal Complete	5.December	
<b>29. Support in the development of a VNSDP Policy and implementation plan to ensure all TVET</b>	88AC	Collaborate with Malampa education , PSET providers(VIT , Ituani VTC, PAS, PVTC, Accom VETS) , stakeholders to	5	1.To prepare budget and program	1.February	
				2.To Consult with five training providers to deliver the specific training	2.April	Dorah
				3.To carryout Logistics	3.June	

Institutions can deliver quality education		implement five skills training in the province.		4.To coordinate the training with support from PSET providers and stakeholders.	4August	
				5.To produce activity reports and submit	5.November	
	88AC	Collaborate with Malampa education, to implement their activities in the province	3	1.To support them with three project activities at the province	1. November	Dorah
				2.To produce activity reports and submit	2November	
	88AC	Advocacy and attending important stakeholders and Education meetings	6	1. To schedule meetings	1.February	PEO
				2. To prepare budget allocated	2.June	
			3. To travel to meetings	3.November		
			4. To advocate for Malampa Education	4.December		

## 2.5.5 Shefa Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
<b>17. Support Safe school/PSET institution initiative</b>	53CE	Potential safe school sites identified and held consultation with ESD Director and Stakeholders	Conduct 1 consultation with Director and Stakeholder by August	1. To identify stakeholders, and plan activity. 2. Consultation with stakeholders. 3. Identify potential safe schools and sites for PSET institutions. 4. To consult with Director ESD and stakeholders (project proposals & funding) 5. To produce project proposal report and find funding.	1. March 2. April 3. August 4. October 5. November	<ul style="list-style-type: none"> <li>▪ Unavailability of funding and Time for the activity to happen.</li> <li>▪ Unforeseen circumstances.</li> </ul>
<b>80. Review implementation of MoET Structure at the provincial level and the provincial office structure.</b>	53CE	Built Shefa PEO New Office Building.	Shefa Education Office.	1. Secure funds and building plan 2. Find building contractor 3. Construction begins	1. March 2. May 3. August	<ul style="list-style-type: none"> <li>▪ Time constraints.</li> </ul>
<b>11. Monitor implementation of WASH policy</b>	53CE	Implemented WASH policy in all schools.	5 Primary/Secondary Schools	1. Implement WASH activities 2. Ensure all schools have flush toilets	1. March 2. April 3. August	<ul style="list-style-type: none"> <li>▪ Unforeseen circumstances</li> </ul>

			on Epi, 3 schools on Tongoa, 1 School (Amaronea) on Nguna	<ol style="list-style-type: none"> <li>To collect evidence and monitor WASH activities</li> <li>To produce a report to PEO</li> </ol>	4. September	<ul style="list-style-type: none"> <li>Unavailability of funds</li> </ul>
<b>57. Alternative provision to bridging courses</b>	53CE	PSET Coordinator advertised, and plans developed for Shefa Skills Centre and Shefa skills training site.	<b>7 Areas</b> -N Efate - S. Efate - W. Efate -E. Efate - Emae -Tongoa - N. Epi -S. Epi	<ol style="list-style-type: none"> <li>To Plan for establishment of vocational Training Centres.</li> <li>Advertise Shefa PSET Coordinator</li> <li>To consult with schools and/or communities for establishing Provincial Skills Centres.</li> <li>To present the establishment plan to MoET.</li> <li>Consult Donor Partners.</li> </ol>	<ol style="list-style-type: none"> <li>March</li> <li>March</li> <li>May</li> <li>June</li> <li>August</li> </ol>	<ul style="list-style-type: none"> <li>Delay of funding and Time for the activity to happen.</li> <li>Unavailability of location</li> </ul>
<b>21. Support the implementation of comprehensive safety plan</b>	53CE	Schools are prepared for natural disasters.	All Schools	<ol style="list-style-type: none"> <li>Check and ensure schools have their natural disaster procedures.</li> <li>Observe drills conducted by selected schools.</li> <li>Report to PEO, SMT and partners</li> </ol>	<ol style="list-style-type: none"> <li>March</li> <li>June</li> <li>August</li> </ol>	<ul style="list-style-type: none"> <li>Unforeseen circumstances</li> <li>Unavailability of funds</li> </ul>
<b>20. Support is provided to schools/TVET institutions to develop comprehensive safety plan</b>	53CE	Schools are assisted in developing disaster mitigation plan.	All Schools	<ol style="list-style-type: none"> <li>Evaluate schools' disaster mitigation plans.</li> <li>Ensure Schools upload disaster mitigation plans in Open VEMIS.</li> </ol>	<ol style="list-style-type: none"> <li>April</li> <li>June</li> </ol>	<ul style="list-style-type: none"> <li>School delay to upload in OV</li> </ul>
<b>26. Monitor the implementation of the parent support programs</b>	53CE	Parent Support Program- early childhood and kindergarten is monitored	19 Area Councils in the province	<ol style="list-style-type: none"> <li>Evaluate implementation of Parent Support Program.</li> <li>Report to PEO.</li> </ol>	<ol style="list-style-type: none"> <li>March</li> <li>June</li> </ol>	<ul style="list-style-type: none"> <li>Delay of funding and Time for the activity to happen.</li> </ul>
<b>37. Support the mentoring and monitoring of the new curriculum implementation</b>	53CE	Monitored the implementation of the new curriculum in all schools.	All ECCE, Primary, and Secondary schools	<ol style="list-style-type: none"> <li>Evaluate implementation of new curriculum.</li> <li>Class observation in selected schools.</li> <li>Identify and recommend areas for improvement.</li> <li>Report to provincial PEO, CDU, and inform Director</li> </ol>	<ol style="list-style-type: none"> <li>March</li> <li>May</li> <li>June</li> <li>August</li> </ol>	<ul style="list-style-type: none"> <li>Weather constraints.</li> </ul>

<b>36. Support provided to resource schools with the necessary resources required to deliver the new curriculum</b>	53CE	Established working relations with Private Schools; and supported schools in obtaining resources.	3 Private schools to establish working relations; Support 20 ECCE, 20 Primary, 10 Junior Secondary, 7 Senior Secondary schools.	<ol style="list-style-type: none"> <li>1. Establish good relations with Private schools.</li> <li>2. Seek assistance from Private schools to improve literacy and numeracy.</li> <li>3. Support schools to obtain resources.</li> <li>4. Report to PEO.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. August</li> <li>4. September</li> </ol>	<ul style="list-style-type: none"> <li>▪ Unforeseen circumstances.</li> </ul>
<b>48. Support the digitization of curricular resources/instructional materials</b>	53CE	Assisted Teachers/Trainers and students/learners are trained in using digital curricular resources.	20 ECCE, 20 Primary, 20 Junior Secondary, 2 Senior Secondary (namely Epi High School and Ulei Senior Secondary School.)	<ol style="list-style-type: none"> <li>1. Training on how to use digital curricular resources.</li> <li>2. Inform and assist schools.</li> <li>3. Develop a checklist for schools on the use of digital curricular resources.</li> <li>4. Report to PEO</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. May</li> <li>3. June</li> <li>4. June</li> </ol>	<ul style="list-style-type: none"> <li>▪ Delay of funding and Time for the activity to happen.</li> <li>▪ Unavailability of location</li> </ul>
<b>62. Support the establishment and implementation of policies and procedures for the monitoring of principal performance.</b>	53CE	Supported the Implementation policies and procedures in place for principal management.	<b>30 schools</b> Efate – 15 Tongoa & Shepherds-5 Epi- 10	<ol style="list-style-type: none"> <li>1. To make sure principal have access to the policies.</li> <li>2. To ensure principals have read and understand the policies.</li> <li>3. Develop a check list to observe the policies implementation.</li> <li>4. Feedback to principals and report to PEO</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March</li> <li>3. July</li> <li>4. October</li> </ol>	<ul style="list-style-type: none"> <li>▪ Time constraint to implement activities.</li> </ul>
<b>80. Review implementation of MoET Structure at the provincial level and the provincial office structure.</b>	53CE	Reviewed Provincial Education structure.	1	<ol style="list-style-type: none"> <li>1. Liaise with ESD</li> <li>2. Review implementation of MOET structure at the provincial level</li> <li>3. Report and Advise Director ESD.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. August</li> </ol>	<ul style="list-style-type: none"> <li>▪ Unforeseen circumstances</li> </ul>

<b>81. Support Capacity building to provincial offices.</b>	53CE	2 office Staff offered space at training institution(s); 15 office staff attended capacity building workshop(s).	2 staff to attend training institutions; capacity building packages for 15 office staff.	<ol style="list-style-type: none"> <li>1. Revisit staff appraisal.</li> <li>2. Consult Director ESD, HR, VIPAM and TSC.</li> <li>3. Arrange for training institutions and/or capacity building packages for officers.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. April</li> <li>3. June</li> </ol>	<ul style="list-style-type: none"> <li>▪ Unforeseen circumstances</li> </ul>
<b>68. Support the development of MoET HRD Policy &amp; Plan and support staff capacity building at all levels</b>	53CE	Training provided in areas identified for human resource capacity building.	15 Provincial Education Officers	<ol style="list-style-type: none"> <li>1. Office staff identifies areas for capacity building.</li> <li>2. To plan activity.</li> <li>3. Execute inhouse capacity building for staff.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. April-August</li> </ol>	<ul style="list-style-type: none"> <li>▪ Unavailability of Time</li> </ul>
<b>59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance.</b>	53CE	Teacher performance policies and procedures are understood and implemented at year end.	20 ECCE, 20 Primary, 20 Junior Secondary, 7 Senior Secondary Schools	<ol style="list-style-type: none"> <li>1. Consult with SBM on teacher performance Policies and procedures.</li> <li>2. Ensure of the implementation of policies for monitoring teachers' performance are in schools.</li> <li>3. To make sure all teachers know about these policies.</li> <li>4. To make an observation to teachers at least once a year.</li> <li>5. Report to PEO.</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March-Sep</li> <li>4. October</li> <li>5. November</li> </ol>	<ul style="list-style-type: none"> <li>▪ Unforeseen circumstances</li> </ul>
<b>60. Support the updating and implementation of policies and procedures for teacher/trainer transfer and placement in schools.</b>	53CE	The updating and implementation of policies and procedures for teacher/trainer transfer and placement is supported.	10 teachers	<ol style="list-style-type: none"> <li>1. Make sure all teachers are familiar with the transfer or placement policies.</li> <li>2. Always consult with employer for the placement of each teacher.</li> <li>3. Make sure the teacher is at the right place where He/she is posted.</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan/Feb</li> <li>2. March</li> <li>3. April</li> </ol>	<ul style="list-style-type: none"> <li>▪ Unforeseen circumstances</li> </ul>
<b>14. Support the establishment of internet connectivity for schools/PSET institutions</b>	53CE	Schools advised and assisted to purchase internet devices.	10 schools	<ol style="list-style-type: none"> <li>1. Liaise with IT unit.</li> <li>2. Data base collection.</li> <li>3. Advise and assist schools to purchase internet connectivity devices.</li> <li>4. Follow up with the data base collection.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. April</li> <li>3. Mai</li> <li>4. August</li> </ol>	<ul style="list-style-type: none"> <li>▪ Unavailability of Time</li> </ul>
<b>49. Support the establishment of policies and implementation frameworks for all areas associated with</b>	53CE	Shefa key principals attended the national Principals' conference.	20 Principals	<ol style="list-style-type: none"> <li>1. Select key principals.</li> <li>2. Logistics for traveling.</li> <li>3. The conference event.</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> </ol>	<ul style="list-style-type: none"> <li>▪ Unforeseen circumstances</li> </ul>

<b>principals training and performance review.</b>						
<b>18. Support Health Promoting School/PSET institution initiatives</b>	53CE	Shefa schools participated in the Vanuatu National School Games (VNSG) in Penama Province.	1 VNSG	<ol style="list-style-type: none"> <li>1. Appoint taskforce.</li> <li>2. Preparation for participation.</li> <li>3 Trip to Penama province.</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. July</li> </ol>	<ul style="list-style-type: none"> <li>▪ Unforeseen circumstances</li> </ul>

## 2.5.6 Tafea Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
<b>6. Teachers/Trainers are Prepared</b>	53CF	By the end of 2026, at least 20 teachers and trainers will have received awareness training in inclusive education policy.	20	1. Prepare and disseminate invitation	1. March	PEO explanation UNICEF
				2. Prepare logistic for awareness	2. March	
				3. Conduct awareness	3. May	
<b>10. Monitor implementation of infrastructure standards</b>	53CF	By December 2026, the Provincial Education Office will ensure that all schools in the province comply with national infrastructure standards.	5	1. Awareness of the school principal's standard design for infrastructure.	1. January	
				2. Ensure that the school council includes building design into the SSP	2. March	
				3. Conduct Quarterly Monitoring Visits	3. May	
				4. Use Standardised Assessment Tools	4. May	
				5. Produce and Submit Monitoring Reports	5. June	
				6. Provide Feedback and Support to Schools	6. June	
				7. Follow-Up and Track Improvements.	7. December	
<b>14. Support the establishment of Internet Connectivity for Schools/PSET institutions</b>	53CF	By December 2026, at least six (6) schools/ PSET institutions will be equipped with connectivity to support teaching and learning and administration	6	1. Select provincial schools for ICT upgrades with ICT model Schools	1. March	
				2. Plan ICT visit to selected schools.	2. March	
				3. Prepare logistic for ICT training	3. May	
				4. ICT training delivered	4. July	
<b>24. Support the implementation of recovery activities for affected schools/institutions</b>	53CF	By December 2026, the Provincial Maintenance Officer will support the recovery of all affected schools and institutions.		1. Coordinate Recovery Works.	1. February	
				2. Monitor Quality and Compliance	2. June	
				3. Report Progress and Completion	3. December	
				4. Submit Verified Applications to TSC	4. July	
				5. Follow-Up & Final Confirmation	5. August	
<b>49. Support the establishment of policies and implementation frameworks for all areas associated with</b>	53CF	By December 2026, 100% of school principals will be informed and oriented on the Principal Performance Appraisal procedures through formal awareness sessions coordinated by the Provincial Education Office.	1	1. Principals conference	1. April	
				2. Principal's conference report write up	2. May	
				3. Disseminate Principal report to Director ESD	3. June	

<b>principals training and performance review.</b>						
<b>80. Review implementation of MoET Structure at the provincial level and the provincial office structure.</b>	53CF	By December 2026, the Provincial Education Office will fully implement the MoET organisational structure by ensuring all positions are aligned to the approved structure.		1.Align Staffing to the Approved Structure 2.Conduct Staff Orientation and Role Induction 3.Operationalise Core Functional Units 4. Strengthen Coordination and Communication Mechanisms 5.Monitor and Report on Implementation Progress	1. April 2. April 3. May 4. May 5. June	
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	53CF	By December 2026, the MoET/Provincial Education Office will strengthen the capacity of all provincial staff by delivering at least four targeted capacity-building activities.		1.Conduct a Provincial Capacity Needs Assessment. 2.Develop and Implement a Capacity-Building Plan 3.Prepare an annual provincial capacity-building plan with clear topics. 4.Deliver Training and Coaching Sessions Organise and facilitate at least four training programs 5.Support Peer Learning and Knowledge Sharing Establish provincial learning forums. 6.Monitor Capacity Improvement and Provide Follow-Up Support.	1.February 2.March 3.May 4.June 5.July 6.December	
<b>83. Support the implementation and monitoring of OV policy</b>	53CF	By December 2026, the Provincial Education Office will support full implementation of the OV Policy.	96	1.Conduct Policy training to principal 2. Monitor Compliance every compliance 3.Provide Technical Support and Coaching Offer on-site and remote support to school principals. 4.Report and Follow Up on Findings Produce 6 monthly for provincial OV.	1. March 2. April 3.May 4. July	
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	53CF	By December 2026, the Provincial Education Office will deliver at least four capacity-building sessions to strengthen staff skills in planning, data management, reporting, and school support services.		1.Conduct Training need assessment 2.Develop annual capacity building plan 3.Identified and engage facilitator 4.Organise and deliver training session		

	53CF	School Strategic Plan are developed		1. Provide Technical Support During SSP Development	1. January	
				2.Set Clear Submission Timelines and Follow-Up	2. February	
				3. Review Drafts and Give Feedback	3. March	
				4.Verify and Submit Final Plans to PEO Office	4. March	

## 2.6 Tertiary Education Directorate

Department 880						
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
56. Monitor accessibility to scholarships/implementation of NHRDP	88AB	Annual priority areas identified with NHRDP Coordinator	1 list of priorities	<ol style="list-style-type: none"> <li>1. Meet with NHRDP Coordinator</li> <li>2. Identify key priorities</li> <li>3. Organize and verify data</li> <li>4. Prepare List of priorities with budget</li> <li>5. Present list of needs/priorities to SMT</li> <li>6. Present list and budget to NSTB to approve</li> <li>7. Conduct awareness in schools and General Public on Priorities</li> <li>8. Report to Director TED,</li> <li>9. Advise the SMT and NSTB on PSET policies, Strategies and Priorities.</li> </ol>	<ol style="list-style-type: none"> <li>1. May 2026</li> <li>2. May 2026</li> <li>3. June 2026</li> <li>4. June 2026</li> <li>5. July 2026</li> <li>6. August 2026</li> <li>7. August to September 2026</li> <li>8. September 2026</li> <li>9. December 2026</li> </ol>	<ul style="list-style-type: none"> <li>• VQA Situation to be sorted out</li> <li>• Budget</li> <li>• Line ministries to provide list of needs</li> <li>• NHRDP Coordinat or vacant</li> <li>• No Annual priority areas not identified</li> </ul>
	88AB	Scholarship awardees are accompanied and monitored	5 (Fiji, Samoa, New Caledonia, PNG, Vietnam)	<ol style="list-style-type: none"> <li>1. Prepare plan for Staff travelling and budget</li> <li>2. Request approval from Director TED and SMT for staff to travel overseas</li> <li>3. Accompany students to respective institutions</li> <li>4. Meet with students and institutions</li> <li>5. Monitor progression of students</li> <li>6. Report to Director TED/SMT and NSTB</li> </ol>	<ol style="list-style-type: none"> <li>1. January 2026</li> <li>2. January 2026</li> <li>3. February 2026</li> <li>4. April to May 2026</li> <li>5. May to July 2026</li> <li>6. August 2026</li> </ol>	<ul style="list-style-type: none"> <li>• Scholarship Awardees are not monitored</li> </ul>
	88AB	Priority issues and consistency, transparency and effective use of limited resources are identified	1 SOP	<ol style="list-style-type: none"> <li>1. Meet with Key Stakeholders and Partners</li> <li>2. Identify best practices within TSCU</li> <li>3. Develop a Standard Operating Procedure</li> </ol>	<ol style="list-style-type: none"> <li>1. March 2026</li> <li>2. April 2026</li> <li>3. May 2026</li> <li>4. June 2026</li> <li>5. July 2026</li> </ol>	<ul style="list-style-type: none"> <li>• Increased inequities</li> <li>• Cyclone season</li> </ul>

				4. Submit SOP to Director TED 5. Present SOP to SMT 6. Present SOP to NSTB	6. August 2026	
<b>78. Support the development and implementation of the National Skills Development Policy</b>	88AB	The inclusion of certificate and diploma levels in scholarship awards is to be ensured, consistent with the public and private sector skill demands identified in the NHRDP	1	1. Consult with key stakeholders and providers 2. Review merit-based criteria to include certificates and diplomas 3. Present report to SMT 4. Present report to NSTB 5. Conduct awareness on new criteria	1. May 2. June 3. July 4. August 5. September	<ul style="list-style-type: none"> <li>No scholarship awards that is inconsistent with skills Demand</li> </ul>
<b>79. Support the development and implementation of the National Scholarship Policy</b>	88AB	TSCU Policy is developed and Procedures to address inequities at all level, and other external linkage is implemented	1 Policy	1. Prepare a concept note (including budget) for Policy Development 2. Request for approval from SMT through Director 3. Prepare TOR for contractor 4. Submit Concept Note and TOR to NSTB for Approval 5. Recruit contractor 6. Contractor to collect information from Different stakeholders in areas to be covered in the policy 7. Present draft of Policy to Director, SMT and NSTB 8. Conduct consultation with stakeholders 9. Submit Final Draft of Policy to SMT, NSTB for Approval	1. January 2. February 3. March 4. March 5. April 6. June 7. August 8. October 9. November	<ul style="list-style-type: none"> <li>No TSCU Policy and Procedures in place</li> </ul>
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination</b>	88AB	Link with external coordination and support is strengthened	10	1. Conduct Monthly meetings with different stakeholders 2. Identify other scholarships opportunities 3. Facilitate the process of other scholarship applications 4. Report To Director TED & NSTB	1. December 2. December 3. December 4. December	<ul style="list-style-type: none"> <li>No link with external coordination strengthened</li> </ul>
<b>28. Support the review and implementation of the PSET policy</b>	88AA/AB/AC/AD/AE	PSET Policy has been conceived the National	1	1. Established a clear vision and objective for the national skills development policy	1. December 2. March	<ul style="list-style-type: none"> <li>No link with external</li> </ul>

		Skills Policy that will be launched in July 2024 VNSDP Implementation Plan developed launched in March 2026		implementation plan aligning with the 2030 the Peoples Plan and NHRDP 2. Finalize the approval of VNSDP Implementation Plan		stakeholders • No implementation plan in place
	88AE	Establish a joint TED/VQA working group to provide a PSET investment road map for consideration by the VQA Board	1	1. Establish of Taskforce 2. Convene Meeting 3. Communications with Donor Agencies-PAS, VSP for costing 4. Drafting of Policy 5. Consultation through Provinces 6. Finalise road map	1. March 2. June 3. June 4. September 5. October 6. November	• No TED/VQA established working group
	88AE	National awareness of PSET/(VNSDP) Implementation Policy /Plan in all 72 Area Councils	2	1. Preparation of resources 2. Cost and budgeting (VQA, PMO) 3. 3. Contact awareness	1. March 2. April 3. June	• No awareness contacted in the 72 area Councils
<b>29. Support in the development of a VNSDP Policy and implementation plan to ensure all TVET Institutions can deliver quality education</b>	88AC	Strategy Setting the strategic direction (Output 1.4)	1	1. The Tertiary Education Directorate will be responsible for a national communications strategy that promotes skill development opportunities related to employment and economic growth to students, parents, employers and the broader community. (review) 2. Develop communication strategy to promote and create awareness. 3. Implement communication strategy 4. Report on the progress of communication strategy implementation 5. Upgrade reporting assistance through Provincial Skills Centres 6. Consultation and awareness activities regularly in all provinces (Output 1.4)	1. December 2. December 3. December 4. December 5. December 6. December	• NO National Communication Strategy development • MoU between Partners • Why MoU and need further Consultation
	88AC	Strategy Prioritising a demand-led approach		1. Liaise with all Government departmental strategic and corporate planning related to human resource development clearly	1. March 2. April 3. April	• No Departmental

	(Output 2.4)		<p>identify and articulate the specific skills gaps and skill shortages impacting service delivery.</p> <ol style="list-style-type: none"> <li>2. Assist Retrieve All Government agencies must incorporate human resource development plans in their respective corporate plans</li> <li>3. Collate annually all departmental identified skills gaps and skills shortages</li> <li>4. Publish a consolidated list of Public Sector skills gaps and skills shortages and distribute to PSET providers and VIPAM</li> </ol>	4. May	strategic and corporate planning developed.
88AC	Strategy Strengthening critical coordination (Output 3.1)	1	<ol style="list-style-type: none"> <li>1. Ensure that the role and function of the Scholarship Board will be to ensure scholarship awards are consistent with NSDP and NHRDP objectives and recommendations.</li> <li>2. To ensure that the Provincial Government Training Boards will continue to guide Provincial Skills Centre their operations are closely coordinated with provincial and area council development priorities. (review)</li> <li>3. Final draft Acts must have VQA Board and MOET senior management team approval</li> <li>4. Ensure the separate roles and responsibilities of Provincial Education Boards (under the Education Act) and Provincial Government Training Boards (under the VQA Act) are clearly defined</li> <li>5. Ensure Provincial Skills Centres provide secretariat and other resources to PGTBs to enable their determination of provincial development and associated skills development priorities</li> <li>6. Develop standard PGTB operational guidelines that ensure area council</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. June</li> <li>4. July</li> <li>5. August</li> <li>6. August</li> <li>7. September</li> </ol>	<ul style="list-style-type: none"> <li>• No Scholarship awards is consistent with NSDP and NHRDP</li> <li>• No PGTB is set up.</li> </ul>

				<p>priorities are incorporated into PGTB planning and operations</p> <p>7. Ensure the VQA Board and the PGTBs establish two-way communication and consultative mechanisms to inform national and provincial development priorities (Output 3.1) /&amp; Output 3.6)</p>		
<b>31. Support the PSET institutions to develop courses that met VQA requirements</b>	88AC	Institutional capacity strengthening	6	<ol style="list-style-type: none"> <li>1. Develop a concept note</li> <li>2. Directors' approval, budget expenditures and clear listing</li> <li>3. VQA &amp; TED approval financial support for every provider, approval of revisited all registration and status</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. September</li> <li>3. November</li> </ol>	<ul style="list-style-type: none"> <li>• Need Recruitment</li> <li>• No joint consultation in place</li> </ul>
<b>32. Support the registration process of PSET providers</b>	88AC	Quality Assurance for registration status is verified and complied with VQA requirements	6	<ol style="list-style-type: none"> <li>1. Gather all necessary information and documents required for registrations and status.</li> <li>2. Double- check all Land registration and governance in place, and ensure they are correctly filled out and signed where necessary, compliance and governance.</li> <li>3. Site visit and interview key personal</li> <li>4. Implement quality assurance mechanism to ensure that the training provider meet VQA standards.</li> <li>5. Follow up with VQA on approval processes to deliver submission</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. June</li> <li>3. July</li> <li>4. October</li> <li>5. November</li> </ol>	<ul style="list-style-type: none"> <li>• No quality assurance implemented</li> </ul>
<b>33. Support the establishment of VIT campuses in provinces</b>	88AC	Feasibility Study conducted	5	<ol style="list-style-type: none"> <li>1. Develop a concept note on a task force formation (TOR) with their TOR</li> <li>2. Create a clear objective and vision</li> <li>3. Develop and expenses breakdown</li> <li>4. Established a tasks force for director to approved by few stakeholders</li> <li>5. Director to create a SMT paper for approved by SMT</li> <li>6. Contact a comprehensive feasibility study to assess the demand for vocational and technical education in the target provinces.</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. June</li> <li>3. July</li> <li>4. October</li> <li>5. December</li> <li>6. December</li> <li>7. December</li> </ol>	<ul style="list-style-type: none"> <li>• No feasibility study conducted</li> </ul>

				7. Analyse demographic trends, economic indicators, and employment needs to identify potential partnerships with local institutions to identify priority sectors skills development		
<b>38. Support the development of the new course materials</b>	88AC	Instructional Materials design developed	1	<ol style="list-style-type: none"> <li>1. Develop a concept note on a task force formation (TOR) with their TOR</li> <li>2. Create a clear objective and vision</li> <li>3. Develop and expenses breakdown</li> <li>4. Established a tasks force for director to approved by few stakeholders</li> <li>5. Director to create a SMT paper for approved by SMT</li> <li>6. Liaised with HR on recruitment of TVET curriculum coordinator</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March</li> <li>3. March</li> <li>4. April</li> <li>5. May</li> <li>6. June</li> </ol>	<ul style="list-style-type: none"> <li>• No TVET curriculum Coordinator or appointed</li> </ul>
<b>40. Support TVET Institutions with the necessary resources required to deliver the new course materials</b>	88AC	Support Mechanisms	6	<ol style="list-style-type: none"> <li>1. Develop a concept note (to be included in the Tertiary sectoral policy</li> <li>2. Develop a concept note on a task force formation (TOR) what are their TOR</li> <li>3. Create a clear objective and vision</li> <li>4. Develop and expenses breakdown</li> <li>5. Established a tasks force for director to approved by few stakeholders</li> <li>6. Director to create a SMT paper for approved by SMT.</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> <li>3. June</li> <li>4. July</li> <li>5. July</li> <li>6. August</li> </ol>	<ul style="list-style-type: none"> <li>• Need recruit of SEO TPSS</li> <li>• Recruit Curriculum</li> </ul>
	88AC	Strengthening the Capacity of national PSET providers	3	<ol style="list-style-type: none"> <li>1. To support institutional reviews and strategic planning for the (a) Vanuatu Agriculture College; (b) Vanuatu Maritime College; and (c) Vanuatu College of Nursing Education</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> </ol>	<ul style="list-style-type: none"> <li>• No institutional reviews and strategies contacted</li> </ul>
<b>42. Strengthen procurement and distribution systems to ensure timely delivery/replacement of instructional materials to schools/TVET institutions.</b>	88AC	Procurement and distributions systems	5	<ol style="list-style-type: none"> <li>1. Develop a clear implementation plan on how to re-establish TVET in all 6 provinces</li> <li>2. Day boarders develop its budget</li> <li>3. Boarding develops its budget</li> <li>4. Develop a plan for a clear to established for how to revisit the budget and submissions of the institutions</li> </ol>	<ol style="list-style-type: none"> <li>1. September</li> <li>2. September</li> <li>3. November</li> <li>4. December</li> </ol>	<ul style="list-style-type: none"> <li>• No stakeholder's engagement</li> </ul>

<b>43. Establish robust inventory mechanism for instructional material in schools/TVET institutions to determined teacher and student need in real time.</b>	88AC	Inventory Mechanism	1	<ol style="list-style-type: none"> <li>1. Create an Integrate technology and streamlining the processes that provides Instructional materials are accessible to teachers/trainers and students/learners</li> <li>2. Strengthen communication with sector partners, area councils, and schools to identify provincial training needs.</li> <li>3. Collect, update, and report data on training types, participation, and outcomes quarterly.</li> <li>4. Ensure sustainability by addressing skills gaps, providing follow-ups, creating career pathways, and supporting on-the-job training or apprenticeships.</li> <li>5. Establish a clear framework for collaborative training implementation with schools, EST, and local administrators.</li> <li>6. Engage local training providers, industry coaches, and other stakeholders to deliver demand-driven programs.</li> <li>7. Utilize blended delivery modes: on-site, mobile, and online platforms.</li> <li>8. Strengthen collaboration between area administrators and Skills Centres for efficient program coordination.</li> <li>9. Identify and prioritize provincial skills demand, ensuring alignment with local economic needs.</li> <li>10. Provide quarterly impact updates to monitor training effectiveness and improve reporting systems. (Output 8.7)</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. August</li> <li>3. September</li> <li>4. October</li> <li>5. November</li> <li>6. November</li> <li>7. November</li> <li>8. November</li> <li>9. December</li> <li>10. December</li> </ol>	<ul style="list-style-type: none"> <li>• No integrate technology available</li> </ul>
<b>19. Support Inclusive Education initiatives</b>	88AC	Delivery of Skills Development	5	<ol style="list-style-type: none"> <li>1. Support the delivery of skills development.</li> <li>2. Output 1: institutional capacity of VIT to deliver quality, in-demand, and gender-responsive training strengthened.</li> <li>3. Output 2: gender responsive, inclusive, and climate resilience infrastructure and</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. August</li> <li>3. September</li> <li>4. October</li> </ol>	<ul style="list-style-type: none"> <li>• No support for the delivery of skills development</li> </ul>

				equipment at Shefa and Malampa/Sanma/Tafea/Penama campuses. 4. Output 3 inclusive and targeted training programs, particularly for woman and people with disabilities implemented. (Output 7.1)		
<b>56. Monitor accessibility to scholarships/implementation of NHRDP</b>	88AC	Industrial survey's raw data is analysed	2 (Penama and Tafea Provinces)	1. Design Platform for Survey 2. Conduct Industry survey with industries 3. Consult with Industry Skills Council 4. Development Implementation Plan with Clear Objectives 5. MoA/MoU with VIT & VNVA 6. Sources VCCI and NHRDP Report 7. Identify level of qualification for employment for all provinces 8. Identify courses needed to meet the National Human Resource Development Plan / Assess national industries for apprenticeship potential and types of qualifications required (Output 6.5) 9. MoA with VIT to identify qualifications matching with NHRDP 10. Submit an NPP to cover for Survey 11. Align PSET planning with on-going national and provincial labor market assessments and priorities (output 3.4)	1. February 2. March 3. April 4. May 5. June 6. July 7. August 8. September 9. October 10. November 11. December	<ul style="list-style-type: none"> <li>No report produced</li> </ul>
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders the strengthening of MoET Partners and stakeholders' coordination</b>	88AD	Link and cooperate between national, regional and international Universities	5	1. Collaborate with Foreign Affairs to open dialogue with different universities. 2. Collect data on all different institutions where Vanuatu Students are studying at. 3. Meet with VQA to provide information on registration of national, regional and international universities 4. Collaborate with Universities' representatives to collect information 5. Produce report on information collected to Director TED and SMT.	1. May 2. June 3. June 4. July 5. July 6. July 7. July 8. December 9. December	No link and cooperate between national, regional and international Universities.

				6. Develop a concept note with clear objectives to develop a request for NPP 7. Collaborate with PPU and MoET Finance and Administration Unit to work on NPP/GIP template 8. Transfer the Bilingual Research and Innovation Doctoral Training Unit and related activities to NUV 9. Transfer of DAEU program to NUV		
	88AD	Developed partners support Ministry Strategic Plan through a Joint Partner Agreement and MOU	2	1. Renew partnership with France voluntaries and service agreement signed by both partners 2. Maintain and reinforce partnership with AUF for support to higher education (Téluq – Canada: Licence online distance learning)	1. December 2. December	No Joint Partner Agreement and MOU established.
	88AD	Established a commission for Higher Education	1	1. Carry out a preliminary assessment 2. Develop legislative proposals for policy and legal framework 3. Establish Institutional design of the structure, TORs and operational funding	1. December 2. December 3. December	No Higher Education Commission established.
<b>28. Support the review and implementation of the PSET policy</b>	88AD	Strengthened recognition of prior learning and develop training pathways for Higher Education	1	1. Increase collaborations with other training institutions to offer more tertiary opportunities	1. December	No strengthening of recognition prior learning and develop training pathways for Higher Education
<b>72. Support the review of policies &amp; guidelines</b>	88AD	Number of Academic Research scholarship for Master's and PhD allocated	4	1. Allocate Master 1 & 2 UPF Tourism scholarships for Ni-Vanuatu students to study in Europe 2. Allocate Master 1 & 2 UNC Environment scholarships for Ni-Vanuatu students to study in the region 3. Allocate Master and PhD scholarships for Ni-Vanuatu students to study in the region and Europe	1. December 2. December 3. December	No allocation of Academic Research Scholarship for master's and PhD.

<b>70. Support the review and implementation of the updated MoET structure</b>	88AD	Liase with HR Unit to review Higher Education Unit structure	1	<ol style="list-style-type: none"> <li>1. Review Higher Education structure to also capture devolution to provinces</li> <li>2. Review JDs for existing HE Unit posts</li> <li>3. Proper weighting and alignment of posts</li> <li>4. Incorporate a research and training section under HE Unit</li> <li>5. Develop JDs for new HE Unit posts</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> <li>3. December</li> <li>4. December</li> <li>5. December</li> </ol>	No review of the Higher Education Unit Structure.
	88AD	Developed and implemented continuous professional development and capacity building with HE Unit	2	<ol style="list-style-type: none"> <li>1. Develop continuous professional development and capacity building plan</li> <li>2. Approach donor partners and stakeholders for in-house trainings</li> <li>3. Formalize recruitment of current posts through PSC process</li> <li>4. Implement continuous professional development and capacity building for HE Unit staff</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> <li>3. December</li> <li>4. December</li> </ol>	No professional development and capacity building with HE Unit
<b>6. Teachers/Trainers are prepared</b>	88AE	Teacher/Trainers are adapted to the Inclusive Education Policy	24	<ol style="list-style-type: none"> <li>1. Coordinate and facilitate Teachers and trainers from all levels (ECCE, Primary, Secondary and PSET).</li> <li>2. Teaching methods to meet the different needs of all students/learners.</li> <li>3. Professional development, attend workshops, and pursue further education.</li> <li>4. Review and apply the Inclusive Education Policy regularly to improve their approach.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. September</li> <li>4. December</li> </ol>	No Teachers/Trainer adapted to the Inclusive Education Policy
<b>53. Support appropriate and targeted delivery of training/professional development for teachers</b>	88AE	Teachers/Trainers are trained	20	<ol style="list-style-type: none"> <li>1. Coordinate and facilitate ECCE School Teachers to national and regional University.</li> <li>2. Coordinate and facilitate Primary School Teachers to national and regional University.</li> <li>3. Coordinate and facilitate Secondary School Teachers to national and regional University.</li> <li>4. Coordinate and facilitate PSET Teachers to national and regional University.</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. July</li> <li>3. July</li> <li>4. November</li> </ol>	No Teachers/Trainers are trained

	88AE	Annual Report on trainers' professional development	1	<ol style="list-style-type: none"> <li>1. PSET Providers provided information</li> <li>2. Compile report</li> <li>3. Report submitted</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. September</li> <li>3. December</li> </ol>	No Annual report on trainers' professional development produced
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## 2.7 Education Commissions and Council

### 2.7.1 Teaching Service Commission

Department 550						
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
<b>6. Teachers/Trainers are prepared</b>	55AA MENE	Teachers / trainers are trained in implementing the Inclusive Education Policy	100%	1. Conduct awareness across all provinces (Torba to Tafea)	December 2026	Budget constraints Limited Human resource Severe weather
<b>20. Support is provided to schools/PSET institutions to develop comprehensive safety plan</b>	55AA MENE	Survey form to collect teachers' data developed. Disaster Response Policy developed.	100%	1. Develop a draft survey form to collect teachers' data 2. Develop a disaster response policy	December 2026	Network problems Power problems
<b>59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance.</b>	55AA MENE	Performance appraisal for all teachers carried out.	100%	1. Liaise and carry out Teacher performance appraisal for Teachers 2. Identify training needs 3. Provide resources and support to Principals to ensure induction is carried out. 4. Liaise and negotiate with Training institutions for possible Training or upgrading of qualifications.	December 2026	Limited Human Resource
<b>49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review.</b>  <b>62. Support the establishment and implementation of policies and procedures for the monitoring of principal performance.</b>	55AA MENE	All principals are qualified Principals Standards developed.	100%	1. Conduct Nation-wide awareness and training on Teacher Development Policy Tools (Torba, Sanma, Penama Malampa, Shefa and Tafea). 2. Provide Training on tools on the Teacher Development Policy 3. Develop a Principals Standards	December 2026	Delay on Travelling Logistics Lack of human resource.

<b>62. Support the establishment and implementation of policies and procedures for the monitoring of principal performance.</b>	55AA MENE	Principal Development Policy is implemented	100%	<ol style="list-style-type: none"> <li>1. Carry out Principals performance appraisal.</li> <li>2. Identify training needs</li> <li>3. Provide resources and support to Principal.</li> <li>4. Liaise and negotiate with Training institutions for possible Training or upgrading of qualifications.</li> </ol>	December 2026	Delay on performance appraisals. Lack of human resource.
<b>51. Support the completion of the teacher registration processes</b>	55AA MENE	All Teachers recruited, appointed and registered in OV.	100%	<ol style="list-style-type: none"> <li>1. Conduct nationwide awareness on the amendment “may” to “must”.</li> <li>2. Review the Teacher Registration and Licensing policy.</li> </ol>	June 2026	Policy instability
<b>52. Support the establishment of policies and implementation frameworks for all areas associated with teacher training.</b>	55AA MENE	All teachers/trainers are certified and upgrade	100%	<ol style="list-style-type: none"> <li>1. Collaborate with Training Institutions to provide training in areas of need and provide access of professional development trainings in remote Areas.</li> </ol>	June 2026	Access to Training Facilities Lack of financial support Geographical challenge
<b>53. Support appropriate and targeted delivery of training/professional development for teachers</b>	55AA MENE	27. All teachers / trainers are certified to deliver	100%	<ol style="list-style-type: none"> <li>1. Conduct Teacher performance appraisals</li> <li>2. Organise ongoing professional Development workshops</li> <li>3. Collaborate with Training Institutions to provide training in areas of need</li> </ol>	Ongoing	Lack of Human Resources Access to Training Facilities in Remote Areas
<b>54. Support innovative ways to qualify trainers and educators to address this need, such as recognising prior learning or on-the-job training</b>	55AA MENE	All teachers/trainers are to be recognised and approve to deliver training to address RPL and on the job training	100%	<ol style="list-style-type: none"> <li>1. Defining pathways to address areas of need with training providers (PSET)</li> <li>2. Establish Mentorship and Coaching programmes in school</li> </ol>	September 2026	Lack of human resource Budget Constraint Lack proper coordination
<b>58. Support the updating and implementation of teacher/trainer recruitment policies and procedures.</b>	55AA MENE	Teacher/trainer recruitment policy and procedure developed.	100%	<ol style="list-style-type: none"> <li>1. Develop the recruitment policy and procedures.</li> <li>2. Carry out consultation of developed policy</li> <li>3. Approval of the Teacher recruitment policy and procedures</li> </ol>	June 2026	Policy instability

<p><b>59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers’ performance.</b></p>	<p>55AA MENE</p>	<p>Teacher/trainer monitoring guidelines of Performance is developed.</p>	<p>100%</p>	<ol style="list-style-type: none"> <li>1. Conduct Nation-wide awareness and training on Teacher and performance monitoring Tools</li> <li>2. Trained principals and HOD’s on Teacher and performance monitoring Tools</li> </ol>	<p>December 2026</p>	<p>Delay on Travelling Logistics Lack of human resource.</p>
<p><b>60. Support the updating and implementation of policies and procedures for teacher/trainer transfer and placement in schools.</b></p>	<p>55AA MENE</p>	<p>Teacher/trainer management policy and procedure developed.</p>	<p>100%</p>	<ol style="list-style-type: none"> <li>1. Establish Teacher Transfer Policies</li> <li>2. Establish guideline and procedures for Teachers Transfers</li> </ol>	<p>December 2026</p>	<p>Changes in policies</p>
<p><b>61. Support the establishment and implementation of policies and procedures for principal recruitment.</b></p>	<p>55AA MENE</p>	<p>Principal management policy and procedure developed.</p>	<p>100%</p>	<ol style="list-style-type: none"> <li>1. Develop the recruitment policy and procedures.</li> <li>2. Carry out consultation of developed policy</li> <li>3. Approval of the Teacher recruitment policy and procedures</li> </ol>	<p>December 2026</p>	<p>Changes in policies</p>
<p><b>62. Support the establishment and implementation of policies and procedures for the monitoring of principal performance.</b></p>	<p>55AA MENE</p>	<p>Principal management performance guideline is developed.</p>	<p>100%</p>	<ol style="list-style-type: none"> <li>1. Conduct Nation-wide awareness and training on principals and performance monitoring Tools</li> <li>2. Develop Principal performance Guideline</li> <li>3. Establish a principals performance appraisal system in OV.</li> </ol>	<p>June 2026</p>	<p>Delay on Travelling Logistics Lack of human resource.</p>
<p><b>68. Support the development of MoET HRD Policy &amp; Plan and support staff capacity building at all levels</b></p>	<p>55AA MENE</p>	<p>Recommend Staff for training / professional development</p>		<ol style="list-style-type: none"> <li>1. Carry out Staff Performance Appraisal</li> <li>2. Identify weakness and strengths</li> <li>3. Provide list of Staffs to HR</li> <li>4. Support / recommend for trainings and professional developments</li> </ol>	<p>December 2026</p>	<p>Delay in submission of appraisal</p>
<p><b>69. Implementation of legislations and Acts</b></p>	<p>55AA MENE</p>	<p>Nationwide awareness of the TSC Staff Rule No.99 of 2024.</p>	<p>100%</p>	<ol style="list-style-type: none"> <li>1. Conduct Provincial awareness Shefa Malampa Penama Sanma Tafea</li> </ol>	<p>December 2026</p>	<p>Budget constraints Limited Human Resource Natural disaster Logistical delays</p>

<b>70. Support the review and implementation of the updated MoET structure</b>	55AA MENE	TSC Structure updated and approved	100%	<ol style="list-style-type: none"> <li>1. Review approved TSC structure</li> <li>2. Commission Board Approval (TSC &amp; PSC) of TSC Structure</li> </ol>	June 2026	Delay in Commission Approvals Budget constraints
<b>73. Support the implementation and monitoring of the asset policy and Capital Works Development Plan</b>	55AA MENE	Implement and comply with the Asset Management Policy.	100%	<ol style="list-style-type: none"> <li>1. Recruit an Asset and Procurement officer. (TSC approved structure)</li> <li>2. Coordinate with the Facilities Unit to ensure that feasibility studies and site mapping are conducted for the construction of a new office building.</li> <li>3. Work closely with the Facilities Unit to secure available state property at the Joint Court Area for planned office extensions.</li> </ol>	December 2026	Delay in recruitment of Asset and Procurement officer. Policy Instability
<b>76. Support the development of the education management information system and school management system</b>	55AA MENE	Teachers Module maintained		<ol style="list-style-type: none"> <li>1. Update and upgrade the Teacher Module in OV</li> </ol>	ongoing	System sustainability
<b>83. Support the implementation and monitoring of OV policy</b>	55AA MENE	Reports on implementation of the Teachers Module.	100%	<ol style="list-style-type: none"> <li>1. Provide quarterly progress report on the Teachers module</li> </ol>	ongoing	System sustainability
<b>87. Support capacity building for planning, reflection, and timely reporting</b>	55AA MENE	100% of relevant staff attend quarterly workshop. All departmental work plans are finalised. 100% Quarterly reports submitted on annual basis.	100%	<ol style="list-style-type: none"> <li>1. Conduct sessions with staff twice a year for Planning and reporting's of activities.</li> </ol>	ongoing	Delay of planning and reporting submissions
<b>89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination</b>	55AA MENE	Strengthen MoET partners and stakeholder Coordination	100%	<ol style="list-style-type: none"> <li>1. Maintain and strengthen current partnership programmes with relevant stakeholders.</li> <li>2. Establish MOU's or Agreements with partnership programmes with relevant stakeholders</li> </ol>	ongoing	Conflicting interests and priorities



		<ol style="list-style-type: none"> <li>7. Certificate IV in Business Administration</li> <li>8. Certificate IV in Data Management</li> <li>9. Certificate IV in Dental Assistance</li> <li>10. Certificate IV in Dietetics</li> <li>11. Certificate IV in Engineering, Infrastructure Management, Assets and Inventory</li> <li>12. Certificate IV in Graphic Arts and Design</li> <li>13. Certificate IV in Hospital Waste Management and Disposal</li> <li>14. Certificate IV in Information System</li> <li>15. Certificate IV in Management</li> <li>16. Certificate IV in Medical Laboratory Science</li> <li>17. Certificate IV in Pest Management</li> <li>18. Certificate IV in Pharmaceutical Science</li> <li>19. Certificate IV in Pharmacy Stock Management</li> <li>20. Certificate IV in Pharmacy Technician</li> <li>21. Certificate IV in Product Development</li> <li>22. Certificate IV in Public Management and Administration</li> <li>23. Certificate IV in Supply Chain Management</li> </ol>		
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		24. Certificate IV in Tourism (House Keeping) 25. Certificate IV in Tourism (Customer Service) 26. Certificate IV in Tourism (Tour Guiding) Advance Certificate in Leadership, Management and Project Management			
		<ul style="list-style-type: none"> <li>Report from Quality Assurance Panel</li> </ul>	2 <sup>nd</sup> Feb 2026	18 <sup>th</sup> Dec 2026	
		<ul style="list-style-type: none"> <li>Process UoCs for ISC endorsement</li> </ul>	2 <sup>nd</sup> Feb 2026 2 <sup>nd</sup> Feb 2026	18 <sup>th</sup> Dec 2026 18 <sup>th</sup> Dec 2026	
		<ul style="list-style-type: none"> <li>Submit to VQA board for approval</li> </ul>			
		<ul style="list-style-type: none"> <li>Upload all newly developed and approved UoCs into PSET MIS</li> </ul>			
		<ul style="list-style-type: none"> <li>Develop a unit of competency document for a course. Translation of the unit of competency document into French</li> </ul>	2 <sup>nd</sup> Feb 2026	18 <sup>th</sup> Dec 2026	CSD UNIT
<b>Corporate Objective: 1.2 A system for ongoing feedback and updating of UoC established and implemented.</b>					
<b>Feedback on the use of UoCs collected and used to review UoCs.</b>	1.2.1 Develop and update guidelines, procedures and tools for on-going feedback on UoCs	<ul style="list-style-type: none"> <li>Develop, review and update documents.                             <ul style="list-style-type: none"> <li>Handbook for the Guideline to develop a UoC</li> <li>Guideline for unpacking UoCs</li> <li>Procedure to Complete Qualifications and UoC Documents Template</li> <li>Guidelines for Clustering UoC for</li> </ul> </li> </ul>	26th Jan 2026	18th Dec 2026	CSD UNIT

		Training and Assessment Deliveries			
		<ul style="list-style-type: none"> <li>Consult with VQA staff for feedback</li> </ul>	26th Jan 2026	18th Dec 2026	
		<ul style="list-style-type: none"> <li>Send to CEO for approval</li> </ul>	26th Jan 2026	18th Dec 2026	
	1.2.2 Implement CSDU policy	<ul style="list-style-type: none"> <li>Develop UoC and Review UoC according to the policy</li> <li>Review and update the policy</li> </ul>	26th Jan 2026	18th Dec 2026	CSD UNIT
	1.2.3 Conduct capacity building on how to unpack a UoC to trainers for delivery purposes	<ul style="list-style-type: none"> <li>Develop plan and session plan</li> </ul>	2nd Feb 2026	31 <sup>st</sup> March 2026	CSD UNIT
<ul style="list-style-type: none"> <li>Send to staff for comment</li> </ul>		2nd Feb 2026	31 <sup>st</sup> March 2026		
<ul style="list-style-type: none"> <li>Send to CEO for feedback and approval</li> </ul>		2nd Feb 2026	31 <sup>st</sup> March 2026		
<ul style="list-style-type: none"> <li>Carry out capacity building</li> </ul>		2 <sup>nd</sup> Feb 2026	18 <sup>th</sup> Dec 2026		
<ul style="list-style-type: none"> <li>Develop a Handbook for the Unpacking of UoCs</li> <li>Create a video</li> </ul>		2 <sup>nd</sup> Feb 2026	18 <sup>th</sup> Dec 2026		
	1.2.4 Conduct refresher information session for any documents within the Unit where needed.	<ul style="list-style-type: none"> <li>Develop Plan/Session Plan for conducting a refresher information session</li> </ul>	26 <sup>th</sup> Jan 2026	31 <sup>st</sup> March 2026	CSD UNIT
<ul style="list-style-type: none"> <li>Send to CEO for approval</li> </ul>		1 <sup>st</sup> March 2026	31 <sup>st</sup> March 2026		
<ul style="list-style-type: none"> <li>Carry out the refresher workshop on staff</li> </ul>		1 <sup>st</sup> April 2026	18 <sup>th</sup> Dec 2026		
	1.2.5 Implement the issue register	<ul style="list-style-type: none"> <li>Liaise with the managers of Training Providers to find out the courses being delivered.</li> <li>Send Issue register form to each provider after each delivery of accredited course.</li> </ul>	1 <sup>st</sup> July 2026	30 <sup>th</sup> November 2026	CSD UNIT
<ul style="list-style-type: none"> <li>Provide a report quarterly on how many forms received and how many issues have been rectified.</li> </ul>		26 <sup>th</sup> Jan 2026	18 <sup>th</sup> Dec 2026		

Corporate Objective: 1.3 Industry Skills Councils and Industry Expert Panel provide on-going advice on industry standards and related skill needs					
Skills needs based on industry standards are endorsed by ISCs and approved by VQA Board	1.3.1 Faciliate and coordinate Industry Skills Council and Expert Panel Meetings.	<ul style="list-style-type: none"> <li>Develop schedule for ISC meeting</li> </ul>	26 <sup>th</sup> Jan 2026	27 <sup>th</sup> Feb 2026	CSD UNIT
		<ul style="list-style-type: none"> <li>Conduct meetings as per schedule and document meeting minutes</li> </ul>	2 <sup>nd</sup> Feb 2026	18 <sup>th</sup> Dec 2026	
	1.3.2 Strengthen linkages with ISC and IEP members through informal meetings and visits.	Engage in stakeholders' conferences, workshops or meetings. Facilitate workshops with specific government Ministries in align with CSDU roles and responsibilities.	2 <sup>nd</sup> Feb 2026	18 <sup>th</sup> Dec 2026	CSD UNIT
		Consult and engage in industry events	2 <sup>nd</sup> Feb 2026	18 <sup>th</sup> Dec 2026	
		Conduct industrial site visits	2 <sup>nd</sup> Feb 2026	18 <sup>th</sup> Dec 2026	
	1.3.3 Promote the roles of ISC and IEP.	<ul style="list-style-type: none"> <li>Distribute brochures to the stakeholders to promote the roles of ISC and IEP (For example: Brochure holder)</li> <li>Include names of the ISC and IEP members on the website</li> </ul>	2 <sup>nd</sup> Feb 2026	18 <sup>th</sup> Dec 2026	CSD UNIT
 <b>Quality</b>					
Corporate Goal 2: <i>Assure the quality of PSET providers and courses</i>					
Corporate objective 2.1: Ensure accurate information about registered PSET providers, accredited courses and approval to deliver are regularly uploaded on the VQA website and PSET MIS					
Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible officer
			Start Date	Finish Date	
	2.1.1 Monthly update information on registration of providers, accredited courses, and approval to deliver on the VQA website and PSET MIS	<ul style="list-style-type: none"> <li>Update all existing PSET providers information on Quality Assurance status on website</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Upload information of registered providers on website and PSET MIS</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT

		<ul style="list-style-type: none"> <li>Upload registered providers, accredited courses and approval to deliver on the website and PSET MIS</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
	2.1.2 Update accredited courses on the Pacific Register of Qualifications and Standards (PRQS)	<ul style="list-style-type: none"> <li>Complete PRQS form and submit to EQAP</li> </ul>	2 <sup>nd</sup> Feb	2 <sup>nd</sup> Feb	EQA UNIT
<b>Corporate Objective 2.2 Ensure PSET providers that meet registration, accreditation and approval to deliver requirements are approved</b>					
Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible officer
			Start Date	Finish Date	
<b>30% PSET providers meeting the registration requirement are registered by the VQA Board</b>	2.2.1 Participate in PSSC meetings with VQA, TED VSP, PAS and Donor partners to agree on their support role	<ul style="list-style-type: none"> <li>Participate in quarterly meetings</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT & CEO's Office
		<ul style="list-style-type: none"> <li>Inform VQA on the outcomes and decisions of the meeting</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT & CEO's Office
		<ul style="list-style-type: none"> <li>Implement any decisions in relation to VQA responsibilities</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT & CEO's Office
	2.2.2 Provide capacity-building for registered providers on the QAC Processes.	<ul style="list-style-type: none"> <li>Develop plan and budget</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Implement the capacity building plan</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
	2.2.3 Assist 4 non-registered providers apply for registration.	<ul style="list-style-type: none"> <li>Consult with Vanuatu Foreign Investment Promotion Agency, Department of Customs, Inland and Revenue, VFSC to have an understanding on Establishment of Businesses involve in training</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Develop plan and budget to assist the 4 non-registered providers</li> </ul>	2 <sup>nd</sup> Feb	31 <sup>st</sup> Mar	EQA UNIT
		<ul style="list-style-type: none"> <li>Implement the plan</li> </ul>	1 <sup>st</sup> Apr	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Assess registration applications submitted to VQA</li> </ul>	1 <sup>st</sup> Apr	11 <sup>th</sup> Dec	EQA UNIT

		<ul style="list-style-type: none"> <li>• Prepare and submit registration applications to the Validation committee</li> </ul>	1st Apr	11th Dec	EQA UNIT	
		<ul style="list-style-type: none"> <li>• Submit recommendation from Validation Committee to PO</li> </ul>	1st Apr	11th Dec	EQA UNIT	
		<ul style="list-style-type: none"> <li>• Present evaluation report for Board's approval and execute Board's decisions</li> </ul>	1st Apr	11th Dec	EQA UNIT	
		<ul style="list-style-type: none"> <li>• Assist to analyse and verify issues identified in the evaluation reports.</li> </ul>	1st Apr	11th Dec	EQA UNIT	
	2.2.4 Review and develop registration, procedures/guideline and tools	<ul style="list-style-type: none"> <li>• Review registration procedures and the classification of registered providers' document</li> </ul>	2nd Feb	31st Mar	EQA UNIT	
		<ul style="list-style-type: none"> <li>• Develop Provider registration code protocols</li> </ul>	2nd Feb	31st Mar	EQA UNIT	
		<ul style="list-style-type: none"> <li>• Conduct consultation with the internal and external stakeholders</li> </ul>	1st Apr	30 <sup>th</sup> Apr	EQA UNIT	
		<ul style="list-style-type: none"> <li>• Finalize registration documents</li> </ul>	1st May	31st May	EQA UNIT	
		<ul style="list-style-type: none"> <li>• Table the registration documents for Board approval</li> </ul>	1st May	31st May	EQA UNIT	
<b>6 of providers who are externally reviewed are re-registered by the VQA Board.</b>		2.2.5 Assist 6 providers who are externally reviewed to renew registration with VQA	<ul style="list-style-type: none"> <li>• Assess renewal of registration applications submitted to VQA</li> </ul>	1st Apr	11th Dec	EQA UNIT
			<ul style="list-style-type: none"> <li>• Prepare and submit renewal of registration applications to the Validation Committee</li> </ul>	1st Apr	11th Dec	EQA UNIT
	<ul style="list-style-type: none"> <li>• Submit recommendation from the Validation Committee to PO</li> </ul>		1st Apr	11th Dec	EQA UNIT	

		<ul style="list-style-type: none"> <li>Present evaluation report for Board's approval and execute Board's decisions.</li> </ul>	1 <sup>st</sup> Apr	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Assist to analyse and verify issues identified in the evaluation reports.</li> </ul>	1 <sup>st</sup> Apr	11 <sup>th</sup> Dec	EQA UNIT
<b>20 courses meeting the accreditation requirement are accredited by the VQA Board</b>	2.2.6 Process course accreditation applications for Board approval	<ul style="list-style-type: none"> <li>Assess course accreditation applications submitted to VQA</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Prepare and submit course applications to the Validation committee</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Submit recommendation from Validation Committee to PO</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Present evaluation report for Board's approval and execute Board's decisions</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Assist to analyse and verify issues identified in the evaluation reports</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
	2.2.7 Review accreditation policy, procedures and forms	<ul style="list-style-type: none"> <li>Review accreditation documents</li> </ul>	2 <sup>nd</sup> Feb	31 <sup>st</sup> Mar	EQA UNIT
		<ul style="list-style-type: none"> <li>Conduct consultation with internal and external stakeholders</li> </ul>	1 <sup>st</sup> Apr	30 <sup>th</sup> Apr	EQA UNIT
		<ul style="list-style-type: none"> <li>Consult with regional and international agencies</li> </ul>	1 <sup>st</sup> May	31 <sup>st</sup> Aug	EQA UNIT
		<ul style="list-style-type: none"> <li>Finalise accreditation documents</li> </ul>	1 <sup>st</sup> May	31 <sup>st</sup> Aug	EQA UNIT
		<ul style="list-style-type: none"> <li>Table accreditation documents for Board's approval</li> </ul>	1 <sup>st</sup> May	31 <sup>st</sup> Aug	EQA UNIT

<b>10 accredited courses are delivered by registered providers</b>	2.2.8 Finalize the physical resources and equipment list for national accredited courses to inform Government through TED to support PSET registered providers in delivering accredited courses	<ul style="list-style-type: none"> <li>Update the physical resources and equipment list for national accredited courses</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Document a report and present to the VQA Board</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Publish list of physical resources on the website and circulate to relevant stakeholders</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
	2.2.9 Process approval to deliver applications for Board approval	<ul style="list-style-type: none"> <li>Assess approval to deliver applications submitted to VQA</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Prepare and submit approval to deliver applications to the Validation Committee</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Submit recommendation from the Validation Committee to PO</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Present evaluation report for Board's approval and execute Board's decisions</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Assist to analyze and verify issues identified in the evaluation reports.</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
	2.2.10 Review approval to deliver guideline and forms	<ul style="list-style-type: none"> <li>Review approval to deliver documents</li> </ul>	2 <sup>nd</sup> Feb	31 <sup>st</sup> Mar	EQA UNIT
		<ul style="list-style-type: none"> <li>Conduct consultation with internal and external stakeholders</li> </ul>	1 <sup>st</sup> Apr	30 <sup>th</sup> Apr	EQA UNIT
		<ul style="list-style-type: none"> <li>Consult with regional and international agencies</li> </ul>	1 <sup>st</sup> May	31 <sup>st</sup> Aug	EQA UNIT
		<ul style="list-style-type: none"> <li>Finalise approval to deliver documents</li> </ul>	1 <sup>st</sup> May	31 <sup>st</sup> Aug	EQA UNIT
		<ul style="list-style-type: none"> <li>Table the approval to deliver documents for Board approval</li> </ul>	1 <sup>st</sup> May	31 <sup>st</sup> Aug	EQA UNIT

Corporate Objective 2.3 Implement the Quality Audit process					
Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible officer
			Start Date	Finish Date	
<b>3 of registered providers whose registration elapses are externally reviewed</b>	2.3.1 Carry out external review for registered providers whose registration has elapse -Gateway Institute -PTC -Vaiduhu	• Develop plan and budget to externally review 3 registered providers	2 <sup>nd</sup> Feb	31 <sup>st</sup> Mar	EQA UNIT
		• Review audit guidelines and tools	2 <sup>nd</sup> Feb	31 <sup>st</sup> Mar	EQA UNIT
		• Implement the plan	1 <sup>st</sup> Apr	11 <sup>th</sup> Dec	EQA UNIT
		• Assist RPs with their Self-review reports	1 <sup>st</sup> Apr	11 <sup>th</sup> Dec	EQA UNIT
		• Create a digital system to notify registered providers on the submission of SRR, AIMR and ER rectification plan and progress reports	1 <sup>st</sup> Apr	11 <sup>th</sup> Dec	EQA UNIT
<b>6 of the providers have rectified all issues in their rectification plan</b>	2.3.2 Assist 6 registered providers to address issues identified in the SR and ER reports (Rhema, USP, Ituani, EIT, ACOMVETs, ORCBDS, VMC)	• Identify issues in SR and ER reports and develop plan	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		• Support the identified RPs to address issues identified in the SR and ER reports	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
<b>15 of PSET registered providers annual monitoring reports received by VQA</b>	2.3.3 Assist RP carry out their annual monitoring in line with the national audit policy and guideline.	• Support registered providers develop their monitoring plans	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		• Monitor RPs to determine if they are implementing their QMS	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		• Provide one to one support to RPs that needs to be supported during monitoring	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT

		<ul style="list-style-type: none"> <li>Receive and evaluate monitoring report.</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Assist to develop strategies to address non-compliances identified during monitoring.</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Issue Compliance Notice and Penalty Notice to non-compliant providers.</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
<b>3 registered provider completed Post Registration Monitoring</b>	2.3.4 Conduct Post Registration Monitoring to check the implementation of QMS (ACOMVETS, ITUANI and Korvan)	<ul style="list-style-type: none"> <li>Assist RPs to submit their internal monitoring plan</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Analyse and provide feedback to RPs</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Carry out post registration monitoring</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Prepare and submit report to the VQA Board</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Assist Providers to rectify issues identified on the Report</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
<b>All re - registered provider received a new quality status</b>	2.3.5 Conduct external Post registration to determine quality status of providers renewing registration  (VCNE, Saint-Michel TITI)	<ul style="list-style-type: none"> <li>Develop plan and budget</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Inform the Audit Panel and Prepare logistics for the Audit</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Conduct Audit</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Prepare and submit final report to ACEO</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Assist to analyse and verify issues identified in the reports</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
<b>2 special focus audits conducted</b>	2.3.6 Carry out 2 special focus audits  -RPL -Assessment and Moderation	<ul style="list-style-type: none"> <li>Identify 2 areas in the external review reports to audit</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Develop plan and budget</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	

		<ul style="list-style-type: none"> <li>Implement the plan and report to the VQA Board</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	
<b>2.4 VQA internal and external committees carry out their roles effectively and efficiently</b>					
Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible officer
			Start Date	Finish Date	
<b>4 of PSET providers meeting registration requirements are registered by the Board</b>	2.4.1 Organize and arrange logistics for the functioning of the QA internal and external committees	<ul style="list-style-type: none"> <li>Develop meeting schedule for VC</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Review list of current QAC members and audit panel members and identify new members</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Provide capacity building for the new QAC members and VC</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Prepare meeting logistics</li> <li>Schedule meetings and site visits for the committees</li> </ul>	2 <sup>nd</sup> Feb	1 <sup>st</sup> Dec	EQA UNIT
<b>20 of courses meeting the Accreditation requirements are accredited by the VQA Board</b>	2.4.2 Provide feedback and evaluate the effectiveness on the roles and responsibilities of the QAC	<ul style="list-style-type: none"> <li>Prepare and arrange logistics for the meeting</li> </ul>	2 <sup>nd</sup> Aug	30 <sup>th</sup> Oct	EQA UNIT
		<ul style="list-style-type: none"> <li>Carry out meeting and produce a report</li> </ul>	2 <sup>nd</sup> Aug	30 <sup>th</sup> Oct	EQA UNIT
	2.4.3 Conduct monthly meetings for QAC Division	<ul style="list-style-type: none"> <li>Organise logistic for monthly meetings</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
<b>Corporate Objective 2.5. All PSET provider management and teaching staff meet the necessary professional standards required for the delivery of VQA accredited courses</b>					
Annual Targets (2026)	Activities	Sub - Activities	Time – Frame		Responsible officer
			Start Date	Finish Date	
<b>5 of institutions leaders meet professional standards for leaders and practitioners</b>	2.5.1 Implement professional standards for new managers	<ul style="list-style-type: none"> <li>Amend all QACD tools to include professional standards</li> </ul>	4 <sup>th</sup> Mar	29 <sup>th</sup> Sept	EQA UNIT
		<ul style="list-style-type: none"> <li>Consult and finalize tools for approval.</li> </ul>	4 <sup>th</sup> Mar	29 <sup>th</sup> Sept	EQA UNIT
		<ul style="list-style-type: none"> <li>Conduct information session for Managers</li> </ul>	1 <sup>st</sup> May	11 <sup>th</sup> Dec	EQA UNIT

5 of PSET practitioners Meet professional standards for leaders and practitioners	2.5.2 Implement professional standards for new trainers	<ul style="list-style-type: none"> <li>Arrange and conduct information session for new Leaders and Practitioners.</li> </ul>	4 <sup>th</sup> Mar	11 <sup>th</sup> Dec	EQA UNIT
Corporate Objective 2.6: VQA's External and Internal policies, procedures and forms are up to date, implemented, regularly monitored and reviewed and are accessible to relevant stakeholders					
Annual Targets (2026)	Activities	Sub – Activities	Time – Frame		Responsible officer
			Start Date	Finish Date	
Development of policies and procedures for filling, fleet management and events management procedure (2024)  Implementation of the policies and procedure to continuously improve VQA internal services (2025-2026)	2.6.1 Coordinate the development and review of documents identified at the 2023 VQA retreat	<ul style="list-style-type: none"> <li>Plan and budget for quarterly meetings</li> </ul>	2 <sup>nd</sup> Feb	31 <sup>st</sup> Mar	EQA UNIT
		<ul style="list-style-type: none"> <li>Organize and conduct the quarterly meetings</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Compile a quarterly report and present the report to the management</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
	2.6.2 Develop the Internal Audit Policy and procedures	<ul style="list-style-type: none"> <li>Review draft policy</li> </ul>	2 <sup>nd</sup> Mar	30 <sup>th</sup> Jun	EQA UNIT
		<ul style="list-style-type: none"> <li>Conduct research and develop internal audit procedures</li> </ul>	2 <sup>nd</sup> Mar	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Conduct consultation of the Policy and procedures</li> </ul>	2 <sup>nd</sup> Mar	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Finalize the Policy and procedures for approval</li> </ul>	2 <sup>nd</sup> Mar	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Present the policy and procedures to VQA Board and execute Board decisions</li> </ul>	2 <sup>nd</sup> Mar	11 <sup>th</sup> Dec	EQA UNIT
	2.6.3 Review the VQAF	<ul style="list-style-type: none"> <li>Develop plan and budget</li> </ul>	2 <sup>nd</sup> Feb	31 <sup>st</sup> Mar	EQA UNIT
		<ul style="list-style-type: none"> <li>Develop and publish EoI and coordinate analysis of VQAF and Review of document</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Coordinate stakeholders' consultation</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		<ul style="list-style-type: none"> <li>Finalize reviewed document, present to the VQA Board</li> </ul>	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT

		for approval and execute Board decision			
	2.6.4 Review of Entry Criteria for VQF Qualification	• Develop plan and budget	2 <sup>nd</sup> Feb	31 <sup>st</sup> Mar	EQA UNIT
		• Review document and conduct internal consultation	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		• Coordinate stakeholders' consultation	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
		• Finalize reviewed document, present to the VQA Board for approval and execute Board decision	2 <sup>nd</sup> Feb	11 <sup>th</sup> Dec	EQA UNIT
	2.6.5 Review QACD Internal Procedure Manual	• Develop plan and budget	2 <sup>nd</sup> Feb	27 <sup>th</sup> Feb	EQA UNIT
		• Consult with QACD staff	2 <sup>nd</sup> Feb	27 <sup>th</sup> Feb	EQA UNIT
		• Finalize and submit to CEO for approval	2 <sup>nd</sup> Mar	31 <sup>st</sup> Mar	EQA UNIT
<b>VQA documents reviewed, developed, and approved based on Gap Assessment (2025)</b>	2.6.6 Facilitate Implementation of the Quality Management Manuel (QMM)	• Develop plan and budget for the reviewed and develop documents	2 <sup>nd</sup> Feb	31 <sup>st</sup> Mar	EQA UNIT
		• Conduct a refresher training for the Internal Audit Committee and VQA staff	2 <sup>nd</sup> Feb	30 <sup>th</sup> Jun	EQA UNIT
		• Implement the plan and report progress on the reviewed documents to executive management team to monitor the progress.	31 <sup>st</sup> Mar	11 <sup>th</sup> Dec	EQA UNIT
		• Report the outcome of audit to the Board	31 <sup>st</sup> Mar	30 <sup>th</sup> Jun	EQA UNIT
<b>ISO assessment report published, and ISO certification issued</b>	2.6.7 Facilitate ISO Certification	• Develop plan, budget and implement the plan.	2 <sup>nd</sup> Feb	31 <sup>st</sup> Mar	EQA UNIT
		• Facilitate the ISO audit stage 2	2 <sup>nd</sup> Feb	30 <sup>th</sup> Jun	EQA UNIT

		<ul style="list-style-type: none"> <li>Present the report to the VQA Board and publish ISO Certificate</li> </ul>	2 <sup>nd</sup> Feb	30 <sup>th</sup> Jun	EQA Unit
		<ul style="list-style-type: none"> <li>Rectify the recommendation of the ISO report</li> </ul>	1 <sup>st</sup> Jul	11 <sup>th</sup> Dec	EQA Unit
	2.6.8 Review the Quality Management Manuel (QMM)	<ul style="list-style-type: none"> <li>Consult with VQA staff</li> </ul>	3 <sup>rd</sup> Aug	11 <sup>th</sup> Dec	EQA Unit
		<ul style="list-style-type: none"> <li>Update QMM with the changes</li> </ul>	3 <sup>rd</sup> Aug	11 <sup>th</sup> Dec	EQA Unit
		<ul style="list-style-type: none"> <li>Submit the finalize QMM to CEO for Board Approval</li> </ul>	3 <sup>rd</sup> Aug	11 <sup>th</sup> Dec	EQA Unit
		<ul style="list-style-type: none"> <li>Circulate approved QMM to the VQA staff</li> </ul>	3 <sup>rd</sup> Aug	11 <sup>th</sup> Dec	EQA Unit



### Qualifications & Recognitions

**Corporate Goal 3: Ensure PSET graduates knowledge, skills and attitude meet national, regional and international standards for employment or further education.**

### Corporate Objective 3.1: Ensure PSET providers are able to develop quality courses

Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible staff
			Start Date	Finish Date	
72 New quality courses are developed by PSET providers	3.1.1. Assist Registered PSET Provider and consultant to develop quality courses and NHRD priorities occupations for accreditation at level 3 and above	Assist the development of national courses and providers courses <ul style="list-style-type: none"> <li>Provider courses:                             <ul style="list-style-type: none"> <li>✓ <b>VIT</b></li> <li>1. Certificate IV in Mechanical Engineering (Welding fabrication)</li> <li>2. Certificate III in Agricultural Mechanical Technology</li> <li>3. Certificate IV in Human Resource Management</li> <li>4. Certificate IV in Plumbing</li> </ul> </li> </ul>	9 <sup>th</sup> Feb.	18 <sup>th</sup> Dec.	QUALIFICATIONS & ASSESSEMENT UNIT

		<ul style="list-style-type: none"> <li>5. Diploma of Architectural Engineering</li> <li>6. Diploma of Civil Engineering</li> <li>✓ <b>ORCBDS</b></li> <li>7. Certificate IV in Finance (Bookkeeping)</li> <li>8. Certificate IV in Inspection</li> <li>✓ <b>VPTC</b></li> <li>9. Diploma of Public Safety (Policing)</li> </ul>			
		<p><b>NHRDP Priorities</b></p> <ul style="list-style-type: none"> <li>1. Certificate III in Agricultural Mechanical Technology</li> <li>2. Certificate III in Waste Management</li> <li>3. Certificate IV in Waste Management</li> <li>4. Certificate III in Forestry</li> <li>5. Certificate IV in Forestry</li> <li>6. Certificate IV in Allied Health Assistance (Physiotherapy)</li> <li>7. Certificate IV in Business Administration</li> <li>8. Certificate IV in Data Management</li> <li>9. Certificate IV in Dental Assistance</li> <li>10. Certificate IV in Dietetics</li> <li>11. Certificate IV in Engineering, Infrastructure Management, Assets and Inventory</li> <li>12. Certificate IV in Graphic Arts and Design</li> <li>13. Certificate IV in Hospital Waste Management and Disposal</li> </ul>	4 <sup>th</sup> March	18 <sup>th</sup> Dec.	



		<ol style="list-style-type: none"> <li>6. Certificate I in Community Work</li> <li>7. Certificate II in Health Support</li> <li>8. Certificate III in Health Services</li> <li>9. Certificate IV in Village Health Worker</li> <li>10. Certificate IV in Pharmacy Technician</li> <li>11. Certificate IV in Nurse Aide</li> <li>12. Certificate II in Digital Technology</li> <li>13. Certificate III in Digital Operations</li> <li>14. Certificate IV in Digital Design</li> </ol>			
		<ul style="list-style-type: none"> <li>• Develop a course development Schedule for National Courses and monitor progress of provider courses against their schedule</li> </ul>	5 <sup>th</sup> Feb	9 <sup>th</sup> Feb	QUALIFICATIONS & ASSESSEMENT UNIT
		<ul style="list-style-type: none"> <li>• Facilitate the course development for National and Providers courses</li> </ul>	16 <sup>th</sup> Feb	23 <sup>rd</sup> Oct	
		<ul style="list-style-type: none"> <li>• Complete accreditation document for courses national courses NHRDP priority</li> </ul>	16 <sup>th</sup> Feb	23 <sup>rd</sup> Oct	
		<ul style="list-style-type: none"> <li>• Send the completed accreditation document to the course accreditation officer</li> </ul>	16 <sup>th</sup> Feb	23 <sup>rd</sup> Oct	

		<ul style="list-style-type: none"> <li>Complete the qualifications document after a course has been accredited and assign Qualification's code [reviewed courses are also included].</li> </ul>	16 <sup>th</sup> Feb	23 <sup>rd</sup> Oct	
	3.1.3 Develop at least 1 out of 9 bridging courses to accommodate learners who do not meet VQF entry Criteria	<ul style="list-style-type: none"> <li>Coordinate the Consultant who undertake the research</li> <li>Coordinate the development of the bridging courses</li> <li>Submit the bridging courses for accreditation.</li> </ul>	9 <sup>th</sup> Feb	31 <sup>st</sup> Jul.	QUALIFICATIONS & ASSESSMENT UNIT
	3.1.4 Develop/review the qualifications issuance document	<ul style="list-style-type: none"> <li>Prepare a schedule to develop/review the qualifications issuance document. Consider including also the Record of Achievement document and the Transcript document.</li> </ul>	9 <sup>th</sup> Feb	13 <sup>th</sup> of Feb	QUALIFICATIONS & ASSESSMENT UNIT
		<ul style="list-style-type: none"> <li>Undertake the development/review of the qualification's issuance document</li> <li>Consultation with the VQA staff on the document</li> <li>Amend the documents as per agreed changes</li> </ul>	March	July	
		<ul style="list-style-type: none"> <li>Submit the document for Board's approval</li> </ul>	March	July	

**Corporate Objective 3.2: Processes for course development includes evaluation of how well a course contributes to the achievement of NSDP objectives as identified in the NHRDP**

	Activities	Sub - Activities	Time - Frame		Responsible staff
			Start Date	Finish Date	

	3.2.1. Review the Course Development Handbook	<ul style="list-style-type: none"> <li>• Endorsement of the reviewed Course Development Handbook by the VQA Board</li> <li>• Awareness and promotion of the approved reviewed Handbook to stakeholders</li> </ul>	23 <sup>rd</sup> Feb	27 <sup>th</sup> Feb	QUALIFICATIONS & ASSESSMENT UNIT
	3.2.2. Review of the Vanuatu Qualifications Framework	<ul style="list-style-type: none"> <li>• Organise consultation with VQA staff</li> <li>• Organise consultations with stakeholders</li> <li>• Make draft changes and submit to VQA management</li> <li>• Submit to VQA Board for approval</li> </ul>	1 <sup>st</sup> Mar	30 <sup>th</sup> Sep	QUALIFICATIONS & ASSESSMENT UNIT
	3.2.3 Develop the Recognition of the Non-Formal Learning Policy	<ul style="list-style-type: none"> <li>• Develop a draft</li> <li>• Organize consultation with VQA staff</li> <li>• Organize consultation with stakeholders</li> <li>• Accommodate changes to the draft and submit to VQA Management</li> <li>• Submit to CEO for VQA Board's approval</li> </ul>	1 <sup>st</sup> Mar	31 <sup>st</sup> Jul	QUALIFICATIONS & ASSESSMENT UNIT
	3.2.4 Develop and finalise the Micro – Credential Policy and procedure	<ul style="list-style-type: none"> <li>• Develop a draft</li> <li>• Organize consultation with VQA staff</li> <li>• Organize consultation with stakeholders</li> <li>• Accommodate changes to the draft and submit to VQA Management</li> <li>• Submit to CEO for VQA Board's approval</li> </ul>	1 <sup>st</sup> Mar	31 <sup>st</sup> Jul	QUALIFICATIONS & ASSESSMENT UNIT

**Corporate Objective 3.3: Ensure assessments of course components leading to issuance of VQF qualifications are quality assured**

Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible staff
			Start Date	Finish Date	
<b>100 level 3 – 7 qualifications are issued</b>	3.3.1 Develop Guidelines to Develop Quality Assessment Tools	<ul style="list-style-type: none"> <li>• Prepare a schedule to develop Guidelines to Develop Quality Assessment tools</li> <li>• Undertake the development of the guidelines</li> <li>• Consultation with the VQA staff on the new guideline.</li> <li>• Consultation with stakeholders</li> <li>• Amend the documents as per agreed changes</li> <li>• Submit the guideline for Board approval</li> </ul>	9 <sup>th</sup> Feb	13 <sup>th</sup> Feb	QUALIFICATIONS & ASSESSMENT UNIT
			1 <sup>st</sup> Mar	31 <sup>st</sup> Jul	
	3.3.2 Provide capacity-building for PSET providers with new approval to deliver on assessment and moderation	Amend the pool of assessors and moderators	9 <sup>th</sup> Feb	31 <sup>st</sup> Aug	QUALIFICATIONS & ASSESSMENT UNIT
		Support providers with training on Assessment and moderation	9 <sup>th</sup> Feb	29 <sup>th</sup> Nov	
	3.3.3 Communicate learner grades approved and list of graduands with the grades to registered providers	Document a report on learner grade for the Assessment and Moderation committee	9 <sup>th</sup> Feb	18 <sup>th</sup> Dec	QUALIFICATIONS & ASSESSMENT UNIT
		Schedule meeting for the Assessment & Moderation Committee	9 <sup>th</sup> Feb	29 <sup>th</sup> Feb	
		Communicate approved grades to registered provider and close timetable on the PSET MIS	9 <sup>th</sup> Feb	29 <sup>th</sup> Nov	
<b>30% of accredited courses delivered are externally moderated</b>	3.3.4 Carry out external moderation on 36 accredited courses delivered in 2020 – 2024	Develop an external moderation plan for the 36 accredited courses delivered in 2020 – 2023	9 <sup>th</sup> Feb	29 <sup>th</sup> Feb	QUALIFICATIONS & ASSESSMENT UNIT
		Identify personnel to be part of the external moderation committee	9 <sup>th</sup> Feb	27 <sup>th</sup> Apr	
		Implement and report on the plan	27 <sup>th</sup> Apr	3 <sup>rd</sup> Aug	

**Corporate Objective 3.4: Ensure system to recognize prior learning or studies and experiences is established and implemented.**

Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible staff
			Start Date	Finish Date	
<b>PSET MIS report shows number of student enrolling through RPL</b>	3.4.1. Update PSET MIS to include RPL	<ul style="list-style-type: none"> <li>Work with Consultant to update course and components delivery forms to include RPL</li> <li>Produce statistical bulletin to show number of students enrolling through RPL</li> </ul>	9 <sup>th</sup> Feb	4 <sup>th</sup> Jun	QUALIFICATIONS & ASSESSMENT UNIT
<b>At least 1000 people awarded a VQF qualification through RPL for qualification award</b>	3.4.2 Provide awareness on RPL Policies and Guidelines	<ul style="list-style-type: none"> <li>Develop promotional materials on skills recognition and distribute through different media outlets</li> </ul>	9 <sup>th</sup> Feb.	4 <sup>th</sup> Apr	QUALIFICATIONS & ASSESSMENT UNIT
		<ul style="list-style-type: none"> <li>Conduct awareness to PSET Providers, Skills Centres and interested business houses</li> </ul>	9 <sup>th</sup> Feb	29 <sup>th</sup> Jun	
	3.4.3. Implement RPL policies (2023 – 2024)	<ul style="list-style-type: none"> <li>Create a Pool of Mentors and Assessors</li> </ul>	9 <sup>th</sup> Feb	28 <sup>th</sup> Jun	QUALIFICATIONS & ASSESSMENT UNIT
		<ul style="list-style-type: none"> <li>Build Capacity of new Mentors and Assessors</li> </ul>	9 <sup>th</sup> Feb	29 <sup>th</sup> Mar	
		<ul style="list-style-type: none"> <li>Assess 1000 Skills recognition applicants and award them with a VQF Qualification</li> </ul>	3 <sup>rd</sup> Jun	29 <sup>th</sup> Nov	
3.4.4. Assist Assessment centres to develop their RPL (Q) policies and procedures (2023 – 2024)	<ul style="list-style-type: none"> <li>Conduct Workshop with new approved assessment centres on VQA quality process and on how to develop their policies and procedures</li> </ul>	11 <sup>th</sup> Mar	11 <sup>th</sup> Aug		

		<ul style="list-style-type: none"> <li>Provide support to Assessment centres to meet applications requirements</li> </ul>	11 <sup>th</sup> Mar	11 <sup>th</sup> Aug	
		<ul style="list-style-type: none"> <li>Process and approved at least 10 assessment centres</li> </ul>	20 <sup>th</sup> Mar	1 <sup>st</sup> of Dec	
<b>At least 1000 people are awarded a VQF Qualification through RPL for Qualification award</b>	3.4.5. Award VQF qualifications to participants who have successfully completed RPL (Q) (2023 – 2024)	<ul style="list-style-type: none"> <li>Coordinate assessment of applicants by assessment centres</li> </ul>	1 <sup>st</sup> Jul	30 <sup>th</sup> Sep	QUALIFICATIONS & ASSESSMENT UNIT
		<ul style="list-style-type: none"> <li>Coordinate with assessment centres for the issuance of VQF qualifications</li> </ul>	1 <sup>st</sup> Oct	31 <sup>st</sup> Oct	
<b>Corporate Objective 3.5: VQF qualifications are recognized abroad and qualifications gained outside Vanuatu are appropriately recognized in Vanuatu</b>					
Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible staff
			Start Date	Finish Date	
<b>30% of courses developed for accreditation meet national, regional, and international standards for employment and further studies</b>	3.5.1. Identify regional and international standards for employment and further studies (2023 - 2024)	<ul style="list-style-type: none"> <li>Liaise with the consultant on the progress of the research and documentation report on regional and international standards for employment</li> </ul>	1 <sup>st</sup> Mar	30 <sup>th</sup> Apr	QUALIFICATIONS & ASSESSMENT UNIT
<b>Convention for the recognition of higher education qualifications in Asia and the Pacific is ratified by the national Parliament</b>	3.5.2. Ratify Tokyo 2011 Convention	<ul style="list-style-type: none"> <li>Present the final report to MoET Minister</li> </ul>	12 <sup>th</sup> Feb	10 <sup>th</sup> Jun	QUALIFICATIONS & ASSESSMENT UNIT
		<ul style="list-style-type: none"> <li>Follow up on the ratification process</li> </ul>			
		<ul style="list-style-type: none"> <li>Finalise the ratification</li> </ul>			
<b>At least 100 qualifications assessed and recognized</b>	3.5.3. Implement the policy for the recognition of overseas qualification in Vanuatu	<ul style="list-style-type: none"> <li>Create promotional material for Overseas qualifications</li> </ul>	9 <sup>th</sup> Feb.	11 <sup>th</sup> Mar	QUALIFICATIONS & ASSESSMENT UNIT
		<ul style="list-style-type: none"> <li>Conduct awareness workshops with Public Service Commission, Police Service Commission, Teaching Service Commission and VCCI Board</li> </ul>	5 <sup>th</sup> Mar	8 <sup>th</sup> Apr	

		<ul style="list-style-type: none"> <li>Organise meetings for the evaluation committee to assess applications for the Recognition</li> </ul>	1 <sup>st</sup> Apr	1 <sup>st</sup> Jul	
	3.5.4. Update PSET MIS to include Overseas applicants	<ul style="list-style-type: none"> <li>Produce statistical bulletin to show number of overseas students who applying for OQR</li> </ul>	3 <sup>rd</sup> Apr	3 <sup>rd</sup> Dec	QUALIFICATIONS & ASSESSMENT UNIT
<b>At least 30% of VQF qualifications at level 4 – 7 are recognized by other qualifications authority</b>	3.5.5. Undertake comparability study of the Vanuatu qualifications system in New Caledonia	<ul style="list-style-type: none"> <li>Coordinate with the consultant on the progress report of the project</li> </ul>	8 <sup>th</sup> Jan	7 <sup>th</sup> Jun	QUALIFICATIONS & ASSESSEMENT UNIT
	3.5.6 Undertake the referencing and benchmarking of the national Vanuatu Qualifications Framework (VQF) to the regional Pacific Framework (PQF)	<ul style="list-style-type: none"> <li>Develop a schedule for the strengthening phase for the PQF project</li> <li>Facilitate consultation with officers during the strengthening phase with support network</li> <li>Participate in the weekly catch up mentoring with the SPC and NZQA team.</li> <li>Attend capacity building for the TWG for the PQF project</li> </ul>	9 <sup>th</sup> Feb	13 <sup>th</sup> Feb	QUALIFICATIONS & ASSESSEMENT UNIT
<b>Corporate Objective 3.6: A system for ongoing feedback and review of national and provider qualifications is establish and implemented</b>					
Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible staff
			Start Date	Finish Date	
<b>10 National qualifications Reviewed</b>	3.6.1. Implement course Review policy and procedure	<ul style="list-style-type: none"> <li>Conduct awareness on the Course review policy and procedure</li> </ul>	1 <sup>st</sup> Apr	30 <sup>th</sup> Apr	
	3.6.2. Review courses that their accreditation period elapsed	<ul style="list-style-type: none"> <li>Conduct awareness and information session on the on the 56 elapse accredited courses</li> </ul>	1 <sup>st</sup> May 1 <sup>st</sup> May	30 <sup>th</sup> Aug 30 <sup>th</sup> Aug	QUALIFICATIONS & ASSESSMENT UNIT

		<ul style="list-style-type: none"> <li>Develop a system to Collate, analyse and report on information collected</li> <li>Submit report to VQA CEO and Board</li> </ul>	1 <sup>st</sup> May	30 <sup>th</sup> Aug.	
<b>Corporate Objective 3.7: Standards Qualifications and Assessment Division Internal Manuel</b>					
	3.7.1 Develop an internal qualifications and Assessment unit Manuel	<ul style="list-style-type: none"> <li>Prepare a schedule to develop the internal Standards and Qualifications Unit</li> </ul>	9 <sup>th</sup> Feb	13 <sup>th</sup> of Feb	QUALIFICATIONS & ASSESSMENT UNIT
		<ul style="list-style-type: none"> <li>Develop a draft process/detail of the internal Manuel for the standards qualifications and assessment unit</li> </ul>	1 <sup>st</sup> Mar	30 <sup>th</sup> Jun	
		<ul style="list-style-type: none"> <li>Internal consultation with the Standard and Qualifications Division on the</li> </ul>	1 <sup>st</sup> May	31 <sup>st</sup> May	
		<ul style="list-style-type: none"> <li>Amend the internal Manuel base on the feedback from the internal consultation</li> </ul>	1 <sup>st</sup> Jun	30 <sup>th</sup> Jun	
		<ul style="list-style-type: none"> <li>Get CEO's approval</li> </ul>	1 <sup>st</sup> Aug	31 <sup>st</sup> Aug	
	3.7.2 Conduct QAU monthly meetings	<ul style="list-style-type: none"> <li>Prepare a schedule for the QAU monthly meeting</li> <li>Prepare logistics for the meetings</li> <li>Conduct Unit meeting</li> </ul>	1 <sup>st</sup> Feb	30 <sup>th</sup> Nov	QUALIFICATIONS & ASSESSMENT UNIT
  Access & Equity		Corporate Goal 4: <i>Ensure equitable access to accredited PSET courses for all</i>			

**Corporate Objective 4.1: Ensure accredited courses are accessible to women, people with disability and disadvantage communities.**

Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible staff
			Start Date	Finish Date	
<p><b>(2026) PSET MIS Report shows number of at least 500 women, at least 10 people with disability (PWD) at least a delivery of an accredited course at 2 disadvantage communities</b></p> <p><b>(2026) PSETMIS report shows number of</b></p> <ul style="list-style-type: none"> <li>• <b>At least 500 women,</b></li> <li>• <b>At least 5 people with disability</b></li> <li>• <b>At least a delivery if an accredited course at 2 Disadvantaged communities</b></li> </ul>	4.1.1 Report on the number of women and people with special needs, and the delivery of courses at disadvantage communities.	<ul style="list-style-type: none"> <li>• Carry Out Survey on the Delivery of Accredited Courses on Vulnerable or Disadvantaged Communities</li> <li>• Finalize 2025 List of Disadvantaged Communities</li> <li>• Carry Training on Disability Assessment Form on PSETMIS</li> <li>• Issue Disability Assessment Notice/Memo to all Registered PSET Providers</li> <li>• Develop PSETMIS Report on the number of women, people with disability</li> <li>• Report on the number of women, people with disability, and the delivery of accredited courses on disadvantaged communities PSET MIS 2023 data</li> <li>• Collate and analyze data on the number of women and people with disability, and the delivery of courses at disadvantage communities</li> <li>• Report on the number of women, people with disability, and the delivery of accredited courses on disadvantaged communities</li> </ul>	19 <sup>th</sup> Jan	20 <sup>th</sup> April	M&E & ITO

		<ul style="list-style-type: none"> <li>• Report on PSET MIS 2023 data</li> <li>• Include data analysis in PSET statistical bulletin</li> <li>• Table the report to the VQA board</li> </ul>			
<b>(2024-2026)</b> <b>PSET MIS Report shows number of at least 1000 women, at least 15 people with disability (PWD) at least a delivery of an accredited course at 4 disadvantage communities</b>	4.1.1a Report on the number of women and people with special needs, and the delivery of courses at disadvantage communities.	<ul style="list-style-type: none"> <li>• Report on the number of women, people with disability, and the delivery of accredited courses on disadvantaged communities PSET MIS 2024 data</li> <li>• Collate and analyse data on the number of women and people with disability, and the delivery of courses at disadvantage communities</li> <li>• Include data analysis in PSET statistical bulletin</li> <li>• Table the report to the VQA board</li> </ul>	30 <sup>th</sup> Apr	13 <sup>th</sup> Jun	M&E & ITO
<b>(2024-2026)</b> <b>PSET MIS Report shows number of at least 1000 women, at least 15 people with disability (PWD) at least a delivery of an accredited course at 4 disadvantage communities</b>	4.1.1b. Report on the number of women and people with special needs, and the delivery of courses at disadvantage communities.	<ul style="list-style-type: none"> <li>• Report on the number of women, people with disability, and the delivery of accredited courses on disadvantaged communities PSET MIS 2024 data</li> <li>• Collate and analyse data on the number of women and people with disability, and the delivery of courses at disadvantage communities</li> <li>• Include data analysis in PSET statistical bulletin</li> <li>• Table the report to the VQA board</li> </ul>	30 <sup>th</sup> April	13 <sup>th</sup> Jun	M&E & ITO

<p>(2026)  <b>PSET MIS Report shows number of at least 1000 women, at least 15 people with disability (PWD) at least a delivery of an accredited course at 4 disadvantage communities</b></p>	<p>4.1.1c Report on the number of women and people with special needs, and the delivery of courses at disadvantage communities.</p>	<ul style="list-style-type: none"> <li>• Report on the number of women, people with disability, and the delivery of accredited courses on disadvantaged communities PSET MIS 2024 data</li> <li>• Collate and analyse data on the number of women and people with disability, and the delivery of courses at disadvantage communities</li> <li>• Include data analysis in PSET statistical bulletin</li> <li>• Table the report to the VQA board</li> </ul>	<p>15<sup>th</sup> Jul</p>	<p>29<sup>th</sup> Aug</p>	<p>M&amp;E &amp; ITO</p>
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**Corporate Objective 4.2: All processes for course development and accreditation, approval to deliver and monitoring includes evaluation of how well a course is accessible to all**

Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible staff
			Start Date	Finish Date	
<p><b>Special focus audit report shows that at least 500 women, at least 2000 men, at least 1 person with disability are enrolled in accredited courses and at least a delivery of an accredited course at 2 disadvantage communities</b></p>	<p>4.2.1 Develop report on the number of Men, Women, PWD and disadvantage communities who participated in accredited courses</p>	<ul style="list-style-type: none"> <li>• Collate and Analyse data on the number of Men, Women, PWD and disadvantage communities who participated in accredited courses</li> <li>• Develop and publish the report</li> </ul>	<p>Feb</p>	<p>Nov.</p>	<p>M&amp;E &amp; ITO</p>



Services Delivery

**Corporate Goal 5: *Ensure VQA operations are continuously improve through sustainable funding, effective research, ongoing monitoring, and evaluation.***

**Corporate Objective 5.1: Linkages between PSET providers, TED, PGTBs and VQA are strengthen**

Annual Targets (2026)	Activities	Sub - Activities	Time - Frame	Responsible Unit
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			Start Date	Finish Date	
<b>A reporting structure for PSET to the Minister and the Government is established</b>	5.1.1 Develop PSET Reporting Structure	<ul style="list-style-type: none"> <li>Conduct consultations on new PSET reporting structure</li> </ul>	26 <sup>th</sup> January	26 June	CEO's Office
		<ul style="list-style-type: none"> <li>Finalize the new report structure and get to the Board for approval</li> </ul>	13 July	15 Dec	
	5.1.2 Implement the National Skills Development policy implementation plan	<ul style="list-style-type: none"> <li>Consultation between providers, TED, VSP, PGTBs, and VQA to achieve understanding on joint planning</li> </ul>	26 Jan	26 Dec	CEO's Office
	5.1.3 Facilitate submissions to VQA Board on implementation progress	<ul style="list-style-type: none"> <li>Implement joint planning and areas focus on regulators roles</li> </ul>	26 Jan	26 Dec	CEO's Office
		<ul style="list-style-type: none"> <li>Collect data through reporting tools from key implementing agencies.</li> </ul>	26 Jan	26 Dec	RPM Unit
		<ul style="list-style-type: none"> <li>Collate, analyse and write report on evaluation of the PSET development and present it to the Board</li> </ul>	26 Jan	26 Dec	RPM Unit
	5.1.4 PGTB chairperson present PGTB's activities during VQA Board meeting	<ul style="list-style-type: none"> <li>Invite PGTB chairperson to make presentations during VQA Board meeting</li> <li>PGTB chairperson make presentations to the Board</li> </ul>	Each quarter	Each quarter	CEO's Office
	5.1.5 Implement procedure to establish PGTBs	<ul style="list-style-type: none"> <li>Appoint PGTB members as per the procedure</li> </ul>	Jan	Dec	CEO's Office
		<ul style="list-style-type: none"> <li>PGTBs activities are implemented as planned</li> </ul>	Jan	Dec	CEO's Office
<b>Corporate Objective 5.3: VQA staff have the relevant capacity (skills and knowledge) to effectively carry out their roles and responsibilities and engaged in research and on-going professional development to help improve VQA operations</b>					
Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible Unit
			Start Date	Finish Date	

<b>Relevant areas of professional development are identified during PA and implemented</b>	5.3.1 Identify staff to attend training based on performance appraisal and staff development plan	<ul style="list-style-type: none"> <li>• Review performance appraisal to identify respective areas of professional development</li> <li>• Identify institutions that may provide courses that meet capacity developments needs of staff</li> <li>• Develop staff development plan for 2026</li> <li>• Discuss staff development plan with CEO</li> <li>• CEO Sign off on staff development plan 2026</li> </ul>	26 Jan	26 Feb	CEO's Office
	5.3.2 Staff undertake capacity development activities based on staff development plan	<ul style="list-style-type: none"> <li>• Staff attend required courses based on capacity development plan</li> <li>• Organize internal capacity building for staff</li> <li>• Develop a report on the outcome of the staff development plan and submit to Acting CEO</li> </ul>	26 Jan	27 Nov	CEO's Office

	<p>5.3.3 Implement performance management according to VQA performance</p>	<p>Laise with supervisors and staff to:</p> <ul style="list-style-type: none"> <li>• Complete section A of the performance appraisal form in line with objectives/targets as per the work plan</li> <li>• Conduct performance review in June.</li> <li>• Conduct performance assessment</li> <li>• Conduct probation assessment for respective officers</li> <li>• Review staff performance for eligibility for increment</li> <li>• Finalize staff performance management increment listing &amp; approve by CEO</li> </ul> <p>Implement increments</p>	<p>26 Jan</p>	<p>27 Nov</p>	<p>CEO's Office</p>
<p><b>7 new positions</b></p>	<p>5.3.4 Promote employment opportunities with VQA and recruit as per structure.</p>	<ul style="list-style-type: none"> <li>• Recruit for the following positions: -CEO -HRO -Cleaner</li> <li>• Prepare advertisement notices in 3 languages and advertise all 3 positions</li> <li>• Provide a recruitment summary to the Acting CEO</li> <li>• Coordinate panellist appointment letters and schedule shortlisting and interview Arrange interview</li> <li>• Proceed with panel recommendations to the Acting CEO</li> <li>• Issue appointment letters for successful candidates</li> </ul>	<p>16 Feb</p>	<p>29 May</p>	

<b>Implement the VQA staff handbook</b>	5.3.5 Implement the approved reviewed staff handbook	<ul style="list-style-type: none"> <li>• Process timesheet for payroll</li> <li>• Update staff leave balances</li> <li>• Liaise with research officer to provide monthly report on staff leaves to supervisors/managers</li> <li>• Facilitate staff benefits and entitlements</li> </ul>	26 Jan	31 Dec	CEO's Office and RPM Unit
<b>Develop and review documents to effectively guide VQA and its employees</b>	5.3.6 Develop Operations, Health, Safety, and Emergency Policy	<ul style="list-style-type: none"> <li>• Review draft OHSE policy</li> <li>• Carry out first consultation within CEO's Office</li> <li>• Carry out consultation with VQA staff</li> <li>• Finalize policy and obtain approval from CEO</li> <li>• Board approval</li> </ul>	26 Jan	26 Jun	CEO's Office and RPM Unit
	5.3.7 Develop Operations, Health, Safety, and Emergency Procedure (OHSE)	<ul style="list-style-type: none"> <li>• Draft OHSE procedure</li> <li>• Consult with VQA staff</li> <li>• Finalize procedure and obtain approval from CEO</li> </ul>	26 Jul	26 Nov	CEO's Office and RPM Unit
<b>Implement research policy and procedures to promote research culture within the VQA and the capacity of staffs on research skills is built</b>	5.3.8 Conduct capacity building for VQA staff on research	<ul style="list-style-type: none"> <li>• Develop a schedule to conduct staff capacity building on research</li> <li>• Conduct staff capacity building on research</li> <li>• Document the report on the capacity development and submit to CEO</li> <li>• Liaise with staff developing policy, procedures and or guidelines</li> <li>• Provide the support that they need</li> </ul>	9 Feb	29 Mar	CEO's Office and RPM Unit

	5.3.9 Implement Research Policy	<ul style="list-style-type: none"> <li>Consult with each unit and identify research areas</li> <li>Develop and implement research plan</li> </ul>	9 Mar	27 Nov	CEO's Office and RPM Unit
	5.3.10 Carry out graduates' destination and employer satisfaction survey for 2023 to 2025 graduates	<ul style="list-style-type: none"> <li>Coordinate the graduate's destination and employer satisfaction survey</li> <li>Plan and prepare</li> <li>Draft a report to the Acting CEO</li> <li>Finalize report.</li> <li>Prepare documents to be launched</li> </ul>	9 Mar	27 Nov	CEO's Office and RPM Unit
<b>Corporate Objective 5.4: The PSET sector is promoted at all levels, the functions of the VQA are widely understood and the board effectively performs its roles.</b>					
Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible Unit
			Start Date	Finish Date	
<b>PSET communication strategy is used to promote PSET sector to stakeholders through print media, radio and TV.</b>	5.4.1 Develop and finalize PSET communication strategy and communication plan	<ul style="list-style-type: none"> <li>Liaise with TED to develop PSET communication strategy and communication plan (Based on reviewed PSET Policy)</li> </ul>	16 Feb	18 Dec	CEO's Office
		<ul style="list-style-type: none"> <li>Conduct consultations with VQA staff and stakeholders</li> </ul>			CEO's Office
		<ul style="list-style-type: none"> <li>Submit to CEO for Board's approval.</li> <li>Launch the PSET communication strategy and communication plan</li> </ul>			CEO's Office
<b>1000 pamphlets on PSET sector are distributed, 3 radio talkback shows on PSET sector and 4 TV appearances to promote PSET. (2026)</b>	5.4.2 Implement the PSET Communication Plan	1. Develop PSET communication promotional materials based on communication plan	5 Oct	18 Dec	CEO's Office
	5.4.3a Print 1,000 pamphlets in PSET sector	<ol style="list-style-type: none"> <li>Develop new pamphlets</li> <li>Translation of new pamphlets</li> </ol>	16 Feb	18 Dec	CEO's Office

		3. Printing of existing and new pamphlets and other promotional materials and communication as per communication plan				
		4.Update pamphlet inventory and distribute inventory list to all staff				
	5.4.3b Produce 3 radio shows to promote PSET	Develop a plan for 3 radio shows	17 Feb	11 Apr	CEO's Office	
		Conduct three staff consultations for each show.	17 Feb	19 Sept		
		Carryout each radio show	17 Feb	19 Sept		
	5.4.3c Produce 2 TV appearances to promote PSET	Develop a plan for 2 TV appearance	17 Feb	11 Apr		
		Consult with EMT on the plan	17 Feb	19 Sept		
		Develop 2 TV shows	17 Feb	19 Sept		
		Publish the shows on TV/social media	17 Feb	19 Sept		
	5.4.3d Produce new promotional material	1. Develop a list of promotional materials a. Key Tag/Landyard b. Pens c. Shirts d. Notebooks e. Hats f. Water bottles g. Bookmarks	17 Feb	19 Sept		CEO's Office
	5.4.4 Use Skills Development Campaign as an avenue to promote VQA services and products	1. Develop a campaign plan	17 Feb	17 April		CEO's Office
		2. Implement the plan – Liaise with IMO on printing of promotional materials	20 Feb	18 Dec		
	5.4.5 Publish VQA quarterly newsletters	1.Develop, finalize, translate and publish quarterly newsletters	20 Feb	18 Dec		
	5.4.6 Develop a plan upon stakeholders' invitation on the VQA functions and roles (examples, career day, PSC	Set up an Events Committee and submit to EMT for approval.	20 Feb	18 Dec		
		Coordinate the Events Committee in developing a draft plan				

	Day, International Education Day, etc.).	Implement the plan			
		Evaluation of the implementation plan			
	5.4.7 Develop Staff Identification	1. Print Staff ID's, Business Card	20 Feb	18 Dec	CEO's Office
<b>VQA Board effectively perform its strategic roles</b>	5.4.8 Develop VQA Board meeting schedule	•Develop draft schedule for VQA Board.	9 Feb	28 Feb	CEO's Office
		•Send the draft schedule to management team.			
	5.4.9 Organise VQA Board Meeting	<ul style="list-style-type: none"> <li>• Draft invitation letter and agenda for meeting and send to Board members</li> <li>- Organize Board meetings</li> <li>- Execute Board decisions</li> <li>- Send draft minutes of each meeting for comments within one week after meeting</li> </ul>	Each Quarter	Each Quarter	CEO's office
	5.4.10 Review VQA Act No.1 of 2014	<ul style="list-style-type: none"> <li>• Develop drafting instructions</li> <li>• Conduct consultation on the drafting instruction.</li> <li>• Send drafting instructions to Office of Attorney General (OAG).</li> </ul>	9 Feb	19 Dec	CEO's Office
	5.4.11 Organise/Participate in Annual PSET Conference	• Appoint organizing committee for the PSET annual conference	1 <sup>st</sup> Mar	15 <sup>th</sup> Dec	CEO's Office
		• Plan and organise the conference			CEO's Office
	5.4.12 Review of 2026 annual work plan and develop 2027 annual work plan	• Plan and organize the review of the annual work plan and develop 2027 annual workplan	15 <sup>th</sup> Jun	16 Nov	CEO's office All Units
	5.4.13 Develop, implement and review VQA's annual work plan	• Submit monthly report for 2026 activities to the unit's head	Each month	Each month	Each Staff

		<ul style="list-style-type: none"> <li>Develop and submit quarterly reports</li> </ul>	Each quarter	Each quarter	Head of Units
		<ul style="list-style-type: none"> <li>Compile, analyze and submit six monthly reports to Unit head and VQA Board</li> </ul>	Six Monthly	Six Monthly	All Units
		<ul style="list-style-type: none"> <li>Analyze and present six months report during annual planning</li> </ul>	15 <sup>th</sup> Jun	16 Nov	CEO's Office
<b>Corporate Objective 5.5: Ensure sustainable funding to maintain VQA operations</b>					
Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible Unit
			Start Date	Finish Date	
<b>Outstanding fees are collected and allocated budgets are reported</b>	5.5.1 Implement the Collection Policy	<ul style="list-style-type: none"> <li>Follow up and collect the 2025 outstanding fees including for past years</li> <li>Collect fees of 2026 fees</li> </ul>	Feb Jan	Dec Dec	Admin, Finance Unit & CEO's Office
	5.5.2 Implement the fee schedule	<ul style="list-style-type: none"> <li>Translation of Review fee schedules</li> <li>Conduct information session with all registered providers</li> </ul>	February June	March Oct	Admin, Finance Unit & CEO's Office
	5.5.3 Build the capacity of staff on financial management policy, procedures and tools	<ul style="list-style-type: none"> <li>Develop Capacity Building Plan</li> <li>Conduct capacity building</li> <li>Report on the staff</li> </ul>	June Aug	July Sept	Admin, Finance Unit & CEO's Office
			capacity development workshop to the supervisor	Sept	Oct
<b>2026 Fees are collected and allocated budgets are reported</b>	5.5.4 Implement the Financial Management Policy and Procedure	<ul style="list-style-type: none"> <li>Collect Financial Statements</li> <li>Develop the following monthly financial reports and submit them to the CEO and POs                             <ul style="list-style-type: none"> <li>➤ Budget vs Actual report</li> <li>➤ Aged items on accounts receivable and payables</li> <li>➤ List of fixed assets with amount of depreciation</li> </ul> </li> </ul>	End of each Month  End of Month	End of each Month  15 <sup>th</sup> of the following Month	Admin, Finance Unit & CEO's Office

		<ul style="list-style-type: none"> <li>➤ Income Statement</li> <li>➤ Balance Sheet</li> <li>➤ Cash Flow Statement</li> </ul>			
		<ul style="list-style-type: none"> <li>• Present the monthly reports to the staff meetings</li> </ul>	End of Month	End of Month	
		<ul style="list-style-type: none"> <li>• Develop the following quarterly financial reports and submit them to the CEO and POs                             <ul style="list-style-type: none"> <li>➤ Quarterly Income Statement</li> <li>➤ Balance Sheet</li> <li>➤ Cash Flow Statement</li> <li>➤ Quarterly Budget vs Actual report</li> <li>➤ Quarterly Cash Flow Projection</li> </ul> </li> </ul>	15 <sup>th</sup> of the following month	20 <sup>th</sup> of the following month	Admin, Finance Unit & CEO's Office
		<ul style="list-style-type: none"> <li>• Present Quarterly Financial Report</li> </ul>	21 <sup>st</sup> of the following months	25 <sup>th</sup> of the following month	Admin, Finance Unit & CEO's Office
		<ul style="list-style-type: none"> <li>• Develop Six Month Financial Report</li> </ul>	July	Aug	Admin, Finance Unit & CEO's Office
		<ul style="list-style-type: none"> <li>• Table the Six-Month Report during the Board Meeting</li> </ul>	Aug	Aug	Admin, Finance Unit & CEO's Office
		<ul style="list-style-type: none"> <li>• Deposit the Second Tranche of 2026 Grant to VQA Bank Account</li> </ul>	Sept	Sept	Admin, Finance Unit & CEO's Office
		<ul style="list-style-type: none"> <li>• Develop the following annual financial reports (2026) and submit them to the CEO                             <ul style="list-style-type: none"> <li>➤ Yearly Financial Report</li> <li>➤ Yearly Income Statement</li> <li>➤ Balance Sheet</li> <li>➤ Cash Flow Statement.</li> <li>➤ Yearly Budget vs Actual report</li> </ul> </li> </ul>	End of 2026	31 March 2027	Admin, Finance Unit & CEO's Office

		<ul style="list-style-type: none"> <li>• Develop and table 2025 Annual Report at the Board Meeting</li> </ul>	Jan	March	Admin, Finance Unit & CEO's Office
		<ul style="list-style-type: none"> <li>• Draft 2025 Annual Financial Statement submitted to MoET and DoFT</li> </ul>	March	April	Admin, Finance Unit & CEO's Office
		<ul style="list-style-type: none"> <li>• 2025 Annual Financial Statement submitted to the Auditor General</li> <li>• Respond to the Auditor General queries</li> </ul>	March	April	Admin, Finance Unit & CEO's Office
		<ul style="list-style-type: none"> <li>• Table the audited Financial Report to the VQA Board Meeting</li> </ul>	April	June	Admin, Finance Unit & CEO's Office
	5.5.5 Implement the Investment Plan	<ul style="list-style-type: none"> <li>• Develop a clear procedure and guidelines on the investment policy</li> <li>• Explore other investment opportunities like Invest on government bond</li> </ul>	Jan	Dec	Admin, Finance Unit & CEO's Office
	5.5.6 Audit Report	<ul style="list-style-type: none"> <li>• Summarize the past audit report for the past years (2021 to 2024) and present it to the board for clarification</li> </ul>	Feb	Dec	
	5.5.7 Review the Financial Management Procedure and Tools	<ul style="list-style-type: none"> <li>• Collect, collate, analyze, make changes and report on the data of the policy, procedures and tools</li> <li>• Review Financial Management Procedure and Tools</li> <li>• Finalize and approve Financial Management Procedure and Tools</li> </ul>	Jan May Sept	May June Oct	Admin, Finance Unit & CEO's Office
<b>Corporate Objective 5.6: A comprehensive PSET Management Information System (MIS) is developed, implemented and maintained</b>					
<b>Annual Targets (2026)</b>	<b>Activities</b>	<b>Sub - Activities</b>	<b>Time - Frame</b>		<b>Responsible staff</b>

			<b>Start Date</b>	<b>Finish Date</b>	
<b>Annual PSET statistical bulletin produced and approved by the Board</b>	5.6.1 Develop PSET MIS policy and guidelines	<ul style="list-style-type: none"> <li>Implement the PSETMIS Policy Implementation <b>Plan 2026</b></li> </ul>	Feb 17	Dec	IT Unit
	5.6.2 Develop National Record of Individual Achievement Register on PSETMIS	<ul style="list-style-type: none"> <li>Carry Out Workshop on the Requirements Analysis of the NRoIA and the Establishment of the NRoIA Database Model in PSETMIS</li> <li>Carry Out Workshop on the Development of the Learners Module in PSETMIS</li> </ul>	Mar 2 <sup>nd</sup> Mar 10 <sup>th</sup>	Mar 7 <sup>th</sup> Mar 14 <sup>th</sup>	IT Unit
	5.6.3 Produce statistical bulletin	<ul style="list-style-type: none"> <li>Launch the PSETMIS List of Reports Handbook Implementation <b>Plan 2026</b></li> <li>Generate reports from PSET MIS</li> <li>Compile reports for statistical bulletin</li> </ul> Present PSETMIS statistical bulletin to the Board for approval	Jan 20 <sup>th</sup>	Dec 15 <sup>th</sup>	IT Unit
	5.6.4 Review PSET MIS Users capacity Development	<ul style="list-style-type: none"> <li>Implement the PSETMIS Users Capacity Development <b>Plan</b></li> <li>Conduct PSETMIS Training via Zoom to PSETMIS Users</li> <li>Implement the PSETMIS Training Youtube &amp; Facebook Channel</li> <li>Conduct PSETMIS Site Trainings for 2 disadvantaged communities on the use of PSETMIS</li> </ul>	22 <sup>nd</sup> Jan	15 <sup>th</sup> Dec	IT Unit

	5.6.5 Maintain a Reliable ICT infrastructure	<ul style="list-style-type: none"> <li>• Conduct Quarterly Staff induction (Refresher) on the VQA ICT Handbook</li> <li>• New Computer Systems are purchased for new Staffs</li> <li>• Ensure all VQA forms can be completed electronically</li> <li>• Ensure all Live Publications (workshops, launchings, and booths) are published in live stream</li> <li>• Ensure all documents are electronically filed appropriately</li> <li>• All computer systems are serviced appropriately</li> <li>• Update VQA website</li> </ul>	15 <sup>th</sup> Jan	15 <sup>th</sup> Dec	IT Unit
		<ul style="list-style-type: none"> <li>• Identify List of appropriate cloud storage and web application solutions for Purchase</li> <li>• Purchase editing software</li> <li>• License &amp; purchase media equipment</li> </ul>	Jan15 <sup>th</sup>	March 15 <sup>th</sup>	IT Unit
	5.6.6 Build the capacity of staffs on the use of the VQA ICT Staff Handbook	<ul style="list-style-type: none"> <li>• Implement the Staff ICT Capacity Development Plan 2026</li> <li>• Conduct Quarterly Staff induction (Refresher) on the VQA ICT Handbook</li> </ul>	Jan19 <sup>th</sup>	Dec 15 <sup>th</sup>	IT Unit
	5.6.7 Digitalization of VQA Processes	Ensure all VQA forms can be completes electronically	Jan15 <sup>th</sup>	Dec 15 <sup>th</sup>	IT Unit
<b>Corporate Objective 5.7: Ensure the National Human Resource Development Plan 2030 is implemented</b>					
Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible staff
			Start Date	Finish Date	

<b>VQA is well resource to coordinate the Implementation of the NHRDP</b>	5.7.1 Seek Further financial Assistance from the National Government for the implementation of the NHRDP	<ul style="list-style-type: none"> <li>Strengthen the NHRDP Coordination Office.</li> <li>Develop and submit updated NPPs for 2026-2028 or up to 2030 for the NHRDP Skills and Awareness Activities and for the implementation of NHRDP</li> </ul>	15 <sup>th</sup> Jan	15 <sup>th</sup> Dec	NHRDP Coordinator
	5.7.2 Seek Further financial Assistance from Donor Agencies for the implementation of the NHRDP	<ul style="list-style-type: none"> <li>Organize meeting with donors, private sectors, TVET institution and scholarship</li> </ul>	2 <sup>nd</sup> Feb	30 <sup>th</sup> Nov	NHRDP Coordinator
	5.7.3 Conduct 1st biannual NHRDP Taskforce meetings (Q1)	<ul style="list-style-type: none"> <li>Update membership, issue invitations, and document outcomes</li> <li>Review and endorse rollout of NHRDP qualifications for Agriculture, Health, Education, Trade &amp; Tourism.</li> </ul>	2 <sup>nd</sup> Mar	31 <sup>st</sup> Mar	NHRDP Coordinator
	5.7.4 Conduct 2nd biannual NHRDP Taskforce meeting (Q4)	Review & endorse rollout of NHRDP qualifications for provinces, Statutory Bodies, SOEs.	2 <sup>nd</sup> Nov	30 <sup>th</sup> Nov	NHRDP Coordinator
	5.7.5 Expand provincial NHRDP awareness & mapping of NHRDP priority occupation (For the 6 provinces- From Torba -Tafea)	<ol style="list-style-type: none"> <li>Develop provincial awareness toolkits / Produce promotional material</li> <li>Inform PSC/MIA to conduct awareness and or consultations</li> <li>Liasie with SGs to nominate provincial NHRDP focal points or use existing Provincial Government Training Board.</li> <li>Conduct provincial consultations</li> <li>To showcase each province priority occupation (and indirectly VQA) at each Provincial days or</li> </ol>	15 <sup>th</sup> Jan	15 <sup>th</sup> Oct	NHRDP Coordinator

		at a date requested by the province. 6. Present their outcome to the NHRDP Taskforce			
<b>NHRDP is well understood by all stakeholders in TAFEA, SHEFA and PENAMA</b>	5.7.6 Expand awareness to Statutory Bodies & SOEs	1. Organize roundtable on NHRDP priorities. 2. Present outcomes to Taskforce for endorsement. 3. Submit to VQA Board for validation.	15 <sup>th</sup> Jan	30 <sup>th</sup> Oct	NHRDP Coordinator
	5.7.7 Engage Private Sector & Labor Market Demand Mapping	<ul style="list-style-type: none"> <li>Awareness sessions with private sector.</li> <li>Collect and update labor demand data (consultancy 360,000 vt).</li> <li>Submit findings to NHRDP Taskforce, VQA Board &amp; COM.</li> </ul>	2 <sup>nd</sup> Feb	30 <sup>th</sup> Sept	NHRDP Coordinator
	5.7.8 Development of Courses & Qualifications	<ul style="list-style-type: none"> <li>Develop NPP for Curriculum design, validation, VQA accreditation and pilot delivery.</li> <li>Consultation with TVET providers</li> </ul>	15 <sup>th</sup> Jan	15 <sup>th</sup> Dec	NHRDP Coordinator & VQA Units
	5.7.9 Strengthening of PSET Institution	<ul style="list-style-type: none"> <li>Develop NPP for Institutional audits, Training of Training (ToT), upgrade facilities, compliance, training support.</li> <li>Consultation with TED</li> </ul>	6 <sup>th</sup> Apr	15 <sup>th</sup> Dec	NHRDP Coordinator, MoET & TED
	5.7.10 Polytechnic Development & localization of VQA Scope Qualifications Scholarships	<ul style="list-style-type: none"> <li>Feasibility study to upgrade TVET providers into Polytechnic Development,</li> <li>Consult with USP and NUV, including Scholarship Unit to localize scholarships and deliver VQA Scope Qualifications Scholarships</li> </ul>	19 <sup>th</sup> Jan	15 <sup>th</sup> Dec	NHRDP Coordinator, MoET, & TED

	5.7.11 Post-Disaster Recovery Skills & Livelihoods	<ul style="list-style-type: none"> <li>Assess the program and identify skills training gaps.</li> </ul>	25 <sup>th</sup> May	15 <sup>th</sup> Dec	NHRDP Coordinator
	5.7.12 Strengthen Monitoring & Evaluation	<ul style="list-style-type: none"> <li>Implement quarterly feedback reviews.</li> <li>Publish reports endorsed by CEO &amp; VQA Board</li> </ul>	22 <sup>nd</sup> Jan	15 <sup>th</sup> Dec	NHRDP Coordinator and M&E officer
	5.7.13 Develop sustainability and partnership strategy	<ul style="list-style-type: none"> <li>Identify PPP opportunities and long-term funding sources</li> </ul>	1 <sup>st</sup> May	15 <sup>th</sup> Dec	NHRDP Coordinator
<b>Corporate Objective 5.8: Ensure VQA internal services run effectively and efficiently through the front desk, filing, and fleet operations</b>					
Annual Targets (2026)	Activities	Sub - Activities	Time - Frame		Responsible Unit
			Start Date	Finish Date	
Front desk duties are properly carried out	5.8.1 Operation of the main telephone switchboard	<ul style="list-style-type: none"> <li>Operate the main telephone switchboard for incoming and outgoing calls whether locally or internationally</li> <li>Maintain high standards of service to both internal and external clients of the Authority</li> <li>Maintain high standard of phone etiquette</li> <li>Purchase telephone locker</li> </ul>	2 <sup>nd</sup> Feb	30 <sup>th</sup> Nov	CEO's Office
	5.8.2 Facilitate flow of VQA visitors entering and exiting VQA office building	<ul style="list-style-type: none"> <li>Record and maintain visitor's logbook</li> <li>Receive visitors/clients including high level delegation and directing them to appropriate units of officers</li> <li>Maintain office beautification</li> </ul>	2 <sup>nd</sup> Feb	30 <sup>th</sup> Nov	CEO's Office
	5.8.3 Manage incoming and outgoing mails for VQA	<ul style="list-style-type: none"> <li>Arrange and deliver outgoing VQA mails</li> <li>Arrange incoming mail and ensure it is distributed appropriately to VQA units and officers</li> </ul>	2 <sup>nd</sup> Feb	30 <sup>th</sup> Nov	Receptionist

	5.8.4 Administrative Work	<ul style="list-style-type: none"> <li>• Provide assistance to the office with the collection of quotations</li> <li>• Provide assistance to VQA staff in arranging appointments</li> <li>• Assist with relevant duties required by the CEO Attend to any work relating to administrative duties.</li> </ul>	2 <sup>nd</sup> Feb	30 <sup>th</sup> Nov	Receptionist
<b>All yearly files are electronically filed and stored in an appropriate manner</b>	5.8.5 All activities files are scanned	<ul style="list-style-type: none"> <li>• Manage filing Index Maintain a reliable electronic/physical filing system</li> </ul>	2 <sup>nd</sup> Feb	30 <sup>th</sup> Nov	Filing Clerk
	5.8.6 All Scanned files are filed appropriately	<ul style="list-style-type: none"> <li>• Scan requests related to filing</li> <li>• File scanning appropriately</li> <li>• Publish scanning report</li> </ul>	2 <sup>nd</sup> Feb	30 <sup>th</sup> Nov	Filing Clerk
	5.8.7 Report on Annual Filing	<ul style="list-style-type: none"> <li>• Create a spreadsheet to record all scanned files</li> <li>• Develop a report on all scanned files</li> </ul>	Each Quarter	Each quarter	Filing Clerk
<b>Fleet system is maintained to service the Authority</b>	5.8.8 Manage a reliable Fleet booking System	<ul style="list-style-type: none"> <li>• Manage booking procedure</li> </ul>	15 <sup>th</sup> Feb	30 <sup>th</sup> Nov	Driver
	5.8.9 Ensure VQA vehicle(s) is/are properly maintained and serviced	<ul style="list-style-type: none"> <li>• Ensure VQA vehicle(s) is:                             <ul style="list-style-type: none"> <li>○ Serviced</li> <li>○ Cleaned and maintained</li> </ul> </li> </ul>	2 <sup>nd</sup> Feb	15 <sup>th</sup> Dec	Driver
<b>Develop and finalize identified documents</b>	5.8.10 Develop a fleet management policy and procedure	<ul style="list-style-type: none"> <li>• Draft a fleet management policy and procedure</li> <li>• Finalization and obtain CEOs approval</li> <li>• Board approval Implement fleet management policy</li> </ul>	2 <sup>nd</sup> Feb	26 <sup>th</sup> Jun	HRO and Driver

5.8.12 Develop events/logistics management procedure	<ul style="list-style-type: none"> <li>• Draft events management procedure</li> <li>• Consult with staff</li> <li>• Finalize and obtain CEOs approval</li> </ul>	15 <sup>th</sup> Sept	13 <sup>th</sup> Nov	Receptionist/CEO's office
5.8.13 Develop payments/purchasing guidelines	<ul style="list-style-type: none"> <li>• Draft payments/purchasing guidelines</li> <li>• Consult with staff</li> <li>• Finalize and obtain CEOs approval</li> </ul>	May	June	Finance Unit
5.8.14 Develop files and record management policy and procedures	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> consultation with staff</li> <li>• Finalize policy and obtain CEOs approval</li> <li>• Board approval</li> <li>• Translation</li> <li>• Implementation of the policy</li> </ul>	2 <sup>nd</sup> Feb	15 <sup>th</sup> Apri	Filing Clerk
5.8.15 Conduct capacity building	<ul style="list-style-type: none"> <li>• Develop capacity building plan</li> <li>• Conduct capacity building with VQA staff</li> </ul>	4 <sup>th</sup> May	1 <sup>st</sup> Jun	Filing Clerk
5.8.16 Develop in-house style guide	<ul style="list-style-type: none"> <li>• Draft in-house style guide</li> <li>• Consult with staff</li> <li>• Finalize and obtain CEOs approval</li> </ul>	4 <sup>th</sup> Sept	16 <sup>th</sup> Oct	CMO
5.8.17 Develop Monitoring and Evaluation (M&E) Policy	<ul style="list-style-type: none"> <li>• Draft M&amp;E policy</li> <li>• Consult with VQA staff</li> <li>• Finalized the policy</li> <li>• Approval by the Board</li> </ul>	19 <sup>th</sup> Jan	30 <sup>th</sup> Sept	M&E
5.8.18 Develop Continuous improvement policy	<ul style="list-style-type: none"> <li>• Draft continuous improvement policy</li> <li>• Consult with VQA staff</li> <li>• Finalized the policy</li> <li>• Approval by the Board</li> </ul>	1 <sup>st</sup> July	15 <sup>th</sup> Dec	M&E

### 3. MoET Human Resource Operational Plan

#### 3.1. Human Resource management

Staffing	Total
<i>Total Staff in PSC approved Structure</i>	278
<i>Permanent</i>	196
<i>Probation</i>	11
<i>Contract</i>	11
<i>Daily Rated</i>	0
<i>Vacant</i>	60
<i>Project Staff</i>	25
<i>Total Staff in Acting Positions</i>	5

#### 3.2. Retirement

Retirement	Total
Severance to be Paid during the Year <i>(Only one staff will be retired in 2026)</i>	VUV4,704,344
<i>Accrued Leave estimated for retiring staff</i>	VUV825,744

#### 3.3. Priority Vacant Post in OPSC to be Advertised

Position Title	CC	Position No	Salary Scale	Salary	Allowances	VNPF	Total
Curriculum Coordinator	53AC	5400333	PO 6.3	2,042,700	408,032	83,628	2,534,360
Numeracy Coordinator	53AC	54003344	PS 6.1	1,906,500	408,032	78,180	2,392,712
Literacy Coordinator	53AC	54003346	PS 6.1	1,906,500	408,032	78,180	2,392,712
Literacy Officer	53AC	54003347	PS 5.4	1,694,700	408,032	69,708	2,172,440
Desktop Publisher	53AC	54003442	PS 5.1	1,513,100	391,961	62,444	1,967,505
Executive Secretary	53AD	54003020	PS 4.3	1,291,200	384,032	52,608	1,727,840
Senior Secondary School Examination Office	53AD	54003355	PS 7.1	2,202,300	384,032	89,052	2,675,384
Senior Secondary School Examination Office	53AD	54003356	PS 6.1	1,906,500	408,032	78,180	2,392,712
Senior Secondary School Examination Office	53AD	54003357	PS 6.1	1,906,500	408,032	78,180	2,392,712
Junior Secondary School Examination Office	53AD	54003359	PO 6.3	2,042,700	384,032	82,668	2,509,400
School Improvement Officer	53AE	54003322	PS 6.1	1,906,500	408,032	78,180	2,392,712
Primary Education Officer	53AG	54003309	PS 5.1	1,513,100	406,043	62,444	1,981,587
TVET Coordinator	53AI	54003315	PO 6.3	2,042,700	384,032	82,668	2,509,400
Provincial Maintenance Officer	53CA	54003386	PS 4.1	1,195,500	377,189	48,780	1,621,469
Provincial Pre-School Coordinator	53CC	54003405	PS 5.6	1,815,700	372,310	73,588	2,261,598
Senior Provincial Advisor	53CC	54003429	PS 5.1	1,513,100	384,032	61,484	1,958,616
Provincial Primary Advisor	53CC	54003435	PS 5.1	1,513,100	384,032	61,484	1,958,616
Deputy PEO	53CD	54003381	PS 6.1	1,906,500	370,652	77,220	2,354,372
Provincial Primary Advisor	53CE	54003436	PS 5.1	1,513,100	370,652	61,484	1,945,236
Provincial Secondary Advisor	53CE	5403441	PS 5.1	1,513,100	384,032	61,484	1,958,616

Secretary / Typist	53CF	54003420	PS 4.1	1,195,500	397,755	49,740	1,642,995
Manager Procurement Officer	54AF	54003027	PSS6.8	3,035,000	406,036	123,320	3,564,356
Industrial Relation Officer	55AA	54003021	PS 6.1	1,906,500	499,002	81,819	2,487,321
Primary Education Officer	55AA	54003309	PS 6.1	1,906,500	499,002	81,819	2,487,321
Director - Division of Administration and Finance	82AA	54003200	DIR 2.1	4,682,900	768,000	189,236	5,640,136
Architect 1	82AC	54003221	PO 6.3	2,042,700	372,682	82,668	2,498,050
Architect 2	82AC	54003222	PO 6.3	2,042,700	384,032	82,668	2,509,400
Asset & Executive Officer	82AC	54003318	PS 4.5	1,386,800	384,032	56,432	1,827,264
Programmer / IT Analyst	82AD	54003227	PS 6.4	2,106,500	379,073	85,220	2,570,793
Application Support Officer - Back End	82AD	54003229	PS 6.2	1,974,600	408,032	80,904	2,463,536
Manager Research Officer	83AD	54003113	PSS6.8	3,035,000	383,056	122,360	3,540,416
Scholarship Finance Officer	88AB	54003532	PS 6.1	1,906,500	384,032	77,220	2,367,752
Senior Trainer Provider Support Officer	88AC	54003504	PS 6.4	2,106,500	377,063	85,220	2,568,783
Executive Secretary	88AD	54003528	PS 4.2	1,243,400	406,989	51,656	1,702,045
Manager Higher Education	88AD	54003529	PSS6.8	3,035,000	408,032	123,320	3,566,352
Teaching & Learning Materials Officer	88AE	54003506	PS 6.1	1,906,500	384,032	77,220	2,367,752
Snr. Provincial Service Delivery Officer	88AE	54003507	PS 6.1	1,906,500	381,033	77,220	2,364,753
Centre Manager - Torba	88HA	54003515	PS 6.4	2,106,500	408,032	86,180	2,600,712
Centre Manager - Sanma	88HB	54003510	PS 6.1	1,906,500	408,032	78,180	2,392,712
Centre Manager Penama	88HC	54003511	PS 6.4	2,106,500	408,032	86,180	2,600,712
Provincial Training Coordinator	88HC	54003517	PS 6.2	1,974,600	408,032	80,904	2,463,536
Centre Manager - Malampa	88HD	NULL	PS 6.4	2,106,500	408,032	86,180	2,600,712
Centre Manager-Shefa	88HE	54003513	PS 6.4	2,106,500	408,032	84,260	2,598,792
Provincial Training Coordinator-Shefa	88HE	54003519	PS 6.2	1,974,600	408,032	78,984	2,461,616
Centre Manager - Tafea	88HF	54003514	PS 6.4	2,106,500	407,029	86,180	2,599,709
Provincial Training Coordinator - Tafea	88HF	54003520	PS 6.1	1,906,500	408,032	78,180	2,392,712

#### 3.4. Key Priority Training for MoET in 2026

Training Area	Strategic Rationale	Duration	Cost
Budget Analysis & Financial Literacy	Build fiscal discipline, donor accountability, provincial autonomy	5 days	600,000 – 800,000
Project Management	Ensure donor-funded tertiary programs are delivered on time	5 days	900,000 – 1,200,000
Performance Management	Establish appraisal systems and staff development	2 days	400,000 – 600,000
Adaptive Leadership Training	Equip leaders to drive reform under uncertainty	5 days	900,000 – 1,200,000

## 3.5. Officers on Scholarship

Officers on Scholarship	Name	Salary	Allowances	Area of Scholarship
1	<i>Moses Kendry</i>	<i>2,250,000</i>	<i>360,000</i>	<i>Master's in management and international Trade (business)</i>
2	<i>Boe Jay</i>	<i>2,054,000</i>	<i>408,000</i>	<i>Bachelor or Commerce</i>
3	<i>Tasale Asnath</i>	<i>2,106,500</i>	<i>408,000</i>	<i>Master's in public administration</i>
4	<i>Adeline Mveleul</i>	<i>2,1085,000</i>	<i>408,000</i>	<i>Agriculture – PHD Project FALAH</i>

## 4. MoET Cashflow Forecast

The cash flow plan is to ensure that an organization can meet its financial obligations when they fall due by forecasting the timing of income and expenditures, identifying potential shortfalls or surpluses, and supporting informed decision-making on budgeting, spending priorities, and resource mobilization. It helps management maintain liquidity, avoid disruptions to operations, plan for major payments, and ensure that funds are available to implement planned activities efficiently and sustainably.

fund	dept	activity	account	amt_class_type	January	February	March	April	May	June	July	August	September	October	November	December
2	51AA	MENE	OVER	BUDGET	1,030,648	1,030,648	1,030,648	1,030,648	1,030,648	1,030,648	1,030,648	1,030,648	1,030,648	1,030,648	2,066,245	1
2	51AA	MENE	PAYR	BUDGET	6,550,035	4,366,671	4,366,671	4,366,671	4,366,671	4,366,671	6,550,035	4,366,671	4,366,671	4,366,671	4,366,671	17,502,877
2	53AA	MENE	OVER	BUDGET	119,981	869,981	119,981	119,981	869,981	119,981	869,981	119,981	869,981	119,981	240,539	3
2	53AA	MENE	PAYR	BUDGET	923,325	615,547	615,547	615,547	615,547	615,547	923,325	615,547	615,547	615,547	615,547	615,546
2	53AB	MENA	OVER	BUDGET	96,810	96,810	96,810	96,810	96,810	96,810	96,810	96,810	96,810	194,087	96,810	8
2	53AB	MENA	PAYR	BUDGET	466,383	310,922	310,922	310,922	310,922	310,922	466,383	310,922	310,922	310,922	310,922	310,926
2	53AC	MEMA	OVER	BUDGET	1,596,652	596,652	596,652	1,596,652	596,652	596,652	1,596,652	596,652	596,652	1,596,652	1,196,170	5
2	53AC	MEMA	PAYR	BUDGET	5,874,483	3,916,305	3,916,305	3,916,305	3,916,305	3,916,305	5,874,483	3,916,305	3,916,305	3,916,305	3,916,305	3,916,306
2	53AD	MEMA	OVER	BUDGET	3,749,857	1,999,857	1,999,857	1,999,857	1,999,857	1,999,857	3,749,857	1,999,857	1,999,857	1,999,857	4,009,316	-3
2	53AD	MEMA	PAYR	BUDGET	5,063,330	3,375,537	3,375,537	3,375,537	3,375,537	3,375,537	5,063,330	3,375,537	3,375,537	3,375,537	3,375,537	3,375,543
2	53AE	MENB	OVER	BUDGET	1,485,964	0	0	1,485,964	0	0	1,485,964	0	0	1,485,964	0	1
2	53AE	MENB	PAYR	BUDGET	2,823,212	1,882,133	1,882,133	1,882,133	1,882,133	1,882,133	2,823,212	1,882,133	1,882,133	1,882,133	1,882,133	1,882,137
2	53AF	MENA	OVER	BUDGET	222,621	200,359	200,359	200,359	200,359	200,359	200,359	200,359	200,359	200,359	200,359	-1
2	53AF	MENA	PAYR	BUDGET	1,171,593	781,059	781,059	781,059	781,059	781,059	1,171,593	781,059	781,059	781,059	781,059	781,051
2	53AG	MENA	OVER	BUDGET	114,116	114,116	114,116	114,116	114,116	114,116	114,116	114,116	114,116	114,116	228,782	8
2	53AG	MENA	PAYR	BUDGET	813,660	542,438	542,438	542,438	542,438	542,438	813,660	542,438	542,438	542,438	542,438	542,438
2	53AH	MENA	OVER	BUDGET	148,685	133,817	133,817	133,817	133,817	133,817	133,817	133,817	133,817	133,817	133,817	-4
2	53AH	MENA	PAYR	BUDGET	584,786	389,855	389,855	389,855	389,855	389,855	584,786	389,855	389,855	389,855	389,855	389,857
2	53AI	MENA	OVER	BUDGET	80,936	80,936	80,936	80,936	80,936	80,936	80,936	80,936	80,936	80,936	162,261	-1
2	53AI	MENA	PAYR	BUDGET	289,547	193,031	193,031	193,031	193,031	193,031	289,547	193,031	193,031	193,031	193,031	193,027
2	53AJ	MELB	OVER	BUDGET	122,688	122,688	122,688	122,688	122,688	122,688	122,688	122,688	122,688	122,688	245,964	-3
2	53AJ	MELB	PAYR	BUDGET	1,526,021	1,017,343	1,017,343	1,017,343	1,017,343	1,017,343	1,526,021	1,017,343	1,017,343	1,017,343	1,017,343	1,017,340
2	53CA	MENF	OVER	BUDGET	1,684,954	0	0	1,684,954	0	0	1,684,954	0	0	1,684,954	0	-2
2	53CA	MENF	PAYR	BUDGET	2,231,488	1,487,653	1,487,653	1,487,653	1,487,653	1,487,653	2,231,488	1,487,653	1,487,653	1,487,653	1,487,653	1,487,650
2	53CB	MENF	OVER	BUDGET	2,376,534	0	0	2,376,534	0	0	2,376,534	0	0	2,376,534	0	0
2	53CB	MENF	PAYR	BUDGET	3,004,644	2,003,088	2,003,088	2,003,088	2,003,088	2,003,088	3,004,644	2,003,088	2,003,088	2,003,088	2,003,088	2,003,080
2	53CC	MENF	OVER	BUDGET	2,110,648	0	0	2,110,648	0	0	2,110,648	0	0	2,110,648	0	0
2	53CC	MENF	PAYR	BUDGET	2,929,266	1,952,835	1,952,835	1,952,835	1,952,835	1,952,835	2,929,266	1,952,835	1,952,835	1,952,835	1,952,835	1,952,847
2	53CD	MENF	OVER	BUDGET	2,322,503	0	0	2,322,503	0	0	2,322,503	0	0	2,322,503	0	-4
2	53CD	MENF	PAYR	BUDGET	3,020,660	2,013,765	2,013,765	2,013,765	2,013,765	2,013,765	3,020,660	2,013,765	2,013,765	2,013,765	2,013,765	2,013,754
2	53CE	MENF	OVER	BUDGET	2,415,192	0	0	2,415,192	0	0	2,415,192	0	0	2,415,192	0	-2
2	53CE	MENF	PAYR	BUDGET	2,995,219	1,996,805	1,996,805	1,996,805	1,996,805	1,996,805	2,995,219	1,996,805	1,996,805	1,996,805	1,996,805	1,996,793
2	53CF	MENF	OVER	BUDGET	2,014,058	0	0	2,014,058	0	0	2,014,058	0	0	2,014,058	0	2
2	53CF	MENF	PAYR	BUDGET	3,244,040	2,162,684	2,162,684	2,162,684	2,162,684	2,162,684	3,244,040	2,162,684	2,162,684	2,162,684	2,162,684	2,162,682
2	53CG	MENF	PAYR	BUDGET	1,650,502	1,100,331	1,100,331	1,100,331	1,100,331	1,100,331	1,650,502	1,100,331	1,100,331	1,100,331	1,100,331	1,100,327
2	53DA	MELA	OVER	BUDGET	24,092,168	0	0	24,092,168	0	0	32,122,891	0	0	0	0	1
2	53DB	MENA	PAYR	BUDGET	64,604,596	43,069,545	43,069,545	43,069,545	43,069,545	43,069,545	64,604,596	43,069,545	43,069,545	43,069,545	43,069,545	691,499,537
2	53EA	MENA	PAYR	BUDGET	383,988,102	255,990,959	255,990,959	255,990,959	255,990,959	255,990,959	383,988,102	255,990,959	255,990,959	255,990,959	255,990,959	607,560,953
2	53EB	MENA	PAYR	BUDGET	8,148,271	5,432,158	5,432,158	5,432,158	5,432,158	5,432,158	8,148,271	5,432,158	5,432,158	5,432,158	5,432,158	5,432,152

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2	53EC	MELA	OVER	BUDGET	162,033,969	0	0	162,033,969	0	0	216,045,292	0	0	0	0	-1
2	53ED	MENA	OVER	BUDGET	1,678,506	0	0	1,678,506	0	0	2,238,008	0	0	0	0	1
2	53EF	MENB	PAYR	BUDGET	9,172,372	6,114,888	6,114,888	6,114,888	6,114,888	6,114,888	9,172,372	6,114,888	6,114,888	6,114,888	6,114,888	6,114,889
2	53FA	MENA	PAYR	BUDGET	290,487,524	193,657,511	193,657,511	193,657,511	193,657,511	193,657,511	290,487,524	193,657,511	193,657,511	193,657,511	193,657,511	193,657,505
2	53FB	MENA	PAYR	BUDGET	7,482,100	4,988,045	4,988,045	4,988,045	4,988,045	4,988,045	7,482,100	4,988,045	4,988,045	4,988,045	4,988,045	4,988,052
2	53FC	MELA	OVER	BUDGET	385,551,378	0	0	385,551,378	0	0	514,068,504	0	0	0	0	0
2	53FD	MENA	OVER	BUDGET	739,276	0	0	739,276	0	0	985,702	0	0	0	0	1
2	53FF	MENB	PAYR	BUDGET	35,266,990	23,511,224	23,511,224	23,511,224	23,511,224	23,511,224	35,266,990	23,511,224	23,511,224	23,511,224	23,511,224	23,511,233
2	54AA	MENE	OVER	BUDGET	488,149	488,149	488,149	488,149	488,149	488,149	488,149	488,149	488,149	488,149	488,149	978,644
2	54AA	MENE	PAYR	BUDGET	2,142,265	1,428,170	1,428,170	1,428,170	1,428,170	1,428,170	2,142,265	1,428,170	1,428,170	1,428,170	1,428,170	1,428,177
2	54AB	MENC	OVER	BUDGET	158,823	158,823	158,823	158,823	158,823	158,823	158,823	158,823	158,823	158,823	158,823	318,410
2	54AB	MENC	PAYR	BUDGET	1,483,591	989,059	989,059	989,059	989,059	989,059	1,483,591	989,059	989,059	989,059	989,059	989,045
2	54AC	MENA	OVER	BUDGET	54,698	54,698	54,698	54,698	0	0	0	0	0	0	0	2
2	54AC	MENA	PAYR	BUDGET	702,584	468,388	468,388	468,388	468,388	468,388	702,584	468,388	468,388	468,388	468,388	468,381
2	54AD	MENJ	OVER	BUDGET	36,880	36,880	36,880	36,880	36,880	36,880	36,880	36,880	36,880	36,880	36,880	73,938
2	54AD	MENJ	PAYR	BUDGET	300,083	200,054	200,054	200,054	200,054	200,054	300,083	200,054	200,054	200,054	200,054	200,060
2	54AE	MELC	OVER	BUDGET	31,780	31,780	31,780	31,780	31,780	31,780	31,780	31,780	31,780	31,780	31,780	63,713
2	54AE	MELC	PAYR	BUDGET	247,786	165,190	165,190	165,190	165,190	165,190	247,786	165,190	165,190	165,190	165,190	165,198
2	54AF	MENC	OVER	BUDGET	70,771	70,771	70,771	70,771	70,771	70,771	70,771	70,771	70,771	70,771	70,771	141,880
2	54AF	MENC	PAYR	BUDGET	713,888	475,924	475,924	475,924	475,924	475,924	713,888	475,924	475,924	475,924	475,924	475,917
2	54AG	MEND	OVER	BUDGET	89,969	89,969	89,969	89,969	89,969	89,969	89,969	89,969	89,969	89,969	89,969	180,371
2	54AG	MEND	PAYR	BUDGET	1,237,665	825,107	825,107	825,107	825,107	825,107	1,237,665	825,107	825,107	825,107	825,107	825,092
2	55AA	MENE	OVER	BUDGET	1,471,508	1,471,508	1,471,508	1,471,508	1,471,508	1,471,508	1,471,508	1,471,508	1,471,508	1,471,508	1,471,508	2,950,089
2	55AA	MENE	PAYR	BUDGET	4,055,534	2,703,679	2,703,679	2,703,679	2,703,679	2,703,679	4,055,534	2,703,679	2,703,679	2,703,679	2,703,679	3,701,937
2	55CA	MEMA	OVER	BUDGET	40,811,132	0	0	40,811,132	0	0	54,414,843	0	0	0	0	0
2	82AA	MENE	OVER	BUDGET	110,841	110,841	110,841	110,841	110,841	110,841	110,841	110,841	110,841	110,841	110,841	222,216
2	82AA	MENE	PAYR	BUDGET	929,980	619,984	619,984	619,984	619,984	619,984	929,980	619,984	619,984	619,984	619,984	619,984
2	82AB	MENC	OVER	BUDGET	187,452	187,452	187,452	187,452	187,452	187,452	187,452	187,452	187,452	187,452	187,452	375,803
2	82AB	MENC	PAYR	BUDGET	2,750,795	1,833,856	1,833,856	1,833,856	1,833,856	1,833,856	2,750,795	1,833,856	1,833,856	1,833,856	1,833,856	1,833,844
2	82AC	MELB	OVER	BUDGET	251,761	251,761	251,761	251,761	251,761	251,761	251,761	251,761	251,761	251,761	251,761	504,731
2	82AC	MELB	PAYR	BUDGET	3,170,373	2,113,573	2,113,573	2,113,573	2,113,573	2,113,573	3,170,373	2,113,573	2,113,573	2,113,573	2,113,573	2,113,568
2	82AD	MENG	OVER	BUDGET	1,442,196	1,442,196	1,442,196	1,442,196	1,442,196	1,442,196	1,442,196	1,442,196	1,442,196	1,442,196	1,442,196	2,891,317
2	82AD	MENG	PAYR	BUDGET	1,856,396	1,237,591	1,237,591	1,237,591	1,237,591	1,237,591	1,856,396	1,237,591	1,237,591	1,237,591	1,237,591	1,237,598
2	82BA	MENC	OVER	BUDGET	5,256,255	5,256,255	5,256,255	5,256,255	5,256,255	5,256,255	5,256,255	5,256,255	5,256,255	5,256,255	5,256,255	10,537,751
2	82BB	MENC	OVER	BUDGET	4,230,561	4,230,561	4,230,561	4,230,561	4,230,561	4,230,561	4,230,561	4,230,561	4,230,561	4,230,561	4,230,561	8,481,437
2	82BC	MENC	OVER	BUDGET	1,352,991	1,352,991	1,352,991	1,352,991	1,352,991	1,352,991	1,352,991	1,352,991	1,352,991	1,352,991	1,352,991	2,712,478
2	82BD	MENC	OVER	BUDGET	20,248,503	0	0	20,248,503	0	0	26,998,004	0	0	0	0	1
2	82BE	MENC	OVER	BUDGET	599,760	599,760	599,760	599,760	599,760	599,760	599,760	599,760	599,760	599,760	599,760	1,202,400
2	83AA	MENE	OVER	BUDGET	179,947	179,947	179,947	179,947	179,947	179,947	179,947	179,947	179,947	179,947	179,947	360,758
2	83AA	MENE	PAYR	BUDGET	1,082,877	721,914	721,914	721,914	721,914	721,914	1,082,877	721,914	721,914	721,914	721,914	721,920
2	83AB	MENI	OVER	BUDGET	245,833	245,833	245,833	245,833	245,833	245,833	245,833	245,833	245,833	245,833	245,833	492,847
2	83AB	MENI	PAYR	BUDGET	1,953,590	1,302,389	1,302,389	1,302,389	1,302,389	1,302,389	1,953,590	1,302,389	1,302,389	1,302,389	1,302,389	1,302,382
2	83AC	MENG	OVER	BUDGET	183,422	183,422	183,422	183,422	183,422	183,422	183,422	183,422	183,422	183,422	183,422	367,725
2	83AC	MENG	PAYR	BUDGET	1,478,764	985,839	985,839	985,839	985,839	985,839	1,478,764	985,839	985,839	985,839	985,839	985,838
2	83AD	MENI	OVER	BUDGET	83,300	83,300	83,300	83,300	83,300	83,300	83,300	83,300	83,300	83,300	83,300	167,000
2	83AD	MENI	PAYR	BUDGET	719,243	479,494	479,494	479,494	479,494	479,494	719,243	479,494	479,494	479,494	479,494	479,490
2	83AE	MEND	OVER	BUDGET	83,300	83,300	83,300	83,300	83,300	83,300	83,300	83,300	83,300	83,300	83,300	167,000
2	83AE	MEND	PAYR	BUDGET	424,438	282,957	282,957	282,957	282,957	282,957	424,438	282,957	282,957	282,957	282,957	282,970
2	83BA	MENJ	OVER	BUDGET	0	0	0	0	0	0	0	0	0	1,000,000	0	0
2	88AA	MENE	OVER	BUDGET	267,726	267,726	267,726	267,726	267,726	267,726	267,726	267,726	267,726	267,726	267,726	536,737

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2	88AA	MENE	PAYR	BUDGET	1,059,248	706,162	706,162	706,162	706,162	706,162	1,059,248	706,162	706,162	706,162	706,162	706,161
2	88AB	MEND	OVER	BUDGET	1,227,725	1,227,725	1,227,725	1,227,725	1,227,725	1,227,725	1,227,725	1,227,725	1,227,725	1,227,725	2,461,345	-5
2	88AB	MEND	PAYR	BUDGET	3,910,390	2,606,915	2,606,915	2,606,915	2,606,915	2,606,915	3,910,390	2,606,915	2,606,915	2,606,915	2,606,915	2,606,915
2	88AC	MENA	OVER	BUDGET	1,401,359	1,401,359	1,401,359	1,401,359	1,401,359	1,401,359	1,401,359	1,401,359	1,401,359	1,401,359	2,809,447	-3
2	88AC	MENA	PAYR	BUDGET	1,384,865	923,239	923,239	923,239	923,239	923,239	1,384,865	923,239	923,239	923,239	923,239	923,241
2	88AD	MENA	OVER	BUDGET	264,510	264,510	264,510	264,510	264,510	264,510	264,510	264,510	264,510	264,510	530,291	4
2	88AD	MENA	PAYR	BUDGET	855,660	570,437	570,437	570,437	570,437	570,437	855,660	570,437	570,437	570,437	570,437	570,445
2	88AE	MENA	OVER	BUDGET	83,507	83,507	83,507	83,507	83,507	83,507	83,507	83,507	83,507	83,507	167,415	2
2	88AE	MENA	PAYR	BUDGET	1,829,318	1,219,541	1,219,541	1,219,541	1,219,541	1,219,541	1,829,318	1,219,541	1,219,541	1,219,541	1,219,541	1,219,533
2	88CA	MELF	OVER	BUDGET	134,615,308	0	0	134,615,308	0	0	179,487,078	0	0	0	0	236,447,057
2	88DA	MELF	OVER	BUDGET	209,673,842	0	209,673,842	0	209,673,842	0	209,673,842	0	157,255,382	0	52,418,461	0
2	88EF	MENA	OVER	BUDGET	126,640	126,640	126,640	126,640	126,640	126,640	126,640	126,640	126,640	126,640	253,887	-4
2	88FA	MENA	PAYR	BUDGET	20,917,362	13,944,850	13,944,850	13,944,850	13,944,850	13,944,850	20,917,362	13,944,850	13,944,850	13,944,850	13,944,850	13,944,837
2	88FC	MELF	OVER	BUDGET	22,566,501	0	0	22,566,501	0	0	30,088,668	0	0	0	0	0
2	88FD	MENA	OVER	BUDGET	126,640	126,640	126,640	126,640	126,640	126,640	126,640	126,640	126,640	126,640	253,887	-4
2	88GB	MELF	OVER	BUDGET	3,555,000	0	0	3,555,000	0	0	4,740,000	0	0	0	0	0
2	88HA	MENF	OVER	BUDGET	8,440,674	0	0	8,440,674	0	0	11,254,232	0	0	0	0	1
2	88HA	MENF	PAYR	BUDGET	584,339	389,557	389,557	389,557	389,557	389,557	584,339	389,557	389,557	389,557	389,557	389,557
2	88HB	MENF	OVER	BUDGET	8,440,674	0	0	8,440,674	0	0	11,254,232	0	0	0	0	1
2	88HB	MENF	PAYR	BUDGET	552,167	368,109	368,109	368,109	368,109	368,109	552,167	368,109	368,109	368,109	368,109	368,109
2	88HC	MENF	OVER	BUDGET	8,440,674	0	0	8,440,674	0	0	11,254,232	0	0	0	0	1
2	88HC	MENF	PAYR	BUDGET	584,339	389,557	389,557	389,557	389,557	389,557	584,339	389,557	389,557	389,557	389,557	389,557
2	88HD	MENF	OVER	BUDGET	8,440,674	0	0	8,440,674	0	0	11,254,232	0	0	0	0	1
2	88HD	MENF	PAYR	BUDGET	584,339	389,557	389,557	389,557	389,557	389,557	584,339	389,557	389,557	389,557	389,557	389,557
2	88HE	MENF	OVER	BUDGET	8,440,674	0	0	8,440,674	0	0	11,254,232	0	0	0	0	0
2	88HE	MENF	PAYR	BUDGET	583,896	389,261	389,261	389,261	389,261	389,261	583,896	389,261	389,261	389,261	389,261	389,267
2	88HF	MENF	OVER	BUDGET	8,440,674	0	0	8,440,674	0	0	11,254,232	0	0	0	0	0
2	88HF	MENF	PAYR	BUDGET	604,329	402,884	402,884	402,884	402,884	402,884	604,329	402,884	402,884	402,884	402,884	402,879
2	88IA	MELF	OVER	BUDGET	5,100,000	0	0	5,100,000	0	0	6,800,000	0	0	0	0	0
		<b>Total</b>			<b>2,006,123,031</b>	<b>627,359,737</b>	<b>836,283,579</b>	<b>1,493,655,375</b>	<b>836,978,881</b>	<b>626,555,039</b>	<b>2,290,659,800</b>	<b>626,555,039</b>	<b>784,560,421</b>	<b>643,062,169</b>	<b>703,207,810</b>	<b>1,852,587,050</b>

Annual budget - 13,327,587,931

## 5. MoET Procurement Plan 2026<sup>3</sup>

The Ministry of Education and Training (MoET) procurement plan is a strategic document that outlines how the Ministry will acquire goods, works, and services to support the effective delivery of education programs and the implementation of its Corporate Plan. It identifies priority procurements aligned with national education objectives, budget allocations, and approved annual work plans, while ensuring compliance with the Government's Public Finance and Procurement regulations. The plan schedules procurement activities across the financial year, specifies procurement methods (e.g., quotations, open tender, or direct procurement), assigns responsible officers, and sets timelines to promote transparency, value for money, fairness, and accountability. Overall, the procurement plan strengthens planning, coordination, and monitoring of resources to ensure timely delivery of teaching and learning materials, infrastructure development, consultancy services, and operational support at central, provincial, and school levels.

Procurement Activity						Budget Details		
Description	Details	Main Account Code	Type	Key Contact	Deadline (if applicable)	Cost Centre	Estimated Cost (VT)	Funding Source
Double Classroom	Abuanga		RFQ Works	Jack Mekeldor Valuolu			VUV 25,000,000.00	Development partner/ Donor
Double Classroom	Abuanga		RFQ Furniture	Benicio - Jack Mekeldor Valuolu			VUV 2,300,000.00	Development partner/ Donor
Demolition of the damaged Admin Office & Library building Supply and Construction of a new Admin Office and Library building	Amaro Primary School		RFQ Furniture	Benicio - Tusia			VUV 2,875,000.00	Development partner/ Donor
Double classroom x 2 Dormitory x 2 Ablution (shower room x 2, bush toilet x 4)	Aulua		RFT Supply and Build	Chapman/Tusia			124,000,000	Development partner/ Donor
Double classroom x 2 Dormitory x 2 Ablution (shower room x 2 bush toilet x 4)	Aulua		RFQ Furniture	Benicio - Chapman/Tusia			VUV 10,350,000.00	Development partner/ Donor
1 new double laboratory classroom	Baldwin Lonsdale Memorial School		RFQ Furniture	Benicio - Chapman/Larry			VUV 6,750,000.00	Development partner/ Donor
1 new double laboratory classroom	Baldwin Lonsdale Memorial School		RFQ Works	Chapman/Larry			VUV 2,000,000.00	Development partner/ Donor
1 new double laboratory classroom	Baldwin Lonsdale Memorial School		RFT Materials	Chapman/Larry			VUV -	Development partner/ Donor
Double Classroom	Benbon		RFQ Works	Chapman/Tusia			VUV 25,000,000.00	Development partner/ Donor
Double Classroom	Benbon		RFQ Furniture	Benicio - Chapman/Tusia			VUV 2,300,000.00	Development partner/ Donor

<sup>3</sup> Certain plans have no dates or specific dates (timeframes). The MoET procurement office will continue to liaise with the relevant activity managers to confirm dates prior to submission to CTB.

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Development of new EAU office at BaHi Area	EAU		TBC	Larry Abel		VUV 30,000,000.00	Government
Demolish and construct new dining hall	Ecole Publique Centre ville		RFT Supply and Build	Chapman/Tusia		VUV 40,000,000.00	Development partner/ Donor
Demolish and construct new dining hall	Ecole Publique Centre ville		RFQ Furniture	Benicio - Chapman		VUV 3,450,000.00	Development partner/ Donor
Double Classroom, hybrid	Faralo		RFQ Works	Chapman/Tusia		VUV 9,500,000.00	Development partner/ Donor
Double Classroom hybrid	Faralo		RFQ Furniture	Benicio - Chapman/Tusia		VUV 1,150,000.00	Development partner/ Donor
triple classroom	Ipekel Primary School		RFQ Furniture	Tusia		VUV 3,450,000.00	Development partner/ Donor
Double Classroom, hybrid Teacher's house x 1 - hybrid	Kamai		RFQ Materials	Chapman/Tusia		VUV 19,000,000.00	Development partner/ Donor
Double Classroom, hybrid Teacher's house x 1 - hybrid	Kamai		RFQ Works	Chapman/Tusia		VUV 19,000,000.00	Development partner/ Donor
Double Classroom hybrid Teacher's house - hybrid	Kamai		RFQ Furniture	Benicio - Chapman/Tusia		VUV 1,725,000.00	Development partner/ Donor
Triple Classroom	Labultamata Primary School		RFQ Furniture	Benicio - Jack Mekeldor Valuolu		VUV 3,450,000.00	Development partner/ Donor
Double Classroom + Office	Laindua		RFQ Furniture	Benicio - Chapman/Tusia		VUV 2,875,000.00	Development partner/ Donor
Triple Classroom	Lonmelfaran		RFQ Materials	Jack Mekeldor Valuolu		VUV 34,500,000.00	Development partner/ Donor
Triple Classroom	Lonmelfaran		RFQ Works	Jack Mekeldor Valuolu		VUV 34,500,000.00	Development partner/ Donor
Triple Classroom	Lonmelfaran		RFQ Furniture	Benicio - Jack Mekeldor Valuolu		VUV 3,450,000.00	Development partner/ Donor
Double Classroom Hybrid	Loquirutaro Primary School		RFQ Materials	Jack Mekeldor Valuolu		VUV 8,920,000.00	Development partner/ Donor
Double Classroom hybrid	Loquirutaro Primary School		RFQ Furniture			VUV 1,150,000.00	Development partner/ Donor
Request for ablution block repairs	Melsisi		RFQ Supply and build	Jack Mekeldor Valuolu		VUV 54,246,500.00	Development partner/ Donor
School has undertaken repairs. MoET to check on status.	Neil Thomas Christian University (NTCU) ECCE		TBC	Tusia		VUV 3,000,000.00	Development partner/ Donor
Triple Classroom	Olal		RFQ Materials	Jack Mekeldor Valuolu		VUV 37,500,000.00	Development partner/ Donor
Triple Classroom	Olal		RFQ Works	Jack Mekeldor Valuolu		VUV 37,500,000.00	Development partner/ Donor
Triple Classroom	Olal		RFQ Furniture	Benicio - Jack Mekeldor Valuolu		VUV 3,450,000.00	Development partner/ Donor
Request for Triple Classroom repairs	Pangi		RFQ Materials	Jack Mekeldor Valuolu		VUV 22,016,500.00	Development partner/ Donor
Request for Triple Classroom repairs	Pangi		RFQ Works	Jack Mekeldor Valuolu		VUV 22,016,500.00	Development partner/ Donor
triple classroom	Port Resolution Primary School		RFQ Furniture	Benicio - Tusia		VUV 3,450,000.00	Development partner/ Donor

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Triple Classroom	Sanesup		RFQ Works	Chapman/Tusia		VUV 37,500,000.00	Development partner/ Donor
Triple Classroom	Sanesup		RFQ Furniture	Benicio - Chapman/Tusia		VUV 3,450,000.00	Development partner/ Donor
Demolition of the damaged Kindergarten and construct a new Kindergarten Classroom with Playground + Playground equipment's	Seaside Community School		RFQ Supply and Works	Chapman/Tusia		VUV 12,236,000.00	Development partner/ Donor
Repair of 8 classroom storey building	St Jean D'arc		RFQ Furniture	Benicio - Chapman		VUV -	Development partner/ Donor
Repair of 8 classroom storey building	St Jean D'arc		RFT Supply and Build	Chapman/Larry		VUV 28,500,000.00	Development partner/ Donor
Repair of 8 classrooms	St Jeanne D'Arc		RFT Supply and Build	Chapman		VUV 28,500,000.00	Development partner/ Donor
Reconstruct 6 x classrooms. Consider use of temporary, container or hybrid classrooms. (See other project suango 1 container)	Suango School Mele		TBC	Larry/Chapman		VUV 47,880,000.00	Government
Double Classroom hybrid	Tsimbwege		RFQ Furniture	Benicio - Jack Mekeldor Valuolu		VUV 1,150,000.00	Development partner/ Donor
TBC	Vanuatu Institute of Technology + APTC		TBC	Larry Abel		VUV 50,000,000.00	Development partner/ Donor
Demolish existing building and construction of double storey 4 x classroom building	Vila East		RFT Supply and Build	Chapman/Tusia		TBC	Development partner/ Donor
Repairs to existing classroom building	Vila North		TBC	Chapman/Tusia		VUV 10,000,000.00	Development partner/ Donor
Demolition + Construction of 2 x Double classroom building + 1 x triple classroom building	Examination Assessment Office + SBM Office		RFQ Design	Larry Abel		VUV 6,000,000.00	Development partner/ Donor
Demolition + Construction of 2 x Double classroom building + 1 x triple classroom building	Examination Assessment Office + SBM Office		RFT Supply and Build	Larry Abel			Development partner/ Donor
Demolition + Construction of 2 x Double classroom building + 1 x triple classroom building	Examination Assessment Office + SBM Office		RFQ Furniture	Benicio - Larry Abel		VUV 8,050,000.00	Development partner/ Donor
Double Classroom	Malatia Primary School		RFQ Furniture	Benicio - Tusia		VUV 2,300,000.00	Development partner/ Donor
Demolish 4x Damaged Classroom + 1x Teacher's house and Construct 1x Double storey building (4 Classrooms) + 1 x staff house	Maumau		RFT Supply and Build	Tusia		VUV 76,870,000.00	Development partner/ Donor
Demolish 4x Damaged Classroom + 1x Teacher's house and Construct 1x Double storey building (4 Classrooms) + 1 x staff house	Maumau		RFQ Furniture	Benicio - Tusia		VUV 10,350,000.00	Development partner/ Donor
Construct new dining hall	Monmarte College		RFT Supply and Build	Tusia		VUV 40,000,000.00	Development partner/ Donor

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Dinning Hall	Monmarte College		RFQ Furniture	Benicio - Tusia		VUV 3,450,000.00	Development partner/ Donor
Demolish damaged Admin & Techers Residence Building + Construct 1x Double Storey Building (6 Classrooms)	St Jean D'arc		RFT Supply and Build	Chapman		VUV 92,260,000.00	Development partner/ Donor
Demolish damaged Admin & Techers Residence Building + Construct 1x Double Storey Building (6 Classrooms)	St Jean D'arc		RFQ Furniture	Benicio - Chapman		VUV 10,350,000.00	Development partner/ Donor
Repair existing damaged 8 classroom building	St Jean D'arc		RFQ Supply and Build	Chapman		VUV 30,000,000.00	Development partner/ Donor
Repair existing damaged 8 classroom building	St Jean D'arc		RFQ Furniture	Benicio - Chapman		VUV 10,350,000.00	Development partner/ Donor
Demolition of the damaged 2x Duplex Staff Apartments building and Construction of 2x Staff house building	Ulei Secondary School		RFT Supply and Build	Chapman		VUV 58,520,000.00	Development partner/ Donor
Demolition of the damaged 2x Duplex Staff Apartments building and Construction of 2x Staff house building	Ulei Secondary School		RFQ Furniture - Beds, Cupboards & Dining Table & Dining Chairs	Benicio - Chapman		VUV 1,150,000.00	Development partner/ Donor
Demolition of the damaged Kindergarten and construct a new Kindergarten Classroom with Playground + Playground equipment's	Seaside Community School		RFQ Furniture	Benicio - Chapman/Tusia		VUV 1,150,000.00	Development partner/ Donor
Demolition of the damaged Kindergarten and construct a new Kindergarten Classroom with Playground + Playground equipment's	Seaside Community School		RFQ, Landscaping +Play Equipment	Chapman/Tusia			Development partner/ Donor
Demolish existing building and construction of double storey 4 x classroom building	Vila East		RFQ Furniture	Benicio - Chapman/Tusia		VUV 9,200,000.00	Development partner/ Donor
	New Provincial office and classroom			Jack			Government
Automative Workshop Build	Vanuatu Institute of Technology Workshop			Larry/Tusia			Government
RFQ Works	Container Storage			Larry			Government
RFQ Works	Carpark Phase 3			Chapman		VUV 10,000,000.00	Government
RFQ Works	Building Repairs			Samson Sawan		VUV 15,000,000.00	Government
RFQ Works	Fly Screens			Samson Sawan		VUV 1,000,000.00	Government
RFQ Works	Signage			Samson Sawan		VUV 500,000.00	Government
RFQ Works	Bladinaire Land			Samson Sawan		VUV 3,000,000.00	Government

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RFQ Works	Bladinaire Fencing			Samson Sawan			VUV 4,000,000.00	Government
RFQ Works	Talmelan Primary School			Samson Sawan			VUV 10,000,000.00	Government
RFQ Works	Irakik Primary School			Samson Sawan			VUV 10,000,000.00	Government
RFQ Works	Vehicle Purchase MoET			Samson Sawan			VUV 6,000,000.00	Government
RFQ Works	Renovation of DG's House			Samson Sawan			VUV 1,500,000.00	Government
Goods	C3 and C4 Gold Envelope			Henry Jimmy			VUV 1,700,000.00	Government
Goods	A3 Coloured Paper			Henry Jimmy			VUV 800,000.00	Government
Goods	A4 Coloured Papers – Attendance Roll			Henry Jimmy			VUV 600,000.00	Government
Goods	A4 Coloured Papers – Admission Slip			Henry Jimmy			VUV 600,000.00	Government
Goods	Computer Hardware			Henry Jimmy			VUV 1,000,000.00	Government
Goods	New Air Condition for New Temporary Office			Henry Jimmy			VUV 1,000,000.00	Government
Works	Construction - New Office Building			Henry Jimmy			VUV 30,500,000.00	Development partner/ Donor
Works	Construction -Fence Rented office			Henry Jimmy			VUV 1,000,000.00	Government
Service	Charter Flight – Distribution and Collection of National Exams			Henry Jimmy			VUV 7,000,000.00	Government
Service	Venue Hire – Marking of National Exams			Henry Jimmy			VUV 4,000,000.00	Government
Service	Printing of Year 10/12/13 National Exams 2026			Henry Jimmy			VUV 18,000,000.00	Government
Service	Printing of Certificates for Year 10/12/13			Henry Jimmy			VUV 1,000,000.00	Government
Service	Development of a New Software APP for EAU			Henry Jimmy			VUV 3,000,000.00	Government
Service	Installation of Air Condition – New Temporary Office			Henry Jimmy			VUV 600,000.00	Government
Service	Office Rental – New Temporary Office at 400,000vt per month			Henry Jimmy			VUV 4,800,000.00	Government
Service	Workshops and meeting			Henry Jimmy			VUV 1,500,000.00	Government
Goods	Laptop & PC Replacement (Replacement of staff PC & Laptops)			Emory Tinning			VUV 400,000.00	Government
Works	Internet in School (Internet connectivity for schools)			Emory Tinning			VUV 9,900,000.00	Government

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Service	ICT In School (Survey for usage of ICT equipment's in school)			Emory Tinning			VUV 2,500,000.00	Development partner/ Donor
Goods	Laptops, ICT peripherals, and internet/networking equipment to support development and implementation for the VEMIS upgrade.			Henry Otto			VUV 3,073,323.00	Development partner/ Donor
Works	Consulting, Project Coordination, Software Development, Licenses and Technical Training for the VEMIS upgrade.			Henry Otto			VUV 25,000,000.00	Development partner/ Donor
Works	6 Expandable container House 20FT Open Size: 6300*5950*2500mm Folded Size: 2200*5950*2500 The purpose of the expandable container House 20FT will be established in the provinces to build VIT Campuses.			John Kaltau			VUV 23,520,000.00	Government
Goods	2 2.4L Diesel 6MT 4WD D-cab STD. The purpose of the 4WD D-cab is to enable the Provincial Skills Centres to carry out their functions effectively.			John Kaltau			VUV 10,000,000.00	Government
Goods	New Boat			Philimon Ling			VUV 700,000.00	Government
Goods	40hp Out Boat Motor Engine			Philimon Ling			VUV 480,000.00	Government
Goods	30hp Out boat Motor Engine			Philimon Ling			VUV 320,000.00	Government
Goods	Photocopier Machine			Philimon Ling			VUV 450,000.00	Government
Goods	Office Vehicle			Philimon Ling			VUV 4,500,000.00	Government
Goods	Furniture (DG's Office)			Director General			VUV 200,000.00	Government
Goods	A4 Paper			Director General			VUV 400,000.00	Government
Goods	Stationaries (DG's Office)			Director General			VUV 100,000.00	Government
Goods	Schools table and chairs			Director General			VUV 10,000,000.00	Government
Goods	Prefab for schools			Director General			VUV 25,000,000.00	Government
Goods	Starlink			Director General			VUV 1,000,000.00	Government
Goods	Banan boat for schools Malampa and Torba and Penama			Director General			VUV 15,000,000.00	Government

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Goods	Boarding schools' vehicle			Director General			VUV 10,000,000.00	Government
Goods	Pure air water machine			Director General			VUV 22,000,000.00	Government
Goods	Ordinateur Portable			Director General			VUV 500,000.00	Government
Goods	Tractor			Director General			VUV 10,000,000.00	Government
Works	Renovation DG house			Director General			VUV 25,000,000.00	Government
Service	Rent house for DG			Director General			VUV 12,000,000.00	Government
Service	Service of Air Condition – DG's Office, Secretary Office and Quality Assurance Office.			Director General			VUV 300,000.00	Government