

LITERACY PROJECT – KHA RI GUDE

AIM

1. To present a proposal for an institutional model for the implementation of the mass literacy campaign – Kha ri Gude to the Deputy Minister.

BACKGROUND

2. Cabinet approved of the implementation of a Mass Literacy Campaign on 23 August 2007. Cabinet also recommended that the DoE would provide advice on a suitable institutional model to manage the campaign in a manner that would be sufficiently autonomous to facilitate ease of operation whilst still functioning within the prescripts of the public service and the PFMA.
3. [Pursuant to the discussion at MMSM on 8 October 2007](#) concerning a feasible institutional model for the mass literacy campaign, the following is suggested as a proposal for consideration by the Deputy Minister:

The most suitable model proposed is that of a consortium of service providers procured through a tender process

This consortium would report to a management contractor which would also be procured by the DoE through a tender process.

The DoE would have ultimate accountability through an established unit within the Department, which could take the form of a Literacy Unit. Clear specifications for the tenders, delineating the roles and responsibilities of the consortium and the management service provider would be prepared.

DISCUSSION

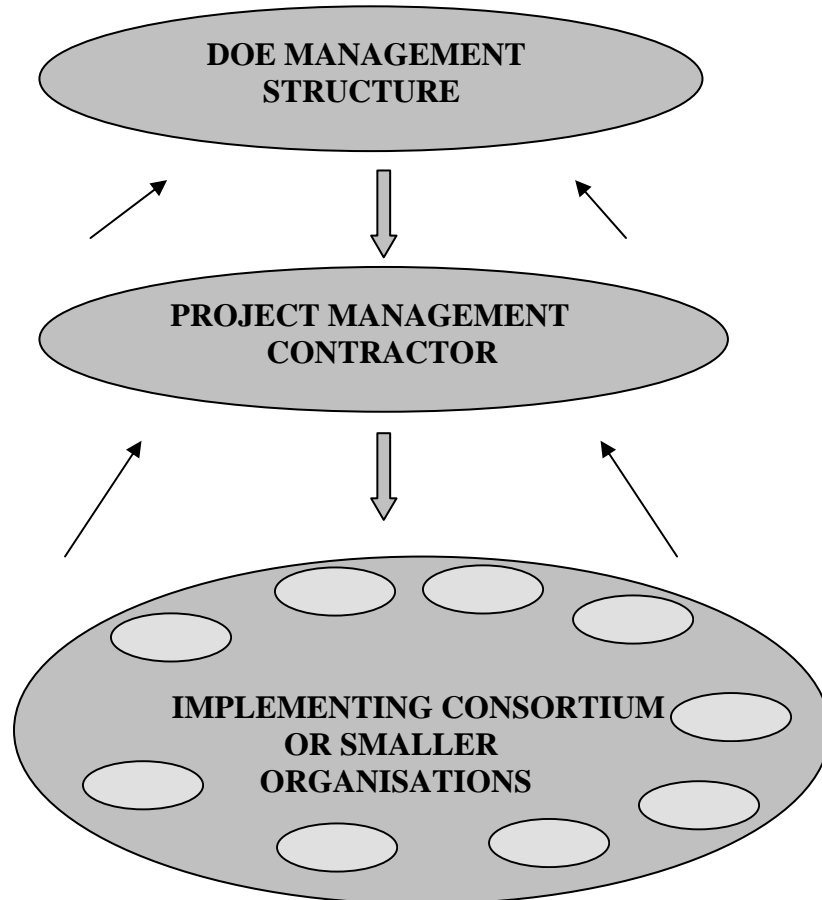
4. Two tenders will be prepared for the mass literacy project.
5. The first tender will be for a consortium or consortiums, which could be constituted by a number of organisations or service providers including private providers, non-governmental organisations and Higher Education Institutions who provide adult literacy programmes. Their functions would include the following:
 - i. Recruit educators
 - ii. Recruit learners
 - iii. Recruit monitors and co-ordinators
 - iv. Provide a databases of learners, educators, monitors and co-ordinators
 - v. Provide venues for the literacy classes
 - vi. Provide venues for the training of educators, monitors and co-ordinators
 - vii. Facilitate the distribution of learner and educator materials to all sites of learning.

- viii. Provide an information system
 - ix. Ensure that learning takes place
 - x. Report regularly on progress of learners
6. The second tender will be for the appointment of a service provider to provide management services which would include the following:
- i. Overall management of the programme
 - ii. Developing a database of all service providers across the entire campaign
 - iii. Manage the disbursements of educator, monitor and co-ordinator stipends
 - iv. Management of the disbursements of payments to service providers
 - v. Quality assurance
 - vi. Management of monitoring and evaluation processes in conjunction with the DoE
 - vii. Submit regular progress reports
 - viii. Identify challenges and devise strategies to deal with these challenges
7. The DoE will establish a Unit to manage the campaign in line with the DoE's Strategic and Operational Plans.
8. The tenders referred to in 5 and 6 above will be developed to run concurrently.
9. The envisaged timeline for the tender process is as follows;

Timeframe for Project	
1. Tender prepared and forwarded to Treasury	Friday, 19 October 2007
2. Tender published in bulletin	Friday, 26 October 2007
3. Evaluation completed	Before 14 December 2007
4. Inform successful tenderer	By 15 January 2007
5. Project commences	By 1 April 2007

11. A graphic representation of the management model follows:

GRAPHIC REPRESENTATION OF THE MANAGEMENT STRUCTURE



All work to be done under DoE banners

RECOMMENDATIONS

12. It is recommended that the Deputy Minister favourably considers the proposed model and recommends the same for approval by the Minister.