

ALIGN PLANNING GUIDE



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To be completed by country-level decision-makers.

STEPS TO PLAN THE ALIGN PROCESS

1. Define the parameters of the ALIGN process for your context.
2. Identify the resources you will use to carry out the ALIGN process.
3. Create a work plan for the ALIGN process for your context.

STEP 1: Define the parameters of the ALIGN process for your context.

Instructions: Fill in the table below based on the parameters that were identified on the ALIGN Readiness Checklist.

PARAMETERS OF ALIGN	
Components <i>Curriculum, teaching and learning materials (TLM), teacher training, assessments</i>	
Target Areas <i>Formal or non-formal education, subject, grades</i>	
Leadership <i>Centralized or decentralized</i>	
Timing <i>Synchronous or asynchronous</i>	
Motivation/Goals	
Readiness Indicators	

STEP 2: Identify the resources you will use to carry out the ALIGN process.

Instructions: The inputs required for your ALIGN process are dependent on the parameters of your ALIGN. Reference the chart below or the ALIGN case studies to see what inputs were required for similar ALIGN processes.

INPUTS REQUIRED TO APPLY THE ALIGN PROCESS

Time (not including follow-up steps)

- The ALIGN process could take anywhere from one week to two to three months depending on the parameters of the ALIGN and the types of activities selected to carry it out.
- For example, the curriculum standards could be reviewed through a one-week workshop, while the textbook review may take place over a three-month period through a series of weekly meetings.

Leadership and Expertise

- One team leader based in-country to organize plans and teams. This person could be based in the Ministry of Education (MOE) or an implementing organization.
- Technical experts, according to the parameters of the ALIGN process selected (e.g., experts in reading and math curriculum development, teacher training and supervision, assessments, etc.).
- Technical experts may include representatives from the MOE, experts from implementing organizations, university-based experts, exemplary teachers, and local language specialists.
- As needed, international technical experts with familiarity with the GPF, MEL, reading, or numeracy instruction

Budget

ALIGN expenses may include:

- Workshop(s) facilitation and hosting expenses (food, hall, materials).
- Per diem and travel expenses for workshop attendance.
- Fees and expenses for local or international consultants.
- Fees and expenses for local context experts to conduct data collection.

STEP 3: Create a work plan for the ALIGN process for your context.

Instructions: Complete the work plan below based on your answers in Steps 1 and 2.

TASK	DESCRIPTION	FOCAL POINT	DATE