P

PPIU

Provincial Project Implementation Unit

Internal Quality Assurance Policy Framework

2024 – 2025

DOCUMENT INFORMATION

Document Code:	PPIU/IQA/PF/2024-25
Version:	1.0 (Final)
Effective Date:	01 August 2024
Review Date:	31 July 2025
Approved By:	PPIU Director General
Classification:	CONFIDENTIAL

TABLE OF CONTENTS

1. Executive Summary

This **Internal Quality Assurance (IQA) Policy Framework** sets out the principles, structures, and mechanisms through which the Provincial Project Implementation Unit (PPIU) ensures consistent, evidence-based quality management across all programmes and projects for the academic and operational cycle **2024–2025**.

The framework is designed to embed a culture of continuous improvement, accountability, and transparency at every level of PPIU operations. It aligns with national education quality standards and international best-practice benchmarks recognised by UNESCO and the World Bank's Education Quality Assessment Programme.

Key Policy Commitments
• Systematic collection and analysis of quality data across all project sites
• Transparent reporting to stakeholders at provincial and national levels
• Timely corrective action triggered by quality threshold breaches
• Annual external audit complemented by bi-annual internal reviews
• Capacity-building for all IQA focal points

2. Introduction & Background

PPIU was established under Ministerial Decree No. 142/2019 to coordinate, implement, and monitor all donor-funded and government-initiated education improvement projects at the provincial level. Since inception, PPIU has managed over **47 active projects** spanning infrastructure, teacher training, curriculum reform, and digital literacy.

The absence of a unified IQA framework has historically led to inconsistencies in reporting standards, delayed identification of underperformance, and inefficient allocation of remedial resources. This policy framework directly addresses those gaps.

Historical Quality Challenges Identified

Fragmented data collection: Each project used bespoke M&E; tools, preventing cross-project benchmarking.

Delayed reporting cycles: Reports were often submitted 6–9 weeks after the reference period.

Unclear accountability lines: Roles of provincial vs. district IQA officers were not codified.

Limited corrective-action protocols: No standard escalation pathway existed when indicators fell below threshold.

3. Purpose and Scope

3.1 Purpose

This framework provides the authoritative policy basis for all IQA activities conducted by or on behalf of PPIU. It establishes minimum standards, prescribed methodologies, governance arrangements, and accountability mechanisms.

3.2 Scope of Application

Dimension	Coverage
Geographic	All 14 districts within the province
Programmatic	Education, TVET, non-formal education, and early childhood projects
Organisational	PPIU Secretariat, District Education Offices, Partner NGOs, Contractors
Temporal	Academic Year 2024–2025 (renewable annually)
Financial Threshold	All projects with a total budget exceeding USD 50,000

4. IQA Governance Structure

The IQA governance architecture adopts a three-tier model ensuring both strategic oversight and operational proximity to project implementation.

Tier	Body	Functions	Meeting Frequency
Tier 1 (Strategic)	IQA Steering Committee (Director General + Dept. Heads)	Policy approval; annual targets; external audit oversight	Quarterly
Tier 2 (Operational)	IQA Technical Committee (M&E Unit + Project Managers)	Framework implementation; indicator monitoring; corrective action initiation	Monthly
Tier 3 (Field)	District IQA Focal Points (District Education Officers)	On-site data collection; school-level reviews; community feedback capture	Bi-weekly

4.1 Steering Committee Charter

The IQA Steering Committee (IQASC) holds ultimate accountability for this framework. It approves annual quality targets, reviews external audit findings, and authorises significant amendments to policy. Quorum requires the Director General or designated Deputy plus at least three Department Heads.

4.2 Conflict of Interest Policy

Any IQA committee member with a direct or indirect interest in a project under review must declare that interest in writing and recuse themselves from the relevant agenda item. Declarations are logged in the IQA Register maintained by the Secretariat.

5. Quality Standards & Benchmarks

PPIU adopts a balanced scorecard of **Key Quality Indicators (KQIs)** across four performance domains. All thresholds are reviewed annually by the IQASC.

Domain	Indicator	Minimum Threshold	Target
Enrolment & Access	Net enrolment rate	85%	92%
Enrolment & Access	Gender parity index	0.90	0.98
Learning Outcomes	Grade 6 literacy proficiency	70%	80%
Learning Outcomes	Grade 6 numeracy proficiency	65%	75%
Teacher Quality	Teachers with valid certification	80%	95%
Teacher Quality	Avg. CPD hours per teacher/year	30 hrs	45 hrs
Governance	Financial reporting compliance rate	90%	100%
Governance	Audit findings resolved within 60 days	80%	100%

6. Monitoring & Evaluation Framework

6.1 Data Collection Protocols

All quantitative data shall be collected using the PPIU standardised Digital Data Collection Tool (DDCT) deployed on Android tablets issued to District Focal Points. Data is transmitted in real-time to the centralised PPIU Management Information System (MIS).

6.2 Reporting Cycle

Report Type	Frequency	Responsible Party	Submission Deadline
Field Data Return	Bi-weekly	District Focal Point	Within 3 working days of period end
District Quality Report	Monthly	District Education Officer	10th of following month
Provincial IQA Report	Quarterly	M&E Unit	15th after quarter end
Annual Quality Review	Annual	IQA Technical Committee	30 September each year
External Audit Report	Annual	Contracted Auditor	31 October each year

6.3 Data Quality Assurance

A minimum 10% random sample of field data shall be independently verified each quarter through surprise school visits conducted by the M&E; Unit. Discrepancies exceeding 5% trigger a full-sample audit and potential disciplinary review of the relevant Focal Point.

7. Roles and Responsibilities

Director General

- Champions the IQA culture across PPIU and sets the annual quality agenda.
- Approves the annual IQA Work Plan and associated budget.
- Presents IQA findings to the Ministry and development partners.

Head of M&E; Unit

- Leads IQA Technical Committee meetings and coordinates all monitoring activities.
- Ensures data integrity and timely production of all quality reports.
- Manages the PPIU MIS and DDCT systems.

Project Managers

- Integrate IQA requirements into project work plans and budgets.
- Respond to corrective-action notices within prescribed timelines.
- Support District Focal Points with data collection and capacity building.

District IQA Focal Points

- Conduct bi-weekly school monitoring visits and submit field data returns.
- Facilitate community feedback sessions and document findings.
- Escalate emerging quality risks to the District Education Officer.

8. Non-Compliance & Corrective Action

When a KQI falls below the minimum threshold or a reporting obligation is not met, the following graduated response protocol is activated:

Level	Trigger	Response	Timeline
Level 1 Advisory	KQI 1–5% below threshold or single missed deadline	Written advisory + support visit from M&E Unit	Within 10 working days
Level 2 Improvement Plan	KQI >5% below threshold or 2 consecutive missed deadlines	Formal Improvement Plan; progress reviewed monthly by Technical Committee	Plan within 15 days
Level 3 Escalation	No improvement after 60 days or persistent non-reporting	Escalation to IQASC; potential contract suspension / HR referral for staff	Within 5 working days
Level 4 Sanctions	Continued non-compliance or evidence of data manipulation	Contract termination / disciplinary proceedings; donor notification if required	Immediate

8.1 Appeals Process

Any party subject to a Level 2 or higher response may lodge a written appeal to the IQASC within **10 working days** of the notification. The IQASC shall convene a special session within 20 working days to hear the appeal. The decision of the IQASC is final. Implementation of the corrective action is suspended during the appeal period at Level 2 only; Levels 3 and 4 remain in effect pending appeal outcome.

9. Review and Amendment Procedures

This framework shall be reviewed annually prior to the commencement of each new academic year. Minor amendments (typographical, contact updates, indicator adjustments within ±5%) may be approved by the Head of M&E; Unit. Substantive amendments require IQASC approval and a 14-day stakeholder consultation period before taking effect.

Version Control

Version	Date	Author	Summary of Changes
0.1 Draft	15 April 2024	M&E Unit	Initial working draft circulated for internal review
0.2 Draft	10 May 2024	M&E Unit	Incorporated feedback from Technical Committee
0.9 Consultation	01 June 2024	M&E Unit	Released for 14-day stakeholder consultation
1.0 Final	01 August 2024	Director General	Approved by IQASC; policy effective

10. Annexures

Annexure	Description
Annexure A	Standardised Field Data Collection Form (DDCT Template)

Annexure	Description
Annexure B	District Quality Report Template
Annexure C	Provincial IQA Quarterly Report Template
Annexure D	Corrective Action Notice – Standard Form (CAN-01)
Annexure E	IQA Steering Committee Terms of Reference
Annexure F	Glossary of Terms and Abbreviations
Annexure G	Referenced National and International Standards