No. 16/MSA/2018 Date 08/06/2018

To
All Collectors and District Magistrates

Sub:
Draft guidelines on Mo School Project Implementation Modalities

Madam/Sir,

In inviting a reference to the subject above, I am to say that the Mo School Abhiyan Parichalana Sangathan has prepared the draft guidelines for the Mo School Project Implementation modalities (attached as annexure 1) which are going to be implemented by the District Level Committees during the rolling out phase starting this June 2018.

Mo School aims to create a platform for people and organisations to connect, collaborate and contribute to revamping school education in Odisha. Mo School funds could be used to cover diverse areas like improving school infrastructure and environment, improving student well being and student learning. Each school is advised to develop the need assessment for each of the areas (details with activity code is attached as annexure 2) using information gathered under the Shaala Siddhi and discuss the priority areas with the donors during the project development process.

You are therefore requested to send your suggestions and feedback on the draft guidelines on “Mo School” Project Implementation within 7 days for further action at this level.

Yours faithfully,

State Project Director, OPEPA & Member Secretary
Mo School Abhiyan Parichalana Sangathan

Memo No. 17/MSA/2018 Date 08/06/2018

Copy to all District Education Officers, Odisha for information and necessary action.

State Project Director, OPEPA & Member Secretary
Mo School Abhiyan Parichalana Sangathan
Draft guidelines for 'Mo school 'Project Implementation Modalities (Annexure 1)

A. Project Inception, development and approval Processes

Step-1: Donor/Alumni Association provides Letter of Intent (LoI) to school Head Master/Mistress (HM).

Step-2: HM initiates the donor discussion and opportunity identification based on the School Development Plan/ Saala Siddhi assessment report with intimation to Block Education Officer (BEO)/Block Development Officer. HM and donor (as far as practicable) jointly develop the feasibility report **within 10 days** of receipt of LoI from Donor and report it to DLC.

**Case 1:** If the donation and matching grant (2x) amount is 5 lakhs or below, the schools have the autonomy to develop and implement the project in consultation with the Block Education Officer (BEO) and donor (as far as practicable) with intimation to District Level Committee.

**Case 2:** If the donation and matching grant (2x) amount is more than 5 lakhs and less than 60 lakhs, BEO, HM and donor (as far as practicable) jointly develop the feasibility report and send it to DLC. DLC will select the executing agency and direct for preparation of plan and estimate. DLC will examine the plan and estimate, approve it and intimate CEO, Mo School Abhiyan.

**Case 3:** If the donation amount and matching grant (2x) is more than 60 lakhs, the LOI needs to be sent to DEO & CEO, Mo School. The DEO will take initiative involving HM, BEO and the Donor (as far as practicable) in consultation with District Collector for development and implementation of the project. The District Collector may take the assistance of an officer not below the rank of executive engineer and/or any person/agency having relevant experience and expertise. A detail plan and estimate has to be prepared and submitted before DLC for discussion and onward transmission to the Executive Council, Mo School.

Step-3: DEO submits the plans to DLC **within 30 days** of receipt of the project proposals.

Step-4: DLC approves the project (total value < Rs. 60 lakhs including 2x matching grant) and informs the Mo School Executive Council to trigger 2x matching grant. For proposal above Rs 60 lakhs, the Executive council will examine and approve the project proposal and intimate the District Collector and Chairperson, DLC. In case of exigency, the Chairperson of the Executive Council may approve the proposal in principle and direct it to be placed before the next executive council for post facto approval.
In case when donor approaches District authorities, the donor needs to provide Letter of Intent (LoI) to district (District Collector/DEO). After receiving the LOI, DEO informs the HM in case of single school or BEOs in case of multiple schools about the Donor LoI irrespective of donation value. If the donor does not specify any particular school or intends to donate to curricular/ co-curricular activities in multiple schools, the DLC has the authority to decide the schools and the coverage area.

In case when donor approaches State authorities, the donor needs to provide Letter of Intent (LoI) to Mo School Abhiyan (Email, Letter, and Website). Mo School informs the DEO and District Collector about the Donor LoI. DEO informs the HM in case of single school or BEOs in case of multiple schools. BEO and HM initiate discussion with donor (as far as practicable) based on the School Development Plan/ Saala Siddhi assessment report of the schools.

If the donor does not specify any particular school or intends to donate to curricular/ co-curricular activities in multiple schools, the Executive Council has the authority to decide the schools and the coverage area.

In the above cases, Step 2, Step 3, Step 4 mentioned above will to be followed as per the donation amount.

B. Fund Transfer and Project Implementation

Step-1: Once the project proposal is prepared, the donor is asked to deposit the amount in the designated Mo School bank account at State/ District/ School level.

Step-2: Donor deposits the money and intimates the same to the appropriate level (HM/BEO at school level, DEO at district level and CEO, Mo School at State level).

Step-3: DEO informs the State (Mo School Abhiyan) about the receipt of donor funds at District / School level after the approval in the DLC for release of matching grant. In case of exigency, the Dist Collector cum Chairperson of the DLC may approve the proposal in principle and direct it to be placed before the next DLC for post facto approval.

Step-4: Project recommended by DLC is examined by Executive Council/ Chairperson- Executive Council and requisition is placed to the S & ME department within 7 days by CEO, Mo School Abhiyan for release of matching grant.

In case of project value more than 60 lakhs, EC approvals the project and requisition is placed to the S & ME department within 7 days by CEO, Mo School Abhiyan for release of matching grant.
C. Approval and receipt for donation in Kind

Step-1: Donor provides Letter of Intent (LoI) to HM/BEO/DEO/ Mo School

Step-2: HM/BEO/DEO/ Mo School initiates discussion with donor as far as practicable based on the opportunity identified under Saala Siddhi / the School Development Plan within 10 days of receipt of LoI from Donor.

Step-3: HM accept the donation in kind in case it is listed in the approved list of items provided by the DLC with intimation to BEO.

In case a donor desires to donate in kind which does not find place in the approved list, the HM and BEO are required to intimate the DEO for approval in the DLC. DEO submits Donor request to DLC/District Collector, DLC approves and intimates the school/BEO to receive the articles the Donor has given under intimation to DEO/BEO. In case of exigency, the Dist Collector cum Chairperson of the DLC may approve the proposal in principle and direct it to be placed before the next DLC for post facto approval.

D. Project Monitoring and Closure

Step-1: Block Level Monitoring Team (to be decided by the DLC) monitor the progress of the project along with BEO.

Step-2: Monthly Progress Report (format developed by Mo School) to be submitted by the School to DEO and BEO.

Step-3: DEO submits District Progress Report to CEO, Mo School and also places before the DLC.

Step-4: Designated officials / consultants visit the project and submit the visit report to DEO/ CEO, Mo School.

If a project runs into challenges, the BEOs are to take proactive steps for resolving the issue/ issues. If no positive breakthrough is achieved, then it should be brought to the notice of the District Collector for intervention.

Step-5: School submits the final completion report to BEO and DEO. School keeps all files and account details for audit and inspection purpose.

Steps-6: DEO informs the CEO, Mo School on the closure of the project along with final documentation.
Letter of Intent (for Individual Donor)

I, Mr/Ms.........................................................of village...............................................................PO.......................................................District..............................................................hereby declare that I will be participating in the “Mo School Abhiyan” and shall contribute cash( approximate amount of Rs..............................................................) in kind towards development of my alma mater/ School named........................................................................................................located in ........................................................................................................district..............................................................

Date...............................................................Mobile no..............................................................

Place...............................................................Email..............................................................

Signature
Letter of Intent (for group of donors / Alumni Association)

We, undersigned hereby declare that we will be participating in the "Mo School Abhiyan" and shall contribute cash (approximate amount of Rs...)/ in kind towards development of School named...located in district...

Date..........................................................Mobile no..........................................................

Place..........................................................Email..........................................................

Signatures
Annexure 2: List of Activities with activity code

1) Improving School Infrastructure & Environment
1.1 Improving hostels,
1.2 Laboratories,
1.3 Libraries,
1.4 Classrooms, furniture,
1.5 Toilets, clean drinking water,
1.6 Boundary walls,
1.7 Wheelchair ramps,
1.8 Electronic equipment, internet etc
1.9 Gardens in school
1.10 Sports infrastructure

2) Improving Student well being:
2.1 improve mid-day meal and other nutritional initiatives;
2.2 annual health check-up, doctor and counsellor visits;
2.3 Sport coaching support

3) Improving Student Learning:
3.1 Multi-disciplinary educational content (e.g. documentaries, films, talks) with guidance from experts and entities;
3.2 Teacher Capacity Building
3.3 Human and technology-enabled interventions
3.4 Innovative training programme, workshops, and prizes to work on teacher absenteeism and lack of motivation
3.5 Facilitate exposure visits, exchange programmes
3.6 Participation in national and international sports / literary / cultural events;
3.7 fostering a maker and DIY (Do-It-Yourself) culture where students learn how to work with their hands to build, clean and fix things, whether in a laboratory or a workshop or their homes or school premises;