

# mEducation Quick Guide for Focals

I was assigned as a Focal for mEducation, what are the things I need to do?

## 1 ATTEND PROGRAM PREPARATION



This includes training on SurveyCTO, assessment, phone tutoring and monitoring

## 2 CONDUCT PHONE TUTORING



For effective monitoring, focal persons are encouraged to conduct phone tutoring

## 4 ATTEND DEBRIEFING AND PRESENTATIONS



Document implementation challenges and participate in results presentation

## 3 MONITOR THE IMPLEMENTATION



Nudge teachers to reach weekly targets and address their concerns

How can I support teachers if they have technical or implementation concerns?

### HELPFUL TIPS

- To better monitor the teachers' schedule, list each learner's schedule every week.
- Be familiar with the SurveyCTO app that we are using by navigating it on your own. To effectively monitor the program and support the participating teachers, focals are encouraged to tutor at least one learner per week.
- Check the weekly tracker to easily see who haven't called yet.
- Make a group chat with the implementing teachers for better communication

1 Teachers will inform their school focal for any concerns that they encounter.

2 Focals will relay the concerns of teachers to their assigned Field Coordinators in case they don't know how to resolve it

3 Field Coordinators will assist the school focals for any concerns in a timely manner.