



Guidelines for the Women's Literacy Project.

1. The primary aim of the project is to raise the educational level of disadvantaged Sudanese women and classes shall normally include women only.
2. No tuition fee shall be charged for entry to the literacy classes.
3. Girls under 14 shall normally not be enrolled in literacy classes but exceptions can be made with the permission of the Deputy Country Coordinator.
4. Classes shall always contain a majority of adult women but where the culture of the beneficiaries allows women to sit with men in a class, men may be allowed to enrol with the permission of the WEP Director.
5. No woman shall be excluded from a literacy class on the basis of her religion or ethnic origin and the teaching of religion shall not be part of the literacy project.
6. Women's Education Partnership's support for women's literacy is in response to community demand and the requesting community based organisations (CBOs) are considered to be the owners of the literacy classes and, as such, responsible for selecting teachers for training and for ongoing support for the project, including by monitoring in cooperation with WEP.
7. CBO members and literacy class facilitators who set up classes on their behalf shall not receive payment for this work from Women's Education Partnership.
8. New literacy classes shall be authorised only after application is made in writing to the WEP Deputy Country Coordinator and approval has been given by the WEP Director. A partnership agreement with Women's Education Partnership shall be signed by each sponsoring organisation setting out the terms of reference before the class begins.
9. Normally classrooms or shelters for teaching shall be provided by the sponsoring organisation which shall also, where possible, provide teaching aids such as blackboards. Women's Education Partnership can supply teaching aids/materials only to the extent that current funding allows.
10. Priority shall be given to women when employing literacy teachers.

11. All WEP-sponsored literacy teachers shall be trained in the Reflect method and their performance shall be subject to periodic review. WEP shall not charge for this training.
12. The number of students in each class shall be restricted to 30 in accordance with the Reflect method. Classes shall not be opened with less than 15 students.
13. WEP literacy classes operate from July through March in the Khartoum area, from October through June in the Nuba Mountains and from July to March in El Fasher. Classes meet for three days each week for two or three hours per day. Normal holidays are observed.
14. Literacy teachers are selected by community based organisations (CBOs) which partner with Women's Education Partnership, but teachers are paid directly by WEP. The teachers work part-time for nine-months each year. Teaching contracts may be renewed on a yearly basis as needed by the project but employment is not permanent. (In 2008 WEP sponsored literacy teachers received a stipend of 132 SDG per month in Khartoum and El Fasher and 110 SDG in the Nuba Mountains for a nine month school year.)
15. Teachers shall come to the WEP office each month during the school term to collect their stipend, to submit a monthly report and to attend a meeting to review the project.
16. At the end of the nine-month course, the Sudanese government literacy test is administered and literacy certificates presented to those who qualify.
17. At the end of the course, the responsible community based organisation shall submit to WEP a final report detailing the success and/or failure of the class or classes which it has sponsored.
18. The language of instruction shall be Arabic unless there is WEP permission to do otherwise. In no case shall more than one language be taught in the class at the same time.
19. WEP will consider applications to open English language literacy classes in the case of displaced southern women who intend to return to their homelands in the near future.
20. Women who have dropped out of class or failed the literacy examination may re-register in the following year so long as there is room for them in the class. Ordinarily any woman who has dropped out or failed the examination more than once will not be admitted to subsequent classes. However, if there are special circumstances, the applicant should discuss these with the Deputy Country Coordinator who may allow her to try again.