



MINISTRY OF EDUCATION AND TRAINING

BUSINESS PLAN 2025

**Compiled & Produced by the Policy & Planning Directorate
Updated Version April 10th, 2025**

CONTENTS

1.	Executive Summary	4
1.1	Introduction	5
1.2	Ministry of Education and Training Planning Framework.....	5
1.3	2025 Appropriated Budgets by Department.....	6
1.3.1	Operation and Payroll Budget Summary by Department	6
2.	MoET Program/Activity M&E Framework for 2025 Planning Activities by Directorate	7
2.1	Cabinet Support	7
2.2	Director General's Office	8
2.3	Finance and Administration Directorate	15
2.4	Policy and Planning Directorate	67
2.5	Education Services Directorate.....	80
2.5.1	Torba Provincial Education Office	102
2.5.2	Sanma Provincial Education Office	111
2.5.3	Penama Provincial Education Office	128
2.5.4	Malampa Provincial Education Office.....	143
2.5.5	Shefa Provincial Education Office	156
2.5.6	Tafea Provincial Education Office	160
2.6	Tertiary Education Directorate	165
2.7	Education Commissions and Council.....	172
2.7.1	Teaching Service Commission	172
2.7.2	Vanuatu Qualifications Authority (VQA)	172
2.8	Governance and Reform Priorities for the MoET (Government 100-Day Plan).....	173
2.8.1	Economic Recovery & Growth Matrix.....	173
2.8.2	Education and Teaching Services Commission Reform	173
2.8.2.1	Education Action Plan Matrix.....	173
3.	MoET Human Resource Operational Plan	175
3.1	Key Priority Training for MOET in 2025	177
4.	MoET Cashflow Forecast	179
4.1	Table 1: Overall MoET 2025 Cashflow Plan.....	179
4.2	MoET 2025 PayRoll Cashflow Plan.....	180
4.3	MoET 2025 Cashflow Operations	181
5.	MoET Procurement Plan	182
	Table 1: Ministry of Education and Training Simple Procurement Plan	182
	Table 2: Ministry of Education and Training Complex Procurement Plan.....	188

Message From the Honourable Minister of Education and Training.

We are pleased to present the 2025 Ministry of Education and Training (MoET) Business Plan for the education sector. This document marks the final update of the department's annual workplan and serves as a strategic guide for the year ahead.

This business plan is rooted in our corporate plan, which is focused on achieving measurable results. It incorporates the planning approach rolled out by the Vanuatu Public Service and accounts for the impact of natural disasters, including the COVID-19 pandemic, TC Harold, TC Judy, TC Kevin, TC Lola, and the recent earthquake recovery activities. These events have been factored into the activities outlined in the plan, ensuring that the education sector remains resilient in the face of challenges.

The primary objective of this business plan is to identify and implement key activities that will drive the desired outcomes of strengthening management and improving equitable and inclusive access to quality education across the country. It is designed to align with the outcomes and outputs stated in our reviewed corporate plan, with a focus on tangible results. To ensure accountability and progress, the Ministry will track the implementation of this plan through quarterly progress reports.

This year, the MoET's priority focus will be on the recovery plan and Government Priority initiatives, including:


- ✓ Increasing access to Early Childhood Care and Education (ECCE), Primary, Secondary, and Post-School Education and Training (PSET)
- ✓ Strengthening school infrastructure
- ✓ Enhancing teaching and learning resources
- ✓ Promoting community engagement in education


The Monitoring & Evaluation (M&E) unit within the Policy and Planning Directorate will lead the coordination of progress reporting against this business plan. However, all directors are tasked with coordinating their respective departmental reports, following the timelines and reporting notices issued.

We take this opportunity to appeal to all MoET managers and officers to continue working collaboratively and efficiently in the implementation of the activities outlined in this plan. Your dedication, expertise, and teamwork are crucial to the success of this initiative, and we value your ongoing commitment.

May your collective efforts continue to strengthen the management and delivery of education and training in Vanuatu and contribute to building a brighter future for all.

Thank you.


The Honourable Simil Johnson Youma
Minister of Education and Training



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

Dear Colleagues,


As we prepare to embark on the implementation of the 2025 Annual Workplan, I would like to take a moment to emphasize the importance of careful planning, disciplined execution, and collaborative effort throughout the year. This workplan outlines key activities that will guide our Ministry toward fulfilling its mission of delivering quality education and training that empowers individuals and supports national development.


One of the most critical aspects of the 2025 workplan is ensuring that the activities scheduled for each quarter are not only ambitious but also achievable within the timeframe allowed. It is essential that every department, division, and team member involved in executing these activities commits to a practical approach, taking into consideration available resources, capacity, and potential challenges. Our aim is to make substantial progress each quarter, with no task left incomplete by the end of its designated period.

I urge all of you to focus on clear, measurable objectives and to establish realistic milestones for each activity. Every quarter must end with the successful completion of its planned goals, ensuring that we remain on track to achieve the broader targets of the workplan. Monitoring and evaluating our progress regularly will be key to identifying any adjustments needed and maintaining momentum toward our long-term vision.

The year ahead offers significant opportunities for growth and impact, but only if we work together, stay committed, and remain focused on delivering results. I trust that each one of you will bring your expertise and dedication to bear as we work to make 2025 a year of meaningful achievements for education and training in our country.

Thank you for your continued efforts and commitment. I look forward to our collective success in the months ahead.


Sincerely,
Iati Bergman
Director General, Ministry of Education and Training



1. Executive Summary

The Ministry of Education and Training (MoET), through its 2025 Business Plan, is focused on achieving several key outcomes outlined in the Corporate Plan 2024-2028. These key outcomes are centered around three main goals: increasing equitable access to education, improving the quality of education, and enhancing planning, fiscal, and financial management. Below is a high-level summary of the goals and key programs that aim to deliver these outcomes.

1. Increase Equitable Access to Education

Objective: Ensure that all students, regardless of their background, have access to quality education.

Key Programs

- School Infrastructure Expansion
- Scholarship and Financial Grant/Aid Programs
- Inclusive and Health Education Initiatives
- Community Engagement Programs

2. Improve the Quality of Education

Objective: Enhance the overall education experience and outcomes for students through better teaching, curriculum, and learning resources.

Key Programs

- Teacher/Principal/PSET Trainer Training and Professional Development
- Curriculum Reform
- Technology Integration
- Assessment and Evaluation Systems

3. Improve Planning, Fiscal, and Financial Management

Objective: Strengthen the Ministry's ability to effectively plan, manage resources, and ensure financial sustainability.

Key Programs

- Reviewing and implementing legislations and Acts
- Supporting the review of policies and guidelines
- Support the review of the MoET Organizational Structure
- Capacity Building for Education Planning
- Budget Management and Allocations
- Monitoring and Accountability Mechanisms
- Public and Private Partnerships Engagement Programs

In summary, the Ministry of Education and Training, through its Corporate Plan and Business Plan 2025, aims to create a more inclusive and high-quality education system, ensuring equitable access to education for all, improving the quality of education, and managing resources effectively and efficiently. The priority focus is on infrastructure, teacher development, curriculum updates, and strong financial planning, which will be key drivers for these outcomes.

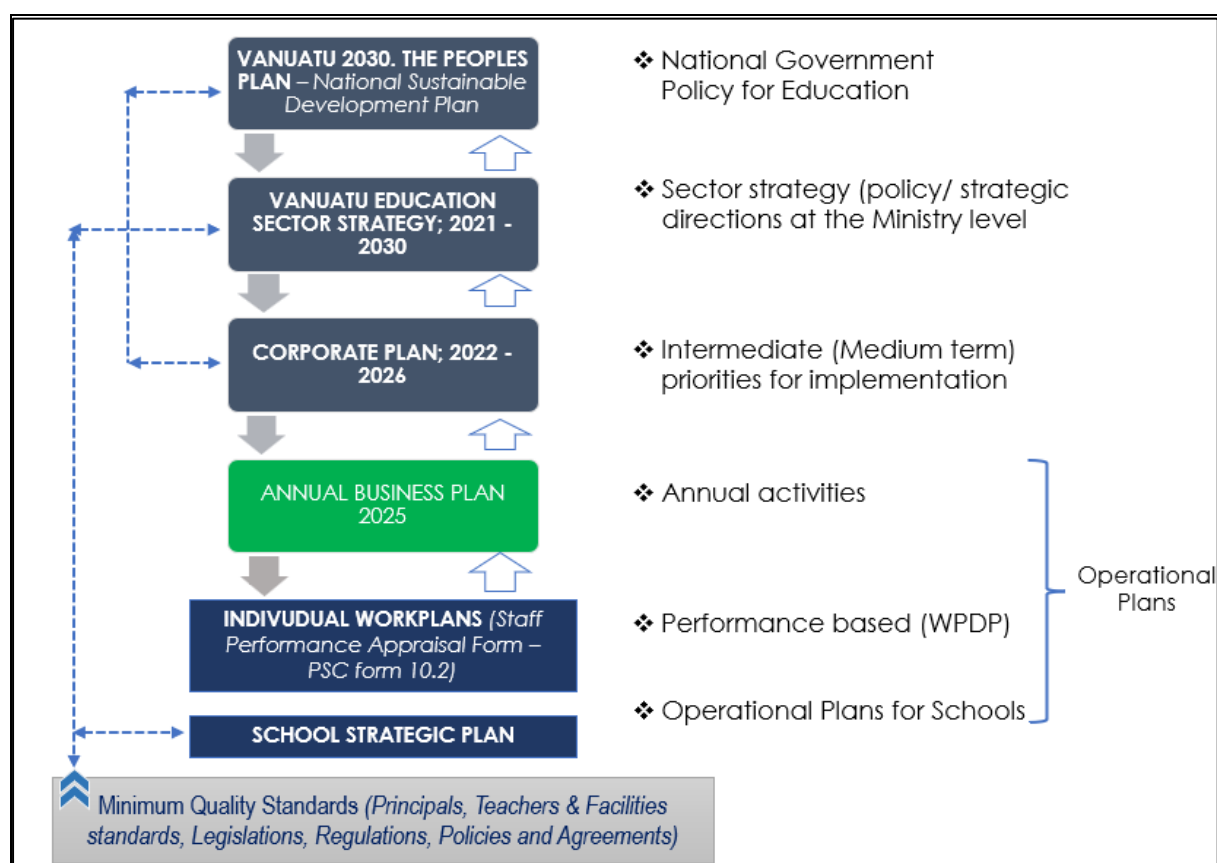
1.1 Introduction

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 a 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.

1.2 Ministry of Education and Training Planning Framework



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 2024 and the directorates responsible for delivering these outputs.

1.3 2025 Appropriated Budgets by Department

1.3.1 Operation and Payroll Budget Summary by Department

Dept	Description	Operation Budget	Payroll Budget	Sum of NPP	Annual Budget
510	MoET Cabinet	12,372,726	68,643,754	-	81,016,480
530	Education Service Department	2,020,091,497	5,680,642,623	1,643,787,909 ¹	9,344,522,029
540	Director Generals Department	10,739,485	51,855,680	-	62,595,165
550	Education Commissions & Councils	152,702,294	34,339,506	-	187,041,800
820	Administration & Finance Department	228,741,311	191,070,992	-	419,812,303
830	Policy & Planning Department	10,313,354	44,819,624	-	55,132,978
880	Tertiary Education Department	1,663,016,165	399,418,346	-	2,062,434,511
Grand Total		4,097,976,832	6,470,790,525	1,643,787,909	12,212,555,266

Source: Ministry of Education & Training 2025 gazetted budget – Finance unit

¹ There are two Approved NPP: a) Implementation of Revised TSSR 1,000,000,000 VT and b) 2024 GRT Review Costing

2. MoET Program/Activity M&E Framework for 2025 Planning Activities by Directorate

2.1 Cabinet Support

Department	510					
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
Provide sustenance across all MoET Policies	51AA	Provincial visits	100%	Planned Provincial and 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	Service Target	Target	Action	Action completion date	Comment & Risks
69.Implementation of legislations and Acts	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
72. Support the review of policies & guidelines	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. February	Situations that will hinder the progress of Education
87. Support capacity building for planning, reflection and timely reporting	54AA	Signed MoET 2026 Business Plan	1	1. Liaise with Director Policy and Planning to ensure 2025 MoET business plan is reviewed and approved	1. December	Timeline mostly depends on the units work plan
	54AA	Signed MoET 2024 Annual Reports	1	1. Liaise with Director Policy and Planning to ensure 2022 MoET annual report is produced.	1. March	Timeline mostly depends on the units work plan
89. Review and implement the Communication strategy and support the strengthening of MoET Partners and	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	

Stakeholders coordination						
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)	54AB	No. of School Audit Reports	50	<ol style="list-style-type: none"> 1. Identify schools with high risk for audit submit to Risk and Audit Committee (RAC) 2. Conduct audit field work 3. Prepare draft audit report and submitted to the auditee. 4. Prepare final audit report and submitted to the auditee 	<ol style="list-style-type: none"> 1. November 2. November 3. November 4. November 	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"> 1. Conduct audit field work 2. Prepare draft audit report and submitted to the auditee. 3. Prepare final audit report and submitted to the auditee 4. Submit report to RAC 	<ol style="list-style-type: none"> 1. November 2. November 3. November 4. November 	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"> 1. Assess Open VEMIS financial and identify school to audit. 2. Conduct surprise audit at MoET Central level and at schools. Issue audit reports 	<ol style="list-style-type: none"> 1. November 2. November 	Availability of financial data in the Open VEMIS.
	54AB	Desktop audit reports	10	<ol style="list-style-type: none"> 1. Conduct desktop audit for sample schools selected. 	<ol style="list-style-type: none"> 1. July 	Availability of financial data in the Open VEMIS. Delay of information

						provided by selected schools.
70. Support the review and implementation of the updated MoET structure	54AC	MoET structure reviewed, and implementation of devolution implemented	6	1. Assist in Review MoET structure. 2. Assist in Devolve the implementation the MoET structure	1. June	Timeline depends on 2024 review
	54AC	Compliance of policy strengthen through devolution strategy	6	1. Strengthen the compliance of policy through devolution strategy	1. July	Timeline mostly depends on units' consultation
	54AC	Ministry Quality Management Framework Revised	1	1. Implement the revised Ministry Quality Management framework	1. December	Timeline depends on 2024 review
	54AC	School support centres established, and a policy of school support centres developed	6	1. Establish school support centres in other provinces and 2. Develop a policy for school support centres. 3. Ensure appropriate budgetary and other logistical support for devolution activities in all sectors	1. March	Review of Structure will take time
	54AC	Alignment between TSC and PSC structures strengthen	1	1. Strengthen alignment between Teaching Service Commission (TSC) and PSC structures; and undertake periodic assessment of Ministry organizational structure	1. April	Return of Delegation of Power to Director ESD through TSC Act Review
	54AC	Provincial Education Board reviewed and strengthened	6	1. Devolve relevant functions to the provinces; and review and strengthen existing Provincial Education Boards in each province	1. June	Review current boards functions to include PSET providers as well
	54AC	MoET Regulatory Bodies reviewed and strengthened		1. Strengthen Regulatory Bodies are reviewed and well-coordinated	1. June	Timeline depends on Education Review amendments
	54AC	PSC recruitment processes formalized	TBD	1. Formalize recruitment through PSC processes	1. June	Re-allocation of posts and recruitment of officers will take time
68. Support the development of MoET HRD Policy	54AC	Professional Development and Capacity Building Planning framework developed and implemented	10	1. Develop and implement continuous professional development and capacity building with MoET	1. March	Lack of funding professional trainings

& Plan and support staff capacity building at all levels	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	
89. Review and implement the Communication strategy and support the strengthening of MoET Partners and Stakeholders coordination	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
	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	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	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	Risk Budget Unplanned activities
	54AE	MoET Communication Intranet	1	1. Create a Communication Intranet	1. December	Budget

65. Support the implementation and monitoring of the procurement policy.	54AF	Procurement Training	1	<ol style="list-style-type: none"> 1. Procurement Training on Tafea 2. School Procurement Survey 3rd Quarter 	<ol style="list-style-type: none"> 1. May 2. August 	<p>Comment</p> <p>Pending Budget posing.</p> <p>Availability of Humans resources</p> <p>Other committeemen's Risk</p> <p>Unplanned events.</p>
	54AF	Implementation of MoET Procurement Plan	1	<ol style="list-style-type: none"> 1. Coordination of all Request for Tender-RFT. 2. Coordination of Request for Quotation – RFQ 3. Coordination and monitoring of Contracts 	<ol style="list-style-type: none"> 1. December 2. December 3. December 	<p>Comment</p> <p>Units fail to send Procurement Plan.</p> <p>No capacity to implement Procurement Plan.</p> <p>Risk</p> <p>Data's not realistic.</p> <p>Funds not available.</p>
70. Support the review and implementation of the updated MoET structure	54AG	MoET Directorate Structures are reviewed (DG's Office, ESD, PPD & Tertiary)	4	<ol style="list-style-type: none"> 1. Consultation within MoET 2. Consultation with OPSC 3. Draft of JD and Diagram 4. Submission to OPSC 	<ol style="list-style-type: none"> 1. December 2. December 3. December 4. December 	<p>Review on GRT</p> <p>Review of Legislatives</p>
	54AG	Recruitment	50	<ol style="list-style-type: none"> 1. Request Financial Visa 2. Request PSC for approval to advertise vacant positions. 3. Request Language unit to translate advert in French and Bislama 4. Advertise vacancies. 5. Arrange Panellist 6. Shortlist 7. Interview 8. PSC approval of recommended applicant 9. Inducting & Training 	<ol style="list-style-type: none"> 1. January 2. April 3. April 4. June 5. June 6. July 7. October 8. December 9. December 	<p>Delay of approval of Finance Visa, delay of approval to advertise and availability of panellists</p>

54AG	Performance Agreement Report for DG/Directors	5	<ol style="list-style-type: none"> 1. Issue reminder 2. Collection of Performance Agreements 3. Checklist completed 4. Submission to PSC 	<ol style="list-style-type: none"> 1. October 2. November 3. November 4. December 	Delay of submission and collection of evidence
54AG	Performance Appraisals for all MoET Staff	209	<ol style="list-style-type: none"> 1. Issue Reminder 2. Collection of reports 3. Issue notice of outstanding 4. Compile appraisals 5. Submission to PSC 6. Assessment and recommendation of rewards 	<ol style="list-style-type: none"> 1. November 2. December 3. December 4. January 5. February 6. March 	Delay of submission to HRM unit
54AG	Submitted Unit Plan	1	<ol style="list-style-type: none"> 1. Issue notice of unit plans 2. Submission of unit plans to DGs Office (EO) 	<ol style="list-style-type: none"> 1. November 2. November 	
54AG	Submitted all MoET staff Individual Work plans to PSC	209	<ol style="list-style-type: none"> 1. Issue Reminder 2. Collection of reports 3. Issue notice of outstanding 4. Compile work plans And submission to PSC 	<ol style="list-style-type: none"> 1. November 2. December 3. December 4. February 	Delay of submission to HRM unit
54AG	Audit Report	2	<ol style="list-style-type: none"> 1. Abstract Payroll Report 2. Audit Staff payroll (salary scale / cost centre) 3. Child allowance 4. Housing allowances 5. Report provided to HRM 6. Inform staff members if any over payment 7. Send report to Payroll DoFT 	<ol style="list-style-type: none"> 1. March 2. June 3. June 4. June 5. July 6. August 7. August 	Availability of payroll staff
54AG	Compliance	5	<ol style="list-style-type: none"> 1. Assist the Office of the DG in Discipline Procedure 2. Issuance of Discipline letter, Report 3. Appointment of panel Investigation 4. Submission to OPSC 	<ol style="list-style-type: none"> 1. December 2. December 3. December 4. December 	Delay of Investigation Panel and Response from Employees

	54AG	Internal Staff Handbook	2	<ol style="list-style-type: none"> 1. Complete draft HR Policy 2. Complete draft HR Staff handbook 3. Quality Assurance Unit and Policy Unit to review 4. Consultation with MoET Managers 5. Finalize the documents 6. Printing 7. Launching 	<ol style="list-style-type: none"> 1. January 2. April 3. May 4. May 5. June 6. July 7. July 	Funding and availability of Managers for consultation
--	------	-------------------------	---	---	---	---

2.3 Finance and Administration Directorate

Department	820					
Program	Activity	Service Target	Target	Action	Action completion date	Comment & Risks
1.Support the review process of the school grant processes	82AB	1. School grant code is updated and implemented	100%	<i>1.Review school grant code</i> 1. Translation of revised Grant Code. 2. Printing of Grant Code. 3. Distribution of Grant Code to schools. 4. Upload soft copy of Grant Code to MoET website and Open VEMIS. 5. Implementation of Grant Code.	Quarter 1	<ul style="list-style-type: none"> • Delay in gazette of Grant Code. • Financial constraints to print and distribute documents. • Schools are not informed of changes to Grant Code. • Failure to comply with Grant Code. • Financial constraints to monitor implementation of Grant Code.
			100%	<i>2. Grants and school fee subsidy to be paid to schools and institutions.</i> 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, April 2. July 3. November	<ul style="list-style-type: none"> • Lack of commitment of Principals to comply with the school grant criteria. • Late confirmation from PEOs on schools eligible to receive grants. • - Cash flow may delay payment of grants;
			80%	<i>3. Revise school grant formula</i> 1. Consultation of current school grant. 2. Draft findings from school grant research. 3. Finalize recommendations to be implemented. 4. Develop COM paper to implement research findings and recommendations.	Quarter 4	<ul style="list-style-type: none"> • Budget to support research • Technical support to carry out the research.

				5. Implement research findings and recommendations on school grant formula.		
7. Monitor implementation of school/PSET institution maintenance manual	82AC	4. Training on school/ PSET Maintenance Manual conducted to all schools	1	<i>4. Approved revised School Maintenance Manual</i> 1. Finalize School Maintenance Manual. 2. Translation of manual. 3. Printing & distribution of manual. 4. Distribute manuals. 5. Develop comms for manual.	Quarter 4	<ul style="list-style-type: none"> Lack of technical capacity
				<i>5. Refresher Training for PMO and School Maintenance Officers in six Provinces</i> 1. Prepare training materials. 2. Arrange traveling logistics. 3. Carry out training. 4. Report on training.	July	
				<i>6. Printing & Distribution of Maintenance Manual to all schools</i> 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	5. Asset Master Plan is costed		<i>7. Update on asset master plan</i> 1. Provide master list for 2025. 2. Implement and monitor master plan list for Malampa and Penama Schools for 2025 A. Lakatoro School B. Orap School C. Notre Dame De Walarano D. Vao Ilot E. Herenhala F. Gamalmaua G. Latano (Loltong) H. Aligu I. Sori Mauri		
9. Strengthen asset management	82AC	5. Asset Master Plan is costed	1	<i>8. Update all MoET Central Asset Management is reconciled with the payment system.</i>	Quarter 4	

				<ol style="list-style-type: none"> 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. 		
			2	<i>9. Updated Asset Registry</i> <ol style="list-style-type: none"> 1. Asset Registry Report for 2024 is submitted by February 2025 	Quarter 2 & 4	<ul style="list-style-type: none"> • Incomplete module development
			1	<i>10. Identify Asset Management System for MoET & schools</i> <ol style="list-style-type: none"> 1. Define what assets (IT equipment or office furniture) need tracking and why 2. Review any current asset lists, software, or policies in MOET 3. Meet with department heads and IT staff to understand their needs and challenges. 4. Conduct a physical count of key assets and check if data is accurate and complete. 5. Look at available asset management software that fits MOET's requirements and can integrate with existing systems. 6. Compare costs and long-term benefits of different solutions. 7. Develop a phased implementation plan, starting with a small pilot. 8. Train relevant staff and set up a support system for ongoing help. 9. Schedule regular checks to ensure data accuracy and gather feedback for adjustments. 	Quarter 4	<ul style="list-style-type: none"> • Budget constraint
14. Support the establishment of internet connectivity for schools/PSET institutions	82AD	10. Schools have access to technological infrastructure	10	<i>11. Deployment of new sites. Maintenance of existing sites.</i> <ol style="list-style-type: none"> 1. Coordinate with PEO Shefa to obtain a list of selected schools. 2. Collaborate with the procurement team to prepare the RFQ and tender documents. 3. Initiate the tender process. 4. Conduct the selection panel meeting to review bids and award the contract. 	Quarter 3	<ul style="list-style-type: none"> • Natural disaster • Procurement process

				<ol style="list-style-type: none"> 5. Contractor signs the contract. 6. Accounts processes the first payment for the contract. 7. Contractor installs the internet connection at the selected schools. 8. Contractor submits a completion report. 9. Conduct training sessions with selected school principals. 10. Accounts releases the final payment for the contract. 		
15. Support the establishment of computer labs for schools and TVET/PSET institutions.	82AD	10. Schools have access to technological infrastructure	10	<p>12. <i>Provide on demand advice to schools & PSET on computer lab setup.</i></p> <ol style="list-style-type: none"> 1. Accept requests from schools or PSET needing setup advice. 2. Identify specific requirements for the lab (e.g., number of computers, internet, software). 3. Suggest suitable computers, networking gear, and other essential equipment. 4. Advise on lab layout for efficient space and connectivity. 5. Share setup instructions, including power, internet, and security needs. 6. Help choose vendors for purchasing equipment, if needed. 7. Offer remote or onsite assistance while the lab is being set up 8. Verify that everything is functioning correctly post-setup. 9. Check in periodically to address any issues or provide further support. 	Quarter 4	<ul style="list-style-type: none"> • Natural disaster • Breakdown in communication between school & ITU
			100	<p>13. <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> <ol style="list-style-type: none"> 1. Gather names and email details from each schoolteacher 2. Check & set up email accounts following the standard format 	Quarter 4	<ul style="list-style-type: none"> • Transportation issue to reach schools

				<ol style="list-style-type: none"> 3. Share easy-to-follow login steps with teachers. 4. Help teachers log in for the first time if needed. 5. Show teachers how to send, receive, and organize emails. 6. Resolve any login or access problems. 7. Be available to answer questions or address further email issues. 8. Provide report 		
			1	<p><i>14. Develop Schools Helpdesk Ticketing system</i></p> <ol style="list-style-type: none"> 1. List key features (ticket tracking, notifications) 2. Pick a ready-made or custom ticketing system. 3. Set steps for ticket handling (from request to resolution). 4. Define permissions for teachers, IT, and admins. 5. Add school-specific categories and templates. 6. Set notifications for ticket updates. 7. Ensure everything works smoothly. 8. Show staff how to use the system. 9. Roll out the system to all schools. 10. Make improvements based on user input. 	Quarter 3	<ul style="list-style-type: none"> • Budget constraint • Limited human resources
			1	<p><i>15. Identify Phone setup for schools</i></p> <ol style="list-style-type: none"> 1. Identify Requirements 2. Choose Phone System Type 3. Select a Provider 4. Plan Deployment 5. Purchase Equipment 6. Set Up Central Management 7. Install Phones in Schools 8. Configure the System 9. Train IT Staff and Users 10. Launch and Monitor 	Quarter 3	<ul style="list-style-type: none"> • Budget constraint

24. Support the implementation of recovery activities for affected schools/institutions	82AD	14. Digitize data collection tools	1	18. <i>Support the digitization of curricular resources/instructional materials to schools</i> 1. Coordinate with the Education in Emergency (EiE) officer to circulate the IT EiE guidelines. 2. Contact training on IT EiE guidelines to all MOET staff, PEO staff, and school representatives. 3. Ensure consistent monitoring and implementation of the IT EiE guidelines by MOET, PEO, and schools	Quarter 1	<ul style="list-style-type: none"> Failure to communicate to schools
			1	19. <i>School Council funding request form develop</i> 1. Define Objectives 2. Collaborate with Stakeholders 3. Draft the Form 4. Review and Finalize 5. Test the Form 6. Implement and Distribute 7. Monitor and Update		
24. Support the implementation of recovery activities for affected schools/institutions	82AC	15. Recovery projects implemented	1	20. <i>Complete construction of 1 boys' ablution for Bombua JSS.</i> 1. Supervision and reporting from ring beam to roof completion (Boys Ablution) 2. Supervision and reporting from roof installation to finishing works completion (Boys Ablution) 3. Facilitate final payments documents	Quarter 1	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project.
				21. <i>Procurement of remaining furniture for 4 new classrooms, 2 offices, 1 boys' dormitory and Girls Dormitory for Bombua JSS.</i> 1. Delivery inspection and Report for double classroom. 2. Delivery inspection and Report for double classroom. 3. Delivery inspection and Report for Girls dormitory. 4. Delivery inspection and Report for Boys dormitory. 5. Facilitate Final payment documents.	Quarter 2	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project.

			2	<p>22. <i>Complete construction of 2 new classrooms for Avunatari Primary School.</i></p> <ol style="list-style-type: none"> 1. Preparation of new 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. 13. Facilitate Final payment documents. 	Quarter 4	<ul style="list-style-type: none"> • Weather condition, natural disaster can impact the process of delivering the project.
			2	<p>23. <i>Procure furniture for 2 new classrooms for Avunatari Primary School</i></p> <ol style="list-style-type: none"> 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. Induction of Contractor and School Community 13. Supervision and reporting from mobilization to slab completion 14. Supervision and reporting from wall to ring beam completion 15. Supervision and reporting from roof installation to demobilization 	Quarter 3	<ul style="list-style-type: none"> • Weather condition, natural disaster can impact the process of delivering the project.

				16. Practical completion and produce completion certificate 17. Defects liability inspection and Report 18. Completion of defects works (if required) 19. Facilitate final payments documents		
			2	24. <i>Construction of 2 new classrooms (Hybrid) for Paireve Primary School.</i> 1. Nomination of evaluation panel members 2. Evaluate tender 3. Produce evaluation report 4. Approval of evaluation report 5. Preparation of contract documents 6. Signing of contract 7. Supervision and reporting from mobilization to slab completion 8. Supervision and reporting from wall to ring beam completion 9. Supervision and reporting from roof installation to demobilization 10. Practical completion and produce completion certificate 11. Defects liability inspection and Report 12. Completion of defects works (if required) 13. Facilitate final payments documents.	Quarter 4	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project.
			6	25. <i>Construction of 1 storey 6 classrooms for Ecole Centre Ville, Efate Island.</i> 1. Supervision and reporting from roof installation to finishing works 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report 4. Completion of defects works (if required) 5. Facilitate final payments documents.	Quarter 4	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project.
			14	26. <i>Complete construction of 14 classrooms for Santo East Primary School, Luganville, Santo Island.</i> 1. Defects liability inspection and Report 2. Completion of defects works (if required) 3. Facilitate final payments documents.	Quarter 4	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project.

			5	<p>27. Complete construction of 4 classroom & 1 Administration Block for Fanafo Primary School, Canal Fanafo, Santo Island.</p> <ol style="list-style-type: none"> 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"> • Weather condition, natural disaster can impact the process of delivering the project.
			5	<p>28. Procurement of furniture for 4 classroom & 1 Administration Block for Fanafo Primary School, Canal Fanafo, Santo Island.</p> <ol style="list-style-type: none"> 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. 13. Facilitate Final payment documents. 	Quarter 4	<ul style="list-style-type: none"> • Weather condition, natural disaster can impact the process of delivering the project.
			6	<p>29. Procurement of furniture for 3 classrooms and 1 office for Tavumae Primary School and 2 classrooms for Vovlei Primary School, Santo Island.</p> <ol style="list-style-type: none"> 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 	Quarter 3	<ul style="list-style-type: none"> • Weather condition, natural disaster can impact the process of delivering the project.

				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. 13. Facilitate Final payment documents.		
			3	30. <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"> Weather condition, natural disaster can impact the process of delivering the project.
			3	31. <i>Construction of 2 classroom for Londar (Baie-Martelli) Primary School, Pentecost Island.</i> 1. Supervision and reporting from mobilization to slab completion. 2. Supervision and reporting from wall to 1st floor slab completion. 3. Supervision and reporting from wall to ring beam completion. 4. Supervision and reporting from roof installation to finishing works. 5. Practical completion and produce completion certificate. 6. Defects liability inspection and Report. 7. Completion of defects works (if required). 8. Facilitate final payments documents.	Quarter 4	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project.
			2	32. <i>Construction of 2 classroom for Baie-Barrier Primary School, Pentecost Island.</i> 1. Supervision and reporting from mobilization to slab completion 2. Supervision and reporting from wall to 1st floor slab completion 3. Supervision and reporting from wall to ring beam completion 4. Supervision and reporting from roof installation to finishing works 5. Practical completion and produce completion certificate	Quarter 4	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project.

				6. Defects liability inspection and Report 7. Completion of defects works (if required) 8. Facilitate final payments documents		
			8	<i>33. Procurement of furniture for 3 classrooms for Saint Henri Primary School and 2 classrooms for Baie Barrier Primary School, Pentecost Island.</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. Delivery inspection and Report. 13. Facilitate Final payment documents.	Quarter 3	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project.
			3	<i>34. Construction of 3 classroom for Rangusuksuk 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"> Weather condition, natural disaster can impact the process of delivering the project.
			2	<i>35. Construction of 2 classroom for Pangl Primary School, Pentecost Island.</i> 1. Defects liability inspection and Report 2. Completion of defects works (if required) 3. Facilitate final payments documents.	Quarter 4	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project
			5	<i>36. Construction of 5 classroom with 1 office for Melsisi Primary School, Pentecost Island.</i> 1. Supervision and reporting from roof installation to finishing works 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report 4. Completion of defects works (if required) 5. Facilitate final payments documents	Quarter 4	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project.

			5	<p>37. <i>Procurement of furniture for 2 classrooms for Pangl Primary School, 3 classrooms for Rangsuksuk Primary School and 5 classrooms with 1 office for Melsisi Primary School, Pentecost Island.</i></p> <ol style="list-style-type: none"> 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. 13. Facilitate Final payment documents. 	Quarter 4	<ul style="list-style-type: none"> • Weather condition, natural disaster can impact the process of delivering the project.
			2	<p>38. <i>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.</i></p> <ol style="list-style-type: none"> 1. Approve DSC Report recommendations. 2. Manage DSC Contract Deliverables. 	Quarter 4	<ul style="list-style-type: none"> • Weather condition, natural disaster can impact the process of delivering the project
			2	<p>39. <i>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.</i></p> <ol style="list-style-type: none"> 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 	Quarter 4	<ul style="list-style-type: none"> • Weather condition, natural disaster can impact the process of delivering the project.

			11. Signing of contract 12. Delivery inspection and Report classrooms furniture. 13. Delivery inspection and Report dormitories furniture. 14. Facilitate Final payment documents.		
		2	<i>40. Construction of 2 classroom for Unmet Primary School, Malekula Island.</i> 1. Supervision and reporting from roof installation to demobilization 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report 4. Completion of defects works (if required) 5. Facilitate final payments documents	Quarter 3	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project.
		3	<i>41. Concept design submitted for approval & funding consideration for Central Office Building, CDU Building and TSC Building.</i> 1. Liaise with Architects Consultants to obtain quotation 2. Submit quotation for approval 3. Formalize procurement process 4. Sign contract 5. Liaise with Contractor to complete concept design 6. Finalize concept design for approval and funding.	Quarter 4	<ul style="list-style-type: none"> Budget constraint for building construction
		2	<i>42. Construction of 2 classrooms and 1 office for Eratap Primary School, Efate 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"> Weather condition, natural disaster can impact the process of delivering the project.
		3	<i>43. Construction of 3 classrooms at Nukwanapu Primary School on Efate Island.</i> 1. Supervision and reporting from roof installation to finishing works 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report	Quarter 4	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project.

				4. Completion of defects works (if required) 5. Facilitate final payments documents		
			8	<i>44. Renovation of 1 storey building with 8 classrooms at Saint Jean D'Arc Primary School on Efate Island.</i> 1. Tender advertisement 2. Tender collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report 7. Preparation of contract documents 8. Signing of contract 9. Supervision and reporting from mobilization to slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to demobilization 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents	Quarter 4	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project.
			3	<i>45. Construction of 3 classrooms at Port Resolution Primary School on Tanna Island.</i> 1. Tender advertisement 2. Tenders' collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report 7. Preparation of contract documents 8. Signing of contract 9. Supervision and reporting from mobilization to slab completion 10. Supervision and reporting from wall to ring beam completion	Quarter 4	<ul style="list-style-type: none"> Weather condition, natural disaster can impact the process of delivering the project.

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

			1	<p>48. <i>Construction of 1 science lab Baldwin Lonsdale Memorial School on Sola Island</i></p> <ol style="list-style-type: none"> 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. 13. Facilitate Final payment documents. 	Quarter 4	<ul style="list-style-type: none"> • Weather condition, natural disaster can impact the process of delivering the project.
			1	<p>49. <i>Construction of a triple classroom at Labultamata PS on Pentecost Island</i></p> <ol style="list-style-type: none"> 1. Tender advertisement 2. Tenders' collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report 7. Preparation of contract documents 8. Signing of contract 9. Supervision and reporting from mobilization to slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to demobilization 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents 	Quarter 4	<ul style="list-style-type: none"> • Weather condition, natural disaster can impact the process of delivering the project.

			<p>50. <i>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"> 1. Tender advertisement 2. Tenders' collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report 7. Preparation of contract documents 8. Signing of contract 9. Supervision and reporting from mobilization to slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to demobilization 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents 	Quarter 4	
			<p>51. <i>Construction of a double classroom + office Building at Laindua PS on Malekula Island</i></p> <ol style="list-style-type: none"> 1. Tender advertisement 2. Tenders' collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report 7. Preparation of contract documents 8. Signing of contract 9. Supervision and reporting from mobilization to slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to demobilization 	Quarter 4	

				12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents		
				<i>52. Construction of a hybrid double classroom Building and a hybrid teachers house at Kamai PS on Malekula Island</i> 1. Tender advertisement 2. Tenders' collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report 7. Preparation of contract documents 8. Signing of contract 9. Supervision and reporting from mobilization to slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to demobilization 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents	Quarter 4	
				<i>53. Construction of a double classroom building at Abunga PS on Pentecost Island</i> 1. Tender advertisement 2. Tenders' collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report 7. Preparation of contract documents 8. Signing of contract 9. Supervision and reporting from mobilization to slab completion	Quarter 4	

				10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to demobilization 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents		
				54. <i>Construction of a double classroom building at Benbon PS on Malekula Island</i> 1. Tender advertisement 2. Tenders collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report 7. Preparation of contract documents 8. Signing of contract 9. Supervision and reporting from mobilization to slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to demobilization 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents	Quarter 4	
				55. <i>Construction of a triple classroom building at Olal PS on Ambrym Island</i> 1. Tender advertisement 2. Tenders' collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report 7. Preparation of contract documents	Quarter 4	

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

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

				5. Produce evaluation report 6. Approval of evaluation report 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 works 12. Defects liability inspection and Report 13. Completion of defects works (if required) 14. Facilitate final payment		
				<i>60. Renovation of 5 classroom building, 4 Boys Dormitory and a Girls Ablution at St Patrick's College on Ambae Island</i> 1. Tender advertisement for materials supply 2. Tenders collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report 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 works 12. Defects liability inspection and Report 13. Completion of defects works (if required) 14. Facilitate final payment	Quarter 4	
				<i>61. Renovation of 7 classroom + 1 Admin building at Unmet Primary School on Malekula Island</i> 1. Tender advertisement for materials supply 2. Tenders collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report	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 works 12. Defects liability inspection and Report 13. Completion of defects works (if required) 14. Facilitate final payment		
				<i>62. Asset Master Plan – Construction works on MALAMPA</i> 1. Lakatoro Secondary School 2. Orap Primary 3. Notre Dam De Wala 4. Vao Ilot	Quarter 4	
				<i>63. 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>64. Distribution of school ration to schools</i> 1. Confirm budget for Distribution. 2. Arrange Logistics for distribution 3. Implement distribution plan	Quarter 2	
46. Develop and support the platform for delivering e-learning in classrooms	82AD	25. Instructional materials are accessible to teachers/trainers and students/learners	1	<i>65. Develop and support a digital content for teachers professional learning</i> 1. Develop platform 2. Upload all the resources to the platform 3. Ensure teachers are aware of the platform	Quarter 1	
48. Support the digitization of curricular resources/instructional materials	82AD	25. Instructional materials are accessible to teachers/trainers and students/learners	1	<i>66. Support the digitization of curricular resources/instructional materials</i> 1. Identify Key Resources 2. Gather Physical Copies 3. Choose a Digitization Method 4. Set Quality Standards	Quarter 1	

				5. Digitize Materials 6. Organize Digital Files		
51. Support the completion of the Reregistration processes	82AD	27. All teachers/trainers are certified and well prepared	1	<i>67. Maintain the platform for teachers' registration</i> 1. Regularly Update platform 2. Monitor Platform Performance 3. Fix Bugs Promptly 4. Keep Security Updated 5. Provide User Support 6. Back Up Data 7. Gather Feedback	Quarter 4	<ul style="list-style-type: none"> Open VEMIS is offline
			1	<i>68. Develop and support a digital platform for teachers professional learning.</i> 1. Identify key features and content needed for teacher development. 2. Select or build a platform that meets these needs. 3. Create or gather training materials, courses, and resources. 4. Configure the platform and upload the learning content. 5. Ensure the platform works smoothly and content is accessible. 6. Guide teachers on how to use the platform. 7. Offer help and address any issues users encounter. 8. Collect feedback to improve content and platform features.	Quarter 4	<ul style="list-style-type: none"> Limited access for teachers
				<i>69. Develop an online form to streamline teacher information updates and support TSC's registration verification process.</i> 1. Identify Requirements 2. Select a Platform or Tool 3. Design the Form 4. Test the Form 5. Launch the Form 6. Set Up a Data Management System		

				7. Train TSC Staff 8. Monitor and Provide Support 9. Verify and Update Records 10. Evaluate and improve		
63. Strengthen financial management and reporting systems. Support the upgrading of the finance module in Open VEMIS	82AB	33. A financial management system is strengthened and maintained	90%	70. <i>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;	Jan & July	<ul style="list-style-type: none"> Receivables are not paid into MoET revenue cost centre in a timely manner. Low receivable turnover;
			90%	71. <i>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.	Jan & July	<ul style="list-style-type: none"> Late submission of paperwork for processing. Unplanned activities may occur. Proper process of work may not be followed;
			90%	72. <i>Staff cash advances/imprest are verified and confirmed, when applying or acquitting public funds throughout the year.</i> 1. All imprest are recorded and input in Smartstream. 2. All imprest are acquitted. 3. Imprest awareness is conducted. 4. Imprest is reported. 5. Imprest discipline is carried out according to PSSRM and Finance Regulations.	Jan & July	<ul style="list-style-type: none"> Late submission of imprest acquittal Delay in submitting current imprest and applying for new imprest. Need to strengthen verification of imprest acquittal at the provincial level. DoFT to grant access to the Imprest Report in Smartstream.
			100%	73. <i>Support is provided to the provincial education officers.</i> 1. Provide financial support services to Provincial Officers. 2. Training and mentoring of provincial officers on new financial procedures according to PFEM Regulations Order, MoET Finance Procedures and School Financial Management Manual.	December	<ul style="list-style-type: none"> PFOs deal with administrative tasks and schools reports; Limited budget to provide support to provincial officers. Limited budget support for provincial officers to visit schools;

			100%	<p><i>74. Necessary journal entries are prepared</i></p> <ol style="list-style-type: none"> 1. Complete journal forms for all journals. 2. Submit all approved journals to the Department of Finance & Treasury (DoFT). 3. Follow up with the DoFT to ensure all journals are processed. 	Bi-Annual	<ul style="list-style-type: none"> • Delay with DoFT processing journals. • Imprest journals are not input into Smartstream by DoFT. • DoFT to grant access to Finance Unit seniors to input journals in Smartstream;
			100%	<p><i>75. Signatories for financial authorization are identified</i></p> <ol style="list-style-type: none"> 1. Receive communication on financial signatories for the year 2. DG, Directors and Provincial PEOs confirm signatories to respective cost centres. 3. Approved signatories are submitted to DoFT. 	Quarter 1	
			90%	<p><i>76. Financial documents are to be filed and scanned.</i></p> <ol style="list-style-type: none"> 1. Scanning and filing of all financial documents done daily to Finance Unit Share drive. 	Bi-Annual	<ul style="list-style-type: none"> • Limited access to Finance Unit share drive e.g. network issue; Missing documents not on share drive;
63.Strengthen financial management and reporting systems. Support the upgrading of the finance module in Open VEMIS	82AB	33. A financial management system is strengthened and maintained.	80%	<p><i>77. 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></p> <ol style="list-style-type: none"> 1. Review current features. 2. Request upgrade of features. 3. Training provided on new features. 4. SFMM revised to incorporate new features. 	Bi-Annual	<ul style="list-style-type: none"> • Lack of capacity to develop new features in finance module. • Need budget support to run training on new features created. • Time constraints to develop new features.
			80%	<p><i>78. School Grant Calculator upgrade is reported.</i></p> <ol style="list-style-type: none"> 1. Review current features. 2. Request upgrade of features. 3. Training provided on new features. 	Bi-Annual	<ul style="list-style-type: none"> • Lack of capacity to develop new features in finance module. • Need budget support to run training on new features created.

						<ul style="list-style-type: none"> Time constraints to develop new features.
			80%	79. <i>Support the implementation of the scholarship finance module</i> <ol style="list-style-type: none"> Confirmation of annual scholarship master list. Verify all scholarship payment requests. Follow up on payment requests to confirm payment to suppliers and/or students. Analysis report of scholarship budget. 	Bi-Annual	<ul style="list-style-type: none"> All student information is not captured. All institutions information for each student is not captured. New students added to the list during the year.
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)	82AB	34. Proactive financial management ensuring accountability, transparency, and adherence to regulatory standards	100%	80. <i>Respond to financial audits</i> <ol style="list-style-type: none"> Confirmation for an audit to be undertaken. Extract financial statements from Smartstream and convert to IPSAS Cash reporting format. Compile information and support documents to auditors. Send audit queries to respective managers and PEOs. Receive 1st draft of audit report Provide response to 1st draft of audit report Final audit report is received by the Ministry. 	Bi-Annual	<ul style="list-style-type: none"> Reduce risk of financial compliance. Delay in audit response Time frame to respond to audit response Conversion of financial statement on Smartstream to IPSAS Cash reporting format
				81. <i>Annual budget and expenditure analysis reporting</i> <ol style="list-style-type: none"> Prepare expenditure analysis for budget 2024 implementation. Comparison of expenditure with 2023. Submit to UIS the Budget 2024 report. Submit to PSC the Budget 2024 report. Submit to DoFT the Budget 2024 report. 	Quarter 1	<ul style="list-style-type: none"> All managers are well informed. Delay in issuing reports. Lack of general website to upload reports so that staff can access and view the reports;
			100%	82. <i>2025 budget adjustments</i> <ol style="list-style-type: none"> All budget movements (advances and virements) processed. Supplementary Budget is prepared and submitted to DoFT. 	Quarter 4 Quarter 2	<ul style="list-style-type: none"> Unplanned expenditure/ procurement may lead to budget adjustments.

			100%	<p>83. <i>Annual Budget 2026 is prepared to be submitted to Department of Finance & Treasury.</i></p> <ol style="list-style-type: none"> 1. Prepare presentation for the planning & budget workshop. 2. Planning, budgeting and reporting workshop is conducted. 3. Annual budget 2026 is submitted. 	Quarter 2	<ul style="list-style-type: none"> • Budget constraints to conduct workshops in each province. • Delay in response from managers on proposed activities for 2026;
			100%	<p>84. <i>Managers are informed of the budget process.</i></p> <ol style="list-style-type: none"> 1. Request is sent to managers to attend budget process meetings. 2. Carry out budget process meetings. 	Quarter 2	<ul style="list-style-type: none"> • Delay to carry out meetings.
			100%	<p>85. <i>Support to be provided to the provincial education offices.</i></p> <ol style="list-style-type: none"> 1. Provide financial support services to Provincial Finance Officers. 	Bi-Annual	<ul style="list-style-type: none"> • PFOs deal with administrative tasks and schools reports. • Limited budget support for PFOs to visit schools;
			100%	<ol style="list-style-type: none"> 1. Workshop undertaken on financial management 	Quarter 4	<ul style="list-style-type: none"> • Limited budget to support provincial officers.
			100%	<p>86. <i>Capacity building on budgeting and reporting to be carried out.</i></p> <ol style="list-style-type: none"> 1. Budgeting and reporting tools are developed. 2. Training is conducted at the provincial level. 	Quarter 2	<ul style="list-style-type: none"> • Budget constraints to conduct workshops in each province.
			100%	<p>87. <i>Cash flows to be prepared and reviewed for the Ministry</i></p> <ol style="list-style-type: none"> 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. 	Bi-Annual	<ul style="list-style-type: none"> • May have slight variation to the cashflow throughout the year.
			100%	<p>88. <i>Annual school Finance reporting</i></p> <ol style="list-style-type: none"> 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 2024. 	Quarter 2 & 4	<ul style="list-style-type: none"> • Delay in finalizing school's annual report. • Lack of commitment of principals to complete annual financial report.

				2. Provide a report to Senior Management on the school's previous year's annual financial report.		<ul style="list-style-type: none"> Change of principals or school finance officers will impact annual reporting;
65. Support the implementation and monitoring of the procurement policy	82AB	35. Procurement policy is implemented	100%	<p>89. <i>Adhere to financial management practices to ensure staff compliance with the procurement policy.</i></p> <ol style="list-style-type: none"> Finance Unit is represented in the procurement assessment panel. Confirmation of funding for procurement. Review all payment requests submitted. Report on payment requests that do not comply with policy. 	Quarter 4	<ul style="list-style-type: none"> Staff failure to comply with procurement policy. Breach of procurement process. Lack of proper support documents to confirm payments.
66. Support financial management training for levels (central, province and school/PSET institution)	82AB	36. Financial literacy capacity building is provided	100%	<p>90. <i>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></p> <ol style="list-style-type: none"> Identify schools to attend training. Carry out training in each province. Provide a report training. 	Quarter 4	<ul style="list-style-type: none"> PFOs deal with administrative tasks and schools reports. Limited budget support for PFOs to visit schools. Lack of budget support to provide one on one support to Principals. Failure of principals and/or school management to comply with the Manual Change of principals or school finance officers will result in lack of knowledge of Manual
			80%	<p>91. <i>Principals are to comply with financial procedures - School Financial Management Manual, Grant Code, Regulation Order on School Fees</i></p> <ol style="list-style-type: none"> Identify at least 10 schools to be monitored in at least 3 provinces. Carry out monitoring in schools. Provide a report on monitoring in schools. 	Quarter 4	<ul style="list-style-type: none"> New Principals have not attended the SFMM training.
			90%	<p>92. <i>Staff are to comply with budget process</i></p> <ol style="list-style-type: none"> Conduct budget process training to all staff, including provincial staff. 	Quarter 4	<ul style="list-style-type: none"> Budget constraints to conduct workshops in each province.

				2. Provide training on interpretation of budget expenditure reports.		
2. Support the review of the school fee regulation (Education Regulation Order)	82AB	1. School grant code is updated and implemented	80%	<p><i>93. Support the review of the School Fee Regulation Order</i></p> <ol style="list-style-type: none"> 1. Translation of revised School Fee Regulation Order 2. Printing of School Fee Regulation Order 3. Distribution of School Fee Regulation Order to Schools 4. Upload soft copy of School Fee Regulation Order to MoET website and Open VEMIS. 6. Implementation of School Fee Regulation Order. 	Quarter 4	<ul style="list-style-type: none"> • Delay in gazette of School Fee Regulation Order. • Financial constraints to print and distribute documents. • Schools are not informed of changes to School Fee Regulation Order. • Failure to comply with School Fee Regulation Order. • Financial constraints to monitor implementation of School Fee Regulation Order.
70. Support the review and implementation of the updated MoET structure	82AA	39. MoET structure is updated and finalized	100%	<p><i>94. Review Finance positions in structure.</i></p> <ol style="list-style-type: none"> 1. Develop job descriptions for the positions. 2. Submit to Director. 	Quarter 4	<ul style="list-style-type: none"> • Delay in consultation on structure. • Budget to support implementation of new structure. • Delay in recruitment of staff.
			90%	<p><i>95. Professional development and capacity building is to be carried out for finance officers.</i></p> <ol style="list-style-type: none"> 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"> • Budget to capacity building and training for staff
71. Strengthen project management processes	82AA	39. MoET structure is updated and finalized	100%	<p><i>96. Strengthen project management processes</i></p> <ol style="list-style-type: none"> 1. Projects must have agreements between MoET and funding agency. 2. Regular audit to be undertaken. 	Quarter 4	<ul style="list-style-type: none"> • Project procurement/ tender process is lengthy. • Delay in implementation of project activities.

				3. Compliance with relevant government legislations.		
73. Support the implementation and monitoring of the asset policy and Capital Works Development Plan	82AC	41. Asset policy is reviewed and implemented	1	97. <i>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	<ul style="list-style-type: none"> Understaff
			1	98. <i>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	<ul style="list-style-type: none"> Understaff
74. Asset management is strengthened.	82AC	41. Asset policy is reviewed and implemented	1	99. <i>Upgrade of MoET Fencing</i> 1. Supervision and reporting from foundation to masonry wall completion 2. Supervision and reporting from steel post installation to chain link installation completion 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 2	

			1	<p><i>100. Upgrade of MoET Car park</i></p> <ol style="list-style-type: none"> 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 4	
			1	<p><i>101. Upgrade of MoET Farea</i> <i>Supervision and reporting farea upgrade</i></p> <ol style="list-style-type: none"> 1. Supervision and reporting farea upgrade 	Quarter 4	
			1	<p><i>102. Installation of solar and security lights at MoET central office compound</i></p> <ol style="list-style-type: none"> 1. Defects liability inspection and Report 2. Completion of defects works (if required) 3. Facilitate final payments documents 	Quarter 1	
			1	<p><i>103. Renovation of TORBA PEO Office</i></p> <ol style="list-style-type: none"> 1. Building inspection 2. Preparation of tender dossier 3. Funding confirmed from DoFT 4. Tender dossier approved 5. Advertise tender 6. Collection and registration of bids submission. 7. Nomination of evaluation panel members 8. Evaluate tender 	Quarter 4	

				9. Produce evaluation report 10. Approval of evaluation report 11. Preparation of contract documents 12. Signing of contract 13. Induction of Contractor and community. 14. Supervision and reporting from mobilization to slab completion 15. Supervision and reporting from wall to 1st floor slab completion 16. Supervision and reporting from wall to ring beam completion 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		
			1	<i>104. MALAMPA PEO Office</i> 1. Design & Approval phase 2. Preparation of tender dossier 3. Funding confirmed from DoFT 4. Tender dossier approved 5. Advertise tender 6. Collection and registration of bids submission. 7. Nomination of evaluation panel members 8. Evaluate tender 9. Produce evaluation report 10. Approval of evaluation report 11. Preparation of contract documents 12. Signing of contract 13. Induction of Contractor and community. 14. Supervision and reporting from mobilization to slab completion 15. Supervision and reporting from wall to 1st floor slab completion 16. Supervision and reporting from wall to ring beam completion	Quarter 4	

				<ul style="list-style-type: none"> 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) 20. Facilitate final payments documents 		
			1	<p><i>105. Renovation of PEO ICT Office Building</i></p> <ul style="list-style-type: none"> 1. Building inspection 2. Preparation of tender dossier 3. Funding confirmed from DoFT 4. Tender dossier approved 5. Advertise tender 6. Collection and registration of bids submission. 7. Nomination of evaluation panel members 8. Evaluate tender 9. Produce evaluation report 10. Approval of evaluation report 11. Preparation of contract documents 12. Signing of contract 13. Induction of Contractor and community. 14. Supervision and reporting from mobilization to slab completion 15. Supervision and reporting from wall to 1st floor slab completion 16. Supervision and reporting from wall to ring beam completion 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 	Quarter 4	

			1	<p><i>106. Re-roofing of CDU building</i></p> <ol style="list-style-type: none"> 1. Supervision and reporting from mobilization to roof demolition completion 2. Supervision and reporting from roof installation to finishing works completion 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	
			1	<p><i>107. Completion of SHEFA PEO Fencing Works</i></p> <ol style="list-style-type: none"> 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 footing completion 13. Supervision and reporting from foundation to masonry wall completion 13. Supervision and reporting from steel post installation to chain link installation completion 14. Practical completion and produce completion certificate 15. Defects liability inspection and Report 16. Completion of defects works (if required) 17. Facilitate final payments documents 	Quarter 4	

			8	<p><i>108. Finalise Special Lease for land that schools and institutions are located on.</i></p> <ol style="list-style-type: none"> 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"> • Registration process done by Ministry of Lands
			13	<p><i>109. Land rent review for all schools with E-special lease and agreement to lease upon request</i></p> <ol style="list-style-type: none"> 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"> • External process done by Ministry of Lands
			10	<p><i>110. Provide updated list of submitted negotiator Certificate Applications to Department of Lands (DoL)</i></p> <ol style="list-style-type: none"> 1. Assist landowners to complete application form for approval by Director. 2. Send applications to Customary Land Management Office. 3. Register in Open VEMIS. 	Quarter 4	<ul style="list-style-type: none"> • External process done by Ministry of Lands
			2	<p><i>111. Training conducted to 6 Provincial Officer in the six provinces.</i></p> <ol style="list-style-type: none"> 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"> • External process done by Ministry of Lands
75. Support the implementation	82AD	42. IT policy is reviewed and implemented	6	<p><i>112. Stakeholder Engagement and Awareness</i></p> <ol style="list-style-type: none"> 1. Identify Key Stakeholders 	Quarter 4	<ul style="list-style-type: none"> • Security breach • Natural Disaster • Failure of Communication

and monitoring of the IT policy			<div><div></div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div></div>
---------------------------------	--	--	---

				5. Save the documents in a centralized, accessible location (e.g., shared file)		
76. Support the development of the education management information system and school management system	82AD	42. IT policy is reviewed and implemented	1	119. <i>Support the Maintenance of staff attendance system</i> <ol style="list-style-type: none"> 1. Regularly check if the attendance system is operational. 2. Address any technical problems or glitches immediately. 3. Ensure attendance records are accurate and up to date. 4. Regularly back up attendance data to avoid loss. 5. Update security measures to protect staff data. 6. Periodically test the system to ensure it is functioning properly 7. Assist staff with any issues related to the attendance system. 8. Record any updates or fixes made to the system. 		<ul style="list-style-type: none"> • Security breach • Natural Disaster • Limited Human Resource
			1	120. <i>Support the maintenance of eLearning google workspace</i> <ol style="list-style-type: none"> 1. Regularly check for any issues with services like Gmail, Google Drive, and Google Classroom. 2. Resolve any technical problems or disruptions in the system. 3. Ensure that staff and students have the correct permissions to use eLearning tools. 4. Regularly back up important data from Google Drive and other tools. 5. Add, update, or remove user accounts as needed. 6. Assist users with login issues or tool-related questions. 		<ul style="list-style-type: none"> • Security breach • Natural Disaster • Limited Human Resource

				<ol style="list-style-type: none"> 7. Check that all tools (e.g., Google Classroom, Meet) are functioning as expected. 8. Record any updates or fixes made to Google Workspace services. 		
			12	<p><i>121. First & Second Preventive maintenance is performed for provincial education offices.</i></p> <ol style="list-style-type: none"> 1. Set a date for the first and second preventive maintenance for each office. 2. Inform staff at provincial education offices about the scheduled maintenance. 3. Check all IT equipment and systems for issues or wear (computers, network, servers). 4. Physically clean equipment (dust, cables, etc.) to prevent overheating or damage. 5. Apply necessary software updates and patches to systems. 6. Verify that all critical data is backed up properly. 7. Run tests to ensure all systems are working optimally. 8. Record any issues found during maintenance and actions taken. 9. Inform relevant staff when the maintenance is complete and share findings. 	Quarter 4	<ul style="list-style-type: none"> • Transportation issue • Budget constraint
			1	<p><i>122. Provide helpdesk support to MOET, PEO Staff, School teachers & develop dashboard for tracking and reporting for ticketing system</i></p> <ol style="list-style-type: none"> 1. Configure the helpdesk software to manage tickets for MOET, PEO staff, and teachers. 2. Define categories for common issues (IT problems, access requests). 3. Assign helpdesk team members to handle incoming tickets. 4. Educate MOET, PEO staff, and teachers on how to submit tickets. 	Quarter 3	<ul style="list-style-type: none"> • Natural disaster

				<ol style="list-style-type: none"> Regularly check for new tickets and prioritize urgent ones. Address and close tickets based on priority and complexity. Create a dashboard to track ticket status, response time, and resolutions. Set up automated reports on ticket trends and system performance. Regularly analyse ticket data to improve the helpdesk process. Continue assisting users with their technical issues as they arise. 		
			1	<p><i>123. Maintained Network File Drive for each Units in MoET.</i></p> <ol style="list-style-type: none"> Review the existing file organization for each unit. Set up a folder structure for each unit (Admin, IT, Curriculum). Define access rights for each unit and staff (read, write, delete). Implement regular backup procedures to prevent data loss. Check the file drive's storage regularly and free up space when needed. Ensure all files are current and remove outdated or unnecessary files. Assist users with file access issues or technical problems. Ensure the file drive is secure and protected from unauthorized access. Conduct periodic checks to ensure file organization and permissions are up to date. 	Each quarter	<ul style="list-style-type: none"> Network Failure
			4	<p><i>124. Existing IT Technical and user documentations are reviewed and updated.</i></p> <ol style="list-style-type: none"> List all technical and user documentation to be reviewed. Categorize the documents (network setup, system manuals, user guides). 	Each quarter	<ul style="list-style-type: none"> Contracts do not include documentation

				<ol style="list-style-type: none"> Verify that all information is current and technically correct. Ensure the language is clear and easy for users to understand. Revise any outdated or incomplete content. Ensure documentation follows organizational standards and policies Confirm that documents are easy to access for the relevant users. Seek input from users and technical staff for improvements. Record any revisions made to the documentation. Finalize updates and share the revised documents with relevant stakeholders. 		
			1	<p><i>125. Government Broadband Network (GBN)</i> <i>connectivity is 98%</i> <i>operational and accessible to staff at MoET central offices and the six provincial education offices throughout the year.</i></p> <ol style="list-style-type: none"> Review current GBN performance and identify any issues affecting connectivity. Define specific targets for 98% network uptime and accessibility. Implement tools to monitor the GBN's status across all offices, including central and provincial locations. Resolve any technical problems or outages affecting network performance. If necessary, upgrade equipment or bandwidth to meet performance targets. Conduct regular testing of the GBN in all offices to ensure consistent access. Offer training or assistance to staff for troubleshooting connectivity issues. Implement backup connectivity solutions for any network downtime. 	Each quarter	<ul style="list-style-type: none"> Natural Disaster Network failure

				<p>9. Regularly report on network performance and review with relevant stakeholders.</p> <p>10. Record any upgrades, changes, or resolutions to maintain a high level of network performance.</p> <p>11. Set up continuous monitoring to maintain 98% uptime and accessibility throughout the year.</p>		
			1	<p><i>126. 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. Establish a direct communication line with OGCIO to stay informed on any scheduled maintenance, potential issues, or updates regarding the government email system.</p> <p>2. Monitor Connectivity for MoET Users</p> <p>3. Provide Quick-Response User Support</p> <p>4. Identify Common Email Issues and Document Solutions</p> <p>5. Conduct Routine Training and Awareness Sessions</p> <p>6. Escalate Technical Issues to OGCIO</p> <p>7. Track email service uptime statistics regularly</p> <p>8. Prepare monthly reports on email service uptime, support activities, and any major incidents</p>	Each quarter	<ul style="list-style-type: none"> • Network failure
			1	<p><i>127. Support and maintenance provided to keep government VoIP service 98% online and accessible to users at all times</i></p> <p>1. Continuously monitor the VoIP service for performance and availability.</p> <p>2. Receive and record any system outages or performance issues quickly</p> <p>3. Address technical issues promptly to restore service.</p> <p>4. Escalate VoIP issues beyond control to the OGCIO team.</p>	Each quarter	<ul style="list-style-type: none"> • Network failure

				<ol style="list-style-type: none"> 5. Have backup VoIP handset systems to install for users with VoIP issue 6. Keep VoIP software and firmware up to date to avoid security vulnerabilities 7. Offer support for users experiencing issues with the VoIP service. 8. Keep records of uptime and downtime, ensuring the system stays at or above 98% availability. 9. Regularly report system performance and improvements to stakeholders. 		
75. Support the implementation and monitoring of the IT policy	82AD	42. IT policy is reviewed and implemented		<p><i>128. ICT Disaster Recovery Policy is implemented and monitor</i></p> <ol style="list-style-type: none"> 1. Ensure the ICT Disaster Recovery Policy is up to date and aligned with organizational needs. 2. Identify key personnel responsible for disaster recovery tasks. 3. Implement and test backup solutions for critical data and systems. 4. Create clear recovery procedures for various disaster scenarios. 5. Inform all relevant staff about the disaster recovery policy and their roles. 6. Provide training to staff on disaster recovery procedures and tools. 7. Perform regular disaster recovery drills to ensure readiness. 8. Continuously monitor critical systems to identify vulnerabilities or risks. 9. Regularly update the recovery plan based on lessons learned from tests or real incidents. 10. Monitor the effectiveness of the policy and report performance to stakeholders regularly. 		

77. Support the implementation and monitoring of the MoET Finance Policy, MoET Finance Manual and Schools Financial Management Manual	82AB	43. Finance Policy is developed and implemented	100%	<i>129. Implement MoET Finance Policy</i> 1. Awareness on the MoET Finance Policy. 2. Implementation of the MoET Finance Policy. 3. Monitoring on compliance of the MoET Finance Policy.	Quarter 4	Staff failure to comply with MoET Finance Policy.
3. Support the implementation of the Schools Financial Management Manual	82AB	43. Finance Policy is developed and implemented	100%	<i>130. Review school financial management manual (SFMM).</i> 1. Revise current SFMM. 2. Translate SFMM. 3. Printing of SFMM. 4. Distribution of SFMM to schools. 5. Training of SFMM to schools. 6. Upload soft copy of SFMM to MoET website and Open VEMIS. 7. Implementation of SFMM.	Quarter 4	<ul style="list-style-type: none"> Financial constraints to translate, print and distribute documents. Financial constraints to run training to schools. Failure to comply with SFMM. - Financial constraints to monitor implementation of SFMM.
80. Review the implementation of MoET Structure at the provincial level and the provincial office structure.	82AB	46. Provincial Office structure is implemented with job description	80%	<i>131. Implement revised structure</i> 1. Review current structure. 2. Identify gaps analysis to implement activities. 3. Develop job descriptions for positions. 4. Approval of new structure. 5. Implement new structure.	Quarter 4	<ul style="list-style-type: none"> Delay in review of structure. Delay in approval of structure. Budget constraint to implement new structure.
81. Support Capacity building to provincial offices.	82AB	47. Provincial Management of schools/PSET institutions Strengthened	80%	<i>132. Support capacity building to provincial offices.</i> 1. Assess Training Needs 2. Set clear goals for the training 3. Develop Training Materials 4. Schedule Training Sessions 5. Deliver the training to staff, focusing on hands-on practice and interactive learning. 6. Collect Feedback	Quarter 4	<ul style="list-style-type: none"> Budget constraint for capacity building at provincial level.
81. Support Capacity building	82AD	47. Provincial Management of schools/PSET institutions Strengthened	6	<i>133. Digital Literacy Training for MOET Office Staff</i> 1. Assess Training Needs	Quarter 4	<ul style="list-style-type: none"> Busy schedule for PEO staff to attend the training

to provincial offices.				2. Set clear goals for the training 3. Develop Training Materials 4. Schedule Training Sessions 5. Deliver the training to staff, focusing on hands-on practice and interactive learning. 6. Collect Feedback		
				6 134. <i>Digital Literacy Training for selected schools' teachers</i> 1. Assess Training Needs 2. Set clear goals for the training 3. Develop Training Materials 4. Schedule Training Sessions 5. Deliver the training to staff, focusing on hands-on practice and interactive learning. 6. Collect Feedback 7. Monitor Progress		Quarter 4 <ul style="list-style-type: none">Timing conflicts between the training schedule and the school academic year.Transportation issue
82. Support the implementation and monitoring of the OV assessment recommendations (Maturity Model - Assessment)	82AD	48. Open VEMIS management structure is approved	5	135. <i>Based on priority list from UNESCO</i> 1. Lease 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	<ul style="list-style-type: none">Limited Human Resources
83. Support the implementation and monitoring of OV policy	82AD	48. Open VEMIS management structure is approved	5	136. <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	<ul style="list-style-type: none">Limited Human Resources
87. Support capacity building for planning, reflection, and timely reporting	82AB	51. Improving Planning and Implementation at the MoET	100%	137. <i>Draft 2026 Business Plan.</i> 1. Meet with Managers to confirm key activities of the Business Plan 2026. 2. Managers to complete the Business Plan Template (Output or Service Target,	Quarter 2	<ul style="list-style-type: none">Delay in submissions due to unforeseen circumstances

				Target s, Action / Tasks (PSC 10.2 Form), Action completion date, Comment & Risks).		<ul style="list-style-type: none"> Change in format of the business plan
			100%	3. Submit draft Directorate of Finance and Administration Business Plan 2026 to Policy and Planning.		
			100%	<i>138. Business Plan 2026 to be Approved.</i> 1. Meet with Managers to finalize Business Plan 2026. 2. Director meets with all staff to familiarize staff with Business Plan 2026. 3. Submit Final Business Plan 2026 to Policy and Planning.	Quarter 4	<ul style="list-style-type: none"> Delay in submissions due to unforeseen circumstances Change in format of the business plan
			100%	<i>139. Reporting on the Business Plan 2025.</i> 1. Meet with Managers to report on activities of the Business Plan 2025. 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	<ul style="list-style-type: none"> Delay in submissions due to unforeseen circumstances -Activities not carried out as planned
			100%	<i>140. Staff Performance Review Appraisal</i> 1. Meet with Managers to review the Work Development (Performance) Plan 2025. 2. Director, Managers and staff review their Work Development (Performance) Plan 2025. 3. Submit Work Development (Performance) Plan 2025 to HR Unit.	Quarter 2 & 4	<ul style="list-style-type: none"> Delay in submissions due to unforeseen circumstances Activities not carried out as planned
			12	<i>141. Monthly report is provided</i> 1. Meet with seniors to prepare their monthly progress reports.	Monthly	
			4	<i>142. 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	

			1	<p><i>143. Timely processing of official calls.</i></p> <ol style="list-style-type: none"> 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	
			1	<p><i>144. Greeting and timely processing of official appointments.</i></p> <ol style="list-style-type: none"> 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	
			1	<p><i>145. Official appoints are confirmed.</i></p> <ol style="list-style-type: none"> 1. Official appoints are confirmed with Directors, Managers, Senior Officers and Officers through email appointment schedule or phone call or in person. 	Daily	
			1	<p><i>146. Manage mail logbook and vehicle booking book</i></p> <ol style="list-style-type: none"> 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 4. Arrange with driver to deliver outward mails and collect inward mails. 5. Arrange with driver to deliver outward mails and collect inward mails. 6. Maintain a booking system of all vehicles' runs. 	Daily	
			1	<p><i>147. All Finance and Administration documents, correspondences, memos, circulars and letters are recorded, scanned and filed.</i></p> <ol style="list-style-type: none"> 1. All Finance and Administration documents, correspondences, memos, 	Monthly	

				<p>circulars and letters are scanned and filed throughout the year.</p> <ol style="list-style-type: none"> All Finance and Administration staff personal file are updated. All Finance and Administration staff leaves are approved and submitted to Human Resource Unit. All meeting minutes of Finance and Administration Directorate are recorded and circulated to all staff. 		
			1	<p><i>148. All MoET Central Headquarter Offices are tidy and clean.</i></p> <ol style="list-style-type: none"> Develop cleaning Roster for Cleaners for each quarter. Cleaning of offices in accordance with Cleaning Roster. Beautification of offices. Washing of curtains and clothing. Develop Cleaning Roster for Grounds man for each quarter. Cleaning of premises in accordance with Cleaning Roster. Beautification of MoET premises. Re-stocking of cleaning supplies. 	Daily	
			1	<p><i>149. MoET Central Headquarter Lawn and flower beds are trimmed, neat and clean.</i></p> <ol style="list-style-type: none"> Develop Cleaning Roster for Grounds man for each quarter. Cleaning of premises in accordance with Cleaning Roster. Beautification of MoET premises. Re-stocking of cleaning equipment and supplies Assist cleaning of vehicles. 	Monthly	
			1	<p><i>150. All MoET Vehicles are allocated and communicated to Director General and Directors.</i></p> <ol style="list-style-type: none"> Circulate letter on allocation of MoET vehicles and their drivers. 	Each quarter	

				<ol style="list-style-type: none"> 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. 		
			1	<p><i>151. All MoET Vehicles are Schedule for servicing and maintenance.</i></p> <ol style="list-style-type: none"> 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	
			1	<p><i>152. All MoET Vehicles are washed and cleaned.</i></p> <ol style="list-style-type: none"> 1. Arrange cleaning with Staff or Cleaning services. 2. Ensure cleaning is undertaken. 	Weekly	
			1	<p><i>153. All MoET Vehicles have a logbook that is completed daily</i></p> <ol style="list-style-type: none"> 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	
			1	<p><i>154. All MoET Vehicles have a booking book with the secretaries or allocated Officer</i></p> <ol style="list-style-type: none"> 1. Purchase logbooks for each vehicle. 2. Distribute booking books to each secretary. 3. Secretary to monitor logbook. 	Each quarter	

			1	<p><i>155. All MoET Vehicles are inspected for annual roadworthy certification</i></p> <ol style="list-style-type: none"> 1. Update List of MoET vehicles 2. submit listing to PWD 3. Liaise with PWD to confirm bookings 4. Vehicles go through inspection and roadworthy stickers certified 5. Vehicles that do not meet roadworthy requirement will be repaired. 	Annually	
			1	<p><i>156. All MoET Vehicles use 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"> 1. Request received from Officer 2. PSC after hours form is filled 3. Director sign/approved form 4. Director General sign/approved form 5. Submit Vehicle after hours form to PSC. 	Daily	
			1	<p><i>157. All MoET Vehicles are monitored through GPS Tracking</i></p> <ol style="list-style-type: none"> 1. Liaise with PSC to install new GPS monitoring system on new vehicles. 2. Check to ensure GPS on vehicles are working 3. Provide GPS Monthly report on vehicles. 	Daily	
			1	<p><i>158. All MoET Vehicles that are involved in accidents are reported as per PSC Manual.</i></p> <ol style="list-style-type: none"> 1. Request driving license note to all drivers with each Directorate. 2. Collect and confirm details of license. 3. Combine list and submit MoET driving list to PSC. 	Monthly	
			1	<p><i>159. All MoET vehicles are driven by authorise Drivers or Officers who have valid driving license</i></p> <ol style="list-style-type: none"> 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	

89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination	82AB	53. Improve MoET partners and stakeholder Coordination	100%	160. Regular meetings with development partners. 1. Attend meetings with development partners. 2. Implement recommendations from meetings.	Each quarter	<ul style="list-style-type: none"> - Delay of implementation of projects;
	82AD	53. Improve MoET partners and stakeholder Coordination	1	161. Work with Commonwealth of on MOET SharePoint 1. Assess the current progress of the SharePoint project, including what has been developed and what remains to be done. 2. Define Remaining Tasks 3. Schedule a meeting with COL to discuss collaboration and finalizing the project. 4. Clarify Requirements 5. Define the roles and responsibilities of both MoET and COL teams for the remaining work. 6. Develop Content and Features 7. Conduct thorough testing to ensure the site is functioning as expected and all features are working. 8. Provide training for MoET staff on how to use the completed SharePoint site. 9. Offer ongoing support for any technical issues or updates that arise after launch 10. Monitor usage and performance, and make any necessary improvements based on feedback.	Each quarter	<ul style="list-style-type: none"> Limited Human resources
			1	162. Work with Commonwealth of Learning on School Moodle Development 1. Establish Contact 2. Define Project Scope 3. Identify Stakeholders (schools)	Each quarter	<ul style="list-style-type: none"> Communication Issue

				<ol style="list-style-type: none"> 4. Work with COL to identify the technical and educational requirements for the Moodle platform. 5. Collaborate to design the Moodle course structure, including user roles, content, and features. 6. Develop or gather digital learning resources to be hosted on the Moodle platform. 7. Customize Moodle 8. Test the Moodle platform for functionality, user experience, and performance. 		
			1	<p><i>163. MoET agreement with ISP providers (Vodafone & Digicel) to keep Open Educational websites zero-rated on their network is maintained.</i></p> <ol style="list-style-type: none"> 1. Review Existing Agreements 2. Identify Relevant Websites 3. Communicate with ISPs 4. Monitor Website Access 5. Address arising Issues 6. Renew Agreements 7. Record Changes 8. Report to Stakeholders 9. Evaluate Performance 10. Review Contracts Annually 	Quarter 4	<ul style="list-style-type: none"> • ISP agreement cancelation without informing MOET

2.4 Policy and Planning Directorate

Department	830					
Program	Activity Code	Service Target	Target	Action	Action completion date	Comment & Risks
16. Implement and monitor compliance checklist for Education Authorities	83AA	Education Authorities workshop conducted to review the terms of the Partnership Agreement and introduce a compliance checklist	Conduct 1 workshop by March	1. Establish meeting date. 2. Prepare logistical arrangements. 3. Conduct workshop and disseminate compliance checklist 4. Prepare and submit workshop report	1. February 2. March 3. April 4. April	Flight cancellations, Reprioritize other activities over the workshop
	83AA	Assessment of Education Authorities conducted using compliance checklist	Conduct 33 EA Assessments by December	1. Conduct Q1 EA Assessment 2. Conduct Q2 EA Assessment 3. Conduct Q3 EA Assessment 4. Conduct Mid Q4 5. Submit report to Director	1. March 2. June 3. September 4. November 5. November	Reprioritized, delayed or funding is redirected
	83AA	Partnership Agreement between MoET and EAs is renewed and signed	Renew and coordinate signing of 11 EA MoUs by December	1. Draft MOUs 2. Review and finalize draft MOUs 3. Facilitate logistics for signing ceremony 4. Coordinate signing ceremony	1. May 2. August 3. October 4. November	Flight cancellations, Reprioritize other activities over the workshop
70. Support the review and implementation of the updated MoET structure	83AA	PPD Structure reviewed	Review of PPD structure by March	1. Prepare PPD structure roles, functions, JD and diagram with PPD team 2. Conduct consultation with other Directorates 3. Submit proposed Review PPD structure to DG	1. February 2. March 3. March	Approval of the structure depends on the submission of other directorate structures
69. Implementation of legislations and Acts	83AA	Education legislations and regulations reviewed	Prepare 1 drafting instructions and 1 regulation order	1. Follow up with the Attorney General's Office on the drafting of Education and Training Bill 2. Prepare drafting instructions for the Regulation Order 3. Conduct consultation on the draft of the Regulation Order 4. Submit the drafting instructions of the Education Regulation Order to the Attorney General 5. Follow up with the Attorney General's Office on the drafting of Education Regulation Order.	1. April 2. April 3. May 4. June 5. August	Drafting instructions are not accepted by SLO Reprioritized, delayed or resources are redirected

	83AA	Teaching Service Act Amended	Prepare 1 drafting instruction	<ol style="list-style-type: none"> 1. Prepare drafting instructions for Teaching Service Act Amendment 2. Submit drafting instructions for Teaching Service Act Amendment to OAG for review. 3. Follow up with the Attorney General's Office on the drafting of Teaching Service Act Amendment. 	<ol style="list-style-type: none"> 1. May 2. June 3. July 	Reprioritized, delayed or resources are redirected
	83AA	Vanuatu Qualifications Authority Act Amended	Prepare 1 drafting instruction	<ol style="list-style-type: none"> 1. Prepare drafting Instructions for VQA Act Amendment 2. Submit drafting instructions for VQA Act Amendment to OAG for review 3. Follow up with the Attorney General's Office on the drafting of VQA 	<ol style="list-style-type: none"> 1. May 2. June 3. July 	Reprioritized, delayed or resources are redirected
87. Support capacity building for planning, reflection, and timely reporting	83AA	PPD 2026 Business Plan and Budget (1 st Draft) compiled and produced	Compile and Produce 1 First Draft of the PPD 2026 BP and Budget by May	<ol style="list-style-type: none"> 1. Liaise with PPU Planning Team to arrange meeting to complete PPD 2026 Business Plan (1st draft) and Budget 2. Complete PPD 2026 Business Plan (1st draft) and Budget 	<ol style="list-style-type: none"> 1. April 2. May 	
	83AA	PPD 2026 Business Plan and Budget is finalized	Finalize draft of the PPD 2026 BP and Budget by November	<ol style="list-style-type: none"> 1. Liaise with PPU Planning Team to arrange meeting to finalize PPD 2026 Draft Business Plan and Budget 2. Complete PPD 2026 Business Plan 	<ol style="list-style-type: none"> 1. October 2. November 	
4. Manage school/PSET registration processes	83AB	School assessment conducted and report(s) delivered.	Conduct and deliver 10 school assessment reports by December	<ol style="list-style-type: none"> 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 assessments reports at the registration committee meeting 5. To communicate the recommended meeting outcomes to the authority. 	<ol style="list-style-type: none"> 1. December 2. December 3. December 4. December 5. December 	
	83AB	Education Authority and School Registration Policy approved	Approve 1 policy by August	<ol style="list-style-type: none"> 1. Education Authority and School Registration Policy approved. 2. Issue School Registration Certificates to registered schools. 	<ol style="list-style-type: none"> 1. August 2. September 3. October 	

				3. Conduct awareness on the reviewed Education Authority and School Registration Policy within the six (6) provinces		
	83AB	School Register produced	2024 School Register produced by June	1. To produce school register for 2024	1. June	
5. Updated School/PSET institution Maps	83AB	School profiles in Open VEMIS updated	Update school profiles by June	1. Verify location of existing schools 2. To collect missing GPS data and Area Councils for existing schools. 3. To update all GPS details and Area Council Information's for existing schools in Open VEMIS	1. March 2. April 3. June	
	83AB	School Mapping report produced	Produce 1 School Map report by July	1. To produce a mapping report	1. July	
	83AB	School registration status updated in OV	Update registration status of registered schools by June	1. School assessment reports deliberated, and the status updated in OV	1. December	
72. Support the review of policies & guidelines	83AB	Provide Quarterly Policy Updates	Update 4 quarterly policy updates by December	1. To disseminate Q1 Policy Update 2. To disseminate Q2 Policy Update 3. To disseminate Q3 Policy Update 4. To disseminate Q4 Policy Update	1. March 2. June 3. September 4. December	Timely Policy updates not received from directorates
	83AB	Update MoET Policy Register	Update the MoET Policy Register by December	1. Update Policy Register using the MOET Quarterly Policy Updates as well as information from other sources	1. December	Policy work is not communicated to PPD.
	83AB	Provide Technical Support	Provide support for development/re view 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

71. Strengthen project management processes	83AB	Project Guideline reviewed	Review 1 project guideline by December	<ol style="list-style-type: none"> 1. To do research for pre-writing 2. Plan and outline 3. Write a first draft 4. Disseminate and revise the guideline 5. Finalize and approve the reviewed guideline 	<ol style="list-style-type: none"> 1. March 2. April 3. Jun 4. August 5. December 	
	83AB	Project proposals submitted to DSPPAC	Submit 20 project proposals to DSPPAC by December	<ol style="list-style-type: none"> 1. Project officer to develop and coordinate project proposal. 2. To submit the project proposals to DSPPAC 3. To coordinate related queries of project proposal 	<ol style="list-style-type: none"> 1. December 2. December 3. December 	
	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"> 1. The project Officer liaises with project implementation managers to obtain updated information on the status of each project. 2. To conduct infrastructure project site visits 3. To update the status of project implementation on the project matrix 4. To inform senior management on the progress of project implementation through the circulation of the matrix 	<ol style="list-style-type: none"> 1. December 2. December 3. December 4. December 	
	83AB	Project information is organized in a central database	Establish a project information database by December	<ol style="list-style-type: none"> 1. To gather and centralize all project information from other units, including LPOs, MOUs, and MOAs. 	<ol style="list-style-type: none"> 1. December 	
87. Support capacity building for planning, reflection and timely reporting	83AB	Needs Analysis exercise for planning support conducted with MoET Central and Provincial Education Officers	Conduct training needs analysis exercise by August	<ol style="list-style-type: none"> 1. To schedule a date 2. Inform MoET Central and Provincial officers about the exercise 3. Prepare tools, formal notes and program for the exercise 4. Conduct planning support needs analysis exercise 5. Produce a report 	<ol style="list-style-type: none"> 1. June 2. June 3. July 4. August 5. September 	

	83AB	MoET 2026 Business Plan (1 st draft) compiled and produced	Produce 1 first Draft of the MoET 2026 BP by May	<ol style="list-style-type: none"> 1. PPU Planning team to send out required PSC planning templates to all directorates for coordination and completion. 2. Planning team to liaise with each directorate and support them to complete their 2026 Business Plan 3. To check inputs received from each Directorates. 4. To compile & produce the first draft of the 2026 Business Plan 	<ol style="list-style-type: none"> 1. April 2. April 3. May 4. June 	Delay in receiving directorates' inputs
	83AB	MoET 2026 budget narrative compiled and produced	Produce MoET Budget Narrative report by May	<ol style="list-style-type: none"> 1. PPU Planning team to check and edit the formulation of outputs/service targets for each directorate Business Plans 2. PPU Planning team to compile and produce the 2026 budget narrative 	<ol style="list-style-type: none"> 1. May 2. May 	
	83AB	MoET 2026 Business Plan is approved and disseminated	Finalize draft of the MoET 2026 BP by November	<ol style="list-style-type: none"> 1. PPU Planning team to send reminder emails to all Directorates and managers for finalizing the 2026 MoET BP 2. To liaise with each directorate to receive any changes to the drafts of the BP. 3. To compile and finalize the 2026 MoET Business Plan for approval by the DG. 4. To disseminate the finalize copy of MoET 2026 BP 	<ol style="list-style-type: none"> 1. October 2. November 3. December 4. December 	
88. Support M&E guideline development and implementation	83AB	Baseline study report for all indicators in the CP Results Framework has been produced and disseminated	Produce and disseminate Baseline Study report by December	<ol style="list-style-type: none"> 1. Pilot of Baseline tools and finalised 2. Training of the national Baseline coordinator 3. Training of the Provincial coordinator 4. Baseline data collection 5. Baseline data validation analyses 6. Baseline report writeup 7. Baseline data Disseminated 	<ol style="list-style-type: none"> 1. April 2. April 3. May 4. May 5. July 6. September 7. October 	
	83AB	Monitoring and Evaluation Plan is developed	Plan is finalized and circulated by December	<ol style="list-style-type: none"> 1. To finalize the baseline data 2. To circulate the draft plan 3. To finalize and approved the plan 	<ol style="list-style-type: none"> 1. October 2. November 3. November 	Depending on the baseline survey
	83AB	Improving M&E at central and provincial level	Develop 1 M&E guideline for	<ol style="list-style-type: none"> 1. PPU will establish an M&E working group to provide oversight and advice on the development of the M&E guideline, 	<ol style="list-style-type: none"> 1. October 2. November 3. November 	

			MoET by December	<div>including members from MoET and education partners</div> <div>2. PPU will lead consultation with directors, activity managers, provincial staff, and education partners including VESP, GPE and UNICEF to determine the contents and approach of the M&E guideline</div> <div>3. PPU will develop the M&E guideline with technical support from VESP</div> <div>4. PPU will socialise the M&E guideline in the provinces</div> <div>5. MoET SMT will provide feedback and PPU will finalise the M&E guideline with support from VESP's M&E team</div> <div>6. M&E working group to conduct an induction for the MoET M&E monitoring & Evaluation (M&E) plan to PPD.</div>	<div>4. December</div> <div>5. December</div> <div>6. December</div>	
83AB	2024 Annual report produced and submitted	Produce and submit 1 annual report by March	<div>1. M&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.</div> <div>2. M&E officer to compile inputs from the unit and circulate a draft for comments.</div> <div>3. M&E officer to send out the finalized copy of the annual report to the Senior Management Team for approval.</div>	<div>1. January</div> <div>2. February</div> <div>3. March</div>	Delay in submission by respective unit	
83AB	Quarterly progress reports produced and circulated	Produce and circulate 4 quarterly progress reports by the beginning of each quarter	<div>1. Remind each directorate and activity manager of the submission dateline and requirements of the progress reports.</div> <div>2. To send progress reporting templates to all directorates & activity managers</div> <div>3. To check inputs received from other directorates and compile the report.</div> <div>4. To circulate compiled draft for comments</div> <div>5. To finalize the report for approval</div>	<div>1. Mar/Jun/Sept/Dec</div> <div>2. Mar/Jun/Sept/Dec</div> <div>3. Mar/Jun/Sept/Dec</div> <div>4. Mar/Jun/Sept/Dec</div> <div>5. Mar/Jun/Sept/Dec</div>	Delay in submission	

	83AB	General M&E support provided to GPE, VESP, and other programs	Provide general M&E support to GPE, VESP and other programs by December	<ol style="list-style-type: none"> 1. To collaborate with the VESP M&E team on the dissemination or communication of the master M&E plan base on the current corporate plan. 2. To participate (undertake) in monitoring activities in needy areas. 3. To assist with the production of the M&E reporting. 4. To provide M&E technical support to programs implemented in partnership with MoET. 5. To develop M&E VANSTA implementation Plan and monitoring report 	Timing of the activities is based on the GPE, VESP and other programs of the M&E plan	Lack of sufficient time to assist.
	83AB	MoET Planning and Reflection workshop conducted	Conduct 1 learning and reflection workshop by November	<ol style="list-style-type: none"> 1. To prepare a desk review 2. To prepare lessons learned materials. 3. To identify participant 4. To prepare logistical arrangements 5. To facilitate the Learning and Reflection workshop 	<ol style="list-style-type: none"> 1. November 2. November 3. November 4. November 5. November 	Budget limitation Cohort activities
23. Support data collection and mechanism to support disaster response	83AC	14. Digitize data collection tools	1	<i>16. Maintain assessment forms in kobo.</i> <ol style="list-style-type: none"> 1. Review Current Forms 2. Identify Updates Needed 3. Edit Forms 4. Upload to kobo 5. Notify Schools & PEO's 6. Verify Access 	Quarter 1	EIE not providing update form
			1	<i>17. Develop & ensure assessment reports are accessible on OVEMIS</i> <ol style="list-style-type: none"> 1. Gather Report Requirements 2. Create or Update Reports 3. Upload to Open VEMIS 4. Set Access Permissions 5. Test Accessibility 6. Notify Schools 7. Monitor and Support 	Quarter 1	IE & EOC have not provided the reporting format.
74. Support the development of the	83AC	42. IT policy is reviewed and implemented	1	<i>115. Provide support, maintain the EMIS, and ensure its accessibility</i>	Quarter 4	Security breach Natural Disaster

education management information system			<div><div></div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
---	--	--	---

				<ol style="list-style-type: none"> 1. Regularly check if the system is running smoothly. 2. Resolve any technical problems or errors promptly. 3. Ensure scholarship information is current and accurate. 4. Perform regular backups to secure data. 5. Assist users with any system-related questions or problems. 6. Apply any necessary software updates or patches. 7. Regularly test the system to ensure it is functioning properly. 8. Keep a record of updates and fixes made to the system. 		Limited Human Resource
			1	<p><i>118. Support the Maintenance of MOET website & Intranet</i></p> <ol style="list-style-type: none"> 1. Regularly check for uptime and functionality. 2. Resolve any bugs or technical problems that arise. 3. Ensure all information on the website and intranet is current. 4. Perform regular backups of website and intranet data. 5. Implement and update security measures to protect the systems. 6. Test website and intranet features for proper performance. 7. Assist staff with any access or content-related issues. 8. Keep track of all updates, changes, and fixes made. 		Security breach Natural Disaster Limited Human Resource
82. Support the implementation and monitoring of the OV assessment recommendations	83AC	Develop the Implementation plan based on OV maturity model assessment	Approve the implementation Plan	<ol style="list-style-type: none"> 1. Develop the implementation Plan based on assessment conducted by UNESCO 2. Consultation and finalisation of OV implementation plan 	<ol style="list-style-type: none"> 1. May 2. June 	Develop the implementation plan base on the outlined of the assessment report

(Maturity model assessment)	83AC	OV (Maturity model assessment) Plan Implemented)	Implement and coordinate the activities highlighted in OV development plan	<ol style="list-style-type: none"> 1. Implement assigned activities in OV development plan 2. Assist respective units towards the implementation of activities highlighted in OV implementation plan 	<ol style="list-style-type: none"> 1. December 2. December 	The activities will be coordinated and implemented by the designated officer outlined in the implementation plan with support from the PEO data Analyst.
83. Support the Implementation and monitoring of OV Policy	83AC	OV Policy approved	Finalize OV Policy	<ol style="list-style-type: none"> 1. Consultations conducted at Provincial level 2. Finalised and approval of the Policy 	<ol style="list-style-type: none"> 1. March 2. April 	Activity may be disrupted by unplanned circumstances.
	83AC	School data are entered, confirmed, and finalized for official used	School data submitted according to school census process and timeframe	<ol style="list-style-type: none"> 1. To provide training support to the principals 2. Follow to ensure school data is updated according to the school census timeframe. 3. Conduct data quality checks in OV and confirm data for official use. 	<ol style="list-style-type: none"> 1. March 2. April 3. May 	<ol style="list-style-type: none"> 1. Depends on the availability of funding to conduct the training to principals 2. Sometimes it is challenging getting all school data to be submitted in time, considering network issues and remoteness of school locations. 3. It depends on the commitment of school principals to

						submit quality data in OV.
	83AC	Published the MoET Statistical table report for 2024	Approve and publish 1 Statistical Report by July	<ol style="list-style-type: none"> 1. To extract data from OV for tabulation and compilation 2. To circulate the draft for feedback/comments 3. To produce, finalize, and published the report. 	<ol style="list-style-type: none"> 1. February 2. June 3. July 	<ol style="list-style-type: none"> 1. Will require technical assistance from IT officers to extract raw data in OV 2. The production of the report depends on the confirmation of data in OV by Provincial PEOs for Official use 3. Often experience delays in requesting data from other institutions that causes delay in publication of reports
	83AC	<p>The 2024 National Education Fact Sheet verified and approved.</p> <p>The 2024 Provincial Education Fact Sheet verified and approved</p>	<p>Verify and approve 1 National Factsheet and 1 Provincial Education Factsheet by December</p>	<ol style="list-style-type: none"> 1. To verify that the data on the Draft National and Provincial Education Factsheets is consistent with the data approved and published in the 2024 Statistical Report 2. To provide feedback to VESP 3. To sign and approve the National and Provincial Education Factsheets. 	<ol style="list-style-type: none"> 1. March 2. June 3. December 	The production of factsheet is supported by VAESP

	83AC	Perform a desktop review of all Education Indicators at the National, Regional, and international levels.	Perform desktop review for all education indicators by March	1. To map & compile all national regional and international education indicators	1. March	
	83AC	2023 Statistical Digest report is produced, approved, and published	Produce, approve, and publish 1 Statistical Digest report by December	1. To compile data 2. To analyse data and indicators analyse data and indicators. 3. To disseminate draft for comments 4. To finalize and approve the report	1. January 2. January 3. January 4. February	Availability of TA to assist in statistical calculations of indicators for the Report
	83AC	2024 Statistical Digest report produced, approved, and published	Produce, approve, and publish 1 Statistical Digest report by December	1. To compile data 2. To analyse data and indicators. 3. To disseminate draft for comments 4. To finalize and approve the report	1. May 2. May 3. September 4. December	Availability of TA
	83AC	The UIS Questionnaire is completed and submitted	Complete and submit the 2024 UIS questionnaires	1. To compile the approved enrolment data for 2024 into UIS Questionnaire 2024 2. To submit to UNESCO, DG's Office, and MoET UNESCO focal point for data validation 3. To finalize and submit the UIS questionnaire to UNESCO	1. March 2. April 3. May	We will not fully be reporting Education data for government and Private schools
72. Support the review of policies & guidelines	83AD	Review the Research Approval Guide and Policy	To produce 1 study research report by March	1. Review Research Approval Guide and share with PPD team for input. 2. Incorporate Feedback and submit Guide/Policy to SMT for approval. 3. Disseminate Approved Research Guide/Policy to MoET and partners.	1. February 2. March 3. April	Reprioritized, delayed or resources are redirected
	83AD	All submitted reports are facilitated	To facilitate approval of research approvals by December	1. Received research proposals 2. Conduct initial screening by PPD 3. Submit to relevant Director for screening and Approval 4. Submit to Director General for endorsement 5. Dissemination of notification of approval to researcher	1. December 2. December 3. December 4. December 5. December	

67. Support the establishment of the MOET HRD database	83AE	Training Needs Analysis conducted	Conduct Training Needs Analysis by December	1. Identify Organizational Goals and Objectives 2. Define the Scope and Purpose of the Analysis 3. Collect Data on Current Performance and Skills	1. August 2. August 3. Octobe	<ul style="list-style-type: none"> • Delay since it is a collaborative activity with HRM • Under staff in HRD unit
	83AE	Training plan/schedule developed	Complete current skills analysis	1. Identify Training and Development Needs 2. Recommend Training Solutions and Resources 3. Develop an Action Plan and Implementation Timeline	1. October 2. December 3. December	<ul style="list-style-type: none"> • Under staff in HRD unit
68. Support the development of MOET HRD Policy & Plan and support staff capacity building at all levels	83AE	HRD Policy and Plan consulted and approved	Finalized HRD Policy & Plan	1. Consult stakeholders on first draft 2. Produce final version 3. Approval	1. March 2. April 3. June	<ul style="list-style-type: none"> • Under staff in HRD unit • High possibility of interrupt by natural disaster
87. Support capacity building for planning, reflection and timely reporting	83BA	MoET SEO Conference conducted	Conduct 1 MoET SEO conference by December	1. Prepare logistical arrangements. 2. Conduct SEO conference	1. December 2. December	

2.5 Education Services Directorate

Department	530					
Program	Activity	Service Target	Target	Action	Action completion date	Comment & Risks
37. Support the mentoring and monitoring of the new curriculum implementation	53AA	Curriculum and Assessment Board approved the Examination Results for Year 10, 12, and 13 and released them to the public in a timely manner.	3	<ol style="list-style-type: none"> 1. Check to ensure all boards decisions are progressively implemented in a timely manner. 2. Check and ensure that all Yr. 10, Yr. 12 and Yr. 13 examination processes are followed, and results are processed and presented to the board in a timely manner 3. Ensure examination results are released in public domain on time 	<ol style="list-style-type: none"> 1. March 2. May 3. June 	
	53AA	Ensure provincial board members, Curriculum and Assessment board members are reviewed and replaced for improvement and efficiencies of board decisions	2	<ol style="list-style-type: none"> 1. Provincial PEOs to review provincial board members participations and propose changes if necessary. 2. Submit proposed member changes to SMT for approval before appointment and acknowledgement letter made by the Minister 	1. December	
87. Support capacity building for planning, reflection, and timely reporting	53AA	Every unit PEO under ESD division has participated in capacity development activities.	1	<ol style="list-style-type: none"> 1. Liaise with MoET HRD section and PSC to coordinate delivery of capacity development program to each ESD unit 	1. July	
87. Support capacity building for planning, reflection, and timely reporting	53AA	ESD priorities for 2026 have been discussed, and planning and budgeting are aligned with these priorities.	1	<ol style="list-style-type: none"> 1. Set date for 2026 draft planning 2. Evaluate implementation of 2025 business plan to inform 2026 planning 3. Gather and discuss priorities as reflected in the NSDP, and MOET Corporate plan 4. Evaluate implementation of departments, ministries and regional plans and identify gaps to inform planning of programs or activities 	<ol style="list-style-type: none"> 1. June 2. June 3. June 4. November 	
87. Support capacity building for	53AA	ESD budgets and new policy proposals for 2026 prepared	1	<ol style="list-style-type: none"> 1. Identify on-going activities and new activities or programs 	<ol style="list-style-type: none"> 1. June 2. June 	

planning, reflection, and timely reporting				2. Discuss the budgets and other supporting funds 3. Agree on NPPS and give directions on preparations of NPPs narratives and budget details	3. June	
87. Support capacity building for planning, reflection, and timely reporting	53AA	ESD 2025 business plans are implemented effectively.	1	1. Ensure appropriate funding are available to enable implementation of ESD business plan 2. Ensure that ESD business plans are implemented according to dates or quarters planned. 3. Ensure their appropriate resources (finance, human resources and assets) are available for ESD business plan to be implemented successfully	1. July 2. November 3. November	
87. Support capacity building for planning, reflection, and timely reporting	53AA	ESD quarterly, and annual reports are coordinated and executed	5	1. Ensure quarterly and annual report are submitted on time to PPU 2. Discuss achievement/ non achievements of business plans and note the challenges for SMT discussions and further directions	1. November 2. November	
	53AA	Provincial and Central PEOs workplans and Appraisals are conducted, and lower staff's appraisals are reviewed	10	1. Provincial PEOs appraisals are conducted and discussed 2. Central PEOs appraisals are conducted and discussed 3. Lower staff's appraisals are reviewed and submitted to HR.	1. November 2. November 3. December	
37. Support the mentoring and monitoring of the new curriculum implementation	53AA	Examination and standardize tests results data are used to inform decision making for improvement of teaching and learning	1	1. Collaborate with ESD provincial and central PEOs to explore ways of improving teaching and learning 2. Submit and get approval from SMT on way forward Negotiate funding for implementation of programs	1. December 2. December	
72. Support the review of policies & guidelines	53AA	Projects and programs under ESD are closely monitored and supported	1	1. Monitor implementation of projects under ESD and provide reports or facilitate support from other directorate/unit/partners to enable completion of projects	1. November 2. December 3. December 4. December 5. December	

				<ol style="list-style-type: none"> 2. Provide reports to SMT and feedback to project team 3. Collaborate with partners to ensure the planning, implementation and monitoring of current VEASP and the evaluation and design of the new VAESP. 4. Collaborate with partners to design the Vanuatu Secondary Education School Support (VSESS) Program. 5. Collaborate with partners to ensure that GPE Capacity Grant support activities are implemented and the design of System Transformative Grant design 		
24. Support the implementation of recovery activities for affected schools/institutions	53AA	Emergency in Schools immediate, short- and long-term recovery plans are developed and implemented	1	<ol style="list-style-type: none"> 1. Activate Emergency in Schools (EIS) MoET structure 2. Implement emergency in schools' assessments of 17 December 2024 earthquake 3. Chair sub-committee meetings to establish immediate, short term and long-term recovery plans 4. Chair subcommittee to negotiate partners support on recovery plans 5. Facilitate higher levels partner meetings with DG and Minister to support discussions of recovery plans with individual partners 6. Support DG MoET in attending to NRC meetings 7. Support DG and other EIS subcommittee in preparing and submitting GIP and COM paper to implement MOET earthquake recovery plan 	<ol style="list-style-type: none"> 1. July 2. November 3. November 4. November 5. November 6. December 	
89. Review and implement the Communication strategy and	53AA	Higher-level meetings are attended as directed by the Director General	3	<ol style="list-style-type: none"> 1. Prepare ESD updates of business plans achievements and other requests and present to Senior Management Team for endorsements 	<ol style="list-style-type: none"> 1. December 2. December 3. December 	

support the strengthening of MoET Partners and stakeholders' coordination				<ol style="list-style-type: none"> 2. Prepare presentations as directed by the Director General for regional meetings or other higher-level discussions 3. Attend high level overseas or in country meetings as directed by the Director General 		
70. Support the review and implementation of the updated MoET structure	53AA	Support the DG's Office in reviewing ESD Structures	1	<ol style="list-style-type: none"> 1. ESD Structures to be reviewed to accommodate implementation of new policies such as inclusive education, decentralization 	1. December	
69. Implementation of legislations and Acts	53AA	Committees and board meetings are chaired by ESD Director as mandated in the policies and acts.		<ol style="list-style-type: none"> 1. Board meetings and committees are chaired, and meeting agreements are implemented 2. Reports provided to SMT for endorsements or for further advice on necessary steps 	<ol style="list-style-type: none"> 1. December 2. December 	
68. Support the development of MoET HRD Policy & Plan and support staff capacity building at all levels	53AA	Establish school improvement section and school inspection & compliance section in School Based Management (SBM) unit	1	<ol style="list-style-type: none"> 1. Instruct SBM to develop and submit the concept note for the two sections. 2. Submit the concept note for SMT approval 3. Establish the two sections 	<ol style="list-style-type: none"> 1. July 2. July 3. July 	
87. Support capacity building for planning, reflection, and timely reporting	53AB	Business Plan for Early Childhood and Care Education section is implemented, monitored and reported.	1	<ol style="list-style-type: none"> 1. Monthly unit meeting 2. Complete quarterly report 3. Planning & monitoring meeting 	<ol style="list-style-type: none"> 1. November 2. November 3. November 	
87. Support capacity building for planning, reflection, and timely reporting	53AB	Basic Education section business plan is implemented, monitored and reported.	1	<ol style="list-style-type: none"> 1. Monthly unit meeting 2. Complete quarterly report 3. Planning & monitoring meeting 	<ol style="list-style-type: none"> 1. November 2. November 3. November 	
87. Support capacity building for planning, reflection, and timely reporting	53AB	Secondary Education section business plan is implemented, monitored and reported	1	<ol style="list-style-type: none"> 1. Monthly unit meeting 2. Complete quarterly Report 3. Planning & monitoring meeting 	<ol style="list-style-type: none"> 1. November 2. November 3. November 	
87. Support capacity building for planning, reflection, and timely reporting	53AB	National Education Program section business plan is implemented, monitored and reported	1	<ol style="list-style-type: none"> 1. Monthly unit meeting 2. Complete quarterly report 3. Planning & monitoring meeting 	<ol style="list-style-type: none"> 1. November 2. November 3. November 	


81. Support Capacity building to provincial offices	53AB	Enhance the capacity of TAFEA Provincial Education Officers in Leadership, Management, Planning, Monitoring & Reporting.	1	1. Facilitate & conduct training 2. Monitoring 3. Reporting	1. July 2. October 3. November	
87. Support capacity building for planning, reflection, and timely reporting	53AB	Edited & compiled 2026 Education Service Directorate Business Plan	1	1. Unit planning session 2. Directorate planning session 3. Unit monitoring & evaluation session	1. May 2. June 3. November	
87. Support capacity building for planning, reflection, and timely reporting	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	
87. Support capacity building for planning, reflection, and timely reporting	53AB	Facilitate the process for Education Service Unit staff to develop individual plan	4	1. Individual plan session	1. November	
68. Support the development of MoET HRD Policy & Plan and support staff capacity building at all levels	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	
70. Support the review and implementation of the updated MoET structure	53AB	Structure and job description for the Education Service Unit revised	1	1. Facilitate and support of implementation of the revised structure	1. November	
37. Support the mentoring and monitoring of the new curriculum implementation	53AB	Visits to Schools in PENAMA conducted	4	1. Visit four school in PENAMA	1. November	
37. Support the mentoring and monitoring of the new curriculum implementation	53AB	School Policy developed	1	1. Contact Desktop review 2. Develop draft school policy	1. June 2. November	
89. Review and implement the	53AB	Global Partnership Education (GPE) project is communicated	1	1. Communicate for the project	1. December	

Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination						
89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination	53AB	Vanuatu Secondary Education Support project is assisted and implemented	1	1. Assist and support the implementation of the project	1. December	
68. Support the development of MoET HRD Policy & Plan and support staff capacity building at all levels	53AB	Establish school improvement section and school inspection & compliance section in School Based Management (SBM) unit	1	1. Assist SBM to develop and submit the concept note for the two sections. 2. Assist SBM to submit the concept note for SMT approval 3. Assist SBM to establish the two sections	1. May 2. May 3. July	
37. Support the monitoring of the new curriculum implementation	53AC	Implementation of the Curriculum improvement program is completed, and a report is produced	30	1. Training 2. Support Provincial Curriculum Improvement Officer 3. Report	1. June 2. November 3. December	
37. Support the monitoring of the new curriculum implementation	53AC	The junior secondary teachers supported on the implementation of year 7-10 outcome-based curriculum in all six (6) provinces	700	1. Prepare training logistics 2. Carry out training to junior secondary teachers. 3. Final report and recommendations delivered	1. June 2. August 3. November	
37. Support the monitoring of the new curriculum implementation	53AC	The junior secondary teachers monitored on year 7 outcome-based curriculum	50	1. Prepare training logistics 2. Carry out training to junior secondary teachers. 3. Final report and recommendations delivered	1. June 2. July 3. August	
37. Support the monitoring of the	53AC	The senior secondary teachers (year 11, 12 and 13) supported and	260	1. Monitoring and implementation of current curriculum 2. Review curriculum exercise (survey)	1. March 2. March 3. April	

new curriculum implementation		monitored on the outcome-based curriculum.		3. Approval of reviewed curriculum content 4. Writing up new reviewed curriculum	4. May	
37. Support the monitoring of the new curriculum implementation	53AC	The centre schools trained and supported for students with visual impairment	12	1. Printing of teacher's guide for supporting students with visual impairment 2. Training of inclusive teachers in two (2) Provinces – TAFEA (North Tanna) and SHEFA Shepherds outer Islands (Emae)	1. June 2. November	
37. Support the monitoring of the new curriculum implementation	53AC	The schools trained and supported for student with hearing impairment	15	1. Printing of teacher's guide for supporting students with hearing impairment 2. Training of inclusive teachers in two (2) Provinces – MALAMPA (Lamap) and SANMA (East Santo)	1. June 2. November	
37. Support the monitoring of the new curriculum implementation	53AC	The centre schools trained and supported for students with intellectual impairment	15	1. Printing of teacher's guide for supporting students with intellectual impairment 2. Training of inclusive teachers in two (2) Provinces – PENAMA (West Ambae) and TORBA (Torres)	1. June 2. November	
37. Support the monitoring of the new curriculum implementation	53AC	Develop Curriculum Development Processes and Procedures Guideline Manuel	1	1. Contact desktop review 2. Conduct consultation 3. Draft the review manual 4. Approval	1. March 2. June 3. September 4. December	
19. Support Inclusive Education initiatives	53AC	The communications on strengthening curriculum implementation in provinces developed (focusing on inclusion and literacy)	2	1. Purchasing of resources for students with intellectual impairment 2. Purchasing of resources for students with visual impairment	1. May 2. July	
19. Support Inclusive Education initiatives	53AC	The community awareness on Family Life Education with gate keepers in selected provinces conducted and report delivered	3	1. Select target communities in selected provinces 2. Develop tailor-made community awareness package 3. Prepare awareness logistics 4. Deliver awareness in selected communities in selected provinces. 5. Final report and recommendations delivered	1. April 2. May 3. June 4. July 5. August	

37. Support the mentoring and monitoring of the new curriculum implementation	53AC	The provinces engaged in the development of vernacular resources in collaboration with stakeholders.	1	<ol style="list-style-type: none"> 1. Identify languages in the selected islands in Torba, Penama and Malampa 2. Identify key provincial officer, teachers and community resource people to development vernacular story books in selected languages 3. Prepare training logistics 4. Develop PRIMA for each selected language 5. Develop key word books for selected languages 6. Develop 5 vernacular story books per selected language 7. Train vernacular resource developers on Bloom Book Creation Software 8. Translate all vernacular story book to all other selected languages 9. Printing of vernacular resources using school grants. 10. Final report and recommendations delivered 	<ol style="list-style-type: none"> 1. March 2. April 3. May 4. May 5. June 6. July 7. August 8. September 9. October 10. December 	
89. Review and implement the Communication Strategy and support the strengthening of MoET Partners and stakeholders' coordination	53AC	The Partner support Ministry Strategic Plan developed through a Joint Partner Agreement	4	<ol style="list-style-type: none"> 1. Family Life Education in School project Annual Work plan developed 2. Family Life Education Annual Work plan signed by both partners 3. Family Life Education Annual budget finalized and signed by both partners 4. Collaborate with line Ministries and key stakeholders in the development of Financial Literacy 5. Collaborate with line Ministries and key stakeholders on the development of Vanuatu Sign Language 	<ol style="list-style-type: none"> 1. June 2. July 3. August 4. September 5. October 	
37. Support the mentoring and monitoring of the new curriculum implementation	53AC	Number of schools supported to use vernacular resources aligned with literacy	15	<ol style="list-style-type: none"> 1. Develop checklist forms 2. Develop training package for monitoring team 3. Prepare logistics 4. Carry out monitoring activity in schools 5. Compile monitoring data 	<ol style="list-style-type: none"> 1. February 2. April 3. June 4. July 5. August 6. September 	

				6. Final report and recommendations delivered		
37. Support the mentoring and monitoring of the new curriculum implementation	53AC	Number of provincial curriculum facilitators trained on National Literacy Strategy modules	30	<ol style="list-style-type: none"> 1. Prepare a midline assessment 2. Conduct the midline in primary schools 3. Analyse the midline assessment 4. Identify challenges 5. Prepare training logistics 6. Deliver refresher training to provincial curriculum learning facilitators 7. Assist with teacher training in zones 8. Final report and recommendations delivered 	<ol style="list-style-type: none"> 1. March 2. April 3. May 4. June 5. July 6. August 7. September 8. November 	
35. Support teacher trainings on the new curriculum	53AC	Number of provincial curriculum facilitators trained on Language for Teaching and Learning Guidelines modules	30	<ol style="list-style-type: none"> 1. Prepare training logistics 2. Deliver refresher training to provincial master trainers 3. Assist with teacher training in zones 4. Final report and recommendations delivered 	<ol style="list-style-type: none"> 1. March 2. April 3. May 4. June 	
35. Support teacher trainings on the new curriculum	53AC	Number of schools supported to use the teaching and learning strategies and progress map in select schools	20	<ol style="list-style-type: none"> 1. Revise the teaching and learning program to align more closely with all the Curriculum Implementation Policy Guidelines 2. Conduct in-house simulation of ETL Training manual 3. The effective teaching and learning program developed and modelled in 4 schools 4. Final report and recommendations delivered 	<ol style="list-style-type: none"> 1. February 2. April 3. June 4. August 	
42. Strengthen procurement and distribution systems to ensure timely delivery/replacement of instructional materials to schools/TVET institutions.	53AC	Distribution of Curriculum Materials		<ol style="list-style-type: none"> 1. Help the distribution officer to package and distribute curriculum materials to primary schools 	<ol style="list-style-type: none"> 1. December 	

48. Support the digitization of curricular resources/instructional materials	53AC	Teachers Note and Digital Library		<ol style="list-style-type: none"> 1- Prepare budget and logistic 2- Review of training package 3- Finalize the training package 4- National roll out of the Training on Teachers notes and Digital Library 5- Final report and recommendations delivered 	<ol style="list-style-type: none"> 1. February 2. March 3. May 4. August 5. September 	
34. Support the development of the new curriculum	53AC	Provisioned relevant and appropriate National Curriculum to junior secondary schools (Optional subjects)	20	<ol style="list-style-type: none"> 1. Identify Year 10 curriculum writers of optional subjects. 2. Contract writers 3. Review Year 10 draft syllabi in English and French 4. Finalize Year 10 syllabi in English and French 	<ol style="list-style-type: none"> 1. May 2. May 3. July 4. November 	
34. Support the development of the new curriculum	53AC	Provisioned relevant and appropriate National Curriculum to Senior Secondary schools. French and English:  Observation, support and monitoring for revised syllabi	46	<ol style="list-style-type: none"> 1. Identify senior secondary teachers for 2025 2. Develop training packages 3. Prepare training logistics 4. Carry out monitoring and support in all senior secondary school 5. Final report and recommendations 	<ol style="list-style-type: none"> 1. February 2. March 3. April 4. September 5. November 	
34. Support the development of the new curriculum	53AC	Development of French accounting and Hospitality; and English Tourism		<ol style="list-style-type: none"> 1. Identify year 11-13 curriculum writers 2. Contract writers 3. Finalize year 11-13 English and French syllabi 4. Edit French and English documents 5. Layouts and formalities of documents 6. Printing materials 7. Distribution to senior secondary schools 	<ol style="list-style-type: none"> 1. February 2. March 3. April 4. September 5. November 6. December 	
34. Support the development of the new curriculum	53AC	Provisioned relevant and appropriate curriculum support resources to Senior Secondary schools.	46	<ol style="list-style-type: none"> 1. Identify Year 11-13 support resources. 2. Identify senior secondary curriculum writers. 3. Contract writers 4. Compile Year 11-13 support resources 5. Finalize Year 11-13 resources in English and French 6. Edit the French and English documents. 7. Layout and formatting of documents. 	<ol style="list-style-type: none"> 1. May 2. June 3. July 4. August 5. September 6. October 7. November 8. December 	

				8. Distribution of e-copies to Senior Secondary schools		
35. Support teacher trainings on the new curriculum	53AC	Number of Senior Secondary teachers trained on Family Life Education curriculum.	54	<ol style="list-style-type: none"> 1. Identify senior secondary teachers and key Provincial Officers 2. Develop training package for Family Life Education in schools. 3. Prepare training logistics. 4. Carry out Family Life Education to teachers and provincial officers. Final report and recommendations delivered 	<ol style="list-style-type: none"> 1. May 2. June 3. July 4. September 	
34. Support the development of the new curriculum	53AC	Number of consultations carried out on the review of the Vanuatu National Curriculum Statement	2	<ol style="list-style-type: none"> 1. Identify policy writers 2. Contract writers 3. Identify VNCS gaps 4. Develop review draft 5. Translate document into French 6. Carry out consultation on the reviewed document in Provinces 	<ol style="list-style-type: none"> 1. March 2. May 3. June 4. July 5. August 6. December 	
34. Support the development of the new curriculum	53AC	Key curriculum indicators developed	10	<ol style="list-style-type: none"> 1. Analysis of monitoring reports and recommendation 2. Identify curriculum implementation gaps from Years 1-13 3. Develop key curriculum reform indicators 4. Validate key curriculum reform indicators 5. Final report and recommendations delivered 	<ol style="list-style-type: none"> 1. June 2. July 3. August 4. September 5. October 	
70. Support the review and implementation of the updated MoET structure	53AC	Liaised with HR Unit to review CDU structure	3	<ol style="list-style-type: none"> 1. Review JDs for existing CDU posts 2. Proper weighting and alignment of posts 3. Incorporate a research and training section under CDU 4. Develop JDs for new positions 	<ol style="list-style-type: none"> 1. September 2. October 3. November 4. December 	
67. Support the establishment of the MoET HRD database	53AC	Developed and implemented continuous professional development and capacity building with CDU	3	<ol style="list-style-type: none"> 1. Develop continuous professional development and capacity building plan 2. Approach donor partners and stakeholders for in-house trainings 	<ol style="list-style-type: none"> 1. June 2. July 3. August 	

				3. Implement continuous professional development and capacity building for CDU staff		
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	2 nd Cycle of Piloted PALs Monitoring test in strengthening and improving literacy/numeracy/Science content and Practical in the lower Secondary Schools Year 9	3	1. Registration of Schools. 2. Logistics and Preparations 3. Administer the test. 4. Coding 5. Data Entry 6. Dispatchment of Scripts	1. April 2. May 3. June 4. July 5. August 6. September	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Administration of PILNA/Study monitoring test (6th cycle). Strengthening & Improve Literacy) Years 6 and 8	6	1. 1.Registration of Schools. 2. Logistics and Preparations 3. 3.Administer the test. 4. 4.Coding 5. 5.Data Entry 6. 6. Dispatchment of Scripts	1. April 2. May 3. June 4. July 5. August 6. October	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Vansta /Study monitoring test (6th cycle). Strengthening & Improve Literacy and Numeracy in Years 3,6,8)	6	1. Registration of Schools. 2. Logistics and Preparations 3. Administer the test. 4. Coding 5. Data Entry 6. Dispatchment of Scripts	1. April 2. May 3. June 4. July 5. August 6. October	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Continue Implement relevant assessment mechanisms (Customizing PacSIM for Yr.13 Anglo & 4 D and Vansta system through open VEMIS to be utilized by IT & EAU Officers)	1	1. Continue to Consult EQAP and MoET IT to update PACSims 2. Consult Developer with training of Vansta software with officers 3. Trail Vansta accessories 4. 4. Develop 4D system	1. March 2. April 3. May 4. June	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Continue Support provided with EQAP for Professional Development in micro-qualifications related to assessment activities.	8	1. Request EQAP for Training 2. Appointing Participants 3. Logistics 4. Submit Report 5. Certification	1. May 2. June 3. July 4. August 5. September	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Enrolment for year 10, 12, and 13 exam candidates for 2025 academic year.	6	1. Pre enrolment sent to schools 2. Enrolment extract from OV 3. Confirm enrolment sent to schools 4. Mark sheets are generated 5. Exam SPIN generated 6. Exam fees paid	1. February 2. March 3. April 4. May 5. June 6. July	

37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Internal assessments for years 10, 12 and 13.is coordinated, facilitated, designed, implemented and moderated	52	<ol style="list-style-type: none"> 1. Appointing Designers 2. Induct designers for 2025 IA 3. Complete development of IA program (CAT) 4. Dissemination IA Package to Schools 	<ol style="list-style-type: none"> 1. April 2. March 3. April 4. May 	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Induction of provincial teacher for years 10, 12 and 13 on the IA program, enrolment and 2024 exam results	6	<ol style="list-style-type: none"> 1. Design induction package 2. Extract 2024 exam results 3. Report 2024 results by school and province 4. Visit yr 10, 12, 13 schools for IA and exam results induction 5. Report on 2024 Enrolment and Issues 	<ol style="list-style-type: none"> 1. March 2. April 3. May 4. June 	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Designing, Moderating and Independent checking examination papers for Year10, Year 12, and Year 13	52	<ol style="list-style-type: none"> 1. Appoint Designers 2. Induct designers for 2025 paper 3. Complete development of paper 4. Moderate paper 5. Edit paper 6. Independent checker seat paper 7. Sample paper check, sign off and approve by PEO and Assessment and Curriculum Board 	<ol style="list-style-type: none"> 1. February 2. March 3. April 4. May 5. June 6. July 7. August 	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Year 12 and Year 13 IA and EA tagged into PACSims	1	<ol style="list-style-type: none"> 1. Panel identify tested outcomes 2. Tested outcomes are compiled and endorse 3. Tagging of IA and EA into PACSims 	<ol style="list-style-type: none"> 1. May 2. June 3. September 	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Internal Assessment program and Tasks in all Province verified	6	<ol style="list-style-type: none"> 1. Prepare verification checklist 2. Induct officers on verification exercise 3. Visit all schools & verify IA program & Tasks 4. Submit verification report that address issues 	<ol style="list-style-type: none"> 1. June 2. July 3. August 4. September 	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Number Schools in the Province accredited	3	<ol style="list-style-type: none"> 1. Consult accreditation manual 2. Consult EQAP accreditation report 3. Training of accreditation exercise 4. Trail of accreditation 5. Visit 6 provinces for accreditation 	<ol style="list-style-type: none"> 1. May 2. June 3. July 4. August 5. September 	<ol style="list-style-type: none"> Compile findings and develop a report

37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Support CDU Review of Programs (Yr. 11-13 Anglophone & Francophone to ensure Harmonization are upheld)	6	<ol style="list-style-type: none"> 1. Set up subject panels 2. Panels consult syllabus and do accreditation of content of Anglo vs Franco 3. Report findings and recommendations of accreditation 4. Action findings of report 	<ol style="list-style-type: none"> 1. April 2. May 3. June 4. July 	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	The Vanuatu University Entrance Certificate submission completed for Accreditation.	1	<ol style="list-style-type: none"> 1. Complete assessment and examination activities 2. Draft the report 3. Submit report EQAP 	<ol style="list-style-type: none"> 1. May 2. June 3. July 	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Yr. 10. 12. 13 National Examination paper Printed and Dispatched to schools	52	<ol style="list-style-type: none"> 1. Printing exam scripts 2. check scripts 3. Package scripts by subject & schools 4. label Envelops & Examination boxes 5. Dispatch Examination boxes 	<ol style="list-style-type: none"> 1. September 2. September 3. October 4. October 5. October 	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Provisional results processed, published and certification of Qualification provided	1	<ol style="list-style-type: none"> 1. Appoint Markers 2. Induct Markers 3. conduct marking of exam scripts 4. Data Entry (EA) 5. Integrity check (EA) 6. Upload IA/EA 7. process results 8. select & place students 9. record and publish results 10. Provide provisional results & certifications 	<ol style="list-style-type: none"> 1. August 2. October 3. November 4. November 5. November 6. November 7. November 8. November 9. November. 10. December 	
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Staff capacity building on examination and assessment quality assurance management	4	<ol style="list-style-type: none"> 1. Facilitate the logistic for EQAP to the training. 2. Attend EQAP Training 3. Produce a report 	<ol style="list-style-type: none"> 1. April 2. May 3. June 	
70. Support the review and implementation of the updated MoET structure	53AE	Establish school improvement section and school inspection & compliance section in School Based Management (SBM) unit	1	<ol style="list-style-type: none"> 1. Develop and submit the concept note for the two sections. 2. Submit the concept note for SMT approval 3. Establish the two sections 	<ol style="list-style-type: none"> 1. July 2. July 3. July 	

87. Support capacity building for planning, reflection, and timely reporting	53AE	Quality monitoring of SSP and support is completed	100	<ol style="list-style-type: none"> 1. Identify the remaining low performing schools. 2. Roll out the support to remaining schools in all provinces. 	<ol style="list-style-type: none"> 1. April 2. April 	
59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance	53AE	Teachers Baseline Data collection for Malampa, Penama, Sanma, and Tafea conducted	500	<ol style="list-style-type: none"> 1. Link given to provinces. 2. Principals collect Data. 3. Report 	<ol style="list-style-type: none"> 1. April 2. September 	
72. Support the review of policies & guidelines	53AE	Finalized School Improvement Unit Policy	1	<ol style="list-style-type: none"> 1. Drafting 2. Consultation 3. Finalization 4. Launching 	<ol style="list-style-type: none"> 1. March 2. 30 August 3. 30 September 30 November 	
62. Support the establishment and implementation of policies and procedures for the monitoring of principal performance	53AE	Principal Baseline Data collection in Sanma, and Tafea Province are done	200	<ol style="list-style-type: none"> 1. Tafea 2. Sanma 	<ol style="list-style-type: none"> 1. March 2. April 3. August 4. September 	
87. Support capacity building for planning, reflection, and timely reporting	53AE	The School Strategic Plans (SSP) and Annual Plans for every Primary and Secondary Schools are uploaded into OV	200 Primary 100 Secondary	<ol style="list-style-type: none"> 1. Confirm SSP uploaded 2. Inform School Coordinators to work on late submission 	<ol style="list-style-type: none"> 1. March 2. May 	
87. Support capacity building for planning, reflection, and timely reporting	53AE	Quarterly Report produced	3	<ol style="list-style-type: none"> 1. 1st quarter 2. 2nd Quarter 3. Last quarter 	<ol style="list-style-type: none"> 1. June 2. September 3. December 	
62. Support the establishment and implementation of policies and procedures for the monitoring of	53AE	Appointed Principals have been appraised.	30	<ol style="list-style-type: none"> 1. Appraised the Appointed Principals in the Provinces 	<ol style="list-style-type: none"> 1. September 	

principal performance						
25. Support the implementation of parent support programs	53AF	Number of Parent Support Program trainings, Home Reader Programs trainings and behaviour change data is collected.		<ol style="list-style-type: none"> 1. Develop plan on PSP 2. Conduct activities 3. Prepare final report and recommendations on activity. 	<ol style="list-style-type: none"> 1. March 2. September 3. November 	
37. Support the mentoring and monitoring of the new curriculum implementation	53AF	Number of Teachers trained on Curriculum Improvement Plan (CIP) Package	60	<ol style="list-style-type: none"> 1. Develop Plan on Implementation 2. Support training roll out plan 3. Final report and recommendations on delivery 	<ol style="list-style-type: none"> 1. February 2. October 3. November 	
36. Support provided to resource schools with the necessary resources required to deliver the new curriculum	53AF	Printing of ECCE Teaching and Learning Resources completed	300	<ol style="list-style-type: none"> 1. Consult on need with the provinces 2. Communicate with printing companies and Procurement 3. Manage printing 4. Manage and coordinate printing to the provinces. 5. Document report 	<ol style="list-style-type: none"> 1. July 2. August 3. August 4. September 5. November 	
27. Support the Implementation of Early Childhood Development policy	53AF	Implementation of the new ECCE policy Advocacy reported	1	<ol style="list-style-type: none"> 1. Print and launched the New ECCE Policy 2. Coordinate the advocacy implementation plan 3. Report on the advocacy implementation 	<ol style="list-style-type: none"> 1. May 2. October 3. November 	
37. Support the mentoring and monitoring of the new curriculum implementation	53AF	ECCE Annual Provincial Coordinator's Workshop conducted	1	<ol style="list-style-type: none"> 1. Prepare and communicate logistic/program 2. Conduct the workshop 3. Develop and share report with ESD 	<ol style="list-style-type: none"> 1. March 2. April 3. June 	
34. Support the development of the new curriculum	53AF	ECCE Curriculum is reviewed	1	<ol style="list-style-type: none"> 1. Conduct meetings with VESP and UNICEF 2. Conduct consultation with the support of consultants of the development partners – Study findings 3. Manage the review of the curriculum 4. Develop the draft reviewed curriculum factoring the 4 subjects, SEL and ECCE Core Learning Areas 5. Finalize the reviewed document 6. Develop implementation plan & M & E 	<ol style="list-style-type: none"> 1. January 2. April 3. May 4. July 5. September 6. November 7. November 	

				7. Report on the status of the work.		
37. Support the mentoring and monitoring of the new curriculum implementation	53AF	Data collected on ECCE effective Area Branch and Toy Making Workshops conducted.	10	<ol style="list-style-type: none"> 1. Manage and communicate the activity 2. Provide follow- up on the status of the wok 3. Collect data on the tasks <p>Report on the progress of the work</p>	<ol style="list-style-type: none"> 1. January 2. March 3. November 	
36. Support provided to resource schools with the necessary resources required to deliver the new curriculum	53AF	Baseline survey on Children's Learning Outcomes in ECCE is conducted	1	<ol style="list-style-type: none"> 1. Develop a Plan and secure funding 2. Work with the Procurement Unit to outsource the development of the resource 3. Assist where needed. 4. Contractor report on outcome 	<ol style="list-style-type: none"> 1. June 2. July 3. November 	
35. Support teacher trainings on the new curriculum	53AF	2.5% of ECCE teachers in Vanuatu are enrolled and 2.5 % to continue teacher development training	20	<ol style="list-style-type: none"> 1. Update Teacher Development Data 2. Liaise with ECCE Training Institutions to continue cohort trainings and intake of new students 3. Liaise with the scholarship office to offer awards for teachers. 	<ol style="list-style-type: none"> 1. January 2. February 3. March 	
35. Support teacher trainings on the new curriculum	53AF	Number of ECCE Teachers who signed their contract in 2025	20	<ol style="list-style-type: none"> 1. Prepare information about ECCE Teachers for salary – excel sheet spreadsheet 2. Prepare financial visas for missing or replacement teachers 3. Submit financial visa to TSC 4. Produce a report on the outcomes of submission to TSC 	<ol style="list-style-type: none"> 1. March 2. April 3. May 	
72. Support the review of policies & guidelines	53AG,	Basic Education policy Developed	5	<ol style="list-style-type: none"> 1. Contact desktop review 2. Develop draft policy 	<ol style="list-style-type: none"> 1. June 2. November 	
37. Support the mentoring and monitoring of the new curriculum implementation	53AG	Visit school	6	<ol style="list-style-type: none"> 1. Prepare logistics to visit schools in PENAMA 2. Visiting schools 3. Report. 	<ol style="list-style-type: none"> 1. June 2. September 3. November 	
21. Monitor implementation of	53AG	Conduct Solar Energy Training to Teachers in the provinces	1	<ol style="list-style-type: none"> 1. Conduct awareness and provincial training to Provincial officers. 	<ol style="list-style-type: none"> 1. August 2. November 	

comprehensive safety plan				2. Monitor the progress of the solar energy implementation		
53. Support appropriate and targeted delivery of training/professional development for teachers	53AG	Teachers' Professional Capacity Development facilitated	20	1. Facilitate the professional development of teachers	1. November	
50. Support appropriate and targeted (especially administration and management) delivery of training/professional development for principals across schools and PSET institutions.	53AG	Principal development and management professional capacity induction training conducted	1	1. Assist and support the principal induction and appraisal	1. October	
89. Review and implement the Communication strategy. Support the strengthening of MoET Partners and stakeholders' coordination	53AG	Vanuatu Secondary Education Support Program (MFAT) Implemented	1	1. Assist and support the establishment of the program in MoET	1. November	
89. Review and implement the Communication strategy. Support the strengthening of MoET Partners and stakeholders' coordination	53AG	Junior Secondary schools support	1	1. Provide assistance and support to provincial education office and schools	1. November	
53. Support appropriate and targeted delivery of training/profession	53AH	Teachers' Professional Capacity Development facilitated	20	1. Facilitate the professional development of teachers	1. November	

al development for teachers						
50. Support appropriate and targeted (especially administration and management) delivery of training/professional development for principals across schools and PSET institutions.	53AH	Principal development and management professional capacity induction training conducted	1	1. Assist and support the principal induction and appraisal	1. October	
72. Support the review of policies & guidelines	53AH	Secondary Education Policy developed	1	1. Contact Desktop review 2. Develop the policy	1. August 2. November	
89. Review and implement the Communication strategy. Support the strengthening of MoET Partners and stakeholders' coordination	53AH	Vanuatu Secondary Education Support Program (MFAT) Implemented	1	1. Assist and support the establishment of the program in MoET	1. November	
72. Support the review of policies & guidelines	53AH	Secondary schools support provided	1	1. Provide assistance and support to provincial education office and schools	1. November	
11. Monitor implementation of WASH policy	53AJ	Scale up WinS scale nationwide	4	1. Follow up with PEO's in Shefa on completion of baseline data collection. 2. Analyse and present data collection report to Provincial offices for Sanma, Torba, Shefa and Tafea. 3. Complete Malampa WIP training and then WIP trainings for Sanma, Torba and Tafea 4. Support Provinces review current HPS ToR to help analyze WIPs	1. June 2. November 3. July 4. November	Disasters and delayed financial transactions are usually the key risks in slowing down project activities as we have to redirect focus. Provincial plans when not in line with ours can

						affect the implementation timeframes
18. Support Health Promoting School/PSET institution initiatives	53AJ	Health Promoting Schools Committees are active, and membership is reviewed and approved by the PEB	6	<ol style="list-style-type: none"> 1. Review Provincial HPS ToRs and membership. 2. Assist HPS follow up, receive and analyze plans and assess needs as per submitted plans (WIP and HPSPs) 	<ol style="list-style-type: none"> 1. December 2. December 3. December 4. December 	
22. Monitor implementation of comprehensive safety plan	53AJ	Number of Awareness and Advocacy on EIE policy	7	<ol style="list-style-type: none"> 1. Develop the EIE policy awareness and advocacy 2. Develop awareness and advocacy plan 3. Implement the plan 4. Report on the activities 	<ol style="list-style-type: none"> 1. November 2. November 3. November 4. November 	
22. Monitor implementation of comprehensive safety plan	53AJ	Number of trainings on the MoET contingency plan	7	<ol style="list-style-type: none"> 1. Develop training package 2. Do logistical arrangements 3. Conduct trainings 4. Produce reports 	<ol style="list-style-type: none"> 1. June 2. July 3. August 	
22. Monitor implementation of comprehensive safety plan	53AJ	Number of Education cluster meetings	4	<ol style="list-style-type: none"> 1. Send notices of education cluster meetings 2. Cluster meetings convene 3. Meeting minutes documented 4. Action points executed 	<ol style="list-style-type: none"> 1. February 2. February 3. November 4. November 	
19. Support Inclusive Education initiatives	53AJ	Number of awareness and advocacy in Inclusive Education and Training Policy	6	<ol style="list-style-type: none"> 1. IE steering Committees meet 2. Policy awareness package 3. Do logical arrangements 4. Conduct trainings 5. Produce reports 	<ol style="list-style-type: none"> 1. December 2. December 3. December 4. December 5. December 	
19. Support Inclusive Education initiatives	53AJ	Support the Coordination of Inclusive Education Resource Centre	1	<ol style="list-style-type: none"> 1. Support the monitoring of the IEP and the Implementation 2. Report produced 	<ol style="list-style-type: none"> 1. December 2. December 	
17. Support Safe school/PSET institution initiative	53AJ	Social Citizenship Education (SCE) training conducted in selected schools, and report produced after piloting the two community schools.	6	<ol style="list-style-type: none"> 1. Conduct logistics arrangement for the training 2. Review training package 3. Train School Teachers 4. Help each school set up School SCE club 5. Help each school set up Papa/Mama's (Parents) SCE club 	<ol style="list-style-type: none"> 1. March 2. June 3. August 4. September 5. October 6. November 7. December 	

				6. Work with School heads and SCA to identify SCE community facilitators for 2 pilot schools 7. Reports produced		
19. Support Inclusive Education initiatives	53AJ	Number of awareness and advocacy on GEIE policy	6	1. Develop awareness and advocacy package on GEIE 2. Develop awareness plan 3. Conduct awareness 4. Produce report	1. March 2. June 3. September 4. December	
19. Support Inclusive Education initiatives	53AJ	Provincial Women in education leadership network coordinated and supported in the provinces	6	1. Support the annual plan of the women in education leadership in the 6 provinces 2. Monitor the activities and provide corrective actions 3. Produce reports	1. December 2. December	
17. Support Safe school/PSET institution initiative	53AJ	Child safeguarding awareness, advocacy and trainings	6	1. Develop awareness and advocacy package on GEIE 2. Develop awareness plan 3. Conduct awareness 4. Produce report	1. March 2. June 3. November 4. December	
18. Support Health Promoting School/PSET institution initiatives	53AJ	A national PE concept note developed	1	1. Re-enforce the school PE lessons and hours allocation 2. Monitor through PEO office 3. Implement corrective actions through provincial office to address PE needs in schools 4. Produce reports	1. March 2. March 3. March 4. March	
	53AJ	A national PE syllabus for Years 7 to 10 is developed		1. Revisit the year 7 – 10 syllabi 2. Draft year 7 – 10 syllabi 3. Share syllabi with stakeholders and TAC for discussion 4. CDU received syllabi for review. 5. Report produced	1. March 2. August 3. August 4. October 1. December	
	53AJ	A PE technical Advisory Committee is established		1. TAC members identified 2. TAC TOR drafted 3. TAC Endorsed 4. TAC members signed contract 5. TAC meets quarterly 1. Report produced	1. April 2. April 3. May 4. May 5. Sept & Dec 1. Dec	

	53AJ	The VNSG Council is established and holds regular meetings.		<ol style="list-style-type: none"> 1. VNSG Council members TOR drafted 2. VNSG endorsed and mandated 3. VNSG meetings held 2. Minutes produced and reported 	<ol style="list-style-type: none"> 1. April 2. May 3. Jun, Sept & Dec 2. Dec 	
	53AJ	PENAMA2026 LOC members endorsed		<ol style="list-style-type: none"> 1. PENAMA LOC members appointed 2. PENAMA LOC members signed contract 3. Report produced 	<ol style="list-style-type: none"> 1. Jun 2. Jun 3. Dec 	

2.5.1 Torba Provincial Education Office

Program	Activity Code (53CA)	Service Target	Target	Action	Action completion date	Comment & Risks
37. Support the mentoring and monitoring of the new curriculum implementation	53CA	ECCE curriculum implemented	11 ECCE by June	1. To prepare plan for support training. 2. To assist MEO's to improve reading program/activities in schools. 3. To monitor progress of activities in schools. 4. To support the development of vernacular teaching materials.	1. February 2. July 3. November 4. November	
	53CA	Reflection and awareness conducted in Primary Schools	5 Primary Schools by June	1. To arrange logistic. 2. To carry out reflection exercise and awareness 3. Prepare report.	1. February 2. March 3. March	Weather
35. Support teacher training on the new curriculum	53CA	Primary teachers' refresher training on curriculum delivered.	5 Primary Schools by June	1. To arrange logistic. 2. To develop training material 3. To deliver refresher training 4. Prepare report	1. Mar 2. Mar 3. April 4. April	
	53CA	Classroom Assessment and Reporting workbook workshop delivered	5 Primary schools by June	1. To arrange logistic. 2. To develop training material 3. To deliver refresher training 4. Prepare report	1. Mar 2. Mar 3. May 4. June	
37. Support the mentoring and monitoring of the new curriculum implementation	53CA	Classroom Assessment and Reporting workbook workshop monitored	20 Schools	1. To collect evidence of workshop from quarter reports	1. March, June, September	
	53CA	Secondary School Curriculum Implemented	4 Secondary School, 1 Senior Secondary School by November	1. To monitor and support the implementation of year 7-10 curriculum. 2. To prepare monitoring report.	1. March, June, September, December 2. March, June, September, December	
	53CA	FLE provincial activities implemented	4 Secondary Schools and	1. To review and approve FLE annual activity.	1. March 2. May, August	

			catchment area by November	2. To monitor and support FLE in and out of school. 3. To coordinate implementation of activities. 4. To report on progress of implementation.	3. May, August 4. March, June, September	
49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review.	53CA	School annual PD plan developed	100% of ECCE, Primary and Secondary by April	1. To prepare guide to assist development of plan. 2. To receive plans from schools	1. Jan 2. Feb	
	53CA	PD Plan implemented and reported.	100% of ECCE, Primary and Secondary by November	1. To assist Principals to record Teachers Achievement after PD in teachers' observation. 2. To receive progressive reports through quarter reports 3. To recommend update of PD achievement for teachers into teachers details in OV or teachers' files.	1. May, August 2. Mar, June, Sept, December 3. October	
37. Support the mentoring and monitoring of the new curriculum implementation	53CA	School Literacy Improvement Plan developed	24 Primary Schools by April	1. To assist schools to identify literacy needs. 2. To assist schools to prepare and submit literacy improvement plan.	1. March 2. April	
	53CA	School Literacy Plan monitored	24 Primary Schools by November	1. To monitor school literacy planned activities through spot checks and questionnaire. 2. To receive quarter reports that include school literacy activities.	1. May, August 2. March, June, September	
	53CA	School Numeracy Activity Plan Develop	24 Primary Schools by April	1. To assist schools to identify numeracy needs. 2. To assist schools to prepare and submit numeracy improvement plan.	1. May, August 2. April	

53CA	School Numeracy Activity Plan monitored	24 Primary Schools by November	<ol style="list-style-type: none"> 1. To monitor school numeracy planned activities through spot checks and questionnaire. 2. To receive quarter reports that include school numeracy activities. 	<ol style="list-style-type: none"> 1. May, August 2. March, June, September 	
53CA	National reporting and assessment policy implemented	10 ECCE 9 Primary schools by November	<ol style="list-style-type: none"> 1. To identify schools in each zone. 2. To use kobo forms to monitor. 3. To remind Principals and MEO's to support teachers to keep accurate records of students' academic progress. (Attainment and progress) through letter and other means. 4. To monitor teachers and Principals feedback to parents/guardians on the progress of student achievement. 	<ol style="list-style-type: none"> 1. February 2. March, June, September 3. February 4. March, June, September 	
53CA	National exam results are communicated.	100% Primary and Secondary Schools	<ol style="list-style-type: none"> 1. To assist principals to include Vansta and national results analysis (termly) in Annual Academic Calendar (Plan). 2. To monitor quarter report on analysis activity. 	<ol style="list-style-type: none"> 1. February 2. March, June, September, December 	
53CA	Physical Education in schools strengthened	4 Secondary Schools, 12 Primary schools	<ol style="list-style-type: none"> 1. To correspond with schools on inclusion of PE in timetable with greater emphasis. 2. To support secondary schools recruit PE teachers. 3. To assist schools, link National Federations with schools and Area Councils. 	<ol style="list-style-type: none"> 1. February 2. March 3. July 4. March, June, September 	

				4. To monitor PE activities in schools through report of activities.		
	53CA	Schools participated in VNSSG	4 Secondary Schools	1. To communicate provincial sports competition. 2. To coordinate provincial school sports competition. 3. To prepare Team Torba. 4. To arrange logistics to attend VNSSG. 5. To prepare report of the games.	1. February 2. July 3. July 4. February 5. October	
53. Support appropriate and targeted delivery of training/professional development for teachers	53CA	Teachers are engaged in programs for further studies.	10 Teachers by November	1. To access avenues and support teachers to improve their profession in higher institutions. 2. Avenues for formal PD provided to teachers. 3. Assist teachers for further studies.	1. July 2. September 3. October	
11. Monitor implementation of WASH policy	53CA	WASH facilities in schools are improved.	10 ECCE 10 Primary schools 3 Secondary schools by September	1. To support the development of WASH facility in schools 2. Monitor reports for implementation. 3. To coordinate inclusion of WASH activities in SSP/EIP in following year plan.	1. September 2. September 3. September	
18. Support Health Promoting School/PSET institution initiatives	53CA	HPS provincial activities implemented	1 plan by November	1. To review and approve HPS plan. 2. Coordinate implementation of activities. 3. To report on progress of implementation.	1. March 2. March, June, September, December. 3. March, June, September, December.	
37. Support the mentoring and monitoring of the new curriculum implementation	53CA	National exam results are communicated	5 communities by November	1. To inform communities on VANSTA and National Results through awareness.	1. November	

48. Support the digitization of curricular resources/instructional materials	53CA	Use of ICT increased in schools through multiple actors.	2 Secondary Schools by June	1. To assist schools to set up e-learning platform. 2. To coordinate the establishment of computer lab in schools 3. To support schools to include ICT for learning in SSP.	1. November 2. November 3. November	
	53CA	Teaching and Learning supported by VSAT or other internet access	11 Schools by November	1. Monitor school to report use of VSAT or Internet access to support teaching and learning in quarter report.	1. March, June, September, December	
	53CA	ICT training for teachers accessed	10 teachers by November	1. To liaise with provider on ICT training 2. To facilitate teacher ICT training with Training Provider.	1. February 2. March	
66. Support the financial management training at all levels (central, province and school)	53CA	Provincial Office managed Schools are managed	10 units 41 ECCE 27 Schools	1. To manage PEB grant, its use and reporting. 2. To oversee provincial units' activities. 3. To oversee Curriculum activities. 4. To oversee EAU activities. 5. To oversee National Program activities 6. To oversee SBM activities.	1. March, June, September, December 2. March, June, September, December 3. March, June, September, December 4. Mar, June, Sept, Dec 5. Mar, June, Sept, Dec 6. March, June, September, December	Each unit will develop an individual activity aligned with this plan and their JD's.
37. Support the mentoring and monitoring of the new curriculum implementation	53CA	Schools are visited	10 schools by November	1. To prepare logistics for travel 2. To visit selected schools	1. Feb 2. Mar, Aug	Weather and flight issues.

71. Strengthen project management processes	53CA	New office building project supported	1 project document completed by May	1. To communicate with Facilities Unit on new building. 2. To liaise with Facilities on office plan. 3. To complete GIP project for the office building.	1. Jan 2. Feb 3. May	Assistance/Guidance needed to complete project document
	53CA	New staff house building project supported	1 project document completed by May	1. To communicate with Facilities Unit on new building. 2. To liaise with Facilities on staff house plan. 3. To complete GIP project for the staff house building.	1. Jan 2. Feb 3. May	Assistance/Guidance needed to complete project document
50. Support appropriate and targeted (especially administration and management) delivery of training/professional development for principals across schools and PSET instructions.	53CA	Principals' Conference conducted.	Principals Conference conducted by June	1. To inform schools of the Conference. 2. To prepare logistics. 3. To conduct Conference. 4. To provide report.	1. Jan 2. Feb May 3. June	Weather
53. Support appropriate and targeted delivery of training/professional development for teachers	53CA	Teachers are observed.	100% Teachers of ECCE, Primary, Secondary	1. To monitor Principals and MEO's observation for teachers. 2. To collect report on teachers' observation.	1. May, Aug, Nov 2. Nov	
49. Support the establishment of policies and implementation frameworks for all areas associated with principals training	53CA	Principals are appraised.	10 Principals by August	1. To identify Principals for appraisal. 2. To prepare logistics for 3. To conduct appraisal.	1. Feb 2. Aug	Weather

and performance review.						
87. Support capacity building for planning, reflection, and timely reporting	53CA	School Strategic Plan (SSP)/ ECCE Improvement Plan (EIP) document uploaded. SSP/EIP Progressive report completed and available.	27 Schools 41 ECCE by February	1. To monitor principals' and ECCE teachers update on SSP. 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.	
20. Support is provided to schools/TVET institutions to develop comprehensive safety plan	53CA	Schools are supported	27 schools by November	1. To liaise with EIE coordinator on the support to schools. 2. To attend required training. 3. To support schools to develop plan 4. To report on the support provided		
2. Support the review of the school fee regulation (Education Regulation Order)	53CA	School grant code implemented	27 schools by November	1. To monitor school finance report 2. To monitor school compliance to grant criteria.		
	53CA	School fee structure developed	27 schools by November	1. To support schools to develop school fee structure for following year. 2. To assess and analyse fee structure. 3. To recommend fee structure approval.		
19. Support Inclusive Education initiatives	53CA	Awareness on inclusive policy is conducted to ECCE	Awareness conducted to 41 ECCE by June	1. To identify and prioritise schools to visit. 2. To prepare travelling logistics. 3. To conduct awareness.	1. Feb 2. Feb 3. Mar 4. Mar	

				4. To produce awareness summary report.		
	53CA	Screening of schools (to identify disability) is conducted	Screening conducted to 41 ECCE & 4 secondary school by June	1. To identify and prioritise schools to be visited for screening 2. To prepare travelling logistics for screening 3. To conduct screening exercise 4. To document screening report 5. To enter data screening data to Kobo.	1. Feb 2. Feb 3. Mar 4. Mar 5. May	
	53CA	Awareness on inclusive policy is conducted to Primary Schools	Awareness conducted to 24 Primary by June	1. Identify and prioritise schools to be visited 2. Prepare travelling logistics 3. Conduct awareness 4. Produce awareness summary report	1. Feb 2. Feb 3. Mar 4. June	
	53CA	Individual Education Plan is developed	41 ECCE, 24 Primary, 4 Secondary School by June	1. To use screening data to identify students for IEP. 2. To Train teachers and MEO's to prepare IEP. 3. To monitor implementation of the plan.	1. April 2. June 3. Nov	
13. Finalize and implement the National School Infrastructure Development Plan	53CA	Schools are rationalized	1 school by October	1. To revisit NSIDP for Torba Schools. 2. To have two final consultations with Motalava Community. 3. To rationalized Telhei and Wongyeskei.	1. Mar 2. April, July 3. Oct	
	53CA	Santa Maria French Secondary School is re-establishment is supported		1. To consult with communities on reopening. 2. To meet curriculum requirement for the reopening. 3. To meet staffing requirement.	1. Feb 2. June 3. June	

	53CA	New school plan supported BLMS Year 11 Francophone BLMS Year 11 Science Telhei Year 11 Arts and Science. Bagavegug Secondary.	1 plan document by May	<ol style="list-style-type: none"> 1. To prepare consultation plan. 2. To consult with Sola, Motalava and Toga Community. 3. To develop the set-up plan. 4. To get approval from PEB. 5. To submit the plan to ESD Central office. 	<ol style="list-style-type: none"> 1. Jan 2. Mar 3. April 4. May 5. June 	
	53CA	Provincial Vocational School plan supported	1 plan document by May	<ol style="list-style-type: none"> 1. To prepare consultation plan. 2. To consult with Motalava Community. 3. To develop the set-up plan. 4. To get approval from PEB. 5. To submit the plan to ESD Central office. 	<ol style="list-style-type: none"> 1. Jan 2. Mar 3. April 4. May 5. June 	
25. Support the implementation of the parent support programs	53CA	Parental Support Program implementation is supported	10 ECCE branch by October	<ol style="list-style-type: none"> 1. To identify areas of support. 2. To support the implementation of PSP. 	<ol style="list-style-type: none"> 1. Feb, April, July Sept 2. Feb, April, July Sept 	
26. Monitor the implementation of the parent support programs	53CA	Parental Support Program implementation is monitored	10 ECCE branch by October	<ol style="list-style-type: none"> 3. To monitor community-based PSP training to parents. 4. To report the implementation of the training. 	<ol style="list-style-type: none"> 3. Feb, April, July Sept 4. Feb, April, July Sept 	

2.5.2 Sanma Provincial Education Office

Program	Activity Code 53CB	Service Target	Target	Action	Action completion date	Comment & Risks
62. Support the establishment and implementation of policies and procedures for the monitoring of principal performance.	53CB	Awareness conducted on registration and discipline policies to #school principals & school chairman by strengthening & improving Attitude and Value in their school communities. (Awareness on registration, strengthening & improving Attitude and Value with discipline policies to 20 ECCE, 20 primary and 20 secondary schools by November.	<ol style="list-style-type: none"> To identify principals and school chairman to begin awareness workshop on registration and discipline policy with, To get approval on the list of the school principals and the chairman by the PEO, To draft an invitation letter to communicate the purpose of the awareness to the school principals and the chairman, To disseminate letters to all principals and school chairman, To prepare logistical arrangements and awareness materials To conduct awareness To produce a summary report on the awareness 	<ol style="list-style-type: none"> March March April April April May June 	
	53CB	SANMA School Principals, School Council Chairman Conference/meeting was organized and contacted in luganville.	100 school principals and school chairman's are equipped with information to improve academic performance	<ol style="list-style-type: none"> Set Conference/meeting dates Plan and budget the Conference Meeting with the SANMA Education Unit officers and 	<ol style="list-style-type: none"> March April April April April April May 	

				SANMA School Principals Association 4. Apply for fund for the conference/meeting 4. Preparations for the meeting and work on Logistics 5. Prepare and send letter or notification emails and messages for the Conference/meeting. 6. Coordinate the conference/meeting Work on resolutions of the meeting Monitor school Academic activities.	8. June 9. August. - November	
18. Support Health Promoting School/PSET institution initiatives	53CB	SISSA & National Secondary School Games	Coordinate the SANMA Principals Association in Preparations of the National Secondary School Games 2026.	1. The SANMA Education Office to work with the SANMA Principals association to Plan and Budget on the attendance of the SANMA and Luganville Students 2. Participation for the National Games.	1. February 2. March	
52. Support the establishment of policies and implementation frameworks for all areas associated with teacher training.	53CB	Conduct Training on Developing school rules and policies	Conduct Workshop for Key Teachers, 11 Primary and 1 Secondary School Key teachers (Sanma 12 Area Councils)	1. Discuss teacher's workshop with PEO 2. Prepare invitation Letters for teachers. 3. PEO to sign letters for teachers attending workshop. 4. Request an officer from SBM to conduct the training through PEO Sanma 5. Prepare Budget with PFO 6. Liaise with PFO to Fill imprest form for budget 7. Coordinate Workshop logistics	1. April 2. April 3. April 4. April 5. April 6. April 7. April 8. May 9. May	

				8. Conduct Workshop 9 Prepare report of Workshop done and submitted to PEO Sanma plus Imprest Acquittal		
62. Support the establishment and implementation of policies and procedures for the monitoring of principal performance.	53CB	-School Visits -Monitoring tools & Awareness. (Templates & Checklist)	Visit Schools in Central Santo inland and South Santo Area 80% Primary Schools 100% Junior Secondary School	1.Discuss school visit with PEO 2.Prepare Monitoring Tools and Check List 3.Show & discuss the tools with PEO and get approval. 4.Liase & Prepare Budget with PFO 5.Fill Imprest Form with PFO 6.Prepare school visits logistics 7.Conduct the school visits 8.Prepare & submit the school visits to PEO plus Imprest Acquittal	1. June 2. June 3. June 4. June 5. June 6. June 7. June 8. June	
66. Support financial management training for levels (central, province and school/PSET institution)	53CB Finance Unit	Refresher Finance Training conducted & delivered to newly contracted Principals for 3 Secondary & 10 Primary Schools.	Refresher Financial Training is conducted to newly contracted Principals of Secondary Schools & 10 Primary Schools by end 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.	1. February 1 2. February 6 3. February 4. February 5. March 6. March 7. March	

				6. To Deliver School Financial Manual Training to the Principals. 7. Report provided.		
3. Support the implementation of the school financial manual	53CB Finance Unit	Monitoring & Verification visit to Schools on Financial Management Manual to 87 Primary Schools and 15 Secondary Schools.	Monitoring visits to school is conducted to 87 Primary & 15 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. 6. Report provided.	1. May 1 2. May 3 3. May 3 4. May 10 5. May 20 6. May 31	
87. Support capacity building for planning, reflection, and timely reporting	53CB Finance Unit	Reporting of Financial Reports for Sanma Primary & Secondary Schools.	90% of Primary and Secondary School Finance reports updated and uploaded into the Open VEMIS by November.	1. To inform all School Principals to submit Monthly, Quarterly and Annual reports. 2. To get an approval on financial reports by PEO. 3. To ensure Approved Reports must be return to schools for upload into the OV. 4. Register schools that submit their Financial Reports. 5. Produce feedback to School Principals who submit their reports.	1. March 31 to Dec 15 2. March 31 to Dec 15 3. March 31 to December 15 4. Mar 31 to Dec 15 5. End of Quarter 6. Every end of Quarter.	
3. Support the implementation of	53CD Finance Unit	Coordination of Office Grant,	Financial Report for Office Grant is	1. Expenses for the Office.	1. Jan 1 to Dec 15	

the school financial manual		Manage Payables and Receivables for PEO.	Managed & updated by November	<ol style="list-style-type: none"> 2. PEB Bank Statement must be collected & updated daily with Expenses and Income. 3. Bank all receivables. 4. Prepare PV & Cheque for Payables. 5. Payment of supplies. 6. Filing of receipts and payments. 7. Update cashbook payment. 8. Submission of Acquittal Imprest. 	<ol style="list-style-type: none"> 2. Mar 31-Jun 30- Sep 30- Dec 15 3. Jan 1 to Dec 15 4. Jan 1 to Dec 15 5. Jan 1 to Dec 15 6. Jan 1 to Dec 15 7. Jan 1 to Dec 15 	
7. Monitor implementation of school/PSET institution maintenance manual	53CB	6.School Maintenance Manuel reviewed and updated	Targeted N# of schools: ECCE – 50 PS – 50 SS- 15	<ol style="list-style-type: none"> 1. Provide Assistant to school Principal and teachers about Maintenance Manuals how to Operate Maintenance in a School Structures. 2. Provide Assistant to school Handyman/Maintenance officer to understand how to Retrofit safe school structures according to engineers and Architectures Designs. 	By May 2025 By May 2025	
	53CB	8.School Plumbing Maintenance Manuel reviewed and updated	Targeted N# of schools: ECCE – 50 PS – 50 SS- 15	<ol style="list-style-type: none"> 1. Revise the school plumbing Maintenance manual to include sustainable plumbing requirements. 2. Distribution of school Plumbing Maintenance Manuel to all schools 	<ol style="list-style-type: none"> 1. February 2. March 	

9. Strengthen asset management	53CB	7.Asset Master plan develop and approved	Targeted N# of schools: ECCE – 50 PS – 50 SS- 15	1. MoET SANMA Asset Registry updated 2. ECCE, Primary and Secondary school assets registry check and updated.	1. March 2. April- May	
73. Support the implementation and monitoring of the asset policy and Capital Works Development Plan	53CB	Education Office building is repainted.	Roof and walls are painted.	1. Provide Quote 2. Submission to PEO for approval 3. Commit LPO 4. Collect Materials from supplier 5. Identify Local contractor 6. Renovation 7. Supervision Tasks 8. Complete 9. Provide report	1. Jan 26 2. February 3. February 4. March 15 5. March 31.	
19. Support Inclusive Education initiatives	53CB PIECS	1. Inclusive Education Policy reviewed and implemented.	15 Schools (8 ECCE, 7 primaries).	1. Review and establish a development plan and budget. 2. Prepare training logistics 3. Conduct awareness to the schools and train school IE teachers, deputies and principals who ready to write their school inclusive policy 4. Visit to schools that have gone through IE Trainings to follow up with the progress of inclusive Policy. 5. Document the activities conducted and do final report and recommendations delivered.	1. February – March 2. February 3. March 4. May 5. Monthly report on school visits.	1. Big Bay Inland/ Coast. 2. West and Northwest. 3. South Santo 2 Area and Araki 4. South Santo Area 1 5. East Coast 6. Luganville

	53CB PIECS	<ol style="list-style-type: none"> 1. Children have equitable access to schools 2. Implementation of Individual Education Plan. 	15 Schools (8 ECCEs, 7 primaries).	<ol style="list-style-type: none"> 1. Review and establish a development plan and budget 2. Prepare training logistics 3. Contact awareness to schools and communities 4. Visit to schools and that having gone through IE Trainings to follow up with the progress of the IEP. Outreach to communities. 5. Monitoring to schools on the IEP progress 6. Document the activities conducted and do final report and recommendations delivered. 	<ol style="list-style-type: none"> 1. August 2. August 3. September 4. September 5. October 6. October. 	
37. Support the mentoring and monitoring of the new curriculum implementation	53CB	8. Learning and Teaching is informed by assessment data, explicitly attainment and progress of all pupil groups, with a particular focus on externally validated data, to ensure constant improvement of pupil learning and the efficiency of the education system	(Training of the Class base Assessment Handbook) – CDU and the Reporting Guideline Target Schools X 15 PS	<ol style="list-style-type: none"> 1. Prepare a plan for the Class Base Assessment Book and Report Guideline workshop. 2. Choose 15 Primary pilot schools, 3. Prepare Budget for the training 4. Prepare Logistics 5. Send invitation to school Academic teachers 6. Contact training 7. Make sure Participants contact school base with their teachers 8. Monitor Progress on the use of these CDU products in the schools 9. Provide report to PEO and the Schools. 	<ol style="list-style-type: none"> 1. January 24 2. January 26 3. January 30 4. January 30 5. February 19 - 7. March - May 8. May 31 	

	53CB	Visitation to school libraries. -6 schools in Luganville. -3 schools in Semi-Urban areas.	-6 urban library school and -3 Semi-urban school visited by VSA and Counterpart.	1. Identify Schools 2. Inform PEO 3. Schedule date of visit 4. Visit School.	1. February 15 2. February 3. February	
	53CB	Training is provided to Luganville and Semi urban Schools librarians.	- 9 schools' librarians are trained to manage a school library.	1. Plan 2. Identify materials needed for training. 3. Collect materials 4. Inform participants 5. Conduct training. 6. Provide Report	1. March 2. March 3. March 4. March	
	53CB	Monitoring and support are provided to Lugnaville and Semi urban school library.	-9 schools are monitored and supported by VSA.	1. Plan 2. PEO Approval 3. Visit to Schools 4. Report is provided.	April To November.	
	53CB	Support is provided to Sanma 5 piloted CIP schools.	-5 piloted schools supported are (Najarawelu, Tasmalum, Tata, Natawa, Mwast)	1. Plan 2. PEO Approval 3. Commits LPO 4. School Visitation 5. Training conducted 6. Report Provided for each school.	March November 20 th	
	53CB	Support is provided to Luganville CIP piloted schools.	-5 CIP piloted schools (Ste Therese, Luganville EST, Banban, Santo East, Kamewa)	1. Plan 2. PEO Approval 3. Commits LPO 4. School Visitation 5. Training conducted 6. Report Provided for each school.	March November 20 th	
	532CB		Support the improvement of literacy & numeracy in 45 Primary schools.	1. Identify Literacy & Numeracy Challenging schools 2. Work on Training package.	1. March 04 – 15 2. March 04 – 15 3. March 19 4. March 20 5. April 8 – 12 6. April 19	

			<ul style="list-style-type: none"> School Principals, Year 4 Teachers literacy Training. Year 1 – 3 Phonics Training 	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		
	53CB	10.Ensure all of teachers are making demonstrable use of assessment data in planning learning and teaching activities, catering the specific needs of individual students	Teacher support training conducted for Junior and Senior Language and Maths. Encourage effective subject clubs X 9 JSS X 8 SS	1. Meet with the SANMA Principals Association and it' s Academic Committee to discuss on how best we can improve and help Subject teachers' clubs for Academic discussion and trainings, 2. Plan Subject teacher's club trainings and meetings 3. Budget the trainings and organize with schools to be responsible to fund the teachers for trainings towards academic improvement, 4. Allow the SANMA Principals Association Academic team to coordinate the programs 5. SANMA Education office to support and monitor.	1. February 9 2. February 19 3. March 15 4. March 18 5. April to November.	
53. Support appropriate and targeted delivery of training/professional	53CB	78. Professional development for teachers (School & Zone base)	Effective PDP for Teachers School Base Refresher training reported on.	1. Assist Schools to Prepare school Base PDP for Curriculum Improvement support	1. January 24 2. March 1 3. March 6	

development for teachers			Revive Zone base assessments and Provincial Monitoring for quality teaching. X 6 Area	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		
59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance.	53CB	79. Provide Support and monitoring for effective teaching practices.	70 primary and 50 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. 4. PEO to verify submitted information 5. PEO to provide feedback to schools	1. By end of March 2. By end of June 3. By end of July 4. By mid – August 5. By end of October	
49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review.	53CB (SPEA)	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	1. January 16 2. January 18 3. January 22 4. January 22 5. January 22 6. February 16	

				<ol style="list-style-type: none"> To communicate to the school Principals & SC Chair To Conduct SIP/SSP Training on planning & Reporting 		
11. Monitor implementation of WASH policy	53CB	3-star approach in schools is improved	20 Primary Schools 2 Secondary Schools. 3-star approach is improved by October	<ol style="list-style-type: none"> To prepare plan and budget To seek approval To apply for Imprest To prepare logistics To conduct school visit, support and refresher training on WINS with key five (5) Area Executive Principals Committee. To prepare report 	<ol style="list-style-type: none"> January 30 February 15 February 15 February 15 February 19 – March 01. March 8 	
	53CB	BMI data updated	20 Primary Schools, Students BMI are uploaded into OV by June	<ol style="list-style-type: none"> To verify school BMI data on OV To remind School Principals on data input To prepare progress report 	<ol style="list-style-type: none"> March 05 March 09 	
18. Support Health Promoting School/PSET institution initiatives	53CB	HPS Committee meeting conducted	HPS meeting conducted by March	<ol style="list-style-type: none"> To prepare plan and budget To consult with public Health and PEO for approval To prepare logistics To coordinate meeting To Prepare report 	<ol style="list-style-type: none"> January 30 February 15 February 15 February 19 – March 01. March 8 	
37. Support the mentoring and monitoring of the new curriculum implementation	53CB	BOT (Basic Operation Test)	87 Primary Schools are tested in Basic Operation Test by End of April 2025 and by end of October 2025.	<ol style="list-style-type: none"> Notify 87 primary schools about the BOT test schedule. Prepare test package Print & Photocopy Dispatch to schools 	<ol style="list-style-type: none"> 13 February 20 February 22 February 22 March 05 June 	July - October

				<ol style="list-style-type: none"> 5. Receive and analyse results 6. Report to PEO and Schools. 7. Schools work on their weak areas and students for improvement 		
	53CB	VANSTA & PILNA Results Awareness	Contact VANSTA & PILNA Result Awareness to six (6) Zones including surrounding school communities. By May 2025	<ol style="list-style-type: none"> 1. Draw up Awareness plan 2. Get approval from PEO 3. Prepare Awareness Presentation 4. Prepare logistics 5. Inform Schools in different Zones 6. Contact Awareness 7. Follow up on good practices in schools 	<ol style="list-style-type: none"> 1. 13 February 2. 20 February 3. 22 February 4. 22 February 5. March – April 6. 8 – 19 May 7. June-October 	
	53CB	Year 8 Provincial Exams	Sanma 18 Centre Schools 13 Secondary Schools Year 8 to be tested in their Academic Progress for placement to Year 9	<ol style="list-style-type: none"> 1. Meet with the Sanma Principal Association and its Academic committee to discuss on the preparation of the Year 8 Provincial Exams. 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 Exams. 3. Prepare Exam Blueprint 4. Writing of Year 8 Exam Papers (First Draft) 5. First Check (Moderator) 6. Revisit Draft and Make Changes 	<ol style="list-style-type: none"> 1. February 9 2. March 1 <p>To be discuss to by the Sanma School Principals Academic Committee.</p>	

				<ol style="list-style-type: none"> 7. Work on Answer Sheets and Marking criteria 8. Exam Timetable is Prepared and send to concern schools. 9. Final Draft 10. Final Check 11. Printing 12. Picking and Stabling 13. Packaging 14. Delivered to schools 15. Prepare Marking Logistics 16. Prepare Marking Budget 17. Prepare Marking and recording equipment and tools 18. Marking and Recording 19. Analysis of marks 20. Year 9 Placement listing 21. Announcement of Placements 22. Report on Year 8 School Performance (Report and Presentation) 		
87. Support capacity building for planning, reflection, and timely reporting	53CB	Support & strengthen SSP reports (Quarterly)	Sanma Education SBM Unit, SPEA and Coordinators Support and Strengthen Monitoring on SSP quarterly Reports received from School Principals	<ol style="list-style-type: none"> 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 Support Weak School Principals. 	<ol style="list-style-type: none"> 1. March, June, September, October April, July, October, December 	
	53CB	Support School Principals in Preparing their following years	SSPEA and Coordinators Support schools in advising school	<ol style="list-style-type: none"> 1. Remind schools on Planning Preparation & Submission deadlines 	<ol style="list-style-type: none"> 1. 26 June 2. July – August 3. 30 September 4. 30 October 	

		SEF, SSP, and AWP & Budget.	Principals on when, How and who to work with in developing their following year SEF, SSP, AWP & Budget.	<ol style="list-style-type: none"> 2. Support School Principals to develop their following year SEF, SSP, AWP, Budget & Fee Structure. 3. Collect Planning and Summarize reporting data from School Planning. 4. Submit Reports to PEO & SBM 		
37. Support the mentoring and monitoring of the new curriculum implementation	53CB	Support learning and teaching programs to enrich and enhance quality students' performance.	60 Primary Teachers, 10 PS Principals, 30 Secondary School Teachers & 10 Secondary School Principal Observation are contacted by 31 October 2023	<ol style="list-style-type: none"> 1. Principals contact teacher Observation entered to Kopo 2. Coordinators Contac 3. Principals Observations entered to Kopo 		
	53CB	Induction for School council and School Community Association	Coordinators and SPEA Contact School Council and School Community Association Induction in 6 Area Councils.	<ol style="list-style-type: none"> 1. Plan and Budget for School Council & School Community Association Induction in 6 Zone/ Areas in Sanma. 2. Logistic Arrangement 3. Contact Induction Report on required task. 	<ol style="list-style-type: none"> 1. May 6 2. May 6 3. June 3 – June 28 	
80. Review implementation of MoET Structure at the provincial level and the provincial office structure.	53CB Secretary	Good customer service is delivered with effective communications to the public, Schools and the Ministry Central. - Main behind the scenes in	All Sanma Schools	<ol style="list-style-type: none"> 1. Make sure daily customer services is given to visitors, School Principals and teachers and the public at large, 2. Prepare official letters 3. Keep filings 4. Answer calls and emails 	<ol style="list-style-type: none"> 1. January to – December 	

		administratio n tasks		5. Coordinate submission of important documents to the Ministry		
	53CB Cleaner	Keeping the SANMA Education office in good looking at all times	1	1. Keep the office environment nice and clean at all times.	1. January to - December	
48. Support the digitization of curricular resources/instruction al materials	53CB	Monitoring of teachers on Bloom Library practices	30 teachers in 3 Area Councils	1. Make plans 2. Prepare Budget 3. Make logistic 4. Contact training 5. Write up report	April - May 2024	1. Delay of fund 2. Weather problem
37. Support the mentoring and monitoring of the new curriculum implementation	53CB	Monitoring the implementation of phonics	30 ECCE centres in 3 area councils.	1. As above	June – July 2024	1. Delay of fund 2. Weather problem
52. Support the establishment of policies and implementation frameworks for all areas associated with teacher training.	53CB	Training teachers and Key Teachers on Creating toys using local materials	16 Key teachers and 32 ECCE teachers in 11 area councils	1. Choose Community as venue which have all local materials and accepts offer 2. Prepare plan and Budget 3. Make logistic arrangement 4. Contact training 5. Distribution	Beginning – end of August - 2024	1. Delay of fund 2. Delay of materials

83. Support the Implementation of OV policy	53CB OV Unit	Open VEMIS training conducted to newly appointed principal for class and Student enrolment data.	Training conducted to 30 Principal by March	<ol style="list-style-type: none"> 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	
	53CB OV	Work with Schools on Teaching and Learning Resources	Find out from Damage schools on what textbooks they have lost and report to CDU for replacement.	<ol style="list-style-type: none"> 1. Contact schools to find out on their textbooks 2. Make a list of Schools with need of different grades textbooks that are damage by TC Judy & TC Kevin. 3. Send list to CDU 4. Contact recording and distribution for any teaching and learning resources received. 	April - August	
27. Support the Implementation of Early Childhood Development policy	53CB PSP & MEAL	104. Implement ECCE Policy and Minimum Quality Services Standards to monitor and improve the quality of Pre-Education	7 ECCE Centres will be supported and monitored for Role Modelling of PSP Program	<ol style="list-style-type: none"> 1. To develop selection criteria for ECCE centre to meet the standard of role modelling PSP Program. 2. ECCE Coordinator to develop the selection criteria 3. PEO to approve the selection criteria 	By November 30	

				<ol style="list-style-type: none"> 4. To monitor and provide support supervision and mentoring, coaching to ECCE teachers. 5. To select the best 7 ECCE Centres in role modelling PSP program 6. Report and monitoring. 		
--	--	--	--	--	--	--

2.5.3 Penama Provincial Education Office

Program	Activity Code (53CC)	Service target	Target	Action	Action completion date	Comment & Risks
28. Support the review and implementation of the PSET policy	53CC PEO	Coordinate pathways for out of school children, yr. 10 and 12 & 13 is conducted	Coordinate Provincial Training board/Task force meetings for establishment of 1 Provincial PSET centre by November	<ol style="list-style-type: none"> 1. Plan and budget for the meetings 2. Apply for impress 3. Arrange logistics 4. Conduct meetings 5. Produce Report 	<ol style="list-style-type: none"> 1. 30 January 2. 15 February 3. 15 April /July /October 4. 25 April /July /October 5. 5 May / August /November 	
	PFO		Facilitate imprest of funding availability and retirement report	<ol style="list-style-type: none"> 1. Check imprest application 2. To Commit LPO 3. Work with FSB to register imprest payment 4. Follow up with imprest payment 5. Assist with retirement Journals and retire imprest to FSB 	<ol style="list-style-type: none"> 1. January 2. February 3. October 4. October 5. November 	
	PSET		Coordinate skills information and capacity support to schools for 14 schools by October	<ol style="list-style-type: none"> 1. Create database template 2. Prepare plan and budget 3. Apply for imprest 4. Coordinate logistics 5. Analyse and support 6. Provide feedback report 	Jan - Oct 15 Marc to 15 Oct	
	Secondary Coordinator		Assist schools to identify potential career skills for individual students and initiate support from yr 7 to yr 13 for 10 schools by August	<ol style="list-style-type: none"> 1. Prepare plan and Template 2. Assist school on conduct Baseline and support 3. Produce a report 	<ol style="list-style-type: none"> 1. 05 April 2. 10 June-10 July 3. 30 August 	

	Primary Coordinator		Coordinate monitoring and support cultural education in formal education for 10 school by November	1. Plan and budget 2. Seek approval 3. Conduct Logistics 4. Apply for imprest 5. Conduct Training 6. Produce report	1-4 July 7-11 July	
	Secretary Typist		Coordinate meeting logistics/minute for 6 meetings by November	1. Prepare invitations and conduct logistics 2. Disseminate minutes 3. Provide report	Jan - Nov	
	Cleaner		Facilitate catering and venue preparation for 6 meetings	1. Plan 2. Prepare Venue 3. Provide catering 4. Provide Report	Jan - Nov	
	PMO		Coordinate renovation /new building designs plan and quotes for 4 buildings by December	1. Develop Site Plans 2. Create Design 3. Collect Material list 4. Collect quotes 5. Present to PTB 6. Provide plan	20 April – 20 May 5 – 30 Aug 10 Oct – 30 Oct	
13. Finalize and implement the National School Infrastructure Development Plan	53CC PEO	Registration of new ECCE, Primary, Junior and Secondary Schools is conducted	Coordinate Registration of 4 Junior Sec Schools, 4 Primary Schools and 3 ECCE by March	1. Request submissions of applications 2. Plan and budget for PEB meeting 3. Apply for impres 4. prepare logistics 5. conduct meetings 6. recommendations to PPU	1. Jan 20 2. 15 Feb 3. 27 Feb 4. 6 Mar 5. 15 Mar 6. 20 Mar	
	PEA		Support school registration application for 11 schools by April	1. Assist schools to meet criteria of applications	1. 30 April	
	Secondary Coordinator		Facilitate Provincial site assessments for 1 secondary school by October	1. Prepare plan and budget x2 2. Seek approval 3. Apply for impress 4. Prepare Logistic 5. Conduct Assessment	1. 30 March 2. 05 April 3. 15 April 4. 25 April 5. May 15 6. 30 May	

				6. Produce Report		
	Primary Coordinator		Coordinate provincial site assessments for 3 primary schools by October	1. Plan and budget 2. Seek approval 3. Apply for Imprest 4. Conduct Logistics 5. Conduct Assessment 6. Produce report	1. 30 March 2. 05 April 3. 15 April 4. 15 April 5. 25 April 6. 30 May	
	Secretary		Coordinate meeting logistics/minute for 1 meeting by March	1. Prepare invitations and conduct logistics 2. Disseminate minutes 3. Provide report	1. 3 March 2. 20 March 3. 30 March	
	Cleaner		Facilitate catering and venue preparation for 1 meeting by March	1. Plan 2. Prepare Venue 3. Provide catering 4. Provide Report	1. 3 March 2. 20 March 3. 30 March	
75. Support the implementation and monitoring of the IT policy	53CC PEO	Adapt Google Classroom training for ICT teachers and Principals is achieved	Coordinate Google classroom Training for 15 Principals and 15 ICT teachers by May	1. Report receives	1. 25 May	
	Secondary Coordinator		Coordinate training participation and logistics for 15 schools by May	1. Prepare plan and budget 2. Seek approval 3. Apply for impress 4. Conduct logistics 5. Coordinate training 6. Produce report	1. 10 April 2. 15 April 3. 25 April 4. 10 May 5. 12 May	
	Primary Coordinator		Coordinate ICT Training venues, participation and Logistics for 30 Principals and 30 ICT teachers by May	1. Plan and budget 2. Seek approval 3. Apply for imprest 4. Conduct logistics 5. Coordinate arrangement 6. Produce report	1. 1st May 2. 10 May 3. 15 May 4. 18 May 5. 19 May 6. 30 May	
	PFO		Process and facilitate of funding availability and	1. Check imprest Application 2. Commit LPO	28 July	

			retirement of Accountable Imprest Funds for the Activity	<ol style="list-style-type: none"> 3. Work with FSB to register imprest 4. Follow up with imprest payment 5. Assist with retirement journals and retire imprest to FSB 		
85. Support analysis of results by Directorates	53CC PEO	School information assessment reports are supervised	Supervise analysis and feedback reports for 196 schools by Oct	<ol style="list-style-type: none"> 1. Feedback reports received 	<ol style="list-style-type: none"> 1. 30 October 	
	PEA		Ensure schools comply with the due dates of reports/Activity Calendar for 196 Schools by December	<ol style="list-style-type: none"> 1. Develop Provincial activity Calendar 2. Remind principals of due dates of activities 3. Recommendation for compliance 4. Provide quarterly reports 	<ol style="list-style-type: none"> 1. December 2. December 3. December 4. December 	
	PFO		Monitoring and support schools with annual budget implementation for 88 Schools (new financial manual implementation) by December	<ol style="list-style-type: none"> 1. Identify new principals 2. Prepare budget 3. Seek PEO approval 4. Apply for imprest 5. Conduct training 6. Provide monitoring and support 7. Produce analysis feedback report to schools 		
	PVO		School data on OV is uploaded, updated and analysed and provide feedback for 196 schools by December	<ol style="list-style-type: none"> 1. Plan and budget 2. Seek approval 3. Conduct logistic 4. Apply for imprest 5. Enter student data/analysis/provide feedback and support 6. Produce report 	<ol style="list-style-type: none"> 1. October 2. October 3. October 4. October 5. October 6. October 	
	Secondary Coordinator		Analyse SSP implementation and school reports and provide feedback	<ol style="list-style-type: none"> 1. Plan and budget 2. Seek approval 3. Conduct logistic 4. Apply for imprest 	Mar – Oct	

			for 14 secondary schools by December	5. Analyse 6. Provide feedback and support 7. Produce report		
	Primary Coordinator		Facilitate analysis of SSP implementation and school reports and provide feedback for 63 schools by December	1. Plan and budget 2. Seek approval 3. Conduct logistics 4. Apply for imprest 5. Analyse 6. Provide feedback and support 7. Produce report	01 April	
	Secretary		Coordinate/Update school profiling for 88 schools by Dec	1. Update school profile 2. Disseminate feedback to schools 3. Provide monthly report	March - December	
	PMO		Supervise new school building renovation and new buildings as per building quotes for 10 schools by July	1. Plan and budget 2. Seek approval 3. Apply for imprest 4. Conduct logistics 5. Conduct assessment 6. Produce compliance report	1. 1 March 2. 30 March 3. Mar – December 4. Mar – November 5. April – November 6. April - December	
53. Support appropriate and targeted delivery of training/professional development for teachers	53CC PEO	Capacity building /development of Provincial staff, Principals and teachers is conducted	Coordinate and support capacity building for 5 provincial staff by December	1. Initiate training opportunities for staff 2. Prepare plan and budget 3. Apply for impress 4. Arrange logistics 5. Coordinate training 6. Provide report	1. 15 Jan 2. 15 Feb to 15 Sept 3. 28 Feb - 28 Sept 4. 28 Feb -15 Oct 5. 28 Feb- 30 Oct	
	Secondary Coordinator		Principals and teachers' capacity building for 10 teachers is conducted by December	1. Facilitate application and test 2. Facilitate training venues and logistics 3. Assist with training delivery 4. Provide support 5. Produce report	02nd March – 15 November	

	Primary Coordinator		Coordinate Principals and teachers' capacity building training for 10 principals and 10 Teachers by December	<ol style="list-style-type: none"> 1. Facilitate application and test 2. Facilitate training venues and logistics 3. Assist with training delivery 4. Provide support 5. Produce report 	March – 15 November	
	ECCE Coordinator		Coordinate teachers' capacity building for 20 teachers by December	<ol style="list-style-type: none"> 1. Plan and Budget 2. Seek approval 3. Apply for imprest 4. Conduct Logistics 5. Coordinate training support 6. Provide Report 	30 Jan -15 July	
	PFO		Process & facilitate of funding availability and retirement of Accountable imprest funds for the activity	<ol style="list-style-type: none"> 1. Check imprest application 2. Committed LPO 3. Work with FSB to register imprest 4. Follow up with imprest payment 5. Assist with retirement journals and retirement imprest to FSB 	25 April	
70. Support the review and implementation of the updated MoET structure	53CC PEO	School Council Training Support is conducted	Supervise training support for 37 school councils by June	<ol style="list-style-type: none"> 1. Training plan and budget received 2. Training outcome report received 	<ol style="list-style-type: none"> 1. 15 January 2. 15 June 	
	PEA		Facilitate school council induction training for 37 schools by June	<ol style="list-style-type: none"> 1. Plan and budget 2. Seek approval 3. Conduct logistics 4. Apply for imprest 5. Conduct training 6. Produce report 	Jan - June	
	Secondary Coordinator		Coordinate School council Training Logistics for 5 Secondary is conducted by June	<ol style="list-style-type: none"> 1. Facilitate Training Logistics 2. Produce Report 	June	

	Primary Coordinator		Coordinate School Council Training Logistics for 32 schools is conducted by June	1. Facilitate Training Logistics 2. Produce Report	June	
18. Support Health Promoting School/PSET institution initiatives	53CC PEO	PISSA/National school Games preparation/registration is conducted	Facilitate LOC meetings x 5 by June	1. Prepare plan and budget 2. Apply for impress 3. Conduct logistics 4. Facilitate meeting 5. Provide minute	1. 5 Jan 2. 10 Jan to 10 May 3. 20 Jan to 20 May 4. 30 Jan to 30 May 5. 5 Feb to 5 June	
	Secondary Coordinator		Assist with Rule/ Regulations / Preparation/Registration and support activities for 14 schools by June	1. Prepare plan and budget 2. Seek approval 3. Apply for impress 4. Conducted Logistic 5. Assist sport coordinator with tasking activities. 6. Provide update report to LOC	1. 01 Jan 2. 05 January to 05 May 3. 15 January to 15 May 4. 18 January to 18 May 5. 25 January to 25 May 6. 30 of each month on daily basis	
	PEO	Re-activate Physical Education in School is facilitated	Re-activation of physical Education in school for 5 schools is coordinated by May	1. Identify pilot schools 2. Prepare activity budget 3. Apply for impress 4. Conduct logistics 5. Conduct training support 6. Provide report	1. 30 April 2. 03 May 3. 15 May 4. 18 May 5. 20 May 6. 30 May	
	Secondary Coordinator		Support and monitor implementation of 5 school to develop physical education plan by August	1. Plan and budget 2. Seek approval 3. Apply for impress 4. Conduct Logistic 5. Conduct Training Support 6. Provide report	1. 30 May 2. 30 June 3. 15 July 4. 05 August 5. 15 August 6. 30 August	
	PVO		Coordinate athletes and officials' registration and verification for 6 Province & 2	1. Collect registrations 2. Verification 3. Support team managers	January - June	

			municipality by June			
	Secretary		Facilitate training and meeting logistics for 10 trainings and meetings by June	1. Disseminate invitations 2. Conduct logistics 3. Disseminate minute 4. Provide report	January – June	
	Cleaner		Facilitate catering and venue preparation for 10 meeting by June	1. Plan 2. Prepare venue 3. Prepare catering 4. Provide report	January - June	
	PFO		Process & facilitate of funding availability and retirement of Accountable imprest funds for the activity	1. Prepare budget 2. Seek PEO approval 3. Apply for imprest 4. Assist LOC on sponsorship request 5. Assist to facilitate school contributions 6. Assist to communicate with other PEO's on Provincial Fees payment to LOC 7. Purchases of good & Services during preparation and during the games 8. Assist with LOC to prepare financial reports for VNSSG		
11. Monitor implementation of WASH policy	53CC PEO	Reopening of school Aid post is coordinated	Coordination of Health Promoting schools action plan trainings for 5 schools by October	1. Plan and Budget 2. Apply for impress 3. Conduct logistics 4. Conduct training support 5. Provide report	1. 15 Jul 2. 15 August 3. 25 August 4. 15 September 5. 30 September	
	Secondary Coordinator		Coordinate development of heath promoting	1. Plan and budget 2. Seek approval 3. Apply for impress 4. Conduct Logistics	1. 06 October 2. 10 October 3. 15 October 4. 25 October	

			plan for 5 schools by December	5. Coordinate Training 6. Produce report	5. 10 November 6. 30 November	
	Primary Coordinator		Coordinate development of health promoting plan for 10 schools by December	1. Plan and budget 2. Seek approval 3. Apply for impress 4. Conduct Logistics 5. Coordinate Training 6. Produce report	1. 06 October 2. 10 October 3. 15 October 4. 25 October 5. 10 November 6. 30 November	
	PEO	Farm to School concept is replicated	Assist with Principals support training on the concept of farm to schools for 3 secondary schools by Sept	1. Plan and Budget 2. Apply for impress 3. Conduct logistics 4. Coordinate training support 5. Provide report	1. 1 July 2. 1 August 3. 20 August 4. 5 September 5. 30 September	
	PEO	3 Star WASH Monitoring and support is Supervised	Supervise monitoring and refresher training for 44 schools by June	1. Reports receive	1. 25 June	
	Secondary Coordinator		Coordinate monitoring, refresher training and support for 15 school principals and 10 AAs by June	1. Plan and budget 2. Seek approval 3. Apply for Imprest 4. Conduct Logistic 5. Conduct training 6. Produce report	1. 01 May 2. 05 May 3. 15 May 4. 25 May 5. 06 June 6. 25 June	
	Primary Coordinator		Coordinate monitoring refresher training and support for school principals and 10 AAs by June	1. Plan and budget 2. Seek approval 3. Apply for Impress 4. Conduct Logistic 5. Conduct training 6. Produce report	1. 01 May 2. 05 May 3. 15 May 4. 25 May 5. 06 June 6. 25 June	
	Safe School Officer		Coordinate improvement support on health hygiene education 10 schools by June	1. Plan and Budget 2. Seek approval 3. Apply for Imprest 4. Conduct Logistic 5. Conduct support training 6. Produce report	1. 01 May 2. 05 May 3. 15 May 4. 25 May 5. 06 June 6. 25 June	

	PEO	School Environmental Health Assessment carried out	To assess and support schools on improving school environmental health (health promoting schools) for 5 schools by June	1. Reports receive	1. 30 June	
	Secondary Coordinator		Conduct awareness and planning on environmental health improvement plan for 2 secondary schools by June	1. Plan and budget 2. Seek approval 3. Apply for impress 4. Conduct Logistic 5. Coordinate Training 6. Produce Report	1. 08 January 2. 08 February 3. 15 February 4. 28 February 5. 03 March 6. 30 March	
	Primary Coordinator		Coordinate school improvement plan on environmental health for 3 schools by June	1. Plan and budget 2. Seek approval 3. Apply for impress 4. Conduct Logistic 5. Coordinate Training 6. Produce Report	1. 08 January 2. 08 February 3. 15 February 4. 28 February 5. 03 March 6. 30 March	
	PFO		Process & facilitate of funding availability and retirement of Accountable imprest funds for the activity	1. Check imprest application 2. Commit LPO 3. Work with FSB to register imprest 4. Follow up with imprest payment 5. Assist with retirement journals and retire imprest to FSB	30 October	
	Safe School Officer	Awareness/Support to schools on relevant policies (SBDRR, WASH, EIE, Gender, Social Citizenship, MHPSS) is conducted	Coordinate awareness/support to schools on policies and implementation for 20 schools by December	1. Prepare plan and budget 2. Seek approval 3. Apply for imprest 4. Conduct awareness/support to schools 5. Produce reports	1. 31 Jan 2. Jan – Nov 3. Feb – Dec 4. Feb-Dec	

80. Review the implementation of MoET Structure at the provincial level and the provincial office structure.	53CC PEO	Assess and record for school / office facilities and assets is facilitated.	Supervise teaching and learning resource assessment for 50 Schools by February	1. Reports receive	1. 20 February	
	PMO		Facilitate assessment and inventory/support training of all school assets and facilities (Building Capacities, inclusive accessibility) for 38 schools by June	1. Develop training tool 2. Plan and budget 3. Seek approval 4. Apply for imprest 5. Conduct logistics 6. Conduct training 7. Produce report	1. 30 Jan 2. 1 Feb – 30 May 3. 15 Feb – 1 May 4. 20 Feb – 20 April 5. 30 Jun	
	Driver		Facilitate daily schedule for checks and services for office vehicles and 2 grass cutters by December	1. Produce daily checks and services schedule 2. Plan and budget 3. Seek approval 4. Apply for imprest 5. Facilitate checks and services 6. Provide report	1. 31 January 2. Jan-December	
59. Support the establishment and implementation of policies and procedures for monitoring teachers/trainers' performance.	PEO	Principals and Teachers Performance are assessed, analyse and support initiate is coordinated.	Assist 50 schools Principals on improving teacher/Principals monitoring by October	1. Develop monitoring template 2. Coordinate Principals training on the monitoring tool 3. Analysis and feedback provided 4. Reports	1. 15 Jan 2. 30 Jan 3. 20 October 4. 30 October	
62. Support the establishment and implementation of policies and procedures for the monitoring of	Secondary Coordinator		Assess, analyse and provide support initiative (subject teacher forum, good performing principal/teachers) for 14 Principals and 40 Secondary	1. Plan and budget 2. Seek approval 3. Apply impress 4. Conduct Logistics 5. Conduct spot check 6. Produce report	Quarterly Basis 30 October	

principal performance.			teachers by October			
	Primary Coordinator		Assess, analyse and provide support initiative (subject teacher forum, good performing principal/teachers) for 63 Principals and 100 Primary teachers by October	1. Plan and budget 2. Seek approval 3. Apply imprest 4. Conduct Logistics 5. Conduct spot check 6. Produce report	Quarterly Basis 30 October	
	ECCE Coordinator		Assess, analyse and provide support initiative (subject teacher forum, good performing principal/teachers) for 10 Key teachers and 100 ECCE teachers by October	1. Plan and budget 2. Seek approval 3. Apply imprest 4. Conduct Logistics 5. Conduct spot check 6. Produce report	Quarterly Basis 30 October	
	53CC PEO	Schools from K to Senior have developed Literacy and Numeracy Inclusive improvement plan	Supervise support training for development of Literacy and Numeracy inclusive improvement plan for 20 schools by April	1. Reports received	April - December	
	Secondary Coordinator		Coordinate and support school Literacy and Numeracy inclusive improvement plan for 14 school by April	1. Collect plans 2. Analysis 3. Provide feedback 4. Support	April - October	

	Primary Coordinator		Facilitate literacy and numeracy awareness and baseline assessment for 30 schools by December	1. Plan and Budget 2. Seek approval 3. Apply for Imprest 4. Conduct Logistics 5. Conduct Awareness and Baseline assessment 6. Produce Report	April – October	
	ECCE Coordinator		Facilitate literacy and numeracy awareness and baseline assessment for 30 ECCE schools by December	1. Plan and Budget 2. Seek approval 3. Apply for Imprest 4. Conduct Logistics 5. Conduct Awareness and Baseline assessment 6. Produce Report	April – October	
	PEA		Coordinate schools Literacy, Numeracy Inclusive improvement plans consultation for 15 schools by June	1. Develop Template 2. Plan and budget 3. Seek approval 4. Apply for imprest 5. Conduct Logistics 6. Conduct Consultation 7. Produce Report	April-June	
87. Support capacity building for planning, reflection, and timely reporting	PEO	Process of School SEF, SSP, Budget and Fee Structures are coordinated	Supervise improvement process of school plans budget and fee structure for 78 Schools by December	1. Reports received on quarterly basis	1. August	
	PEA		Facilitate submission of all SEF, SSPs, Budget and fee structure for 78 Schools by November	1. Plan and budget 2. Seek approval 3. Apply for imprest 4. Conduct Logistics 5. Assist key principals to support schools 6. Produce compliance report	May - Aug August	

	Secondary Coordinator		Facilitate analysis and provide feedback support on SEF, SSP for 14 secondary schools by November	1. Analysis plans 2. Provide feedback 3. Upload	19 August-26 November	
	Primary Coordinator		Facilitate analysis and provide feedback support on SEF, SSP for 63 primary schools by November	1. Analysis plans 2. Provide feedback 3. Upload	19August-26November	
	ECCE Coordinator		Facilitate analysis and provide feedback support on EIP for 119 ECCE schools by November	1. Analysis plans 2. Provide feedback 3. Upload	19August-26November	
	PFO		Analyse/Monitor/Review and support schools with new financial manual (budget implementation, fee structure, grant code) implementation by December	1. Prepare plan and budget 2. Seek PEO approval 3. Process imprest application 4. Monitoring/review and support 5. Produce report	January - December	
	PVO		Asist with verification of SSP, Budget & Fee Structure to Open Vermis for 77 schools by November	Provide submission report	August – Dec	

	PMO		Facilitate verifications of new school development captured inside SSP for 77 schools by Nov	1. Conduct verification for school plans inside SSP against Quotations 2. Submit report	August - November	
26. Monitor the implementation of the parent support program	53CC	Community engagement on students learning/Behaviour is facilitated	Awareness and support training for community participation for 15 schools by November	1. Coordination report receive	1. 30 November	
	PEO					
	Secondary Coordinator		Encourage schools to involved community in students learning and behavioural support for secondary 7 schools by November	1. Conduct baseline 2. Produce report	30 November	
	Primary Coordinator		Coordinate school plans for integration of teaching, learning and behavioural support initiative for 8 primary schools by June	1. Plan and budget 2. Seek approval 3. Apply for imprest 4. Conduct Logistics 5. Conduct consultation 6. Produce Report	1. April 2. April 3. April 4. May 5. May 6. June	
	ECCE Coordinator		Parental support refresher training/task force working groups for 119 schools by June	1. Plan and budget 2. Seek approval 3. Apply for imprest 4. Conduct Logistics 5. Conduct Training 6. Produce Report	31 Jan 30 June	

2.5.4 Malampa Provincial Education Office

Program	Activity Code	Service Target	Target	Action	Action Completion Date	Comments & Risks
3. Support the implementation of the school financial manual	53CD	School finance maintained and uploaded in OV by schools	1	1. To assist new Principal in finance training	1. March	
				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	
				2. To prepare logistic Arrangement	2. February	
				3. To conduct monitoring	3. May	
				4. To produce a progressive report to PEO	4. June	
		New principal Induction in Finance workshop	1	1.To prepare logistic arrangement	1. February	
				2. To schedule date	2. March	
				3. To conduct workshop	3.June	
				4. To report to PEO	4. July	
1. Support the review process of the school grant processes	53CD	Grant criteria are monitored, compliances implemented and uploaded to OV by schools.	226	1. To notify all Principals on Grant criteria	1. February	
				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	
37. Support the mentoring and monitoring of the new curriculum implementation	53CD	Phonics Training (year K,1-3)	1	1. To develop training package	1. March	
				2. To schedule training dates	2. March	
				3. To conduct trainings in the area councils	3. April	
				4. To monitor implementation progress	4. May	
				5. To prepare report	5. July	
	53CD	Balanced Literacy Implementation in schools in Malekula, Paama and Ambrym	1	1. To schedule Malekula, Paama & Ambrym monitoring program	1. March	
				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		1	1. To prepare training material and logistic	1. April	

		Physical & Digital Library (ECCE)		2. To conduct training	2. June	
				3. To monitor schools	3. September	
	53CD	Restocking school Libraries on Malekula and Ambrym	10	1. To negotiate with schools and library project for transportation fees	1. March	
				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	Toy making workshop for ECCE teachers	10	1. To contact Key teachers for training preparation	1. April	
				2. To monitor key teachers	2. June	
				3. To report to PEO	3. July	
	53CD	ECCE curriculum training Northwest B Malekula	1	1. To prepare training material and logistic	1. February	
				2. To conduct training	2. March	
				3. To monitor schools	3. July	
				4. To report to PEO	4. August	
	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	
				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 Monitoring of School Principal	1	1. To assist SBM to do the survey	1. June	
7. Monitor implementation of school/PSET institution maintenance manual	53CD	Renovation of staff house	1	1. To carry out a building audit on all staff houses	1. January	
				2. To analysis and identify which staff house to renovate	2. February	
				3. To collect quotation for purchase of materials	3. March	
				4. To renovate the identified staff house	4. June	
	53CD	Infrastructure standard trainings conducted to all schools	1	1.To liaise with facility unit for preparation of information Materials	1.March	
				2.To select workshop participants.	2.April	
				3.To conduct training	3.July	

				4.To monitor implementation of standards in schools	4.September	
				5.To report back	5.November	
	53CD	School visitation to Ambrym, Paama and Malekula schools	226	1. To prepare logistics and budget 2. To prepare resource materials for SC, Principal and SCA workshop. 3. To conduct 1 day workshop on improvement strategies and Issues raised.	1. February 2. March 3. June 4. August	
9. Strengthen asset management	53CD	Monitoring and assist completion of Assets survey in schools	35	1. To complete the entry of assets in PFO, s computer	1. August	
				2. To analysis the asset data	2. September	
				3. To provide feedback to schools	3. October	
				4. To monitor schools	4. August	
7. Monitor implementation of school/PSET institution maintenance manual	53CD	school maintenance plan monitored	35	1. To prepare Logistic arrangement	1. April	
				2. To conduct monitoring	2. June	
				3. To report on the monitoring	3.November	
19. Support the inclusive initiatives	53CD	Inclusive Education Policy is implemented and monitored in all schools.	226	1. To distributed inclusive policy to all schools.	1.February	
				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	
				2. To plan for awareness program	2.April	
				3.To conduct awareness programs in school communities.	3.May	
				4.To monitor inclusive activities in school programs	4.July	
18. Support Health Promoting School/PSET	53CD	Implementation of HPS activities in schools is monitored and assisted	10	1. To Introduce new schools into the program	1. February	
				2. To assist new schools to create HSP policy	2. March	

institution initiatives				3. To provide report of feedback to new school.	3. April	
				4. To monitor implementation Plan of Health policy	4. June	
				5. To produce reports	5. July	
11. Monitor the implementation of WASH Policy	53CD	Wash policy is implemented and monitored in schools	226	1. To prepare logistic for two venues	1.January	
				2. To conduct workshops on WIP on Malekula and Ambrym.	2.February	
				3. To monitory the implementation of wash policy in schools	3.September	
				4. To produce a report	4.October	
			110	1. To prepare a monitoring sheet	1. January	
				2. To notify all Principals of data entry due dates	2. February	
				3. To monitor all school WASH data	3. November	
9. Strengthen asset management	53CD	Land Lease payment made	3	4. To produce a report to PEO	4. November	
				1. To confirm sample check	1. January	
				2. To provide an awareness	2. March	
		PSET providers land lease secured		3. To make payment	3. December	
				1. To consult with landowners for lease agreement	1. January	
26. Monitor the implementation of parent support programs	53CD	Parental support programs Monitoring in school communities on Malekula.	1	1. To prepare Logistic arrangement	1. February	
				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	
		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	
				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	

22. Monitor implementation of comprehensive safety plan	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	
				2. To Organised training logistic	2. February	
				3. To conduct SBDRR training	3. March	
				4. To monitor and report on implementation	4. October	
20. Support is provided to schools/TVET institutions to develop comprehensive safety plan	53CD	Workshop on school policies- discipline, academic, DRR, Student welfare, teacher management.	1	1. To schedule workshop dates	1. February	
				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	
75. Support the implementation and monitoring of the IT policy	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	
				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	
				4. To assist schools to employ qualified ICT teachers	4. March	
				5. To plan with schools to upgrade teaching and learning in schools.	5. May	
				6. To monitor and report on implementation	6. October	
37. Support the mentoring and monitoring of the new curriculum implementation	53CD	Provincial Test year 6 and year 8 analysed	108	1. To distribute analysis of 2024 test to each school	1. May	
				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	
				2. To prepare Logistic Arrangement	2. February	
				3. To conduct meeting on data analysis	3. May	
				4. To report to PEO	4. June	
	53CD		2	1. To schedule Malekula training	1. September	

37. Support the mentoring and monitoring of the new curriculum implementation		Curriculum support program is monitored and reported (ECCE for South and Southeast Malekula)		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	
				2. To prepare logistic arrangement	2. January	
				3. To conduct workshop on monitoring tool (TOT)	3. February	
				4. To conduct monitoring	4. June	
36. Support provided to resource schools with the necessary resources required to deliver the new curriculum	53CD	Facilitate the distribution of resources on the new curriculum to all schools	2	1.To Distribution of curriculum resources to schools	1.February	
				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	
	53CD	Baseline Assessment Survey	1	1 To scheduled dates	February	
				2.To prepare the program and Budget	February	
				3. To carry out Baseline in CIP focus schools	February	
				4.To analysis baseline results	February	
				5. To provide report to PEO Malampa and PEO CDU	February	
	53CD	Setting up of Professional Learning Community	1	1 To scheduled dates	February	
				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	
				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	
				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 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	February-September	
	53CD	Revive IPSS among Primary Schools	1	1.To establish communication with Presidents of area council IPSS committee 2.To develop an IPSS plan 3.To implement the plan 4. To provide support to all IPSS committees 5. To. submit a report to PEO	1.February 2.March 3.April 4.June 5.August	
	53CD	Incorporation of Family Life Education (FLE) in schools	1	1. To prepare planning and logistic for training of year 9 and 10 teachers 2. To conduct Training 3. To prepare logistic arrangement for monitoring of senior and junior levels 4. To prepare a report to PEO	1. March 2. April 3. June 4.October	
78. Support the development and implementation of the National Skills Development Policy	53CD	Establish pathways for students through skill centres	2	1.To established pathways for students. 2.To liaise with training providers 3.To conduct bridging programs for students Yr. 10.	1.February 2.March 3.May	
	53CD	Review of Post school Education Training Policy	1	1. To organize annual budget planning meeting and present and submit to MOET (TVET UNIT) 2. Apply for cost centre for TVET provincial centres 3. Establish TVET cost centre under the provincial Education Office	1.March 2.April 3.May	
	53CD	Teachers effective teaching practices activity in Malekula	2	1. To monitor teachers in classroom 2. To prepare for lesson demonstration 3. To conduct lesson demonstration 4. To produce reports to PEO	1. June 2. July 3. July 4. August	

teachers/trainers' performance						
53. Support appropriate and targeted delivery of training/professional development for teachers	53CD	Professional development support for identified teachers provided	5	1. To identified weak performing teachers using EAU results	Depending on SBM's schedule	
				2. To conduct observation		
				3. To analysis observation		
				4. To provide support to identified teachers		
19. Support Inclusive Education initiatives	53CD	Women in Education program implemented	1	1. To prepare annual program	1. January	
				2. To monitor implementation of program	2. June	
				3. To produce report	3. November	
53. Support appropriate and targeted delivery of training/professional development for teachers	53CD	ECCE teachers' qualification upgrade	25	1.To facilitate enrolment at USP	1. January	
				2. To communicate with sub centre coordinator for confirmation of acceptance.	2. January	
				3. To assist in communication with students and USP.	3. January	
50. Support appropriate and targeted (especially administration and management) delivery of training/professional development for principals across schools and PSET institutions.	53CD	Principal Conference conducted	1	1. To confirm date	1. January	
				2. To prepare logistic and presentation	2. April	
				3. To conduct conference	3. May	
	53CD	ECCE Key teachers' Monitoring conducted	20	1. To schedule monitoring date	1. March	
				2. To prepare budget and logistic	2. April	
				3. To conduct monitoring	3. June	
				4. To prepare and report to PEO	4. September	
60. Support the updating and implementation of policies and procedures for teacher/trainer transfer and	53CD	ECCE teachers' Contract	1	1. To collect ECCE teachers documents from Key teachers	1. January	
				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	

placement in schools.						
67. Support the establishment of the MoET HRD database	53CD	Professional development- Cert. IV Leadership & Management	1	1.To confirm participant list	1. January	
				2. To secure funding	2. January	
				3. To conduct first cohort course	3. February	
				4. To monitor participant performance	4. July	
87. Support capacity building for planning, reflection, and timely reporting	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	
				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	
80. Review implementation of MoET Structure at the provincial level and the provincial office structure.	53CD	Front Desk Office Management and Operations are managed		1. To implement Logbook and clock in registration and officer's leave.	1. December	
				2. 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 attend to all clients and customers	5. January	
	53CD	Vehicle Service, Operation and Maintenances are managed		1. To schedule vehicle daily runs.	1. January	
				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	Purchase of Office equipment (laptop), communications and Operation and miscellaneous	1	1. To Collect quotations	1. December	
				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	
		Office Operation- Cleaning/beautification		1. To clean the office.	1. January	
				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	

		Filing Restructuring system of Malampa Secretary Office	1	1. To Collect quotation from supplier	1. February	
				2. To purchase filling cabinets and suspension files	2. March	
				3. To file all Provincial document	3. April	
				4. Report to PEO	4. M	
		Purchasing of fuel and transportation cost	1	1. To prepare LPOs	1. February	
				2. To purchase fuel and transport	2. April	
				3. To record financial transaction	3. April	
				4. To produce a financial report	4. June	
		Purchase of Services-Accommodation and catering.	1	1. To approve respective program activity	1. March	
				2. To prepare respective budget for approval	2. March	
				3. To purchase accordingly	3. April	
		Payment of entitlements (DSA and Allowances)	1	1. To approve respective program activity	1. March	
				2. To prepare respective budget for approval	2. March	
				3. To purchase accordingly	3. April	
87. Support capacity building for planning, reflection, and timely reporting	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	
				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	
89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination	53CD	Work on Farm to School initiative with partners on framework to be pilot in selective schools	1	1. To establish framework with partners	1. January	
				2. To conduct workshop with respective schools and stakeholders	2. January	
				3. To establish pilot activity with selective schools	3. February	
				4. To monitor and report on progress	4. March	
27. Support the Implementation of Early Childhood	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	
				2.To develop assessment check lists for ECCE learning requirements for MEOs	2. May	

Development policy				3.To coordinate and support MEOs monitoring of ECCE quality learning standards	3. September	
87. Support capacity building for planning, reflection, and timely reporting	53CD	SSP Support Program to Malampa Principals	10	1. To identify school without proper SSP	1. January	
				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	
	53CD	ECCE SSP formulated	1	1. To prepare logistics for workshop	1. February	
				2. To conduct Workshop	2. April	
				3. To assist key teachers to run workshops in their respective areas	3. May	
				4. To monitor and produce 2026 SSPs	4. August	
				5. To report on progress to PEO	5. October	
	53CD	Principals & Teacher appraisal training	226	1. To prepare training resources and logistic	1. May	
				2. To notify selected school principals	2. May	
				3. To conduct training	3. 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	
				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	2025 School strategic plans are monitored	226	1. 2025 SSP quarterly progressive reports templates are distributed to all schools	1. February	
				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	
	53CD	School Governing Bodies (SC & SCA) are strengthened	226	1. To collect data on terms of SC & SCA	1. January	
				2. To analysis collected data	2. January	

				3. To submit list of new members of SC & SCA to PEB	3. March	
				4. To appoint new members by PEB	4. March	
				5. To prepare budget for induction of Board members	5. March	
				6. To prepare resource and logistic	6. March	
				7. To have Induction with the Board members on roles and responsibilities.	7. April	
				8.To monitor schools board meetings.	8. April	
	53CD	Provincial Education Board meetings are held	3	1. To prepare an annual schedule	1. January	
				2. To prepare activity reports by units	2. March	
				3. To prepare and issue meeting notice	3. April	
				4. To conduct meetings	4. June	
				5. To send out PEB decisions to schools	5. June	
	53CD	Management of all provincial education officers	1	1. To prepare individual annual plans	1. January	
				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	
50. Support appropriate and targeted (especially administration and management) delivery of training/professional development for principals across schools and PSET institutions.	53CD	Professional development on job descriptions (JD) for all schools' positions	1	1. To collect samples of JDs	1. March	
				2. To revise all JDs	2. April	
				3. To prepare training package presentation	3. May	
				4. To send training package to principal	4. June	
60. Support the updating and implementation of policies and procedures for teacher/trainer	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	

transfer and placement in schools.						
83. Support the Implementation and monitoring of OV policy	53CD	New and Weak Principal Induction	1	1. To schedule workshop date	1. January	
				2. To prepare logistical arrangement	2. February	
				3. To prepare workshop presentation	3. February	
				4. To conduct training	4. March	
		OV refresher training for enrolment for Northeast and Northwest A/B Malekula school Principal.	1	1. To schedule 1 day workshop date	1. February	
				2. To prepare logistical arrangement	2. February	
				3. To prepare workshop presentation	3. March	
				4. To conduct workshop	4. March	
		Census day Monitoring	1	1. To schedule the 1-day program	1. February	
				2. To Prepare logistical arrangement	2. February	
				3. To conduct censuses day monitoring	3. March	
				4. To Prepare Activities report	4. April	
		Data Validation for 2 Area council	1	1. To schedule the 1-day program	1. May	
				2. To Prepare logistical arrangement	2. June	
				3. To conduct Data Validation	3. August	
				4. To Prepare Activities report	4. September	

2.5.5 Shefa Provincial Education Office

Program	Activity Code	Service Target	Target	Action	Action completion date	Comment & Risks
10. Monitor implementation of infrastructure standards	53CE	School infrastructure and associated assets meet relevant standards to support student access	All School Zones (7) in the Shefa Area Councils (19) + Municipality wards	<ol style="list-style-type: none"> To assist principals to develop monitoring tool for infrastructure implementation. Assist Principals in implementing project proposals. Assist Principal to upgrade and facelift Principals Office. To consult with Director ESD and stakeholders (project proposals & funding) 	<ol style="list-style-type: none"> March April April May 	<ul style="list-style-type: none"> Unavailability of funding and Time for the activity to happen. Unforeseen circumstances.
10. Monitor implementation of infrastructure standards	53CE	Shefa PEO New Office Building	Shefa Education Office.	<ol style="list-style-type: none"> Design of building Budget funding 	<ol style="list-style-type: none"> March April May 	<ul style="list-style-type: none"> Time constraints.
11. Monitor implementation of WASH policy	53CE	WASH policy is established in all schools	All Schools	<ol style="list-style-type: none"> To ensure all schools have WASH policy. To collect evidence of implementation of WASH policy in schools. To produce a report to PEO 	<ol style="list-style-type: none"> March June August 	<ul style="list-style-type: none"> Unforeseen circumstances Unavailability of funds
11. Monitor implementation of WASH policy	53CE	Update WASH baseline data	All Schools	<ol style="list-style-type: none"> Baseline data collection Develop WASH improvement plan 	<ol style="list-style-type: none"> March September 	<ul style="list-style-type: none"> Delay of funding and Time for the activity to happen.
17. Support Safe school/PSET institution initiative	53CE	Develop Provincial Skills Centres (PSCs).	7 Areas -N Efate - S. Efate - W. Efate -E. Efate - Emae -Tongoa - N. Epi -S. Epi	<ol style="list-style-type: none"> To Plan for establishment of vocational Training Centres. Advertise Shefa PSET Coordinator To consult with schools and/or communities for establishing Provincial Skills Centres. To present the establishment plan to MoET. Consult Donor Partners. 	<ol style="list-style-type: none"> March March May June August 	<ul style="list-style-type: none"> Delay of funding and Time for the activity to happen. Unavailability of location

18. Support Health Promoting School/PSET institution initiatives	53CE	Implementation of school Health promoting programs	All Schools	<ol style="list-style-type: none"> 1. Revisit health policies in schools. 2. Advise schools in implementing health/Sports promotion programs. 3. Report to PEO. 	<ol style="list-style-type: none"> 1. March 2. June 3. August 	<ul style="list-style-type: none"> ▪ Unforeseen circumstances ▪ Unavailability of funds
20. Support is provided to schools/TVET institutions to develop comprehensive safety plan	53CE	School disaster mitigation	All Schools	<ol style="list-style-type: none"> 1. Advise schools to develop/review disaster mitigation plans. 2. Schools to upload disaster mitigation plans in Open VEMIS. 	<ol style="list-style-type: none"> 1. March 2. June 3. September 	<ul style="list-style-type: none"> ▪ School delay to upload in OV
26. Monitor the implementation of the parent support programs	53CE	Enhanced school preparation programs - early childhood and kindergarten.	Area Councils in the province	<ol style="list-style-type: none"> 1. Monitor implementation of Parent Support Program. 2. Report to PEO. 	<ol style="list-style-type: none"> 1. March 2. June 	<ul style="list-style-type: none"> ▪ Delay of funding and Time for the activity to happen.
35. Support teacher trainings on the new curriculum	53CE	New curriculum implemented in all schools.	All ECCE, Primary, and Secondary schools	<ol style="list-style-type: none"> 1. Ensure all schools have copies of the new curriculum. 2. Visit teachers schemes of work in selected schools. 3. Class observation in selected schools. 4. Report to PEO. 	<ol style="list-style-type: none"> 1. March 2. May 3. June 4. August 	<ul style="list-style-type: none"> ▪ Delay of funding and Time for the activity to happen. ▪ Unavailability of location
36. Support provided to resource schools with the necessary resources required to deliver the new curriculum	53CE	New curriculum implemented in all schools.	All ECCE, Primary, and Secondary schools	<ol style="list-style-type: none"> 1. List resources required to support delivery of the new curriculum. 2. Notify schools on the required resources. 3. Support schools to obtain resources. 4. Report to PEO. 	<ol style="list-style-type: none"> 1. March 2. June 3. August 	<ul style="list-style-type: none"> ▪ Unforeseen circumstances ▪ Unavailability of funds
37. Support the monitoring of the new curriculum implementation	53CE	New curriculum implemented in all schools.	All ECCE, Primary, and Secondary schools	<ol style="list-style-type: none"> 1. Visit teachers schemes of work in selected schools. 2. Zero Tolerance in teacher/student absences. 3. Class observation in selected schools. 4. Check teacher designed assessments in selected schools. 5. Report to PEO 	<ol style="list-style-type: none"> 1. March 2. May 3. June 4. June 5. August 	<ul style="list-style-type: none"> ▪ Delay of funding and Time for the activity to happen. ▪ Unavailability of location

42. Strengthen procurement and distribution systems to ensure timely delivery/replacement of instructional materials to schools/TVET institutions.	53CE	Teachers/Trainers and students/learners have sufficient instructional materials.	30 schools Efate – 15 Tongoa & Shepherds-5 Epi- 10	<ol style="list-style-type: none"> To liaise with MoET to develop an awareness training package. To advice Principals of the concerned schools on procurement and distribution systems. 	<ol style="list-style-type: none"> March June 	<ul style="list-style-type: none"> Time constraint to implement activities.
58. Support the updating and implementation of teacher/trainer recruitment policies and procedures.	53CE	Implementing policies and procedures teacher/trainers' management.	Primary Schools -5 Secondary Schools -5	<ol style="list-style-type: none"> Develop a procedure on how teachers/trainers are recruited. Trial out the procedure in selected schools. Report and Advise Director ESD. 	<ol style="list-style-type: none"> March June August 	<ul style="list-style-type: none"> Unforeseen circumstances
60. Support the updating and implementation of policies and procedures for teacher/trainer transfer and placement in schools.	53CE	Implementing policies and procedures teacher/trainers' management.	Primary Schools -5 Secondary Schools -5	<ol style="list-style-type: none"> Develop a procedure on how teachers/trainers are transferred and placed in schools. Trial out the procedure in selected schools. Report and Advise Director ESD. 	<ol style="list-style-type: none"> March June August 	<ul style="list-style-type: none"> Unforeseen circumstances
66. Support the financial management training at all level (central, province and school/PSET institution)	53CE	Prudent and sustainable financial management in Provincial and School level.	All Principals, Finance officers and/or School Secretaries	<ol style="list-style-type: none"> To monitor and provide support regarding best financial management practices. Report to PEO on the progress 	<ol style="list-style-type: none"> February May 	<ul style="list-style-type: none"> Unavailability of Time & Funds
80. Review implementation of MoET Structure at the provincial level and the provincial office structure	53CE	Provincial offices adequately staffed.	Shefa Provincial Education Office	<ol style="list-style-type: none"> Develop provincial education office staff structure. Develop and/or review Job Descriptions for all Officers. Report to Director ESD and HR. 	<ol style="list-style-type: none"> January February March 	<ul style="list-style-type: none"> Unavailability of Time

81. Support Capacity building to provincial offices	53CE	Provincial offices adequately staffed.	Shefa Provincial Education Office	<ol style="list-style-type: none"> 1. Identify staff areas that requires capacity building. 2. Consult with potential training institutions. 3. Assist office staff to apply for capacity building training/study. 	<ol style="list-style-type: none"> 1. January 2. February 3. March 	<ul style="list-style-type: none"> ▪ Unavailability of Time
--	------	--	-----------------------------------	---	---	--

2.5.6 Tafea Provincial Education Office

Program	Activity Code	Service Target	Target	Action	Action Completion Date	Comment & Risks
81. Support Capacity building to provincial offices	53CF	Schools are ready (infrastructure, teaching & learning resource, environment) to begin 2025 academic year – Volcano ash affected area	10 Schools	<ol style="list-style-type: none"> 1. Recall principal and teachers to their school. 2. Contact the school principal to submit the school plan to begin 2025 academic year. 3. Coordinate, facilitate and assist the schools to restore the learning space and school ration 4. Assist and support the schools to procure resources in preparation for the 2025 academic year. 	<ol style="list-style-type: none"> 1. January 2. August 3. February 4. February 	
7. Monitor implementation of school/PSET institution maintenance manual	53CF	Maintenance work carried out on the Comprehensive infrastructure of New Classrooms in Tafea.	13	<ol style="list-style-type: none"> 1. Officer concern to provide a plan of maintenance with help from principals and coordinate the maintenance work of the new classrooms. 2. Officer concern to carry out the Implementation of the maintenance work of new classrooms. 3. Officer concern to train school maintenance officers on Facility policies 	<ol style="list-style-type: none"> 1. February 2. May 3. July 	
18. Support Health Promoting School/PSET institution initiatives	53CF	Access to Quality WinS facilities and Activities	30	<ol style="list-style-type: none"> 1. School Principals and Officers trainings on Wash in Schools 	<ol style="list-style-type: none"> 1. May 	
	53CF	Carry out implementation of Health Promoting in schools.	10	<ol style="list-style-type: none"> 1. Provincial WASH facilities baseline survey 2. Assist selected schools in carrying out WASH activities in schools 	<ol style="list-style-type: none"> 1. March 2. April 	
19. Support Inclusive Education initiatives	53CF	Implementation of Inclusive Education program carried out in schools.	40	<ol style="list-style-type: none"> 1. Provincial Inclusive officer to liaise with schools to provide data of special need students. 	<ol style="list-style-type: none"> 1. April 	

				2. PIC to. Coordinate the Inclusive programs in schools' in Tafea. 3. Implement the inclusive programs in schools with appointed teachers.		
21. Support the implementation of comprehensive safety plan	53CF	Implementation of Education in Emergency activities carried out in Tafea schools.	3 area councils	1. EIE training for school principals, SC and SCAs 2. Setting up of SDMC	1. April 2. June	
80. Review implementation of MoET Structure at the provincial level and the provincial office structure.	53CF	Management and supervision of staffing	60	1. Update teachers baseline/school baseline 2. Update OV baseline information on school teaching staffing	1. March 2. June	
	53CF	Implement the communications strategy in the province.	1	1. Liaise with the area administrators and area secretaries to best manage teachers in schools 2. Coordinators to carry out teachers /principals' observations for appraisals	1. March 2. August	
	53CF	Implement the Teacher Management Placement Policy at Tafea province.	Depend on request and demand	1. Liaise with the Placement Policy to arrange for teacher's posting in the province. 2. Coordinate and facilitate the teacher posting and transfer at Tafea province. 3. TMU, TSC in central office to liaise with provincial TMU to facilitate teachers' postings	1. June 2. July 3. August	
	53CF	Implementation of the Leadership Selection Policy is carried out in Tafea Province.	Depend on appointment	1. Update of new principals 2. Organize basic computer training for principals and ECCE key teachers	1. March 2. May	
	53CF	Meetings and Workshops held in Schools within the Province	3	1. Results awareness and parent support to education (PSP)	1. May	
	53CF	Meetings, and workshops for	2	1. With assistance from SBM, develop a monitoring mechanism to be used	1. July 2. August 3. September	

		monitoring in the province.		in monitoring of schools by provincial officers. 2. Seek assistance from ESD /VESP for all monitoring of activities 3. Ensure provincial officers have access to funding on time to implement activities especially monitoring for quality / reliable data and reports		
4. Manage school/PSET registration processes	53CF	1. PEB meetings to approve schools that meets the requirements.	10	1. Approval of new schools to be registered in the province	1. June	
59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance.	53CF	Advocacy is carried out to schools on the roles and responsibilities of School Councils.	20 schools	1. Implementation of the advocacy on the roles and responsibilities of School Councils in schools.	July	
	53CF	Inductions of new principals is carried out in Tafea province.	40	1. Provide leadership induction for new principals (roles and responsibilities)	April	
	53CF	Workshops and meetings, to improve academic performance at all levels.	2	1. Provide support in Phonetic teaching. 2. Support schools to develop Vernacular materials for effective teaching and learning. 3. Assessment Tools developed. 4. Literacy/Numeracy activities. 5. Results within qualifications and levels. 6. Contract provincial academic coordinator to coordinate all provincial academic activities.	6 May	
	53CF	Implementation of Home School Package, and Moodle mode of teaching and learning is carried out in Tafea Schools.	5	1. Monitor implementation of HSP and moodle learning 2. Request for a provincial IT to coordinate all school ITs and stationed at the PEO's office	1. April 2. January 3. May	

				3. Facilitate connectivity to other schools to access e-learning		
3. Support the implementation of school financial manual	53CF	Maintain clear financial management systems & communicate these to others.	40	1. Monitoring of Implementation of SFMMT 2. Refresher training for new principals	1. June 2. August	
83. Support the implementation and monitoring of OV policy	53CF	Management of OV and data in the province	80	1. Make sure that Data validation will be a Priority task at the start of academic year to accommodate final exam students 2. Train new principals in OV upload	1. 24 May 2. 19 February	
37. Support the mentoring and monitoring of the new curriculum implementation	53CF	Provincial subject panel meeting and induction of teachers	60	1. Inform the schools principals - 2023 – 2025 mission statement on literacy. 2. Instruction schools to allocate first 15min and last 15min of the school day for reading. Organize subject panel meeting for English/French/Math/science 3. Implement fully provincial academic planning	1. February	
	53CF	Strengthening of data analysis on PILNA, VANSTA results in the province	30	1. Consult CDU subject panels 2. Train teachers and principals to Diagnose way forwards from VANSTA report 3. Develop, moderate, and verify items 4. Administer Test	1. May 2. July	
	53CF			1. Training for principals on how to Consult Data from results 2. Identify weak areas 3. Report weak areas for improvement	1. May	
52. Support the establishment of policies and implementation	53CF	Adolescence life skills teaching in secondary schools in tafea province	20 teachers	1. Training of secondary teachers in life skills program 2. Implementation of life skills teaching (FLE)		

frameworks for all areas associated with teacher training.				3. Monitoring of FLE implementation in senior schools		
	53CF	Teachers' attitude and value is strengthened and improved in Tafea schools	20	1- SC to develop school disciplinary policy in place for both students and teachers. 2- PEO office to Advocate to schools on attitude and Value	1. August 2. July	
	53CF	Students' welfare policy is developed in all schools in Tafea Province	20	1. Assist schools in developing their student welfare policy (one page) 2. Carryout survey on school policies	1. June	
28. Support the review and implementation of the PSET policy	53CF	Teaching and learning are strengthened and improve in all school level in Tafea province	40	1. Strengthened provincial academic learning committee consisting of school principals	1. February	
	53CF	Accreditation of Number of Junior Secondary Schools in the tafea Province	3	1. Consult accreditation done by EAU 2. accreditation report submits to PEO	1. July	
87. Support capacity building for planning, reflection, and timely reporting	53CF	All school SSP to be completed as early as possible to be accommodated in provincial planning	80	1. Coordinate school plannings (SSP/AWP/AB/FS) 2. Include school needs in provincial business plan	1. June 2. November	
	53CF	Strengthening of provincial school SSP and annual plans	80	1. Monitoring of school SSP to OV	1. October	
53. Support appropriate and targeted delivery of training/professional development for teachers	53CF	Provide total number of the teachers and their qualification in the province (TAFEA).	40	1. Collect data and report on findings	1. July	
	53CF	TOT on VHSS delivered to ECCE C00rdinator and ECCE key teachers in the province	40	1. Training in Tafea for ECCE PC and ECCE key teachers	1. April	

2.6 Tertiary Education Directorate

Department	880					
Program	Activity Code	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	<ol style="list-style-type: none"> 1. Meet with NHRDP Coordinator 2. Identify key priorities 3. Organize and verify data 4. Prepare List of priorities with budget 5. Present list of needs/priorities to SMT 6. Present list and budget to NSTB to approve 7. Conduct awareness in schools and General Public on Priorities 8. Report to Director TED, SMT and NSTB 	<ol style="list-style-type: none"> 1. May 2025 2. May 2025 3. June 2025 4. June 2025 5. July 2025 6. July 2025 7. August to September 2025 8. September 2025 	<ul style="list-style-type: none"> • VQA Situation to be sorted out • Budget • Line ministries to provide list of needs • NHRDP Coordinat or vacant • No Annual priority areas not identified
	88AB	Scholarship awardees are accompanied and monitored		<ol style="list-style-type: none"> 1. Prepare plan for Staff travelling and budget 2. Request approval from Director TED and SMT for staff to travel overseas 3. Accompany students to respective institutions 4. Meet with students and institutions 5. Monitor progression of students 6. Report to Director TED/SMT and NSTB 	<ol style="list-style-type: none"> 1. January 2025 2. January 2025 3. February 2025 4. April to May 2025 5. May to July 2025 6. August 2025 	<ul style="list-style-type: none"> • Scholarshi p Awardees are not monitored
	88AB	Priority issues and consistency, transparency and effective use of	1	<ol style="list-style-type: none"> 1. Identify best Practice within TSCU 2. Meet with stakeholders and partners 3. Produce guidelines 	<ol style="list-style-type: none"> 1. March 2025 2. April 2025 3. May 2025 4. June 2025 	<ul style="list-style-type: none"> • Increased inequities

		limited resources are identified		<ol style="list-style-type: none"> 4. Request Approval from SMT through Director TED 5. Request for approval from DG MoET 6. Implement Guideline 	<ol style="list-style-type: none"> 5. July 2025 6. August 2025 	<ul style="list-style-type: none"> • Cyclone season
79. Support the development and implementation of the National Scholarship Policy	88AB	TSCU Policy is developed and Procedures to address inequities at all level, and other external linkage is implemented	1	<ol style="list-style-type: none"> i. Prepare a concept note (including budget) for Policy Development ii. Request for approval from SMT through Director iii. Prepare TOR for contractor iv. Submit Concept Note and TOR to NSTB for Approval v. Recruit contractor vi. Contractor to collect information from Different stakeholders in areas to be covered in the policy vii. Present draft of Policy to Director, SMT and NSTB viii. Conduct consultation with stakeholders ix. Submit Final Draft of Policy to SMT, NSTB for Approval x. Implement National Scholarship Policy 	<ol style="list-style-type: none"> 1. January 2025 2. February 2025 3. March 2025 4. March 2025 5. April 2025 6. June 2025 7. August 2025 8. October 2025 9. November 2025 10. December 2025 	<ul style="list-style-type: none"> • No TSCU Policy and Procedures in place
89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination	88AB	Link with external coordination and support is strengthened	10	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. December 2. December 3. December 4. December 	<ul style="list-style-type: none"> • No link with external coordination strengthened
28. Support the review and implementation of the PSET policy	88AA/AB/AC/AD/AE	PSET Policy has been conceived the National Skills Policy that will be launched in July 2024	1	<ol style="list-style-type: none"> 1. Established a clear vision and objective for the national skills development policy implementation plan aligning with the 2030 the Peoples Plan and NHRDP 	<ol style="list-style-type: none"> 1. December 2025 	<ul style="list-style-type: none"> • No link with external stakeholders • No implementation plan in place

29. Support in the development of a VNSDP Policy and implementation plan to ensure all TVET Institutions can deliver quality education	88AC	Needs Assessment conducted	12	<ol style="list-style-type: none"> 1. Conduct a thorough needs assessment to understand the current state of TVET institutions, including infrastructure, curriculum, faculty capabilities, and industry demands. 2. Engage stakeholders such as VQA, APTC, PSET Association, VSP and Donor Partners. 	<ol style="list-style-type: none"> 1. December 2025 2. December 2025 	<ul style="list-style-type: none"> • NO needs assessments conducted
31. Support the PSET institutions to develop courses that met VQA requirements	88AC	Institutional capacity strengthening	12	<ol style="list-style-type: none"> 1. Develop a concept note 2. Directors' approval, budget expenditures and clear listing 3. VQA approval financial support for every provider, approval of revisited all registration and status 	<ol style="list-style-type: none"> 1. May 2025 2. September 2025 3. November 2025 	<ul style="list-style-type: none"> • Need Recruitment • No joint consultation in place
32. Support the registration process of PSET providers	88AC	Quality Assurance for registration status is verified and complied with VQA requirements	12	<ol style="list-style-type: none"> 1. Gather all necessary information and documents required for registrations and status. 2. Double- check all Land registration and governance in place, and ensure they are correctly filled out and signed where necessary, compliance and governance. 3. Site visit and interview key personal 4. Implement quality assurance mechanism to ensure that the training provider meet VQA standards. 5. Follow up with VQA on approval processes to deliver submission 	<ol style="list-style-type: none"> 1. April 2025 2. June 2025 3. July 2025 4. October 2025 5. November 2025 	<ul style="list-style-type: none"> • No quality assurance implemented
33. Support the establishment of VIT campuses in provinces	88AC	Feasibility Study conducted	5	<ol style="list-style-type: none"> 1. Develop a concept note on a task force formation (TOR) what are their TOR 2. Create a clear objective and vision 3. Develop and expenses breakdown 4. Established a tasks force for director to approved by few stakeholders 5. Director to create a SMT paper for approved by SMT 6. Contact a comprehensive feasibility study to assess the demand for vocational and 	<ol style="list-style-type: none"> 1. April 2025 2. June 2025 3. July 2025 4. October 2025 5. December 2025 6. December 2025 7. December 2025 	<ul style="list-style-type: none"> • No feasibility study conducted

				<p>technical education in the target provinces.</p> <p>7. Analyse demographic trends, economic indicators, and employment needs to identify potential partnerships with local institutions to identify priority sectors skills development</p>		
38. Support the development of the new course materials	88AC	Instructional Materials design developed	1	<ol style="list-style-type: none"> 1. Develop a concept note on a task force formation (TOR) what are their TOR 2. Create a clear objective and vision 3. Develop and expenses breakdown 4. Established a tasks force for director to approved by few stakeholders 5. Director to create a SMT paper for approved by SMT 6. Liaised with HR on recruitment of TVET curriculum coordinator 	<ol style="list-style-type: none"> 1. March 2025 2. March 2025 3. March 2025 4. April 2025 5. May 2025 6. June 2025 	<ul style="list-style-type: none"> • No TVET curriculum Coordinator or appointed
40. Support TVET Institutions with the necessary resources required to deliver the new course materials	88AC	Support Mechanisms	12	<ol style="list-style-type: none"> 1. Develop a concept note (to be included in the Tertiary sectoral policy 2. Develop a concept note on a task force formation (TOR) what are their TOR 3. Create a clear objective and vision 4. Develop and expenses breakdown 5. Established a tasks force for director to approved by few stakeholders 6. Director to create a SMT paper for approved by SMT. 	<ol style="list-style-type: none"> 1. May 2025 2. June 2025 3. June 2025 4. July 2025 5. July 2025 6. August 2025 	<ul style="list-style-type: none"> • Need recruit of SEO TPSS • Recruit Curriculum
42. Strengthen procurement and distribution systems to ensure timely delivery/replacement of instructional materials to schools/TVET institutions.	88AC	Procurement and distributions systems	1	<ol style="list-style-type: none"> 1. Develop a clear implementation plan on how to re-establish TVET in all 6 provinces 2. Day boarders develop its budget 3. Boarding develops its budget 4. Develop a plan for a clear to established for how to revisit the budget and submissions of the institutions 	<ol style="list-style-type: none"> 1. September 2025 2. September 2025 3. November 2025 4. December 2025 	<ul style="list-style-type: none"> • No stakeholder's engagement
43. Establish robust inventory mechanism for instructional material in	88AC	Inventory Mechanism	1	<ol style="list-style-type: none"> 1. Create an Integrate technology and streamlining the processes that provides 	<ol style="list-style-type: none"> 1. July 2025 	<ul style="list-style-type: none"> • No integrate

schools/TVET institutions to determined teacher and student need in real time.				Instructional materials are accessible to teachers/trainers and students/learners		technology available
19. Support Inclusive Education initiatives	88AC	Delivery of Skills Development	1	<ol style="list-style-type: none"> 1. Support the delivery of skills development. 2. Output 1: institutional capacity of VIT to deliver quality, in-demand, and gender-responsive training strengthened. 3. Output 2: gender responsive, inclusive, and climate resilience in fracture and equipment at Port Vila and Malampa campuses expanded. 4. Output 3 inclusive and targeted training programs, particularly for woman and people with disabilities implemented. 	<ol style="list-style-type: none"> 1. August 2025 2. August 2025 3. September 2025 4. October 2025 	<ul style="list-style-type: none"> • No support for the delivery of skills development
56. Monitor accessibility to scholarships/implementation of NHRDP	88AC	Industrial survey's raw data is analyzed	2 (Shefa and Tafea Provinces)	<ol style="list-style-type: none"> 1. Conduct Industry survey with industries 2. Consult with Industry Skills Council 3. Development Implementation Plan with Clear Objectives 4. MoA/MoU with VIT & VNYA 5. Design Platform for Survey 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 9. MoA with VIT to identify qualifications matching with NHRDP 10. Submit an NPP to cover for Survey 	<ol style="list-style-type: none"> 1. February 2025 2. March 2025 3. April 2025 4. May 2025 	<ul style="list-style-type: none"> • No report produced
89. Review and implement the Communication strategy and support the strengthening of MoET Partners and	88AD	Link and cooperate between national, regional and international Universities	30	<ol style="list-style-type: none"> 1. Transfer the Bilingual Research and Innovation Doctoral Training Unit and related activities to NUV 2. Transfer of DAEU program to NUV 3. Collaborate with Foreign Affairs to open dialogue with different universities. 	<ol style="list-style-type: none"> 1. December 2. December 3. May 4. June 5. June 6. July 	

stakeholders the strengthening of MoET Partners and stakeholders' coordination				<ol style="list-style-type: none"> 4. Collect data on all different institutions where Vanuatu Students are studying at. 5. Meet with VQA to provide information on registration of national, regional and international universities 6. Collaborate with Universities' representatives to collect information 7. Produce report on information collected to Director TED and SMT. 8. Develop a concept note with clear objectives to develop a request for NPP 9. Collaborate with PPU and MoET Finance and Administration Unit to work on NPP/GIP template 	<ol style="list-style-type: none"> 7. July 8. July 9. July 	
	88AD	Developed partners support Ministry Strategic Plan through a Joint Partner Agreement and MOU	2	<ol style="list-style-type: none"> 1. Renew partnership with France volontaires 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) 	<ol style="list-style-type: none"> 1. December 2. December 	
	88AD	Established a commission for Higher Education	1	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. December 2. December 3. December 	
28. Support the review and implementation of the PSET policy	88AD	Strengthened recognition of prior learning and develop training pathways for Higher Education	1	<ol style="list-style-type: none"> 1. Increase collaborations with other training institutions to offer more tertiary opportunities 	<ol style="list-style-type: none"> 1. December 	
72. Support the review of policies & guidelines	88AD	Number of Academic Research scholarship for Master's and PhD allocated	4	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. December 2. December 3. December 	

				3. Allocate Master and PhD scholarships for Ni-Vanuatu students to study in the region and Europe		
70. Support the review and implementation of the updated MoET structure	88AD	Liaise with HR Unit to review Higher Education Unit structure		1. Review Higher Education structure to also capture devolution to provinces 2. Review JDs for existing HE Unit posts 3. Proper weighting and alignment of posts 4. Incorporate a research and training section under HE Unit 5. Develop JDs for new HE Unit posts	1. December 2. December 3. December 4. December 5. December	
	88AD	Developed and implemented continuous professional development and capacity building with HE Unit	2	1. Develop continuous professional development and capacity building plan 2. Approach donor partners and stakeholders for in-house trainings 3. Formalize recruitment of current posts through PSC process 4. Implement continuous professional development and capacity building for HE Unit staff	1. December 2. December 3. December 4. December	
6. Teachers/Trainers are prepared	88AE	Teacher/Trainers are adapted to the Inclusive Education Policy	24	1. Coordinate and facilitate Teachers and trainers from all levels (ECCE, Primary, Secondary and PSET). 2. Teaching methods to meet the different needs of all students/learners. 3. Professional development, attend workshops, and pursue further education. 4. Review and apply the Inclusive Education Policy regularly to improve their approach.	1. March 2025 2. June 2025 3. September 2025	
53. Support appropriate and targeted delivery of training/professional development for teachers	88AE	Teachers/Trainers are trained	20	1. Coordinate and facilitate ECCE School Teachers to national and regional University. 2. Coordinate and facilitate Primary School Teachers to national and regional University.	1. June 2025 2. July 2025 3. July 2025 4. November 2025	

				3. Coordinate and facilitate Secondary School Teachers to national and regional University. 4. Coordinate and facilitate PSET Teachers to national and regional University.		
--	--	--	--	--	--	--

2.7 Education Commissions and Council

2.7.1 Teaching Service Commission

The copy of the TSC 2025 business plan will not be inserted into the overall MoET business plan, as the TSC business plan is organized differently and TSC board is mandated to approve the TSC business plan. However, a copy of the TSC 2025 business plan will be made available to the MoET and everyone.

2.7.2 Vanuatu Qualifications Authority (VQA)

The copy of the VQA business plan will not be inserted into the overall MoET business plan, as the VQA business plan is organized differently (in a different format). However, a copy of the plan was made available to the MoET and it will be made available to all, through the MoET website.

2.8 Governance and Reform Priorities for the MoET (Government 100-Day Plan)

2.8.1 Economic Recovery & Growth Matrix

Priority Area	Action Item	Key Activities	Responsible Entity	Supporting Entity	Expected Outcome
1. Teacher Licenses	Ensure compliance with Act ²	Establish implementation plan for compliance Teacher Licenses Act	ESD	TSC/PPD/TED	Improve education quality and have a clear demarcation in Teacher levels

2.8.2 Education and Teaching Services Commission Reform

2.8.2.1 Education Action Plan Matrix

Priority Area	Action Item	Key Activities	Responsible Entity	Supporting Entity	Expected Outcome
2. Teacher Grievances	Review the Teaching Services Commission (TSC) and amend ³	Review existing governance frameworks and make recommendations for improvements to enhance effectiveness and accountability	ESD	TSC/ TED Admin & Finance/ PPD	Streamline and improve efficiency of Teaching Services
3. Teacher Licenses	Implement Teacher Licensing System ⁴	COM paper for recommendation implementation of Licensing Act	TSC	ESD/ TED	Standardize teacher standards Streamline hiring processes
4. Repair to schools	Repair damage by earthquake to schools ⁵	Seek donor funding for damage schools	Admin & Finance	PPD / DGO	Secure funding for affected schools
5. Online learning	Online learning and ICT use in schools ⁶	Secure funding for purchasing necessary technology	ESD	TED / Admin & Finance	Enhance flexible learning in schools to ensure continuity in learning in times of disasters
6. Teacher shortage	Address shortage of qualified teachers ⁷	Work with development partners to acquire teaching personal	TED	ESD/Admin & Finance	Teacher student ratio conducive to positive learning environment

² Teacher licensing Act is not captured in the prior version of the MoET BP. The leading entity must mobilize and plan to action the priority.

³ Review of the TSC Act is captured in the prior version of the MoET BP under activity code 83AA. The leading entity must action the priority.

⁴ The requirements of teacher licensing are spell out in the TSC Act; however, the implementation is far from reach and not captured in the prior version of the MoET BP. The leading entity is to mobilize and plan to action the priority.

⁵ This action item is captured in the prior version of the MoET BB under the activity code 53AA. The leading entity is to mobilize and plan to action the priority.

⁶ Online learning is partly addressed under the activity code 88AD in the prior version of the BP. The leading entity is to mobilize and plan to action the priority.

⁷ Shortage of qualified teachers is note captured in the prior version of the BP therefore the leading agency must mobilize and plan to action the priority.

7. Scholarships	Review and find long-term solution ⁸ Link scholarships with National Human Resource development plan ⁹	Streamline scholarship issues	TED	DGO	Streamline scholarship processes
------------------------	---	-------------------------------	-----	-----	----------------------------------

⁸ The development of the scholarship policy and procedures is part of the action aim at finding longtime solution to scholarship administration in the prior version of the BP under the activity code 88AB. The leading entity must prioritize this action for implementation.

⁹ Scholarship link to National Human Resource Development Plan is part of the service target captured in the prior version of the BP under the activity code 88AB. The leading entity must prioritise the action for implementation.

3. MoET Human Resource Operational Plan

Below is a summary of the key actions required during the year in terms of human resource management.

All of the indicators below should correspond to data contained (in more detail) in the overall Ministry Human Resource Development Plan.

Staffing	Total
<i>Total staff in PSC-approved structure</i>	272
<i>Permanent</i>	195
<i>Probation</i>	8
<i>Contract – PSC</i>	9
<i>Contract Under Project</i>	10
<i>Daily Rated</i>	-
<i>Vacant</i>	60
<i>Cabinet Staff</i>	23
<i>Total Staff in Acting Positions</i>	12

Retirement			
Severance to be paid during the year	Severance	Leave	Total
Driver/ Groundman – Torba	1,612,703	95,545	1,708,248
Provincial Finance Officer – Torba	1,886,325	123,234	2,009,560
Cleaner – Penama	313,081	63,026	376,107
Curriculum Coordinator (6) – CDU	4,025,477	181,109	4,206,589
Driver/Groundman – CDU	2,036,056	95,545	2,131,601
Receptionist – Administration and Finance	3,037,590	105,929	3,143,519
Basic Education Coordinator-ESD	3,056,935	181,109	3,238,044
Provincial Secondary Officer - Tafea	727,279	128,547	855,826
Total	16,695,447	974,044	17,669,490

Summary:

Retirement	Total (vatu)
Severance to be paid during the year	16,695,447
Accrued Leave estimated for retiring staff	974,044

Priority Vacant Posts in OPSC Approved Structure to be advertised	Unit /Department	Position No.	Scale	Salary	Allowances
--	-------------------------	---------------------	--------------	---------------	-------------------

Secretary General	Teaching Service	3019	PS9.1	3,408,300	432,000
TSC Chairman	Teaching Service	OSA	SO 65.1		
Industrial Relation Officer	Teaching Service	3021	PS 6.1	1,906,500	432,000
Senior Finance Officer Teacher	Teaching Service	3022	PS 6.4	2,106,500	432,000
Architect (1)	Administration	3221	PS 6.1	1,906,500	432,000
Senior Property & Maintenance Officer	Administration	3224	PS 6.1	1,906,500	432,000
Senior School Finance Officer	Administration	3209	PS 6.1	1,906,500	432,000
IT Network Support Officer (Programmer / Analyst)	IT	3227	PS 6.1	1,906,500	432,000
Executive Secretary	Education Services	3302	PS 4.1	1,195,500	432,000
Primary Education Officer	Education Services	3309	PS 6.1	1,906,500	432,000
TVET Coordinator	Education Services	3315	PS 6.1	1,906,500	432,000
Numeracy Coordinator	CDU	3344	PS 6.1	1,906,500	432,000
Literacy Coordinator	CDU	3346	PS 6.1	1,906,500	432,000
Literacy Officer	CDU	3347	PS 6.1	1,906,500	432,000
Executive Secretary	Examination	3352	PS 4.1	1,195,500	432,000
Senior Secondary School Examination Officer (1)	Examination	3354	PS 6.1	1,906,500	432,000
Deputy PEO (4)	Penama	3381	PS 6.1	1,906,500	432,000
Provincial Statistic/ Distribution Officer (1)	Torba	3390	PS 4.1	1,195,500	432,000
Preschool Coordinator (3)	Penama	3405	PS 4.1	1,195,500	432,000
Driver/ Groundman	Sanma	3410	PS 5.1	1,513,100	432,000
Cleaner (1)	Torba	3421	PS 1.1	625,100	432,000
Provincial Secondary Education Officer (2)	Sanma	3439	PS 5.1	1,513,100	432,000
Executive Secretary	Tertiary Education	3501	PS 4.1	1,195,500	432,000
Senior Trainer provider Support Officer	Tertiary Education	3504	PS 6.1	1,906,500	432,000
Teaching & Learning Material Officer	Tertiary Education	3506	PS 6.1	1,906,500	432,000
Senior Province Service Delivery	Tertiary Education	3507	PS 6.1	1,906,500	432,000
TVET Centre Manager	Torba	3509	PS 6.1	1,906,500	432,000
TVET Centre Manager	Sanma	3510	PS 6.1	1,906,500	432,000
TVET Centre Manager	Penama	3511	PS 6.1	1,906,500	432,000
TVET Centre Manager	Malampa	3512	PS 6.1	1,906,500	432,000
TVET Centre Manager	Shefa	3513	PS 6.1	1,906,500	432,000
TVET Centre Manager	Tafea	3514	PS 6.1	1,906,500	432,000

Provincial Training Coordinator (5)	Shefa	3519	PS 6.1	1,906,500	432,000
--	-------	------	--------	-----------	---------

3.1 Key Priority Training for MOET in 2025

Below are the top five priority training areas identified for the Ministry of Education and Training (MOET) in 2025:

Key Training to be Delivered	Key Skills Covered	Cost	Duration
Leadership and Management Skills	Planning, administration, communication, decision-making	500,000VT	1 Month
Public Policy Analysis and Implementation	Policy analysis, research methodologies, statistical skills, effective report writing	300,000VT	1 Month
Managing Public Service Delivery	Leadership and Strategic Vision, Understanding of impact service delivery Ability to manage relationships with stakeholders Customer Services	300,000VT	5 Days
ICT and Digital Skills	Computing, networking, data management, IT competencies	150,000VT	1 Day
Business Communication	Interpersonal and negotiation skills, communication strategies, stakeholder engagement Reporting	150,000 VT	2 Day
Induction (Officers)	Role of the Public Service Staff duties and responsibilities Staff entitlements	150,000VT	1 Day
Induction (Managers)	Planning and Reporting. Competency-based JDs Financial Literacy Performance Management Managing Discipline	150,000VT	1 Day

Notes:

- Induction training (Central officers – done, though this year the same training will be delivered to 2 provincial officers for example, Penama & Malampa Province)
- These priority areas were identified based on skill gaps and training needs.
- The focus is on enhancing workforce capabilities within MOET for improved service delivery and education sector management.

This structured approach ensures targeted skill development for MOET personnel in 2025.

Officer on Scholarship				
	Name	Salary	Allowances	Area of Scholarship
	Moses Kendry	PsS 5.5 VT2,250,000	432,000	Tahiti Masters Management and International Trade
	Vutilolo Anneth	PS4.1 VT1,291,200	432,000	University of the South Pacific Bachelor of Commerce Public Admin & Management and HRM and Employee Relations
	Jonah Marie	PSS5.5 VT2,250,000	432,000	Master of Education and Leadership Management – University of New Castel, Australia
	Tasale Asnath	PS6.4 VT2,106,500	432,000	Masters of Commence in Management and Public Administration
	Boe Jay	PSS5.2 VT2,054,000	432,000	Fiji National University, bachelor's in education specialist in TVET
Part Time	Felicity Nilwo	PS8.2 VT2,787,200	432,000	University of New Caledonia Agriculture – PHD Projet FALAH F French

4. MoET Cashflow Forecast

4.1 Table 1: Overall MoET 2025 Cashflow Plan

ALL														
PROG/ACT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
MEG	7,435,196	5,300,464	5,300,464	5,300,464	5,300,464	5,300,464	5,300,464	7,435,196	5,300,464	5,300,464	5,300,464	18,441,912	81,016,480	
MEGA	7,435,196	5,300,464	5,300,464	5,300,464	5,300,464	5,300,464	5,300,464	7,435,196	5,300,464	5,300,464	5,300,464	18,441,912	81,016,480	
MEH	54,162,095	10,302,676	10,302,676	50,453,865	10,302,676	10,302,676	63,657,576	14,010,906	10,302,676	10,842,733	10,302,676	11,301,029	266,244,260	
MEHA	52,276,962	8,986,883	8,986,883	49,138,072	8,986,883	8,986,883	62,341,783	12,125,773	8,986,883	9,526,940	8,986,883	9,985,250	249,316,078	
MEHB	1,885,133	1,315,793	1,315,793	1,315,793	1,315,793	1,315,793	1,315,793	1,885,133	1,315,793	1,315,793	1,315,793	1,315,779	16,928,182	
MEI	125,849,657	138,340,028	80,495,017	79,614,227	70,345,017	70,432,064	85,064,227	90,770,739	70,955,114	79,173,837	70,345,017	1,070,346,287	2,031,731,231	
MEIA	31,958,527	21,625,473	26,575,473	23,944,196	21,125,473	21,125,473	29,394,196	29,139,804	21,625,473	23,944,196	21,125,473	1,021,125,652	1,292,709,409	
MEIB	2,198,111	1,109,009	1,109,009	1,659,496	1,109,009	1,109,009	1,659,496	1,977,916	1,219,106	1,219,106	1,109,009	1,109,016	16,587,292	
MEIC	52,949,594	83,734,764	20,939,753	22,139,753	16,239,753	16,326,800	22,139,753	20,909,594	16,239,753	22,139,753	16,239,753	16,240,113	326,239,136	
MEID	38,743,425	31,870,782	31,870,782	31,870,782	31,870,782	31,870,782	31,870,782	38,743,425	31,870,782	31,870,782	31,870,782	31,871,506	396,195,394	
MEJ	1,470,131,267	532,962,116	532,962,116	1,229,958,954	532,962,116	532,962,116	1,458,124,567	755,359,429	532,962,116	545,462,116	532,962,116	1,176,754,266	9,833,563,295	
MEJA	2,760,594	1,894,386	1,894,386	1,894,386	1,894,386	1,894,386	1,894,386	2,760,594	1,894,386	1,894,386	1,894,386	1,894,355	24,465,017	
MEJB	13,036,169	9,709,374	9,709,374	9,709,374	9,709,374	9,709,374	9,709,374	13,036,169	9,709,374	9,709,374	9,709,374	9,709,554	123,166,258	
MEJC	604,573,886	-	-	604,573,886	-	-	806,098,515	-	-	-	-	-	2,015,246,287	
MEJD	766,563,516	438,161,254	438,161,254	530,584,206	438,161,254	438,161,254	557,225,190	656,365,564	438,161,254	450,661,254	438,161,254	1,081,949,268	6,672,316,522	
MEJE	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,201,089	998,369,211	
Grand Total	1,657,578,215	686,905,284	629,060,273	1,365,327,510	618,910,273	618,997,320	1,612,146,834	867,576,270	619,520,370	640,779,150	618,910,273	2,276,843,494	12,212,555,266	

4.2 MoET 2025 PayRoll Cashflow Plan

PAYR													
PROG/ACT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
MEG	6,404,141	4,269,409	4,269,409	4,269,409	4,269,409	4,269,409	4,269,409	4,269,409	6,404,141	4,269,409	4,269,409	4,269,409	17,410,791
MEGA	6,404,141	4,269,409	4,269,409	4,269,409	4,269,409	4,269,409	4,269,409	4,269,409	6,404,141	4,269,409	4,269,409	4,269,409	17,410,791
MEH	11,124,602	7,416,372	7,416,372	7,416,372	7,416,372	7,416,372	7,416,372	7,416,372	11,124,602	7,416,372	7,416,372	7,416,372	8,414,626
MEHA	9,416,589	6,277,699	6,277,699	6,277,699	6,277,699	6,277,699	6,277,699	6,277,699	9,416,589	6,277,699	6,277,699	6,277,699	7,275,965
MEHB	1,708,013	1,138,673	1,138,673	1,138,673	1,138,673	1,138,673	1,138,673	1,138,673	1,708,013	1,138,673	1,138,673	1,138,673	1,138,661
MEI	60,285,759	40,190,329	40,190,329	40,190,329	40,190,329	40,190,329	40,190,329	40,190,329	60,285,759	40,190,329	40,190,329	40,190,329	1,040,190,343
MEIA	24,042,795	16,028,464	16,028,464	16,028,464	16,028,464	16,028,464	16,028,464	16,028,464	24,042,795	16,028,464	16,028,464	16,028,464	1,016,028,472
MEIB	1,615,831	1,077,216	1,077,216	1,077,216	1,077,216	1,077,216	1,077,216	1,077,216	1,615,831	1,077,216	1,077,216	1,077,216	1,077,226
MEIC	14,009,400	9,339,559	9,339,559	9,339,559	9,339,559	9,339,559	9,339,559	9,339,559	14,009,400	9,339,559	9,339,559	9,339,559	9,339,561
MEID	20,617,733	13,745,090	13,745,090	13,745,090	13,745,090	13,745,090	13,745,090	13,745,090	20,617,733	13,745,090	13,745,090	13,745,090	13,745,084
MEJ	667,186,158	444,788,845	444,788,845	444,788,845	444,788,845	444,788,845	444,788,845	444,788,845	667,186,158	444,788,845	444,788,845	444,788,845	1,088,576,759
MEJA	2,598,604	1,732,396	1,732,396	1,732,396	1,732,396	1,732,396	1,732,396	1,732,396	2,598,604	1,732,396	1,732,396	1,732,396	1,732,388
MEJB	9,980,303	6,653,508	6,653,508	6,653,508	6,653,508	6,653,508	6,653,508	6,653,508	9,980,303	6,653,508	6,653,508	6,653,508	6,653,502
MEJD	654,607,251	436,402,941	436,402,941	436,402,941	436,402,941	436,402,941	436,402,941	436,402,941	654,607,251	436,402,941	436,402,941	436,402,941	1,080,190,869
Grand Total	745,000,660	496,664,955	496,664,955	496,664,955	496,664,955	496,664,955	496,664,955	496,664,955	745,000,660	496,664,955	496,664,955	496,664,955	2,154,592,519
													8,114,578,434

4.3 MoET 2025 Cashflow Operations

OPER													
PROG/ACT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
MEG	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,121	12,372,726
MEGA	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,055	1,031,121	12,372,726
MEH	43,037,493	2,886,304	2,886,304	43,037,493	2,886,304	2,886,304	56,241,204	2,886,304	2,886,304	3,426,361	2,886,304	2,886,403	168,833,082
MEHA	42,860,373	2,709,184	2,709,184	42,860,373	2,709,184	2,709,184	56,064,084	2,709,184	2,709,184	3,249,241	2,709,184	2,709,285	166,707,644
MEHB	177,120	177,120	177,120	177,120	177,120	177,120	177,120	177,120	177,120	177,120	177,120	177,118	2,125,438
MEI	65,563,898	98,149,699	40,304,688	39,423,898	30,154,688	30,241,735	44,873,898	30,484,980	30,764,785	38,983,508	30,154,688	30,155,944	509,256,409
MEIA	7,915,732	5,597,009	10,547,009	7,915,732	5,097,009	5,097,009	13,365,732	5,097,009	5,597,009	7,915,732	5,097,009	5,097,180	84,339,171
MEIB	582,280	31,793	31,793	582,280	31,793	31,793	582,280	362,085	141,890	141,890	31,793	31,790	2,583,460
MEIC	38,940,194	74,395,205	11,600,194	12,800,194	6,900,194	6,987,241	12,800,194	6,900,194	6,900,194	12,800,194	6,900,194	6,900,552	204,824,744
MEID	18,125,692	18,125,692	18,125,692	18,125,692	18,125,692	18,125,692	18,125,692	18,125,692	18,125,692	18,125,692	18,125,692	18,126,422	217,509,034
MEJ	802,945,109	88,173,271	88,173,271	785,170,109	88,173,271	88,173,271	1,013,335,722	88,173,271	88,173,271	100,673,271	88,173,271	88,177,507	3,407,514,615
MEJA	161,990	161,990	161,990	161,990	161,990	161,990	161,990	161,990	161,990	161,990	161,990	161,967	1,943,857
MEJB	3,055,866	3,055,866	3,055,866	3,055,866	3,055,866	3,055,866	3,055,866	3,055,866	3,055,866	3,055,866	3,055,866	3,056,052	36,670,578
MEJC	604,573,886	-	-	604,573,886	-	-	806,098,515	-	-	-	-	-	2,015,246,287
MEJD	111,956,265	1,758,313	1,758,313	94,181,265	1,758,313	1,758,313	120,822,249	1,758,313	1,758,313	14,258,313	1,758,313	1,758,399	355,284,682
MEJE	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,197,102	83,201,089	998,369,211
Grand Total	912,577,555	190,240,329	132,395,318	868,662,555	122,245,318	122,332,365	1,115,481,879	122,575,610	122,855,415	144,114,195	122,245,318	122,250,975	4,097,976,832

			printing of National Exams		printing of National Exams														
Government	MoET	Yet to Start	Stationeries for Marking of National Exams Yr10/12/13	TBA	Stationeries for Marking of National Exams - Yr10/12/13	Goods	RFQ	1,000,000	Yes	Yes	Yes	Yes	August	August	August	August	August	August	August
Government	MoET	Yet to Start	Venue for Marking of National Exams 2024	TBA	Venue for Marking of National Exams 2024	Services	RFQ	2,300,000	Yes	Yes	Yes	Yes	August	August	August	August	August	August	August
Government	MoET	Yet to Start	Broadcasting of National Exams on VBTC	TBA	Broadcasting of National Exams on VBTC	Services	RFQ	1,400,000	Yes	Yes	Yes	Yes	August	August	August	August	August	August	August
Government	MoET	Yet to Start	Charter Flight - Distribution of National Exams to 6 Provinces in Vanuatu	TBA	Charter Flight - Distribution of National Exams to 6 Provinces in Vanuatu	Goods	RFQ	4,500,000	Yes	Yes	Yes	Yes	August	August	August	August	N/A	August	August
Government	MoET	Yet to Start	Moodle Platform Fee - Host for Teachers and Students (Yr13) Access to Learning	TBA	Moodle Platform Fee - Host for Teachers and Students (Yr13) Access to Learning	Services	RFQ	4,000,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Government	MoET	Yet to Start	Internet in Schools	TBA	Shefa Schools Internet Connectivity	Services	RFQ	9,980,000	Yes	Yes	Yes	Yes	April	April	April	April	May	May	May
Government	MoET	Yet to Start	Internet School Survey	TBA	Assessing of School Internet Connectivity Survey	Consultant Services	SS	2,500,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	April	April	April	April
Donor	MoET	Yet to Start	ECCE Curriculum Teaching and Learning Resources - Readiness Tool, Child Development Assessment Tool, Leaving Certificate and Parent Support	TBA	ECCE Curriculum Teaching and Learning Resources - Readiness Tool, Child Development Assessment Tool, Leaving Certificate and Parent Support Program Resources	Goods	RFQ	9,985,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May

			Program Resources															
Donor	MoE T	Yet to Start	Conduct Parent Support Program Baseline throughout Vanuatu	TBA	Conduct Parent Support Program Baseline throughout Vanuatu	Consultant Services	RFQ	4,000,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Conduct Evaluation survey for Parent Support Program in Penama	TBA	Conduct Evaluation survey for Parent Support Program in Penama	Consultant Services	RFQ	1,000,000	Yes	Yes	Yes	Yes	June	June	June	June	June	June
Donor	MoE T	Yet to Start	Support ECCE data input on OV	TBA	Support ECCE data input on OV	Consultant Services	RFQ	1,000,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Support ECCE Program Implementation - PSP, Policy Review	TBA	Support ECCE Program Implementation - PSP, Policy Review	Consultant Services	RFQ	4,000,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Support the review of the ECCE Curriculum	TBA	Support the review of the ECCE Curriculum	Consultant Services	RFQ	4,200,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Support Teacher Professional Development for Inservice training to ECCE teachers	TBA	Support Teacher Professional Development for Inservice training to ECCE teachers	Consultant Services	RFQ	3,000,000	Yes	Yes	Yes	Yes	June	June	June	June	June	June
Donor	MoE T	Yet to Start	Development of ECCE teaching and learning resources	TBA	Development of ECCE teaching and learning resources	Consultant Services	RFQ	3,000,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May
Donor	MoE T	Yet to Start	ECCE Teachers Inservice Training	TBA	ECCE Teachers Inservice Training	Consultant Services	RFQ	3,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Dissemination of story books	TBA	Dissemination of story books	Consultant Services	RFQ	1,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Strengthening community engagement in Vanuatu	TBA	Strengthening community engagement in Vanuatu	Consultant Services	RFQ	3,000,000	Yes	Yes	Yes	Yes	June	June	June	June	June	June

Donor	MoE T	Yet to Start	Study on School Readiness and pre- primary learning outcome	TBA	Study on School Readiness and pre-primary learning outcome	Constltant Services	RFQ	3,000,000	Yes	Yes	Yes	Yes	Yes	July	July	July	July	July	July
Government	MoE T	Yet to Start	Procurement of ECCE resources	530 MEJ MEJB	Printing and distribution of 8000 Child observation checklist	Goods	SS	6,000,000	Yes	Yes	Yes	Yes	Yes	May	May	May	May	May	May
Government	MoE T	Yet to Start	Procurement of ECCE resources	531 MEJ MEJB	Printing and distribution of 10 000 Age 5 Leaving Certificate	Goods	SS	8,000,000	Yes	Yes	Yes	Yes	Yes	June	June	June	June	June	June
Government	MoE T	Yet to Start	Procurement of ECCE resources	532 MEJ MEJB	Printing and distribution of 5,000 ECCE readiness tool	Goods	SS	7,000,000	Yes	Yes	Yes	Yes	Yes	June	June	June	June	June	June
Government	MoE T	Yet to Start	Procurement of ECCE resources	533 MEJ MEJB	Printing and distribution of 6,000 ECCE routine handbook	Goods	RFQ	9,980,000	Yes	Yes	Yes	Yes	Yes	June	June	June	June	June	June
Government	MoE T	Yet to Start	Procurement of ECCE resources	534 MEJ MEJB	Printing and distribution of 1,000 ECCE Flash card booklets	Goods	RFQ	8,000,000	Yes	Yes	Yes	Yes	Yes	June	June	June	June	June	June
Government	MoE T	Yet to Start	Procurement of ECCE resources	535 MEJ MEJB	Printing and distribution of 1,000 ECCE Stimulus posters	Goods	RFQ	8,000,000	Yes	Yes	Yes	Yes	Yes	June	June	June	June	June	June
Government	MoE T	Yet to Start	Procurement of Primary resources	536 MEJ MEJB	Printing and distribution of 500 Primary Flash card booklets	Goods	RFQ	8,000,000	Yes	Yes	Yes	Yes	Yes	July	July	July	July	July	July
Government	MoE T	Yet to Start	Refurbishment central office space	537 MEJ MEJB	Tiling and partition of central office space	Works	RFQ	3,000,000	Yes	Yes	Yes	Yes	Yes	November	November	November	November	November	November
Government	MoE T	Yet to Start	Refurbishment central office space	538 MEJ MEJB	Door to the central office space and conference room	Works	RFQ	2,500,000	Yes	Yes	Yes	Yes	Yes	November	November	November	November	November	November
Government	MoE T	Yet to Start	Procurement of Air Conditions	539 MEJ MEJB	Installation of Air Conditions at the central office space	Works	RFQ	3,000,000	Yes	Yes	Yes	Yes	Yes	November	November	November	November	November	November
Government	MoE T	Yet to Start	Refurbishment of main entrance door	540 MEJ MEJB	Installation of roller shutter at the main entrance and	Works	RFQ	3,500,000	Yes	Yes	Yes	Yes	Yes	November	November	November	November	November	November

					conference room														
Government	MoET	Yet to Start	Refurbishment of reception area	541 MEJ MEJB	Relocate reception area as per approved design	Works	RFQ	3,000,000	Yes	Yes	Yes	Yes	November	November	November	November	November	November	November
Government	MoET	Yet to Start	Refurbishment of compound parking area	542 MEJ MEJB	Standardize CDU parking area	Works	RFQ	6,000,000	Yes	Yes	Yes	Yes	June	June	June	June	June	June	November
Government	MoET	Yet to Start	SPC/EQAP Consultancy on curriculum development	543 MEJ MEJB	Consultancy on the development of Years 7 and 13 syllabuses	Consultant Services	RFQ	5,000,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	November
Government	MoET	Yet to Start	Procurement of new office car	544 MEJ MEJB	Trading in old CDU vehicle and purchasing new office vehicle	Goods	RFQ	3,500,000	Yes	Yes	Yes	Yes	October	October	October	October	October	October	October
Government	MoET	Yet to Start	Procurement of office equipment	545 MEJ MEJB	Replacement of printer/photocopier at the central office space	Goods	RFQ	5,000,000	Yes	Yes	Yes	Yes	June	June	June	June	June	June	June
Government	MoET	Yet to Start	Procurement of office equipment	546 MEJ MEJB	Procurement of mini-industrial printing machine	Goods	RFQ	9,800,000	Yes	Yes	Yes	Yes	June	June	June	June	June	June	June
Government	MoET	Yet to Start	Editing Senior Secondary Syllabi (French)	547 MEJ MEJB	Edition of finalised Years 11-13 syllabi (French)	Consultant Services	RFQ	5,000,000	Yes	Yes	Yes	Yes	October	October	October	October	October	October	October
Government	MoET	Yet to Start	Procurement of FLE materials	548 MEJ MEJB	Printing and distribution of Year 12 FLE Syllabus	Goods	RFQ	7,000,000	Yes	Yes	Yes	Yes	September	September	September	September	September	September	September
Government	MoET	Yet to Start	Procurement of FLE materials	549 MEJ MEJB	Printing and distribution of Year 13 FLE Syllabus	Goods	RFQ	7,000,000	Yes	Yes	Yes	Yes	July	July	July	July	July	July	July
Donor	MoET	Yet to Start	Tsimbwege School	25B253 0A	Labour	Works	SS	4,000,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoET	Yet to Start	Tsimbwege School	25B253 0A	Transport	Services	RFQ	3,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoET	Yet to Start	Tsimbwege School	25B253 0A	Material	Goods	RFQ	9,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May

Donor	MoE T	Yet to Start	Tsimbwege School	25B253 0A	Furniture	Works	RFQ	3,000,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Abuanga School	25B253 0B	Labour	Works	RFQ	6,000,000	Yes	Yes	Yes	Yes	May	May	May	Apr	May	May	May
Donor	MoE T	Yet to Start	Abuanga School	25B253 0B	Furniture	Works	RFQ	3,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Sanesup School	25B253 0E	Labour	Works	RFQ	9,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Sanesup School	25B253 0E	Furniture	Works	RFQ	5,000,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Laindua School	25B253 0F	Furniture	Works	RFQ	3,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Kamai School	25B253 0G	Works	Works	SS	4,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Kamai School	25B253 0G	Furniture	Works	RFQ	3,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Benbon School	25B253 0H	Furniture	Works	RFQ	3,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Olal School	25B253 0C	Labour	Works	RFQ	9,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Olal School	25B253 0C	Furniture	Works	RFQ	3,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Lonmelfara n School	25B253 0D	Labour	Works	RFQ	6,000,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Lonmelfara n School	25B253 0D	Furniture	Works	RFQ	3,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Faralo School	25B253 0I	Works	Works	SS	4,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Faralo School	25B253 0I	Furniture	Works	RFQ	3,500,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Maumau School	TBA	Furniture	Works	RFQ	7,000,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Loquirutaro PS	TBA	Labour	Works	SS	920,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Loquirutaro PS	TBA	Goods	Goods	RFQ	8,000,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May

Donor	MoE T	Yet to Start	Unmet PS	TBA	Labour	Works	SS	5,000,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May
Donor	MoE T	Yet to Start	Simon Primary School	TBA	Labour	Works	SS	1,380,000	Yes	Yes	Yes	Yes	May	May	May	May	May	May	May

Table 2: Ministry of Education and Training Complex Procurement Plan

Ministry	Ministry of Education and Training] - Complex Procurement - 2025																					
Planning										Preparation												
Fund	Dep t	Pro gre ss	Activ ity	Cost Cent re	Descript ion of Purchas e	Contr act Type	Procure ment Type	Procurem ent Value	Cash Flow Endor sed (DG F&E M)	TEPP Appro ved (CTB)	TEC Appoin ted	Tender Specificat ions Approved (CTB)	Tender Docum ents Approve d (CTB)	Draft Contra ct Appro ved (Attor ney Gener al / CTB)	Advert ise	Open Tend ers	Evalua te Tende rs / Propos als	Recommend ation to COM	Minister s Submiss ion	Tabl ed in CO M by MoF T	COM Appro val	Notifica tion of Award
Govern ment	Mo ET		VIT Sky Gard en Buildi ng		Demoliti on of VIT Sky Garden Building	Works	SS	21,476,826	No	April	April	April	April	April	April	April	April	April	April	April	April	April
Donor	Mo ET	DF AT TC Har old Rec ove ry	Port Resol ution Proje ct	4- 53C F- MEI D- OV ER- 23E8 530F -TN	Port Res+F58 :F89oluti on Project	Works	RFT	25,000,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July
Donor	Mo ET	DF AT TC Har old Rec ove ry	Ipeke l Proje ct	25B2 530 A	Ipekel Project	Works	RFT-S	25,000,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July
Donor	Mo ET	DF AT TC Lola Rec ove ry	Abua nga Scho ol	25B2 530B	Material	Goods	RFT	15,500,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July

Donor	Mo ET	DF AT TC Lola Recovery	Sanes up School	25B2 530E	Material	Goods	RFT	23,000,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July
Donor	Mo ET	DF AT TC Lola Recovery	Aulua School	25B2 530J	Works	Works	RFT	109,000,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July
Donor	Mo ET	DF AT TC Lola Recovery	Aulua School	25B2 530F	Furniture	Works	RFT	15,000,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July
Donor	Mo ET	DF AT TC Lola Recovery	Laindua School	25B2 530F	Works	Works	RFT	27,750,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July
Donor	Mo ET	DF AT TC Lola Recovery	Kamasi School	25B2 530G	Goods	Goods	RFT	11,000,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July
Donor	Mo ET	DF AT TC Lola Recovery	Benbon School	25B2 530H	Labour	Works	RFT	21,500,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July
Donor	Mo ET	DF AT TC Lola Recovery	Olal School	25B2 530C	Goods	Goods	RFT	21,000,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July
Donor	Mo ET	DF AT TC Lola Rec	Lonmelfaran School	25B2 530D	Goods	Goods	RFT	15,500,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July

		ove ry																				
Donor	Mo ET	DF AT TC Lola Rec ove ry	Faral o Scho ol	25B2 530I	Goods	Goods	RFT	11,000,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July
Donor	Mo ET	DF AT TC Lola Rec ove ry	Ulei Prima ry Scho ol	25B2 530I	Works	Works	RFT	29,260,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July
Donor	Mo ET	DF AT TC Lola Rec ove ry	Mau mau Scho ol	25B2 530I	Works	Works	RFT	56,840,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July
Donor	Mo ET	DF AT TC Lola Rec ove ry	St Patric k's Colle ge	25B2 530I	Goods	Goods	RFT	20,472,738	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July
Donor	Mo ET	DF AT TC Lola Rec ove ry	Unm et PS	25B2 530I	Goods	Goods	RFT	27,760,000	Yes	May	May	May	May	May	June	July	July	July	July	July	July	July