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**IVLA Proposal**

**Secretariat and Coordination Services for establishment and operationalisation of IVLA**

Submitted by Opticum Consult

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# 1.0 Background

We express interest to facilitate initial IVLA activities and also provide the secretariat services for the forming IVLA. Our services will run January 1st to December 31st 2023. This proposal is made on the basis of the interpretation of the 7 decisions made after the Summit meeting held on 14th November 2023 at Brookshine Schools that resolved to proceed with the implementation of the collaborative learning initiative aimed at realising the shared prosperity of becoming private schools’ system leaders.

# 2.0 Our envisaged role

We have studied the resolutions of the IVLA Summit and we have concluded that our mandate is threefold; interpreted as three interdependent roles that will cut across undertaking the following:

1. Coordination to deepen collaborative learning among IVLA member schools
2. Limited support to specific elements of individual schools
3. Establish and operationalise a credible and legal structure of IVLA

The roles have also taken into consideration a further convening of the heads of the 5 schools; a team consisting of members of the three thematic groups of 21st century skills; technical skills, self-management skills and interpersonal- social skills. The convening also endorsed the establishment of two working groups; a calendar and assessment working groups under the mantra; *“moving IVLA to the classroom”.*

We have carefully considered what it will take to realise the three-fold mandate breaking down each of the 10-point role and the accompanying details of each role. We present a detailed list of the 43 roles that we have scoped to be undertaken in the second year of convening IVLA (2024).

We envisage the following deliverables at the end of the engagement period:

1. A respectful and safe space that allows members to engage deeply
2. A registered legal entity that exposes the members to minimal risks (financial, reputation, operational)
3. A 5-year strategic plan that captures the specifics of realising system leadership across the schools
4. An open education repository that includes tools and templates amongst them teacher recruitment, induction and evaluation, assessment portfolios among other critical processes
5. An operational structure that is lean and least burdensome to the participation of the member schools
6. A grown membership to the envisaged number of 8 schools

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# 3.0 Detailed role of the Secretariat

The detailed roles are presented in the table below.

| **#** | **Role** | **Details** |
| --- | --- | --- |
| 1 | Coordinate the participation of member schools in each other’s activities | 1. Obtain all calendars of schools (by sections and consolidated plans by term) 2. Merge individual school plans into a master calendar 3. Generate bytes of calendars (monthly and weekly and share for participation planning) 4. Send reminders to individual schools to plan for participation 5. Secure membership attendance to each other’s events 6. Pick out key items from the events for action points 7. Routinely evaluate the participation in each other’s activities |
| 2 | Support the harmonisation of processes across the Alliance | 1. Facilitate consensus on key process items that require harmonisation 2. Develop a framework for harmonising the processes (standards) 3. Champion process change across the membership 4. Develop templates for adoption of common processes |
| 3 | Help identify resource persons and facilitation of learning events | 1. Collect data on areas that require external facilitation, collate and generate areas of learning in the Alliance 2. Map resource persons within and outside the alliance to facilitate learning 3. Secure attendance of resource persons 4. Mobilise attendance across the membership 5. Draw action points and support post facilitation debriefs 6. Develop criteria for identifying and selecting mentor universities 7. Develop criteria for identifying and selecting industrial linkages |
| 4 | Limited coaching and mentorship | 1. Conduct Life360 mentorship sessions with all heads of culture across the schools (KG heads, heads of comprehensive schools, JSS heads and High school principals) 2. Design, roll out and conduct post-secondary school life sessions with high school candidate classes 3. Conduct general caregivers’ trainings in each individual school 4. Limited activation of unified management system 5. Limited activation of alumni |
| 5 | Collation of experiences | 1. Facilitate termly conventions (draw the agenda, facilitation notes and mobilise the attendance) bringing together directors, heads and classroom teachers 2. Facilitate working group sessions (draw agenda, facilitation notes and mobilise agenda) |
| 6 | Help identify areas of individual development and collective development | 1. Conduct a further 2024 annual readiness (OCA) and develop improvement plans for each school 2. Scope solutions appropriate for implementation 3. Foster alliance-based learning sessions that allow exchange of capacities |
| 7 | Develop the initial strategic plan of the Alliance | 1. Facilitate consensus on the IVLA principles (vision, mission, operational principles) 2. Collect data and help identify strategic initiatives 3. Develop a five IVLA budget 4. Develop implementation strategies |
| 8 | Develop the criteria for recruiting additional members | 1. Develop an expression of interest form for recruitment of more members 2. Assess the interests and prepare reports to determine admission 3. Conduct Readiness Assessment for new entrants 4. Implement VukaSmooth in new member schools 5. Integrate new members into the existing membership culture |
| 9 | Help set up the institutions of a functional institution | 1. Identify institutions and roles of each institution in the alliance (summit and working groups) 2. Develop TORs for each organ/institution 3. Help establish the institutions 4. Identify the legal instrument for registration (cost effective instrument), ensure that the institution is registered and meets all statutory compliance 5. Host the secretariat of the legal instrument while it prepares to fully take up the coordination role of the Allliance 6. Develop and submit quarterly Alliance reports detailing activities undertaken, challenges and lessons learnt |
| 10 | Document experiences of IVLA schools | 1. Facilitate, help identify and roll out a common Grade 7/8 activity |

# 4.0 Operationalisation of the proposal

We propose that initially:

1. Schools will operate on *ad hoc* budgets to cover for transport and hosting expenses. We hope that by the end of the year, it will be possible to map out all the possible/minimum participation activities for each school and thereby support schools to plan and integrate IVLA activities in the annual operational budgets; a fact that could potentially have an implication on how schools charge for services offered post 2024.
2. We will charge a consolidated figure that will go towards paying for our professional services and direct costs associated with establishing a secretariat. The schools will continue to bear the costs of learning events.
3. We are proposing that a legal instrument to be registered should be one that attracts minimal statutory demands and one that does not operate as a profit venture. We are certain that IVLA related activities are not profit in nature but rather, a fuel that drives the business models of the schools and facilitate a learning process.
4. We will set up a dedicated email for IVLA ([ivla@opticume.com](mailto:ivla@opticume.com)). This will ensure a neat consolidated calendar and ensure sustainability of IVLA activities when the secretariat is fully constituted.
5. We estimate that towards the end of the 2024, the IVLA summit will need to retreat and make strategic decisions around the form and structure of the culture to uphold and the timelines for realising system leadership.

# 5.0 Financial proposal

We are charging a consolidated figure of hosting the secretariat and our professional services at the following

1. 12 instalments per school of KES 18,000
2. 4 instalments of per school of KES 49,500
3. 2 instalments per school of KES 90,000
4. One off instalment per school of KES 162,000