Accountability framework for use of capitation grants in 2016

General Summary

In the Academic Year 2016, every primary school will receive a fixed allocation of SSP 10,000 and an allocation of SSP 78 per pupil. Every secondary school will receive a fixed allocation SSP 20,000 and a varying allocation of SSP 160 per pupil. Guidelines on use of these funds are below:

1. In view of the current crisis, it has been decided that schools will be able to use **up to 60% of the capitation grant to fund teacher incentives in the Academic Year 2016**

2. The remainder of the capitation grant funds, **at least 40%, should be spent on investments to improve the quality of education in schools**. For example, purchase of teachers’ guides, reference books, maths kits etc., physical improvements to school facilities and other operating needs.

3. Schools can only receive funds after fulfilling the 6 hurdles and providing accountability for the previous years’ funds. It is important to note that as in 2015, 1st Tranche will be 70% and second Tranche 30%. As before, a school can qualify for the 2nd Tranche if they account for the 1st Tranche.

4. In cases where development partners are already paying teachers incentives, incentives should be paid e.g. in refugee schools. In such cases more funds should be allocated to improving physical infrastructure and learning materials.

5. The **maximum monthly incentive** that each teacher (whether government or volunteer teachers; full time or part time) can receive from the capitation grant is **200SSP per month**. Teacher incentives need not be based on their grade in the payroll.

6. Acceptable minimum proof of payment of teacher incentive:
   a. **Evidence of daily attendance**: Schools should have a record where teachers log in and out, and in addition, an sms/message confirming teacher attendance message should be sent to the South Sudan School Attendance Monitoring System (SSAMS)
   b. **Evidence of lessons taught**: each head teacher must have records of lessons taught as per the class timetable.
   c. **Signed Pay sheet (attached)**: Every teacher must sign on the pay sheet on receiving the incentive. A paysheet for every month should be submitted for schools to receive the next tranche.

7. Names of all teachers who teach and receive incentives have to be put up on the schools’ noticeboard in order to inform the community.

8. GESS will send funds to the school bank accounts in week starting 20th June. The School Management Committee and head teachers together should ensure payment of incentives to
teachers. The first payment can include incentives for the past months, but evidence that the teachers have taught and received the incentives should be made available.

Please note that the templates provided below are to account for paying teacher incentives only. All other documents to account for expenditure of operating needs and scholastic materials should be submitted in addition to this, similar to requirements in previous years.

**State Ministries of Education and State Anchors should work together to ensure that schools are adhering to the guidelines.**

**Detailed instructions to account for teacher incentives**

1. Every teacher must log in and out on a daily basis. This is the Teacher Attendance Register, and should record the time a teacher came to school, the time they left and the subjects taught.
2. Please note that the format provided below is only a sample template. This template is for schools that do not already maintain a log book to record teachers’ attendance.
3. The record below should be verified and signed by the head teacher and the member of the School Management Committee (SMC)

**Teacher attendance daily attendance Book/Log.(Sample)**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Teacher’s name</th>
<th>Trs AFI_ID</th>
<th>Arrival time</th>
<th>Departure time</th>
<th>Subjects taught</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Head Teachers Name:_______________________ BoG/SMC Chairpeson Name:_______________________

Signature:_______________________ Signature:_______________________

Date:_______________________ Date:_______________________
4. Each school should have a master timetable and this should be hung on the wall or on a tree in case the classes are conducted under trees.

5. **At the point of payment, the teacher should sign on a pay list maintained by the head teacher.** The head teacher should verify evidence of attendance and lessons taught by the teachers. **Original signed pay sheets should remain in school and copies should be submitted to the County Liaison Officer (CLO), Payam Education Supervisor (PES) or County Education Director (CED) for school to qualify for the next tranche, together with other expenditure support documents-receipts, proof of payment, contracts, ledgers etc.**

Please find sample template below and note that:

- The names of teachers to be paid must be on the Pupil Admission Register
- Any teacher absent for one month without any proper reason should not be paid for the month he/she was absent.

### Teacher incentive pay list (Sample)

<table>
<thead>
<tr>
<th>S/No</th>
<th>Teacher AFI – ID</th>
<th>Teacher’s Name</th>
<th>No of periods taught</th>
<th>Category (Volunteer/full time/Govt payroll)</th>
<th>Amount in SSP</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Head Teachers Name:__________________________  
BoG/SMC Chairpeson Name:__________________________

Signature:__________________________  
Signature:__________________________

Date:__________________________  
Date:__________________________
Role of Head teachers

Ensure that they track the attendance, and evidence of teaching, before pay.

- Work with the SMC to pay teachers
- Ensure all pay sheets are signed when a teacher gets paid
- **Ensure all other accountability documents (for spending 40% of capitation grant) are availed, in addition to paysheets accounting for teacher incentives**
- Ensure that Capitation Grant original ledgers and receipts remain in schools, and copies go to State Anchors, the State Ministry of Education (for Secondary schools) and County Education Department (for Primary schools).

Role of State Ministries of Education and County Education Officers

- Supervise teaching in schools and ensure that head teachers are managing and supervising functioning of schools
- Ensure that the inspectors are given clear directives on their roles in support of the Capitation Grant programme
- Communicate the new rules to schools and support the process of implementation

Role of Payam Education Supervisors and County Liaison Officer

- Verify the list of the teachers in schools
- Ensure that the master timetable is displayed on the wall in the class or on the tree in case the school is under tree school.
- Verify if teacher’s names provided by schools are in the Pupil Admission Register (PAR)
- The CLO should ensure that each teacher knows their AFI IDs for easy administration of the payment processes.
- Enforce the use of the Daily Attendance Registers by the schools
- Ensure that schools are sending teachers and pupils daily attendance reports
- Support schools with difficulties in sending reports to SSSAMS.
- Ensure that schools are maintaining a log book for teachers and they sign in every day; that they are maintaining records of lessons taught by every teacher which should be in line with the master time table.

Role of State Anchors

- Communicate the new rules and support the process of implementation,
- Work hand in hand with the County Education Department and State Ministry of Education
- Visit every school at least once in a month and check that the instructions are being effected accordingly.
- Ensure ledgers are filled and uploaded and contain the correct information; Ensure that County Education Director/Payam Education Supervisor maintain data concerning schools’ capitation grant accountability properly filed and available