

MIRITI EVAN REPORT ON DIGITAL LITERACY PROGRAM IN MERU COUNTY
FOR THE PERIOD 19TH JUNE 2017 TO 31ST JULY 2017

This is a report on the activities I performed during the six weeks I was assigned to Digital Literacy Program (DLP) in Meru County. The period of the assignment run across the 19th June to 31st July 2017. Below are the contents of this report.

- o Overview
- o Experiences and Achievements
- o Challenges
- o Recommendations
- o Conclusion

OVERVIEW

I was deployed to Digital Literacy Program (DLP) from my previous deployment in the Ministry of Lands at their Meru registry. I was deployed as one of four DLP Quality Inspectors who were deployed to Meru County. In the beginning, I encountered some challenges in the transition from my previous work stations to come in to assist in this program. These challenges will be highlighted in this report on a different section. Once I got to the Ministry of Information Communication and Technology office in Meru County, we discussed with the Assistant ICT Officer in charge of Meru County on the duties and responsibilities we, the Quality Inspectors would be performing and crafted work schedules for the six week long exercise. I acknowledge the work our Supervisor, Mr. Martin Kathurima Mwirigi, has accomplished for DLP program in Meru County by the time we were deployed to assist. Also, most commendable is the assistance and guidance he accorded us in steering us towards easy execution of the duties and assignments during this period. Ours has been a cordial and productive working relationship.

During this assignment, I together with the other four DLP Quality Inspectors, were engaged in these four tasks; coordinate and facilitate DLP launches in schools for awareness creation, inspection and acceptance of devices for commissioning, facilitate digital knowledge transfer to teachers and complete e-readiness assessment in the schools the exercise was not carried out.

These exercises were further sub divided into more activities that were slotted fittingly in the work schedule that we crafted for this duration. It is these activities that I wish to discuss in the next section of this report in more detail.

EXPERIENCES AND ACHIEVEMENTS

As highlighted in the previous section, we were tasked with implementing four major tasks as DLP Quality Inspectors in Meru County. These four assignments were further classified into two major high-level classifications, that is; Category 1 as High priority being activities for the schools where the devices had already been installed and Category 2 as Low priority for activities to be performed in the schools where the devices had not been installed. To ease administration and execution of the exercise, we agreed to work in zonal levels in order to cover the entire Meru County. Meru County is one of the largest Counties in the Nation and as such, the work we accomplished as four DLP Quality Inspectors is commendable.

The County has a total of eight Sub-Counties namely; Imenti South, Meru Central, Meru North, Buuri, Tigania East, Tigania West, Igembe South and Igembe North. These Sub-Counties are further sub-divided into zonal blocks, all totaling to thirty one zones in the entire Meru County. We then, agreed that amongst the four of us, each would cover eight zones as their jurisdiction areas during this exercise. I was assigned to work in the following eight zones for this period: Laare in Igembe North Sub-County, Maua in Igembe South, Mikinduri in Tigania East, Karama in Tigania West, Abothuguchi East in Meru Central, Kisima in Buuri and Igoji and Nkubu zones in Imenti South Sub-Counties.

With these geographical subdivisions, each of us had to implement the four tasks highlighted previously across all the zones they were assigned to. I will now discuss what I undertook in the eight zones I was assigned to, with regard to the four activities. I performed all these activities in seven zones but the assignment could not be implemented in one Sub-County due to planning problems and unavailability of officers from the Ministry of Education due to other programs they had scheduled in their region across the same period.

i. Coordinate and Facilitate DLP Launches in Schools For Awareness Creation.

I was tasked with this noble assignment of coordinating and facilitating DLP launches in all the schools from the regions I was assigned to. The number of the schools in these zones was too many to attend each and every launch. I however attended some launched but coordinated with the ICT teacher and head teachers of the schools I did not manage to attend on how to carry out the exercise. This entailed guiding them on how the launch would be carried out, assisting the schools in setting up the devices and giving guidance on how the actual launches will be run. These encapsulated all the directives given from headquarter on who should be invited and who should issue speeches during the ceremony. Below are some photos of the launches that took place in the zones under my jurisdiction.





Dlp launch at Buuri-Kingori Primary School

ii. Inspection and Acceptance of the Devices for Commissioning

This exercise entailed guiding all the ICT teachers from the schools on how to carry out inspection of all the devices they received in the schools. Also the task involved assisting my supervisor carry out the validation of the inspection that was carried out in every school. This inspection was aimed at ascertain whether the quantity and quality of all the devices installed in the schools and verify whether they were functioning as expected. I guided the teachers on how, together with the head teachers, they would carry out inspection for all the devices the school received. This was a very crucial assignment since it helped guide the schools on what to do in case they had received faulty devices. I also guided them on the documents they would interact with during this exercise. These are the documents that would be used to pay the contractors who had installed the devices in the respective schools. Below are photos of these documents.

DLP inspection and acceptance certificate

SERIAL NO.

13140


☐ Interim

INSPECTION AND ACCEPTANCE CERTIFICATE

We the undersigned, being members of the Inspection and Acceptance Committee appointed by the Accounting Officer through the Digital Literacy Programme Management Guidelines Version 2, confirm that we have performed the assignment diligently and issued this acceptance certificate for the procured items indicated below:

CONTRACT TITLE: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF GOODS AND RELATED SERVICES FOR IMPLEMENTATION OF THE DIGITAL LITERACY PROGRAMME IN PUBLIC PRIMARY SCHOOLS IN KENYA. (ICTA/DLP/01/2015 – 2016)

Contractor:

Delivery Note No:

Name of School: **County:**

Description of Items/Services

	Item Description	Qty	Remarks
1.	Teacher Digital Device (TDD)		
2.	Learner Digital Device (LDD)		
3.	Digital Content Server and Wireless Router (DCSWR)		
4.	Projector		
5.	Braille Embosser		
6.	3TB Hard Disk		

Pursuant to the inspection carried out, the inspection and acceptance committee hereby certifies that:-

1. The procured items have complied with the required terms and specifications of the contract and therefore accepted and recommended for payment
2. The procured items have NOT complied with the required terms and specifications of the contract for the following reason[s]:-

.....

Signed:

1. Name: Signature: Date: (Headteacher)
2. Name: Signature: Date: (ICT Teacher)
3. Name: Signature: Date: (AICTO/Rep)
4. Name: Signature: Date: (Sub-County Director of Education)

Distribution of Copies

Original: To ICT Authority
 Duplicate: To County Director of Education
 Triplicate: To The School

Note

To be filled at School level by the Headteacher then forwarded to ICT Authority

Form S. 13



8761340 ORIGINAL

COUNTER RECEIPT VOUCHER

Ministry.....Dept./BranchUnit.....

Received the items listed below from (source).....

Code No.	Item Description	Unit	Quantity	Value	Remarks

Order No. Invoice No. OR

Issuing Officer.....Signature.....Designation.....

Certified that the quantities received have been taken on charge.

Receiving Officer.....Signature.....Designation.....

Account No. Date

GPk 5081—50mBks.—11/2015

Government Receipt

iii. Facilitate Digital Knowledge Transfer to Teachers

I carried out this exercise in six zones. The exercise could not be carried out in two of the other zones due to poor response and lack of laying the required plans by the responsible officers in the Ministry of Education. This exercise entailed organizing a zonal level knowledge transfer session, where all the ICT teachers and lower primary teachers congregated in a central location. During this session we would undergo all the challenges the teacher were facing while

interacting with the gadgets and areas they felt they had not understood during the training sessions that were carried out by the contractor.

In this session, various issues came to light, and majorly, the dire need to run more comprehensive training for these teachers. This, according to my assessment remains the biggest threat towards successful implementation of the program in the Country. During these sessions, I shared as much knowledge as possible within the timeframe on how to handle the devices and basic information on how to interact with the Net Support School Tutor, the software crafted to manage and teacher the classes. By far, these were very successful sessions. Below are some photos of these sessions.



Knowledge transfer session in Laare zone



Knowledge transfer session in Mikinduri zone



Knowledge transfer session in Mikinduri zone

iv. Complete e-readiness Assessment

This exercise entailed carrying out an assessment on e-readiness to schools that had not yet received the gadgets and those that the exercise was not carried out. This involved checking whether the school had put up a storage cabinet, whether it was connected to the national power grid and determining how many teachers had been taken through the training carried out by the contractor. These three factors determined the e-readiness of school with regard to deployment of the program in those respective schools.

CHALLENGES

While undertaking this exercise, I faced several challenges. However, these challenges did not deter me from undertaking my duties and responsibilities. In future, there is need to address these challenges in order to ensure optimal productivity of the Quality Inspectors to aid in the committed execution of their tasks. The challenges I experienced are as listed below.

- a. Unofficial communication directing the heads of the institution one is currently deployed, requesting, us to be released for the program.

When the directive was emailed to us that we would be required to leave our current work stations to join up the DLP program, no communication was made to the heads of the work stations were currently operating at. For instance, in my case, the head of Meru Land Registry had refused to let me go till he received the official communication directing him to do so. This hindered me to join the program for a week and some days. In future, it would be advisable to make this communication from the onset.

- b. Late communication by Ministry of Education official to relay information especially where the teachers from different schools were to congregate.

While working in the zones, I had to call off some scheduled tasks and meeting since the host schools or the people concerned were not aware that the event was taking place. This affected our schedules so much. In one case the CSO refused to organize the knowledge transfer session citing, lack of communication from her superiors. This is one of the zones that I did not carry out this exercise.

c. Hardship assessing some section in the County

Assessing some schools for the launches was an uphill task. This was made more difficult with the mode of transport to these places being motorcycles. This at times would be very dangerous.

RECOMMENDATION

After carrying out the exercise for the duration specified, I wish to make these recommendations

i. The Contractor should schedule more comprehensive training for the school teachers. As disturbing as it was, lack of basic skills in interacting with the devices amongst the teachers, was a common factor I experienced every zone I attended to. This holds the biggest threat towards successful implementation of the program. It is my recommendation that the contractor be directed to carry out more comprehensive trainings for the school teachers.

ii. Early and clear directive to concerned head of institution, a pdtp is currently station, directing their release when a similar state as joining DLP arises
This will help in ironing out planning of activities in future and avoiding similar instances like the ones we encountered during this exercise

iii. County Offices to be supplied with vehicles.
It is my recommendation that County offices be supplied with vehicles to ease in the movement from the county offices to the schools. This will aid in the support assignment of AICTOs.

CONCLUSION

This program holds a bright promise towards transformation of teaching and learning in the Nation. It is however important to address the challenges that I have highlighted in this report to augment its success. To sum up, I have enjoyed the opportunity this program offered me to perform my civic responsibility of serving my nation. For this, I am grateful.