



BASIC EDUCATION EMPLOYMENT INITIATIVE

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MEMORANDUM

TO: HEAD OF DEPARTMENT
CHIEF FINANCIAL OFFICER
ALL DEPUTY DIRECTOR GENERALS
ALL CHIEF DIRECTORS
ALL CLUSTER CHIEF DIRECTORS
ALL DIRECTORS
ALL DISTRICT DIRECTORS
ALL CMC HEADS
ALL CIRCUIT MANAGERS
ALL SCHOOL PRINCIPALS
ALL SPECIAL SCHOOLS
ALL PUBLIC ORDINARY
ALL SCHOOL GOVERNING BODIES
ALL LABOUR UNIONS

FROM: HEAD OF DEPARTMENT

SUBJECT: MONITORING THE IMPLEMENTATION OF THE BASIC
EDUCATION EMPLOYMENT INITIATIVE PHASE 5

DATE: 25 APRIL 2025

1. This circular serves as monitoring guidelines on the implementation of the Basic Education Employment Initiative (BEEI) Phase 5.
2. To ensure that the implementation of the BEEI Phase 5 is effective and efficient and done as per the set guidelines as detected by the grant framework, there is a need for monitoring the implementation of the project at all levels
3. This guideline will ensure that all processes related to the implementation of the BEEI Phase 5 are monitored for consistency, transparency and fairness across all schools within all districts throughout the Province
4. When the Auditor general performs an audit on the performance of the BEEI Phase 5, they will require a detailed process of monitoring from the Provincial Project Team that has been cascaded down to all schools

**MONITORING THE IMPLEMENTATION OF THE BASIC EDUCATION EMPLOYMENT INITIATIVE
PHASE 5**



5. Therefore, the project team will conduct daily meetings with all district project team members where districts will be required to report on the progress of their BEEI Phase 5 implementation
6. A reporting template will be provided by the Province to all Districts detailing what needs to be reported on. This is important as all reports from Districts provide guidance and enable an environment for addressing challenges which might be hindering progress at district level
7. After all categories of Education Assistants and General School Assistants have been appointed the reporting meetings will be moved from daily meetings to weekly meeting and will be conducted every Wednesday.
8. Districts are also required to have their standing meetings where Circuit Managers are to report on the progress of schools
9. Circuit Managers are also required to conduct meetings with schools to get progress on the implementation of the BEEI Phase 5 so that they are able to report to the District Project Manager.
10. Where necessary, the Provincial Project Team will do monitoring visits to schools and Districts to verify reports submitted and to provide support where needed.
11. All recordings of meetings conducted from school level to the Provincial level must be kept as a Portfolio of Evidence.
12. These guidelines will ensure that all processes relating to the implementation of BEEI Phase 5 are monitored for consistency, transparency and fairness across all schools within all districts throughout the Province

Yours in quality education

L. SIDIYA

PROVINCIAL PROJECT MANAGER - BEEI