

Workshop on Sustainable Quality Culture

Case Study: MU-K_VLIR-UOS QA & Evaluation System

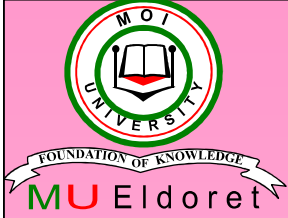
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About MU-K_VLIR-UOS

- **Collaboration Programme funded by Government of Belgium (DGDC) through VLIR-UOS.**
- **Moi University one of the VLIR-UOS partner institutions since 2006.**
- **Pre-partner phase of 15 months prior to Partner Programme.**
- **Six Projects supported by the Programme Support Unit, (PSU).**

Overview: Programme Plan

- **Programme phases and Partner Programme Plan (PPP)**
- **Activity Plans (AP) and Programme annual calendar**
- **Programme units, Programme budgets and role of the PSU**
- **Mandatory reporting; internal evaluation and external evaluation**

Procedures: MU-K_VLIR-UOS Programme

- **Procedures identified for quality monitoring and evaluation**
 - Annual planning based on PPP
 - Implementation of planned AP
 - Annual reporting
 - Mobility outside host country
 - Communication/reporting lines
 - Steering Committee meetings
 - Workshops
 - Procurement and Inventory
 - Monitoring and evaluation

Illustration – Mobility

- **Purpose:** effective movement of staff and students within programme in execution of planned activities outside host country.
- **Scope:** all staff and students within Programme.
- **References:** Policy and Procedures Manual & VLIR-UOS Policy Framework
- **Terms and Definitions:** defined
- **Responsibilities:** Programme Manager

Illustration – Mobility (cont.d)

- **Procedure:**
 - **PM receives IUC form 3 months prior to travel from PL.**
 - **PM checks form for correct details and checks against initial planning (activity, cost etc).**
 - **PM sends duly filled form to ICOS**
 - **ICOS checks form (host University, host person...).**
 - **ICOS sends form to host University**
 - **Desk Officer, host University acknowledges arrangements to ICOS for coming visitor**

Illustration – Mobility (cont.d)

- **Desk Officer seeks accommodation space and informs ICOS when found.**
- **ICOS communicates to PM response of host University -- Negative response, visit postponed; Positive, ICOS sends forms to DGDC for trip approval.**
- **DGDC rejects if planned visit is not within IUC framework; otherwise, approved and DGDC informs ICOS to invite visitor.**

Illustration – Mobility (cont.d)

- **ICOS drafts letter for Flemish PC signature inviting guests and specifying costs met by Programme.**
- **Flemish PC sends invitation letter to Belgian Embassy in Kenya, cc to visitor through PM.**
- **PM informs accordingly and requests MU VC to introduce person travelling to the Belgian Embassy in Kenya.**
- **Visa obtained at no cost and travel proceeds.**

Details: Internal M & E

- **Purpose:** Assess effectiveness in implementation of Programme activities.
- **Scope:** All Projects on PP, including PSU.
- **References:** AP work plan, Project budget, Project calendar.
- **Definitions:** defined
- **Responsibilities:** Local PC and PM

Details: Internal M & E (cont.d)

- **Procedures:**
 - **Local PC & PM develop joint monitoring and evaluation tools.**
 - **Tools based on AP work plans; measurement scales on operation of project; accomplishment on KRAs.**
 - **M & E carried out quarterly.**
 - **PM communicates to PLs date of monitoring visit.**
 - **PC chairs meeting of PL and team members**

Details: Internal M & E (cont.d)

- **Procedures:**
 - **M & E score based on progress made in implementation of activities, timeframe within which activity is done and percentage of expenditure.**
 - **PC advises PL to share evaluation outcome with PL North.**
 - **Shared performance presented by Local PL to the Steering Committee.**
 - **Necessary action agreed.**

Example Instrument

- **Adherence to project objectives**
- **The management of project constraints**
- **Use of proper procedures to procure inputs**
- **Quality of materials procured**
- **Prudence in mgt of project funds**
- **Disbursement and guidelines**
- **Collaboration with team members**
- **Involvement of beneficiaries**
- **Records at PSU**
- **Handling project outputs**
- **Interaction with North PL**

Example: KRAs

- **Research**
- **Teaching**
- **Extension**
- **Management**
- **HR development**
- **Infrastructure management**
- **Mobilisation of additional resources**

THANK YOU