

Major knowledge products developed with ZESSTA support

All the documents reflected in this register are accessible through the MoGE intranet; some – indicated by an asterisk (*) – can be accessed via the MoGE website www.moge.gov.zm. If you are not a MoGE staff member, and want to access a document on the intranet, please contact Director for Planning & Information: louis.mwansa@moge.gov.zm

No.	Product title	Author(s)	Date
WS1: Public financial management			
WS 1.1 Strengthening procurement			
1101	Procurement Training Plan	MoGE/ZESSTA	Oct 2017
1102	* Procurement Manual	MoGE/ZESSTA	Oct 2017
1103	* Stores Management Manual	MoGE/ZESSTA	Oct 2017
1104	Procurement Standard Operating Procedures	MoGE/ZESSTA	Jan 2018
1105	Stores Management Standard Operating Procedures	MoGE/ZESSTA	Jan 2018
1106	Procurement Training Manual	MoGE/ZESSTA	Jan 2018
1107	Stores Management Training Manual	MoGE/ZESSTA	Jan 2018
1108	Slides Training Module 1 Highlights Public Procurement	ZESSTA	Dec 2017
1109	Slides Training Module 2 Procurement Process	ZESSTA	Dec 2017
1110	Slides Training Module 3 Procurement Planning	ZESSTA	Dec 2017
1111	Slides Training Module 4 Standard Bidding Documents	ZESSTA	Dec 2017
1112	Slides Training Module 5 Evaluation of Bids	ZESSTA	Dec 2017
1113	Slides Training Module 6 Contract Management	ZESSTA	Dec 2017
1114	Slides Training Stores Management	ZESSTA	Dec 2017
1115	Slides Procurement TOT	MoGE/ZESSTA	Nov 2017
WS 1.2 Procurement audit at MoGE and sub-national level			
1201	Terms of Reference Procurement Audit	MoGE/ZESSTA	Aug 2017
1202	Inception Report Procurement Audit	PWC	Oct 2017
1203	Draft Report Procurement Audit	PWC	Jan 2018
1204	Final Report Procurement Audit	PWC	<i>Expected Feb 2018</i>
WS 1.3 Strengthening financial management in schools			
1301	* Financial Management Guide for Schools	MoGE/ZESSTA	Jan 2018
WS 1.4 Improving policy based budgeting and following up on OBB review recommendations			
1401	OBB Budget Analysis and Reporting Tool (Excel)	MoGE/ZESSTA	Oct 2017
1402	Review of the Budget Programme Structure	MoGE/ZESSTA	Oct 2017
1403	Process for OBB preparation	MoGE/ZESSTA	Oct 2017
1404	School grants planning: concept note	MoGE/ZESSTA	Dec 2017
1405	Establishment planning: concept note	MoGE/ZESSTA	Jan 2018
1406	Presentation OBB Preparation (PowerPoint slides)	ZESSTA	Jan 2018
1407	Presentation OBB Review of Programme Structure (PowerPoint slides)	ZESSTA	Jan 2018
1408	Presentation OBB Programme Managers (PowerPoint slides)	ZESSTA	Jan 2018
1409	Presentation School Grants Allocation, Planning & Budgeting (PowerPoint slides)	ZESSTA	Jan 2018
1410	Presentation School Grants Planning (PowerPoint slides)	ZESSTA	Jan 2018
WS1.5 Strengthening utilisation of IFMIS			
1501	Training Needs Assessment for IFMIS users in MoGE HQ	MoGE/ZESSTA	Oct 2017
1502	Roadmap for IFMIS training of users in MoGE HQ	MoGE/ZESSTA	Nov 2017
1503	IFMIS Super User Mechanism: Concept note	MoGE/ZESSTA	Oct 2017

No.	Product title	Author(s)	Date
1504	IFMIS Pilot PEO Eastern Province: Concept note	MoGE/ZESSTA	Oct 2017
WS 1.6 Following up on MoGE's priority needs in the PFM reform plan			
1601	* Financial Management Action Plan	MoGE/ZESSTA	Jul 2017
WS 1.7 Enhancing payroll management			
1701	Training Needs Assessment Payroll Management	MoGE/ZESSTA	Jul 2017
1702	Memo on Payroll Management Roadmap	MoGE/ZESSTA	Nov 2017
1703	Training Payroll Procedures, PowerPoint Presentation	MoGE/ZESSTA	Dec 2017
WS 1.8 Strengthening internal audit			
1801	Assessment Internal Audit Function MoGE	MoGE/ZESSTA	Oct 2017
1802	Action Plan for developing Internal Audit	MoGE/ZESSTA	Oct 2017
1803	Training Integrated Risk Assessment Framework, PowerPoint slides Part I	ZESSTA	Dec 2017
1804	Training Integrated Risk Assessment Framework, PowerPoint slides Part II	ZESSTA	Dec 2017
1805	Training Integrated Risk Assessment Framework, PowerPoint slides Part III	ZESSTA	Dec 2017
1806	Training Integrated Risk Assessment Framework, PowerPoint slides Part IV	ZESSTA	Dec 2017
1807	Memo Standardisation of Audit Procedures	MoGE/ZESSTA	Jan 2017
WS 2: Human resources			
2001	Occasional technical report no.3: Addressing payroll mismatch in the Ministry of General Education (updated)	Andrew Snowden, ZESSTA	May 2016
2002	Payroll Mismatch in Teacher Education Colleges Report of Workshop 6 – 10 October 2016	MoGE/ZESSTA	Oct 2016
2003	Report on the payroll mismatch verification for Chavuma District in North Western Province	MoGE/ZESSTA	July 2017
2004	MoGE Payroll Mismatch Plan, updated September 2017	MoGE/ZESSTA	Sep 2017
2005	Skills Training Programme for HR Staff: Outline	MoGE/ZESSTA	Sep 2017
2006	Proposed HRIS roadmap	MoGE/ZESSTA	Sep 2017
2007	Occasional technical report no.4: Teacher shortages in rural and remote areas (updated)	Andrew Snowden, ZESSTA	May 2016
2008	National Professional Standards Roadmap, status at 12/6/17	MoGE/ZESSTA	Jun 2016
2009	Teacher Standards Steering Group meeting, 24 November 2016: Minutes	MoGE/ZESSTA	Nov 2016
2010	Teacher Standards Steering Group meeting, 17 May 2017: Minutes	MoGE/ZESSTA	May 2017
2011	Teacher Standards Steering Group meeting, 13 December 2017: Minutes	MoGE/ZESSTA	Dec 2017
2012	National Framework on Professional Standards for teachers, teacher educators and education leaders in Zambia (approved for consultation)	MoGE/UNESCO/ (ZESSTA)	Dec 2017
WS 3: Institutional leadership and management development			
3001	Occasional technical report no.5: Options for Institutional Leadership and Management Development	Michael Blundell, ZESSTA	Jan 2016
3002	Occasional technical report no.6: A roadmap for Institutional Leadership and Management Development	Michael Blundell, ZESSTA	Mar 2016
3003	ILMD Baseline Report	Patt Flett/Audrey Mwansa, ZESSTA	Sep 2016
3004	ILMD Baseline Report with annexes	Patt Flett/Audrey Mwansa, ZESSTA	Sep 2016
3005	ZEMT1 Positive Learning Behaviour	MoGE/ZESSTA	Sep 2017
3006	ZEMT1 School Health Management	MoGE/ZESSTA	Oct 2017
3007	ZEMT1 School Improvement Planning P1 Guide	MoGE/ZESSTA	Oct 2017
3008	ZEMT1 School Improvement Planning P2 Template	MoGE/ZESSTA	Oct 2017
3009	ZEMT2 Communication Skills	MoGE/ZESSTA	May 2017
3010	ZEMT2 Managing Curriculum Change	MoGE/ZESSTA	May 2017
3011	ZEMT2 School Performance Management P1 Guide	MoGE/ZESSTA	May 2017

No.	Product title	Author(s)	Date
3012	ZEMT2 School Performance P2 Tools & Templates	MoGE/ZESSTA	May 2017
3013	ZEMT3 Continuing Professional Development	MoGE/ZESSTA	Oct 2017
3014	ZEMT3 Resource Management	MoGE/ZESSTA	Oct 2017
3015	ZEMT3 Stakeholder Engagement	MoGE/ZESSTA	Oct 2017
3016	Report on monitoring of Zambia Education Management Toolkit 1 (ZEMT2)	MoGE/ZESSTA	Aug 2017
3017	Report on monitoring of Zambia Education Management Toolkit 2 (ZEMT2)	MoGE/ZESSTA	Feb 2018
3018	Occasional technical report no. 9: Preparing to design a competence based qualification for school leaders and managers at different levels	Dr Jane Doughty, ZESSTA	Feb 2017
3019	Education Leadership: Quality statement	MoGE/ZESSTA	Sep 2017
3020	Portfolio on Education Leadership: Board of Assessors' Protocols	MoGE/ZESSTA	Sep 2017
3021	Supporting portfolio development	MoGE/ZESSTA	Sep 2017
WS 4: Information, knowledge management and communications			
4001	Early Childhood Education (ECE) communication strategy	MoGE/ZESSTA	Dec 2017
4002	ECE communication strategy: summary	MoGE/ZESSTA	Jan 2018
4003	Education sector communication strategy: 2017 'quick-win' action plan	MoGE/ZESSTA	Oct 2017
4004	Education sector communication strategy: 2018 implementation plan	MoGE/ZESSTA	Jan 2018
4005	Education sector communication strategy: 2018 implementation plan - summary	MoGE/ZESSTA	Jan 2018
4006	Website content management plan	MoGE/ZESSTA	Jan 2018
4007	Website content publishing manual	MoGE/ZESSTA	Jan 2018
WS 5: Education management information systems			
5001	EMIS scoping workshop: Report	MoGE/ZESSTA	Jun 2016
5002	Data Management Committees' orientation: package	MoGE/ZESSTA	Nov 2016
5003	Future Technology Strategies and Recommendations	Mutale Moyo/Titus Lilami/Sheila Mumbi, ZESSTA	Nov 2016
5004	Namwala pilot assessment: report	ZESSTA	Aug 2017
5005	Harmonisation of data collection tools: assignment report	Proby Mwelwa/Fist Chona, ZESSTA	Oct 2017
5006	Cost-benefit analysis of the 2017 paper-based annual school census: Report	MoGE/ZESSTA	Jan 2018
5007	Business Process Analysis & Systems Re-Engineering: Report	M Krishnamoorthy, ZESSTA	Jan 2018
5008	EMIS database migration: report	Proby Mwelwa, ZESSTA	Feb 2018
5009	MoGE Master Plan 2017-2022: Draft v8	MoGE/ZESSTA	<i>Work in progress</i>
WS 6: Monitoring & evaluation			
6001	MoGE Research Strategy	MoGE/ZESSTA	July 2017
6002	Suite of documents from the M & E Basic Course	MoGE/UNZA/ZESSTA	Nov 2017
6003	Suite of documents from the M & E Advanced Course	MoGE/UNZA/ZESSTA	Dec 2017
6004	M & E Guidelines	MoGE/ZESSTA	Jan 2018
6005	* M & E Course Reader	MoGE/UNZA/ZESSTA	Feb 2018
WS 7: Evidence-based planning			
7001	Occasional technical report no.7: Third National Implementation Framework (NIF III), Education and Skills Sector: Lessons learned	Peter Buckland, ZESSTA with MoGE/MoHE	May 2016
7002	Education and Skills Sector – Fourth National Implementation Framework (NIF IV): Situation Analysis (Initial draft for consultation)	MoGE/ZESSTA	May 2016
7003	District Dashboard Think Piece	Peter Buckland, ZESSTA	Nov 2016
7004	DEP Toolkit tool 1 V2	MoGE/ZESSTA	Jun 2017
7005	DEP Toolkit tool 2 V2	MoGE/ZESSTA	Jun 2017
7006	Streamlining Planning & Reporting (Handout version)	Peter Buckland, ZESSTA	Jul 2017
7007	Bullet points for Discussion on Teacher Policy and Management	Peter Buckland, ZESSTA	Jul 2017

No.	Product title	Author(s)	Date
7008	Draft Terms of Reference TPM RG	MoGE/ZESSTA	Jul 2017
7009	Teacher Policy & Management Issues	Peter Buckland, ZESSTA	Jul 2017
WS 8: Strengthening teacher education			
8001	Occasional technical report no.11: Effective teaching and learning of large cohorts in institutions of higher learning in Zambia: Report	Björn Haßler/Alice Shemi, ZESSTA	Jul 2017
8002	* Literacy Teaching Manual (Teaching at the Right Level)	MoGE/ZESSTA	Oct 2017
8003	* Numeracy Teaching Manual (Teaching at the Right Level)	MoGE/ZESSTA	Oct 2017
8004	ZACODE lecturers' and distance learning tutors' training: Report	MoGE/ZESSTA	Oct 2017
WS 9: Curriculum implementation			
9001	Occasional technical report no.1: Costed optional scenarios for curriculum implementation	Dave Peck, ZESSTA with MoGE	June 2015
9002	Occasional technical report no.2: Curriculum implementation: Situation report	Lilla Oliver, ZESSTA	Dec 2015
9003	Curriculum costing model, after JAR 2015	MoGE/ZESSTA	Dec 2015
9004	* Teacher's Curriculum Implementation Guide	MoGE/ZESSTA	Apr 2016
9005	Occasional technical report no.8: Curriculum implementation: Situation report	Lilla Oliver, ZESSTA	Dec 2016
9006	* National Literacy Framework	MoGE/ZESSTA	Feb 2017
9007	Strengthening teaching and learning in ODE: Scoping Study report	Paula Morais/Richard Siaciwena, ZESSTA	May 2017
9008	National ODL Strategy	MoGE/ZESSTA	Nov 2017
9009	Implementing the Two Tier System: report	MoGE/ZESSTA	Dec 2017
9010	* Implementing the Two Tier System: ideas booklet	MoGE/ZESSTA	Dec 2017
9011	EBS Radio Training: Report	MoGE/ZESSTA	Jan 2018
9012	* EBS flier	MoGE/ZESSTA	Feb 2018
WS 10: Learning assessment			
1001	* National Learning Assessment Framework (NLAF)	MoGE/ZESSTA	Nov 2017
1002	* In-Service Programme on Assessment	MoGE/ZESSTA	Dec 2017
1003	* Pre-Service Teacher Training Module on Assessment	MoGE/ZESSTA	Dec 2017
1004	NLAF Implementation Plan	MoGE/ZESSTA	Jan 2018
1005	NLAF Implementation Plan: Progress Report January 2018	MoGE/ZESSTA	Jan 2018
1006	Proposed text for MoGE's National Learning Assessment Framework (NLAF): Draft (not adopted, but an excellent reference document)	Joshua A. Muskin, ZESSTA	June 2016
ZESSTA legacy documents			
1101	ZESSTA M&E framework (updated)	ZESSTA	Mar 2016
1102	ZESSTA knowledge management and communications plan	ZESSTA	Jan 2017
1103	ZESSTA TA manual	ZESSTA	Jan 2018
1104	ZESSTA CV database	ZESSTA	Jan 2018
1105	* The ZESSTA legacy pack (including 'at-a-glance', lessons learned, legacy plan, results papers compendium, <i>Green shoots of growth</i> podcast)	MoGE/ZESSTA	Jan 2018



Ministry of General Education

