
Mr Mothebe
Xhariep Education District
Cnr St Andrew & Markgraaf Street
Bloemfontein

Dear Mr MJ Mothebe

The Data Driven Districts (DDD) project was initiated by the Department of Basic Education (DBE), in collaboration with the Michael & Susan Dell Foundation (MSDF) in October 2012. The objective of the project is to translate data from schools into clear, actionable insights for school principals, district, provincial and national officials to drive improvements in learner outcomes. This partnership was cemented with a Memorandum of Agreement signed between DBE and MSDF to institutionalise the tools and management practices introduced by the project across the nation.

The project was initially piloted in seven districts across three pioneer provinces between 2013 and 2015. The Free State Department of Education has agreed to the implementation of the project across the province. A project manager, Mr Langa Ntondini, has been allocated by the MSDF to the province to assist with the planning, implementation and knowledge transfer (for sustainability) of the project across all districts within the province. During the pilot period, all people, process and technology resources necessary for the successful implementation of the project in new districts were identified documented within the DDD Toolbox. This Toolbox will also be made available to you for your district.

This letter identifies the commitment required by the District Director to enable the implementation of the DDD project within the Xhariep Education district as at January 2016. The commitment is a broad, non-binding and collaborative pledge for the purposes of enabling the Xhariep education district, with support from the Free State Department of Education and MSDF to commence with the roll out the required project activities.

The full support and commitment of the following items are required by the District Director:

1. **Project Ownership at District Level:** The District Director agrees to be the sponsor of the project across the district, thereby showing full support and ownership for the implementation of the project across all circuits and schools within the district.
2. **Identification of Project Resources-District:** The District Director will identify a team of resources to manage the planning and implementation of the project across the district. The team will consist of representatives from Circuit Management, Curriculum Management and EMIS at a minimum and will be supported to commit their time towards the project rollout. The District Director will also support the district taking a central role in training activities by agreeing that the DDD project identifies, trains and certifies DDD training champions. These individuals will be key to ensuring the training on the project tools is both scalable and sustainable.
3. **Identification of Project Resources-Circuit:** The District Director will mandate the District Project Resources to identify the other resources required at circuit-level to implement the

project activities across the circuits and schools. These resources will also be mandated to commit a portion of their time towards the project rollout.

4. **Project Governance:** The District Director will ensure that appropriate governance committees are set-up and meet at regular intervals to monitor and direct the implementation of the project across the district. Project status feedback will be provided to the EDMT on a monthly basis and to the DDD project team as a whole. The District Director endeavours to resolve all implementation challenges timeously to prevent any delays or slow-down in momentum of the project roll-out.
5. **Training Venues:** All district resources, such as Training Centres, Computer Labs and other training resources will be made available to the DDD project team for the implementation of the project.
6. **Training Interventions:** The District Director will support and motivate all District and School Officials to attend all the required training. This will be done by monitoring the attendance at training interventions and the subsequent data submissions (via the Valistractor if applicable) and usage of the DDD Dashboard.
7. **Data Driven Decision Making:** The District Director will be a champion for the management of the district based on sound data driven analysis and insights. The use of data for decision making across circuits and schools will be encouraged and driven by the District Director.

Should the above commitments be accepted, kindly indicate your acceptance thereof by signing this letter in the space provided below.

Name: M, J. MOTHEBE

District Director – Xhariep District

Signature: _____



Date: 01/12/2015