

Global Education Cluster

PAKISTAN

Checklist for Preparing Education Project Sheet under HOP Projectization 2012

Checklist	Yes	No
Preliminary NGOs Shortlisting: Has your agency/organization been shortlisted based on your Expression of Interest (EoI) sent to the Education Cluster?		
OPS User Guide: Have you received, read and comprehended a user guide on how to use OPS? Have you attended OPS training by OCHA? If not, do so without delay.		
OPS Registration: Have you registered to OPS and obtained your user ID and password?		
Final Strategy of Education Cluster: Have you received, read and comprehended the final strategy of the Education Cluster for HOP 2012 as well as its indicators sent by the Education Cluster?		
Proposed Project Activities: Have you ensured that your proposed project activities are in line with the Strategy of the Education Cluster for HOP 2012 and INEE Minimum Standards for Education?		
Education Project Sheet: Do you have 1. MSWord version project sheet template, 2. Education project selection criteria 3. Gender marker sheet?		
Needs Assessment: Have you received, read and comprehended any assessment such as Inter Agency Rapid Assessment by IOM on Khyber displacement and from other members of the Education Cluster? The assessments should be used as your reference for your project sheet.		
Gap Analysis: Have you received Gap Analysis of Education/4Ws sent by the Education Cluster as a basis to prepare education response plan for your project sheet?		
Are you full aware about following IMPORTANT DEADLINES? 1. 26 April: application for OPS Access and OPS training, 2PM at OCHA office in Peshawar. 2. 30 April: Deadline project submission to Education Cluster 3. 02 May: Project screening by Education Cluster 4. 03 May: HRT in Peshawar review and endorse the projects 5. 04 May: HCT in Islamabad finally endorse the projects		
Quality Control: Have you strictly considered the quality of your project sheet in terms of English language (grammar, vocabulary) and good link between title, goal, objective, output, indicator of activities and outcome as well as number of disaggregated beneficiaries against proposed amount of funding, etc?		
Contact List of the Education Cluster: Do you know whom you send your queries and Word version of your project sheet to? 1. Education Cluster in Peshawar a. Sajjad Ismail - Interim Education Cluster Coordinator - KP/FATA Mobile: 0300-8550693 Email: sismail@unicef.org b. Momina Ashfaq - Education Cluster Focal Person - FATA Mobile: 0344-9108334 Email : mashfaq@unicef.org 2. Education Cluster in Islamabad a. Amson Simbolon - Cluster Co-Coordinator, UNICEF Mobile: 0345-5006561 Email: asimbolon@unicef.org b. Erum Burki - Cluster Co-Coordinator, Save the Children Mobile: 0300-5228083 Email: erum.burki@savethechildren.org c. Ehsan Ullah - Information Management Officer Mobile: 0333-984 3531 Email: eullah@unicef.org		