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INDIA

RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN (RMSA)

# First Joint Review Mission

14 to 28<sup>th</sup> January 2013

Aide Memoire

Annexes

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Terms of Reference

Program details for January 14 and 28, 2013

Check list for state visits

List of Members

State Visit Details

State Reports (Andhra Pradesh, Mizoram, Odisha, Punjab, Rajasthan)

## **Terms of References (ToRs)**

### **1. Introduction**

- 1.1 Rashtriya Madhyamik Shiksha Abhiyan (RMSA) is a Programme of the Government of India, implemented in partnership with the State Governments with the main objective to make secondary education a good quality available, accessible and affordable to all young persons. The scheme seeks to enhance enrolment in classes IX and X by providing a secondary school within a reasonable distance of every habitation, to improve quality of education imparted at secondary level by ensuring all secondary schools conform to prescribed/ standard norms, to remove gender, socio-economic and disability barriers and to achieve universal access to secondary level education by 2017, i.e. by the end of the 12<sup>th</sup> Five Year Plan.
- 1.2 RMSA was launched in 2009, funded through national resources (central government + state government) and now has tied up for external funding by Development Partners (DP) – World Bank’s International Development Association (IDA), United Kingdom’s – Department of International Development (DFID) and European Union (EU). As part of the agreement for external aid from the DPs which came into effect in November, 2012, the Joint Review Mission (JRM) is to be conducted every six months in the months of January and July each year. The January Mission undertakes States visits, while the July mission is a desk review. The field visits to the selected States/UTs implementing RMSA will be by a Joint team of nominees of both the GoI and the DPs, after which there will be discussions on the findings of the State visits followed by report writing and wrap up in which the Education Secretaries/SPDs of the States will also be participating.

### **2. Mission Plan**

The RMSA Mission will comprise of ten members which will include a team leader and education experts as well as a Financial Management expert. The agency-wise composition will be as follows:

- Government of India (MHRD) – 5 members including mission leader
- World Bank, DFID and EU combined - 5 members

Each State Team will submit a draft State Report on the State visited by them and obtain feedback on the same during a State level wrap-up, before departure from the State. The team will also be responsible for compiling the final report of the Review Mission.

### **3. Mission Objectives and Guiding Principles**

- 3.1 RMSA has been under implementation since 2009-10 and is still evolving its processes and systems. The JRM therefore will focus mainly on the infrastructure (access) that is being created, related processes both financial, and administrative. This will also include reviewing overall strategies being adopted in the planning and implementation of the Programme with reference to its basic objective. The guiding principle will be one of learning and sharing from the experiences so far; identify gaps and to collaboratively explore and work out options for bridging those gaps.

### 3.2 The Mission will

- Visit 5 states i.e., **Rajasthan, Andhra Pradesh, Mizoram, Orissa and Punjab** and two districts in each State to review progress in overall implementation of the programme
- Follow up issues highlighted in evaluations and studies.
- Identify any studies to be undertaken in the following six months;
- Examine issues related to programme implementation, capacity at the state, district and sub-district levels;

### 3.4 During their visits to the States, the Mission would enquire, in detail, into the following aspects:

- Planning and budgeting processes/allocations (at district, state, national levels)
- Budget allocations through the AWPB process
- Planning at the district and state levels
- Using the Planning and Appraisal Manual
- Setting priorities for funding at district, state and Centre
- Using monitoring tools and the results framework
- Civil Works
- Identification of need for a new/upgraded school
- Selection of sites for upgrading/new schools
- Procurement and e-procurement of civil works
- Quality and supervision of works
- Role of SMDCs
- Green' schools, environmental issues

### 3.5 The JRM for RMSA will provide State reports on each State visited and one overall report.

## 4. Terms of Reference (ToR)

- Assessment of programme management and implementation arrangements (including financing & procurement).
- An assessment of State, district and sub-district monitoring systems in place.
- Identify best practices; Specific interventions that have been successful and can be replicated
- Areas of capacity building
- Identification of areas for further qualitative research/ case study.

## 6. Time Frame

The JRM will take place between 14<sup>th</sup> January to 21<sup>st</sup> January, 2013 and the draft schedule/time frame is proposed as follows:

Date	Day No.	Activity
14 <sup>th</sup> Jan, 2013 (Mon)	Day 1	Briefing by Government of India, Internal discussion on distribution of tasks and writing responsibilities among

		mission members, preparation for field visits and <b>Departure for States.</b>
15 <sup>th</sup> Jan, 2013 (Tue)	Day 2	Briefing at the State Project Office and discussion with State level resource, organizations/ Monitoring Institutes/ Convergent Departments/ other districts.
16 <sup>th</sup> – 18 <sup>th</sup> Jan, 2013 (Wed-Fri) (Field Visits)	Day 3 to 5	Visit to Districts
19 <sup>th</sup> Jan, 2013 (Sat) (Field Visit)	Day 6	Writing of State Report and Wrap-up meeting at State level with draft State Report to be presented to the State (An email copy be sent to Department of School Education & Literacy, Government of India). <b>Departure for Delhi.</b>
20 <sup>th</sup> to 23 <sup>rd</sup> Jan, 2013 (Sun-Wed)	Day 7 to Day 10	Internal meeting of the JRM to share and review highlights of filed visits and identification of key issues and Writing of Report
24 <sup>th</sup> Jan, 2013 (Thu)	Day 11	Pre-wrap up meeting with MHRD
25 <sup>th</sup> to 27 <sup>th</sup> Jan, 2013 (Fri-Sun)	Day 12 to Day 14	Finalization of report
28 <sup>th</sup> Jan, 2013 (Mon)	Day 15	Wrap-up meeting

**7. Documents and information** which may be required for mission:

- a) GOI budget allocation for RMSA for 2011-12 / 2012-12\*
- b) Financial Management Reports
- c) Audit Reports from States/UTs, National component for the period 2010-11 / 2011-12
- d) SEMIS reports – National, State and District Report Cards
- e) Overall programme implementation report on states /UTs (Annual reports)
- f) Appraisal notes of all States/UTs and minutes of PAB 2010-10/2011-12

The documents will be shared with the Mission members one week prior to the visits.

### Program details for January 14, 2013

Venue	Timings	Activity Schedule
Jakaranta - I, India Habitat Centre, Lodhi Road, New Delhi (Entry from gate no. 3 on Vardhaman Marg)	09.00-09.45 am	Arrival and Registration (Tea will be served during this time)
	09.45 – 10.00 am	Welcome by MHRD, AS(SE) and introduction of Mission members
	10.00 – 11.15 am	Presentation on overview of RMSA by MHRD (JS (SE-1))
	11.15 – 11.30 am	Tea Break
	11.30am – 12.00 noon	Presentation on SEMIS by NUEPA
	12.00 noon – 12.30 pm	Presentation by NCERT
	12.30 – 01.30pm	State specific briefing by MHRD (Director/DS)
	01.30 – 02.15 pm	Lunch
	02.15 pm onwards	Mission's internal deliberations and thereafter departure for States

### Program details for January 28, 2013

Venue - Vigyan Bhawan, New Delhi	09.45 am	Arrival and Registration (Tea will be served)
	10.15 am	Welcome by AS (SE)
	10.20 am – 11.20 am	Address by Mission Leader on findings of SSA JRM - followed by comments by other SSA Mission members
	11.20am – 11.45 am	Tea break
	11.45 am – 12.45 pm	Address by Mission Leader on findings of the RMSA Mission followed by comments by other RMSA JRM members
	12.45 pm – 01.00 pm	Observation by Director, NCERT and V.C., NUEPA
	01.00pm – 01.45pm	Lunch
	01.45 pm – 02.30 pm	<ul style="list-style-type: none"> <li>• Observations by States/UTs visited by JRM</li> <li>• Observations by States/UTs not visited by JRM</li> </ul>
	02.30 pm – 03.30 pm	<ul style="list-style-type: none"> <li>• Observations by representative of Planning Commission</li> <li>• Observations by representative of Department of Economic Affairs, Ministry of Finance</li> <li>• Address by the Secretary (SE&amp;L)</li> <li>• Vote of Thanks by JS (SE-1)</li> </ul>

## **Check List for the 1<sup>st</sup> Joint Review Mission of the Rashtriya Madhyamik Shiksha Abhiyan (RMSA) – State Visits**

The check list is a reference list of items - the progress/ status of which needs to be reported in the State report/ National aide memoire. Some of the items of information will have to be taken from the State functionaries. The State RMSA office will provide this information to the JRM members before the JRM members depart for the district visits. Some of the items may be observed by the JRM members on their field visits and while interacting with the students, teachers, principals, parents, community/ SMDC members, planning team, financial management team. These are not organized in any sequence of order of occurrence, but in the order the report is generally presented. This list is indicative. The report/ observations may not be restricted to the items or limits of this check list.

### **Access:**

- (i) Any current assessment of unserved habitations/ areas as per RMSA norms.
- (ii) State 'process' for projecting enrolment while identifying school for upgradation.
- (iii) Whether habitation mapping as well as school mapping exercise has been done. If yes, when and what is the outcome? Is this basis for projection empirical? Issues of technology based and /or manual mapping.
- (iv) What is the status of provisions/ availability of secondary schools in the States?
- (v) Whether secondary schools have proper infrastructure – physical facilities including classrooms, toilets and drinking water facilities, computer labs, Headmaster's room, office, staff, supplies according to prescribed standards through financial support in the case of Government and Local Body (Municipal schools, Panchayat schools etc.)?
- (vi) Whether there is appropriate regulatory mechanism in the case of other category schools?
- (vii) Are there State infrastructural norms prescribed for (pvt. incl.) secondary schools, if so, how does it compare with RMSA?
- (viii) Whether schools approved and reported as functional are functioning, quality of transaction and infrastructure provided?
- (ix) Issues related to availability of electricity, connectivity, residences for staff etc.
- (x) Convergence of assets under other schemes- girls hostel, ICT, IEDSS,

### **Quality:**

- (i) Availability of teachers according to prescribed Pupil Teacher Ratio (PTR), including subject teachers
- (ii) Appointment of approved teachers
- (iii) Training of teachers (whether institutionalized or not)? How are the training needs identified? Who conducts the training? Role of institutions in teacher training?
- (iv) Availability and quality of teaching learning material?
- (v) Use of ICT in teaching and learning. Please comment if there is any views of teaching aids.
- (vi) Availability of teachers support programme and capacity building programme (whether institutionalized or not)?
- (vii) Comment on classroom practices. How is CCE being carried out in classrooms? Awareness of the teachers?
- (viii) Reviewing/ revising curriculum to meet National Curriculum Framework (NCF), 2005 norms. What is the status? Which are the organizations involved? How are the text-books revised in the State?
- (ix) Whether the State has any learning assessment programme?

- (x) Comment on availability of library and library hour in the time table.
- (xi) Comment on availability on science and math lab and space in the time table
- (xii) Has the State initiated any learning enhancement programme? How is it designed? Who is involved? Any help from NGO? Has any evaluation at the State level been done?
- (xiii) Other quality interventions by the State.

### **Equity:**

- (i) Comment on the admission/ enrolment procedures for children of the weaker section of the society, the economically backward section, girls, SCs, STs, OBC, disabled children etc
- (ii) Comment on the special policies and programmes, plans and initiatives for children from the weaker sections of society, the economically backward section, girls, SCs, STs, OBC, disabled children etc. Mention if there are any incentive like free text books, free uniforms and other facilities.
- (iii) Special problems, if any, of all or any of the above mentioned categories and efforts to reduce them.
- (iv) Comment on any initiative/ effort to provide special training to teachers, head teachers, administrator's staff, to ensure gender and social sensitivity.
- (v) Any steps to ensure gender sensitive approach in the class?
- (vi) Comment if there is any monitoring mechanism in place on gender issue, social discrimination issue.

### **Planning:**

- (i) Comment on the use of the Planning and Appraisal Manual and the adherence to the planning calendar.
- (ii) Whether the State has perspective plan at the State level, district level? Comment on the goals, objectives and timelines of the plan.
- (iii) Whether schools have a school improvement plan? Are the teachers and SMDC members involved in school improvement plan?
- (iv) Whether the State has identified a planning core group at the District and at the State level? Has there been any training/ capacity building of these groups in planning for universalization of secondary education?
- (v) Comment on the involvement of RIEs, SCERTs, SIEMAT, State level TSG, National level TSG etc. in the planning exercise.
- (vi) Is the State annual plan reflective and in harmony with the perspective plan?
- (vii) Comment on the use of data and education indicators in the plan.

### **Programme Management:**

- (i) Comment on the availability of staff at the State level, district level, block level and the schools level for implementation of the programme. How many staff vacancies are there? Please mention vacancies in administration, planning, finance, accounts etc. What are the efforts been made to fill up these vacancies?
- (ii) Has any training/ capacity building been given to the above mentioned programme functionaries?
- (iii) Are the roles and functions of each functionary clearly identified and informed to them? Describe implementation arrangements of the programme at the district level and at the State level?

- (iv) Are planned activities carried out within the time frame? What kind of monitoring mechanism is there?

### **Financial Management:**

- (i) Comment on the use of Financial Management & Procurement (FMP) Manual at the different levels.
- (ii) Number of financial management staff at the State, district and at the block level. Sanctioned strength, in place and vacancies, salaries paid at each level (State to prepare information in a table and provide to the JRM members).
- (iii) If there is vacancy, what is the effort made to fill up the vacancy?
- (iv) Comment on the training provided to financial management staff
- (v) Does the State Implementation Society have a separate bank account for each programme/ scheme it is implementing?
- (vi) Are proper records, files, accounts, registers, ledgers etc maintained?

### **Audit:**

- (i) Comment on the audit process in the State. Is the auditor appointed on time? (Calendar for different steps in auditing has been given in FMP manual).
- (ii) Is there one auditor for the entire State or different auditors for regions/ districts? What is the fee paid to the auditor?
- (iii) Extent of coverage/ schools actually visited by the auditors?
- (iv) Whether internal audit mechanism is available? Comment.
- (v) How does the finance controller monitor the FM performance in the State? Please obtain details regarding review meetings held, district school visits/ inspections?
- (vi) Has the State staff regularly attended the meeting of the Finance Controllers review meetings? If so, who had attended the past three meetings?

### **Civil Works:**

- (i) Who looks after the civil works component of the programme in the State? Comment.
- (ii) Is there a standard design/ norm for a secondary school building? If yes, then is this standard design/ norm adhered to?
- (iii) Any local/ innovative approach in school building/ design? Comment.
- (iv) Comment on the design for lab, class rooms, office rooms- for example: is it space efficient? Any environment friendly departures?
- (v) Please comment on the facilities for the disabled.
- (vi) Please comment on the availability of toilets. Whether separate and adequate toilets are available for girls/boys.
- (vii) Location of toilets, availability of running water and provision for regular cleaning?
- (viii) Please comment on the availability of drinking water facilities.
- (ix) Whether construction work order is being issued at State level/ district level/ school level? Comment.
- (x) Whether tender are being issued through e-tendering/ e-publishing of tenders/ e-procurement?



**Mission Members:**

Shri. Sathyam, GOI Nominee (Mission Leader)  
Shri. B.B. Pandit, GOI Nominee (Core Group)  
Prof. Neelam Sood, GOI Nominee (Core Group)  
Prof. Ranjana Arora, GOI Nominee (Core Group)  
Mr. Sourav Banerjee, GOI Nominee (Core Group)

Toby Linden, World Bank (Core Group)  
Shabnam Sinha, World Bank (Core Group)  
Geeta Kingdon, World Bank (Core Group)

Colin Bangay, DFID India (Core Group)  
Renu Deshpande, DFID India (Core Group)

**State visit details:**

<b>State</b>	<b>Districts</b>	<b>Mission Members (GOI Nominee)</b>	<b>Mission Members (DP Nominees)</b>
Andhra Pradesh	Nalgonda Visakhapatnam	Shri. Sathyam	Renu Deshpande (DFID)
Orissa	Bhubaneswar Keonjhar Jharsuguda	Shri. B.B. Pandit	Colin Bangay (DFID)
Mizoram	Champhai Aizawl	Prof. Neelam Sood	Geeta Kindgon (WB)
Punjab	Amritsar Ferozepur Mukhtasar Taran Taran	Prof. Ranjana Arora	Shabnam Sinha (WB)
Rajasthan	Ajmer Bhilwara Chittorgarh	Mr. Sourav Banerjee	Toby Linden (WB)