

## Project coordination and monitoring

For effective coordination, the project implementation efforts would be engineered by the Principal Investigator who is the overall coordinator. He will convene a preliminary meeting bringing on board team members for sharing the time line of all project activities with specified roles, assignments and responsibilities. After this meeting, the project will be launched at faculty level bringing on board relevant keyholders namely the Finance Director, Procurement, Auditor, project implementation team member and Ministry of Education officials most specifically the Program Management Team . The essence of this meeting is to highlight the general ambition of the research project and sharing the specific objectives that would be achieved. This session would be followed by discussion, suggestions and general comments from the audience as a way to add value to implementation efforts.

The project time line will be strictly followed to make sure that the underscored project activities are implemented according to stipulated time line. The project specific objectives will be strictly followed, quantified and evaluated. Quarterly and yearly submission of project reports indicating achievement records, risks and challenges will be strongly underscored. Procured items from the project funds will be acknowledged, identified and labelled. Project implementation sites would indicate project visibility billboards displaying project topic, source of funding, implementation period and implementing partners. Receipts, consultancy agreements /MoU and other relevant documents will be maintained for monitoring All workshops, seminars as part of the implementing efforts should be accompanied with a signed participants documents as trajectory for monitoring and accountability and should be produced upon