

## **Aide Memoire**

### **Second Review Mission Secondary Education Support Program (SESP) 25-27 March 2004**

1. The Secondary Education Support Programme (SESP) was launched in August 2003, and has accomplished the comprehensive interim project in preparation for full-fledged implementation of the programme. Most preparatory activities have been completed and some aspects of implementation have been initiated.
2. Representatives from the Ministry of Education and Sports (MOES) of His Majesty's Government of Nepal (HMG/N), Asian Development Bank (ADB) and Denmark carried out the Second Joint Review Mission of the SESP in Kathmandu from 25-27 March 2004. The MOES chaired the meetings. The list of the participants in the mission is attached as Annex A.
3. The mission followed the successful appraisal of Education for All 2004-09 and the mission subscribes to the view that support for secondary education should be seen in the context established by the education for all movement.
4. This Aide Memoire was drafted and agreed to by the three partners of SESP. In line with the Terms of References and deliberations during the mission, the mission agreed on the following:

#### **Presentation of program progress**

5. DoE gave a thorough presentation of the progress in implementation of the preparatory activities achieved this far. In particular, it was reported that the DoE is in process of commenting upon the report on the "Review of Incentives and Scholarships" as well as implementing the policy on utilisation of SEDUs.
6. The mission, noting the slow implementation of the programme this far, recognised that the DoE consolidates the preparatory activities within a comprehensive and coherently planned framework with a view to initiating programmatic activities at all levels. The mission requested that the trimesterly progress report is submitted by end of April.

#### **ASIP and AWP&B 2004/2005**

7. DOE presented the ASIP and AWP&B 2004/2005 to the mission. The presentation covered areas like the programme context, implementation preparations, strategies for implementation and highlighted major elements of the work plan and budget for the coming fiscal year.
8. The major elements of the annual work plan and budget were broadly described with respect to four programme components. The presentation highlighted priorities for teacher training and capacity building at all levels.

9. Specifications of targets and various budget comparisons were presented and included some items that require further consideration.
10. The mission endorsed in principle the main budget allocations shown in Annex C “Componentwise Breakdown Budget of SESP 2004-05” as the budget frame of \$19.495 million for the ASIP 2004/2005. The amount allocated to component no 2 “Curriculum and Assessment” includes expenditures for the establishment of the Security Printing Press facility. This particular issue will be taken up for consideration at the time when HMG/N has decided where the Security Printing Press facility is going to be located.
11. A detailed draft AWP&B 2004/2005 was presented to the mission. However, it was decided that further discussion on some activities are needed. Hence, the mission agreed that a more specified budget (the degree of detail to be decided) with justification for new budget items and changes adopted would be worked out for the review and endorsement by the development partners at the monthly joint meeting to be convened on April 28, 2004.
12. The DoE gave a detailed statistical account of the impact of the insurgency on secondary schools. The DoE will be following the security situation closely and report on an on-going basis to the monthly joint meeting with a view to maintaining flexibility in provision of services in conflict-tense areas.
13. The DoE appreciated that, as a preparation for the Mid-Term Review, ADB will examine possible constraints of the current budgeting and accounting categories as well as the percentage-wise budget allocation, in particular with respect to decentralised cost centres.
14. In the meantime, the DoE will undertake necessary action to build capacity for the staff involved with procedures relating to budget management and accounting.

### **Budget release modalities**

15. DoE informed that 50% of the budgeted funds have been expended and that a withdrawal application is expected to be submitted within one and half month from the end of the mission. Currently, program activities are being funded by the HMG/N. The DoE, further assured funds go to districts/cost centres during the first month of the coming fiscal year.
16. It was agreed that progress on the action plan will be discussed at the monthly joint meetings between the partners and that the DoE will present possible constraints for compliance with the stipulated program budget release modality to this meeting for further joint action.

### **Indicators and monitoring arrangements**

17. The DoE gave a comprehensive introduction to a proposed system of indicators and monitoring. All data, including performance and output indicators, compiled and processed will be disaggregated with respect to age, gender, indigenous peoples and Dalits in order to facilitate precise targeting of expected outcomes.
18. The presentation on indicators and monitoring was highly appreciated. It was pointed out that these indicators provide a useful basis for linking quantitative data with qualitative issues.

## Outstanding issues from ADB inception mission

19. The Aide Memoire of the ADB inception mission, undertaken in August 2003, specifies a number of issues to be followed-up. These issues were;

Incentives and scholarships: The responsible sections of DoE are currently perusing the review of incentives and scholarships and that the final report will be released shortly. Different models for future implementation of the incentive and scholarship schemes were presented. The DoE priorities go towards the incentives and scholarships that mainstream children out-of-school as well as retention of children in schools. In all, the schemes include affirmative allocations for Dalits. The DoE is currently preparing an incentive and scholarship manual for schools. The mission advised that DoE designs the schemes for incentive and scholarships as simple as possible in order to facilitate distribution and monitoring of the schemes.

Institutional restructuring: It was reported that the suggestion for restructuring and reorganisation of the MoES/DoE is under consideration in the Ministry of General Administration. However, the proposed structure has been functional for some time. The mission recommended that links should be ensured between DoE and the technical institutions, particularly the NCED structure.

The mission was also informed about the changes in the institutional structure of NCED. This proposed change is also under consideration in the Ministry of General Administration. Further, the mission highly commended that the proposed NCED organogram reflects steps taken to address teacher education and development through an apex body, that includes utilisation of the PTICs and SEDUs as well as the Resource Centre structure. The needs for making this apex institution truly functional should be taken into account when designing future technical assistance for capacity building to ensure quality and monitoring of outputs and outcomes of this institution. A coherent plan will need to be worked out in this respect.

The guiding principle for CDC will be to facilitate the development and update of a curriculum that addresses the need for local adjustments. A proposed restructuring plan for CDC has been forwarded to the Ministry of General Administration and is under consideration here. A unit to carry out assessment functions has been included in the organogram. It was confirmed that the assessment unit would facilitate classroom-based assessments. The assessment unit will be fully functional by July 2004. This would be in compliance with the ADB loan covenant. The merging of the publishing cells has already taken place.

A national School Inspectorate: A “School Inspectorate” with 8 permanent posts, of which two are female officers, has been established at the MoES as a part of the newly formed Division for Monitoring, Evaluation and Inspections. The Division is in function. This is compliance with the ADB loan covenant.

Consultancy services: The DoE reported that for 13 civil works consultancy services for physical construction is needed. It was suggested that the DoE should package the consultancies and forward to ADB for no objection with a copy to the Royal Danish Embassy.

## Next steps

20. The DoE will forward a specified budget for the AWP&B 2004/2005 to the partners no later than 23 April 2004.
21. The next SESP mission should tentatively be scheduled to take place in Kathmandu from last week of November to first week December 2004. The mission will preferably be arranged before and connecting to the EFA mission.

# MINISTRY OF EDUCATION & SPORTS

Secondary Education Support Programme

Joint Review Mission

25 March, 2004

Attendance of Participants

## MOES/DOE

S.No	NAME OF THE PARTICIPANT	DESIGNATION	ORGANISATION
1	Mr. Vidyadhar Mallik	Secretary	MOES
2	Mr. Ram Sarobar Dubey	Joint Secretary	MOES
3	Mr. Lava Pd. Tripathi	Joint Secretary	MOES
4	Mr. Satya Bahadur Shrestha	Director General	DOE
5	Mr. Chuman Singh Basnet	Director General	CDC
6	Mr. A. B. Bhandari	Executive Director	NCED
7	Mr. Punya P. Neupane	Director	DOE
8	Dr. Sahadev Bhatta	Administrative Chief	TSC
9	Mr. Kamal P. Lal Karn	Member Secretary	HSEB
10	Ms. Bunu Shrestha	Director	NCED
11	Ms. Shanti Basnyat	Director	DOE
12	Ms. Lalita Shrestha	Director	DEC
13	Mr. Ram Sworup Sinha	Director	SEDEC
14	Mr. Jagannath Awa	Director	CDC
15	Mr. Kul Bahadur Basnet	Director	CTEVT
16	Mr. Janardan Nepal	Director	DOE
17	Mr. Kedar Chandra Khanal	Act. Director	NFEC
18	Mr. Dil Raj Upadhaya	Office Chief	TRO
19	Ms. Bimala Adhikari	Under Secretary	MOES
20	Ms. Usha Dixit	Under secretary	STAT/MOES
21	Mr. Hari Shankar Manandhar	Under Secretary	MOES
22	Mr. Lok Bilash Pant	Under Secretary	MOES
23	Mr. Lav Deo Awasti	Under Secretary	MOES
24	Mr. Diwakar Dhungel	Under secretary	MOES
25	Mr. Sushil Panday	Deputy Director	DOE
26	Mr. Ram Pyari Shrestha	Deputy Director	DOE
27	Ms. Devina Pradhanang	Deputy Director	DOE
28	Mr. Soviet Ram Bista	Deputy Director	DOE
29	Mr. Rajaram Shrestha	Deputy Director	DOE
30	Mr. Laxman Khanal	Deputy Director	DOE
31	Ms. Neera Shakya	Deputy Director	DOE
32	Mr. Diwakar Awasti	Deputy Director	DOE
33	Mr. Bishnu Nath Sharma	Deputy Director	DOE
34	Mr. Mahasharam Sharma	Deputy Director	DOE
35	Mr. Ram Balak Singh	Deputy Director	DOE
36	Mr. Pradeep Lama	Section Officer	DOE
37	Ms. Rajya Laxmi Nakarmi	Section officer	FACS/MOES
38	Mr. Mahesh Parajuli	Section officer	MOES
39	Mr. Bhoj Raj Sharma	Section officer	CDC
40	Mr. Padma Raj Bhatta	Section officer	DOE

41	Mr. Badri Timsina	Section officer	DOE
42	Mr. Ambika P. Paudel	Account Officer	DOE
43	Mr. Upendra Kahanal	Account Officer	

#### DONOR

1	Mr. Knud Mortensen	Sr. Education Advisor	DANIDA
2	Ms. Else Moller Nielsen	Councillor	Danish Embassy
3	Mr. Kishore K.C	Senior Programme Officer	DOE
4	Ayako Tnagaki	Education Specialist	ADB Manila
5	Mr. Krishana Panday	Sr. Project Imp. Officer	ADB

#### ADVISORS

1	Mr. Karsten Jensen	CTA	ESAT
2	Ms. Rita Tisdall	Adviser	ESAT
3	Mr. John Evans	Team Leader	Finnish TA Support
4	Mr. Mark Waltham	Educationalist	MOES
5	Mr. Tekendra Karki	Sr. Pro. Officer	ESAT

Annex B  
Action plan

<b>SESP Mission Action Plan March 2004</b>			
<b>Item</b>	<b>Action</b>	<b>Deadline</b>	<b>Responsible</b>
Progress report	1. Forward progress report from September 2003 to March 2004	1. 28 April	1. DoE
Specified budget AWP&B 2004/2005	2. Put into strategic context 3. Record and detail new planning and budgeting assumptions 4. Start preparatory activities for implementation	2. 23 April 3. 23. April 4. 1. April	2. DoE 3. DoE 4. DoE
Budget and accounting categories	1. Develop plan to capacitate budgeting and accounting staff of all levels 2. Record and detail factual and experienced constraints 3. Preparation for pre-MTR mission	1. Immediately 2. Continuously 3. March 20004-05	1. DoE 2. DoE 3. ADB
Budget release mechanisms	1. Record and detail constraints for timely release. Present to joint meeting	1. Continuously	1. DOE
Outstanding issues from ADB inception mission	1. The review of incentives and scholarships as well as the manual for schools to be distributed to the partners 2. Conceptual links and clarity in the nomenclature 3. Functional and technical links to the central line agencies. 4. Package consultancies for civil works and forward to ADB for no objection	1. 23 April 2004 2. As soon as possible 3. As soon as possible 4. 23 April	1. DOE 2. MoES 3. MoES 4. DOE

