SIP APPRAISAL PROCEDURE

1.0 PRE-APPRaisal EXERCISE

1.1 Examination of Documents

On receipt of a SIP Proposal (on prescribed form) the Head of the Education District (SSIII) passes the proposal to the relevant School Supervisor for pre-appraisal exercise.

The School Supervisor examines the proposal at-desk to check the eligibility, paying particular attention to the criteria in Table 1.1 of the attached Report Form.

1.2 Field Visit/Interview

In cases where additional information is needed for assessment of eligibility the School Supervisor will obtain same through field visit, interview, etc. before reporting on the ‘status’ of the proposal in Table 1.1 of the Report Form.

Each examined SIP Proposal together with completed Pre-appraisal Report will then be forwarded to the Chairperson of the Appraisal Committee.

2.0 APPRAISAL EXERCISE

In addition to reviewing the Pre-appraisal reports, the Appraisal Committee will also do a thorough analysis of each SIP proposal against the criteria listed in Table 2.0 of the Report Form.

All SIP proposals together with completed Appraisal Report will then be forwarded to the Chairperson, SIP Approval Committee for consideration.

SIP APPROVAL PROCEDURE

The Approval Committee will review recommendations of the Appraisal Committee on each proposal.

All proposals considered suitable for approval will then be evaluated with a view to recommend funding based on stated criteria.
1.0 PRE-APPRaisal EXERCISE:

1.1 EXAMINATION OF DOCUMENTS

| NO. | CRITERIA                                                                 | COMMENTS | STATUS *
|-----|--------------------------------------------------------------------------|----------|---------
| i.  | School Principal / representative has participated in the SIP Regional Workshop |          | Insert ✓ for OK 
|     |                                                                          |          | Insert X for NOT OK 
|     |                                                                          |          | Insert NA for Not Applicable |
| ii. | All sections in the SIP Proposal Form have been completed                |          |         |
| iii. | Information provided in each section is appropriate                      |          |         |
| iv.  | Composition of SIP Management Committee is appropriate                   |          |         |
| v.   | SIP Management Committee has been involved in developing of the SIP      |          |         |
| vi.  | Costs quoted in the budget are realistic                                 |          |         |
| vii. | All computations presented are accurate                                  |          |         |
| viii.| There is evidence of pledged contributions (cash or kind) from other sources |          |         |
| ix.  | There is evidence of necessary technical input (from Educational Facilities Management Unit ) and approval (from Planning Unit) for additions/modifications to the school building | | |
| x.   | All necessary attachments have been appended                              |          |         |

* To be completed after the field visit / interview, where applicable.
### 1.2 FIELD VISIT / INTERVIEW

<table>
<thead>
<tr>
<th>CONCERNS ADDRESSED</th>
<th>OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Related to Criteria in 1.1 above</td>
<td></td>
</tr>
</tbody>
</table>

| Other Concerns |          |

### 1.3 PRE-APPRAISAL COMMENTS

Forwarded to the Appraisal Committee for

- [ ] appraisal of the proposed plan
- [ ] possible referral for improvement of the proposed plan in respect of

Pre-appraisal Exercise completed by: ..........................................................  
(Name of Supervisor)  
Date:  ........................................
## APPRAISAL CRITERIA

Using a scale of 1 – 10, rate the SIP Proposal on each of the following criteria.

<table>
<thead>
<tr>
<th>NO.</th>
<th>CRITERIA</th>
<th>COMMENT</th>
<th>SCORE 1-10</th>
<th>QUALIFYING SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Congruence of the needs to be addressed in the SIP with the stated mission/goal(s) of the school</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Appropriateness of the needs included in the SIP, based on their nature and scope</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Congruence of stated objectives with the needs identified</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td>Relevance of proposed activities to the needs identified</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td>Suitability of each planned activity for addressing the identified needs</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>vi.</td>
<td>Comprehensiveness of the proposed plan to address the identified needs</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>vii.</td>
<td>Opportunity for meaningful participation of teachers and other stakeholders in the execution of proposed activities</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>viii</td>
<td>Feasibility / attainability of proposed activities / tasks</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>ix.</td>
<td>Appropriateness of budget (re: resources, their quantities and funding requirement)</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>x.</td>
<td>Clarity of overall presentation</td>
<td></td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>
2.2 APPRAISAL COMMENTS

The SIP Appraisal Committee recommends:

[ ] Approval of the proposed plan

[ ] Referral for improvement of the proposed plan in respect of:

[ ] Submission of a new SIP proposal for reasons mentioned below:

Forwarded to Chairperson, SIP Approval Committee

Chairperson
SIP APPRAISAL COMMITTEE

3.0 APPROVAL EXERCISE

3.1 SIP PROPOSAL REVIEW

Based on a review of the SIP Proposal and the Appraisal Report, the Approval Committee is of the view that the SIP Proposal be:

[ ] considered for funding (Complete Section ‘A’)

[ ] referred for improvement (Complete Section ‘B’)

[ ] referred for submission of a new SIP Proposal (Complete Section ‘C’)
3.2 SECTION A

3.2.1 BUDGET REVIEW

Refer to Project Budget (Section 9a of SIP Proposal) and identify activities, if any, which should NOT be funded for one or more of the following reasons:

(i) Proposed activity lacks provisions for sustainability
(ii) Proposed activity has relatively low educational value in the context of this school
(iii) Total funding required from the Ministry of Education exceeds the funding limit of the sub-component;
(iv) Other risk(s) associated with an activity

3.2.2 ACTIVITIES FOR EXCLUSION

<table>
<thead>
<tr>
<th>ACTIVITY REFERENCE</th>
<th>PROPOSED TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost to be Excluded</td>
<td>$</td>
</tr>
</tbody>
</table>

Total Cost of SIP $ ........................................

Total Cost to be Excluded $ ..................................

Recommended Funding $ ........................................

(Total Cost of SIP less Cost Excluded)

The School Improvement Plan is approved as:

[  ] proposed
[  ] amended above

and recommended for funding in the sum of $ .................................................................

... forwarded to the Project Co-ordinator, EPCU for funding ...

........................................................................
Date

........................................................................
Chairperson
SIP Approval Committee
3.3 SECTION ‘B’

3.3.1 REFERRAL FOR IMPROVEMENT

Referred the proposed plan for improvement in respect of:

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Forwarded to the School Supervisor II for necessary arrangements re: further assistance and information to the school.

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Date

Chairperson
SIP Approval Committee

3.4 SECTION ‘C’

3.4.1 REFERRAL FOR SUBMISSION OF A NEW PLAN

Referred for submission of a new SIP proposal for reasons mentioned below:

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Forwarded to the School Supervisor II for necessary arrangements re: further assistance and information to the school.

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Date

Chairperson
SIP Approval Committee