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GOVERNMENT OF BALOCHISTAN  
SECONDARY EDUCATION DEPARTMENT  
(Policy Planning & Implementation Unit)

Dated: Quetta, the 29<sup>th</sup> August, 2019

**NOTIFICATION**

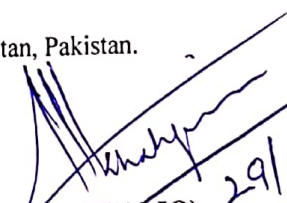
No. PPIU/8-70/(A&F)/2019/ 4545-4635. The Secretary, Secondary Education Department, is pleased to approve and notify the "Coordination & Communication Protocols for Policy Planning and Implementation Unit (PPIU) with Donor Agencies / Development Partners".

2. All the Donor Agencies / Development Partners are required to follow the Protocols in letter and spirit.

**SECRETARY  
SECONDARY EDUCATION**

**Copy for information is forwarded to the: -**

1. Director of Education (Schools) Balochistan, Quetta.
2. Director, Bureau of Curriculum & Extension Center, Quetta.
3. Divisional Director of Education (Schools) ..... (All)
4. Chairman, Balochistan Text Book Board, Quetta.
5. Chairman, Balochistan Board of Intermediate & Secondary Education, Quetta.
6. Director, Provincial Institute for Teacher Education, Quetta.
7. Chief Executive Officer, Balochistan Assessment & Examination Commission, Quetta.
8. Deputy Commissioner ..... (All)
9. District Education Officer ..... (All)
10. PS to Secretary, Government of Balochistan, Secondary Education Department, Quetta.
11. PS to Additional Secretary (Dev:) / Focal Person – PPIU, SED, Quetta.
12. Education Specialist, UNICEF Field Office, Quetta.
13. Education Specialist, The World Bank, Islamabad.
14. Provincial Head of Office, Pakistan Reading Project, Quetta.
15. Provincial Coordinator, UNESCO, Quetta.
16. Provincial Coordinator, European Union, Quetta.
17. Provincial Coordinator, JICA-AQAL Project, Quetta.
18. Provincial Coordinator for Balochistan, British Council Pakistan, Karachi.
19. Chief Executive Officer, BRSP, Quetta.
20. Provincial Coordinator, GIZ, Quetta.
21. Managing Director, SCSPEB, Quetta.
22. All National / International \_\_\_\_\_ Donors / NGOs/INGOs/IPs Balochistan, Pakistan.
23. Master File.

  
(ABDUL KHALIQ)  
DEPUTY FOCAL PERSON  
(POLICY & GOVERNANCE)  
29/08/19

# SECONDARY EDUCATION DEPARTMENT

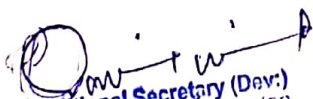
## COORDINATION & COMMUNICATION PROTOCOLS FOR POLICY PLANNING & IMPLEMENTATION UNIT WITH DONOR AGENCIES / DEVELOPMENT PARTNERS



Government

----- of -----

Balochistan

  
Additional Secretary (Dev.)  
Government of Balochistan  
Education Department  
Policy and Planning Unit  
Quetta.

1

  
Deputy Focal Person  
Policy Planning & Implementation Unit  
Secondary Education Department  
Government of Balochistan

## Background


The Policy, Planning & Implementation Unit (PPIU) was established in 2010 to coordinate and facilitate reforms as a specialized unit within Secondary Education Department. The other aim was to inculcate a culture of informed policy decisions and ensure efficient and effective coordination and communication with donor agencies / development partners / implementing partners for the achievement of better educational outcomes.

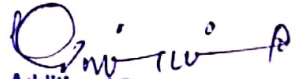
Only through sound coordination and effective communication, the goal of an integrated implementation approach can be promoted for the achievement of targets of Balochistan Education Sector Plan (BESP). In the absence of sound coordination and effective communication, the implementation can give rise to duplication, wherein the areas of high priority will be neglected undermining the efforts of Secondary Education Department. Therefore, a need for creation of a forum in the shape of PPIU was realized to effectively plan and coordinate the interventions to support the effective implementation of Article 25-A and achievement of SDG-4 as well as other commitments made by the country.

## Purpose

The purpose of this document is to ensure best practices for a standardized communication and coordination mechanism with all non-government entities (NGOs, INGOs, donor/funding agency and development partners). This document is applied to all type of coordination and communication with Secondary Education Department by non-government entities.

Resultantly, it will help Secondary Education Department to foster, sustain, strengthen and nurture positive relationships with the existing and potential donor(s)/development partner(S)/ Implementing partner (s) / organization(s), thereby ensuring continued partnership and sustainability in initiatives for reforming the Education Sector in Balochistan for better Educational outcomes.

  
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Policy Planning & Implementation Unit  
Secondary Education Department  
Government of Balochistan

  
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Policy and Planning Unit  
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## Definitions

**Non-Government Entities (NGEs):** - All Non-Government Organizations (NGOs), International NGOs, Development Partners, Implementing Partners, Donor / Funding Agencies, Organizations, Institutions and Individual Philanthropists.

**Focal Person:** - An individual who has been designated by the Secondary Education Department to communicate and coordinate with all the current and potential Non-Government Entities. However, Additional Secretary (Dev)/Focal Person – PPIU, by virtue of the post, is the Focal Person who is required to establish relationship and communication channels with all the existing and potential NGEs for improved coordination and communication.

## Statement of Authority

The Authority/oversight for communication and coordination with NGEs belongs to and shall be practiced by the Office of Secretary Secondary Education through Additional Secretary (Dev)/ Focal Person - PPIU.

## Procedure

Effective communication and sound coordination with and from the Secondary Education Department, PPIU is an essential forum for the required impact of donor funding and its interventions at the school level for sustainable impacts and better learning outcomes.

PPIU is required to ensure the alignment of all sorts of interventions made by the NGEs in education with the Balochistan Education Sector Plan (BESP). The prioritization for the interventions needs to be extracted from the BESP while keeping in view the NGEs objectives and goals.

## Coordination Mechanism

- i) Non-Government Entities (NGEs) to engage in partnership with the Secondary Education Department under the Project Approach shall consider the following in different phases of Project life:

### Conceptualization/Project Design Phase:

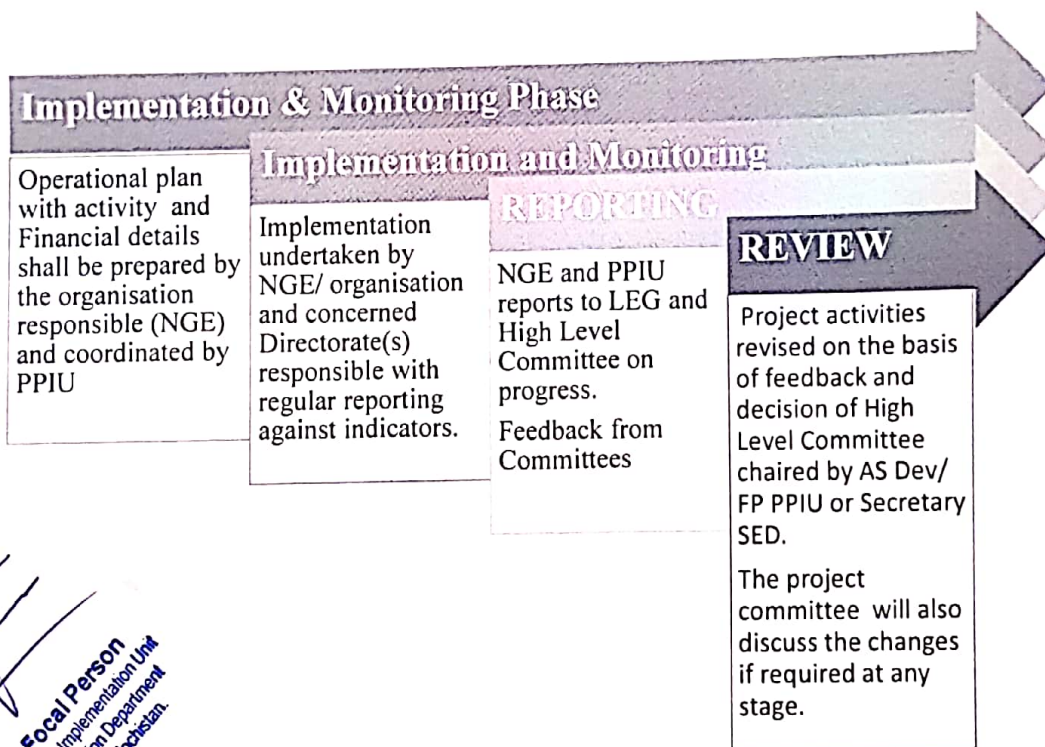
- The Initial Meeting of the NGE with Secretary Secondary Education Department will be arranged by the Additional Secretary (Dev)/Focal Person-PPIU. The concept paper / proposal along with its objectives and finances needs to be shared with the Secretary Secondary Education Department for consideration / inputs / comments.
- Upon approval of the concept / project proposal, a Memorandum of Understanding (MoU) will be drafted jointly by the Secondary Education Department represented by AS (Dev:) / Focal Person-PPIU and the concerned NGE. The MoU will then be submitted to the Competent Forum for approval.
- The MOU will then be signed between the Secretary Secondary Education Department and the concerned NGE.
- That further the No Objection Certificate (NOC) for interventions in specific Districts and educational facilities shall be issued by the Additional Secretary (Dev:) / Focal Person – PPIU after consultation with relevant stakeholders. Such NOCs can only be issued after approval and signing of MoU with the concerned NGE.

### Project Implementation & Monitoring Phase:

- The primary responsibility of the implementation of project activities/ interventions lies with the funding agency.
- For each project, two committees will be formed, namely, Project Steering Committee (PSC) and Project Coordination Committee (PCC) to provide

strategic guidance and effective implementation of the project activities and subsequent achievement of the targets. The former will be headed by Secretary, Secondary Education Department, with representation from attached departments / organizations of Secondary Education Department, Development Partner and Implementing Partner(s). The latter will be led by Additional Secretary (Dev:) / Focal Person-PPIU with representation from attached departments / organizations of Secondary Education Department, Development Partner and Implementing Partner(s).

- The Provincial Head of Project / Program will require to share progress against the objectives/ indicators and deliverables to Local Education Group (LEG) in its meeting scheduled to be held on quarterly basis at the Provincial level and to the District Education Group (DEG) at the District level.



*[Handwritten Signature]*  
**Deputy Focal Person**  
 Policy Planning & Implementation Unit  
 Secondary Education Department  
 Government of Balochistan

*[Handwritten Signature]*  
**Additional Secretary (Dev:)**  
 Government of Balochistan  
 Education Department  
 Policy and Planning Unit  
 Quetta.



### Project Closing:

- Project / Program completion report shall be the responsibility of the Provincial Head of the project concerned to be submitted to Project Coordination Committee for approval.
- Consequently, upon the approval of PCC, final handing/ taking over shall take place as per the recommendation and approval.

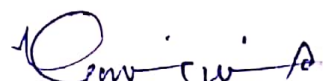
ii) All Non-Government Entities to solicit nominations from Secondary Education Department for in-land and out of country training, workshop, seminars, courses shall be in accordance to the following:

- If there is any opportunity pertaining to training/ workshop/ conference / seminar for the employees of Secondary Education department, the concerned NGE may contact the Secretary Secondary Education Department through Additional Secretary (Dev:) /Focal Person-PPIU.
- The Secretary may nominate the relevant person according to the criteria and will communicate to the participant and the concerned NGE accordingly.

iii) All Non-Government Entities to organize joint events/seminars/workshops with the Secondary Education Department shall conform to the following:

- If there is any event/seminar/ workshop / conference to be organized in collaboration with the Secondary Education Department, the concerned organization shall contact the Secretary Secondary Education Department through Additional Secretary (Dev:) /Focal Person-PPIU by submitting a concept note/proposal entailing details of the event. The concept note / proposal may also include the details of the financial resources, criteria of participation, relevance and benefits for the Secondary Education Department.

  
Deputy Focal Person  
Training & Implementation Unit  
Secondary Education Department  
Government of Balochistan

  
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- The Secretary through Additional Secretary (Dev:) /Focal Person-PPIU may nominate the relevant person from the department for the coordination with the concerned organization for the event.

## Envisaged Outcomes

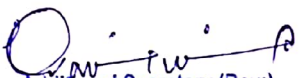
This mechanism will in turn help Secondary Education Department to achieve several outcomes, which include

- ✓ Strengthening the coordination among Government and donor agencies;
- ✓ Promoting a culture of integrated approach towards solving a plethora of issues faced by the Secondary Education Department;
- ✓ Ensuring that the funding is directed towards area that is prioritized high by Secondary Education Department;
- ✓ Avoiding duplication of activities;
- ✓ Ensuring that the intervention is executed smoothly through inter and intra departmental coordination at the Provincial and District levels;
- ✓ Making it certain that the intervention is aligned with the objective and targets of the BESP;
- ✓ Monitoring the progress and quality at the field level effectively;
- ✓ Helping Secondary Education Department in sustaining the efforts made for the betterment of prevailing scenario; and
- ✓ Incorporating and/ or replicating the lessons learned in future interventions;

## Responsible officer

- Additional Secretary(Dev)/ Focal Person-PPIU

  
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Policy Planning & Implementation Unit  
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Additional Secretary (Dev:) Government of Balochistan  
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