



**Centre for Mathematics, Science and Technology Education in Africa (CEMASTE)**

**M&E OF COUNTY INSET REPORT FORMAT**

**Introduction**

Annex V provides a format for M&E of County INSET reports. It is intended to be a reference when compiling such reports. The teams compiling the reports are required to adhere to the format as prescribed and ensure that all the 12 components of the report in the order in which they are listed below are included.

In addition, the font style should be **Times New Roman** with **Font size 12**. The text should be left justified with a spacing of 1.5 between the lines. The report should have page numbers at the bottom and centred on every page of the report except on the cover and copyright pages. From the table of contents through the list of Tables, the pages adopted should be lower case roman numbers while the rest of the document starting from the background should have Arabic numbers. Kindly adhere to writing as specified by the American Psychological Association (APA) manual including citation and referencing. In the event that the manual is not available the following link may be useful <https://owl.english.purdue.edu/owl/resource/560/01/>

1. Cover page (should have the following centred and spread to cover only one page)



**Report Title (bolded)**

By (not bolded)

Programme name (not bolded)

**MONTH, Year (bolded)**

2. Copyright page (new page, and should have the following centred and spread to cover only one page)

**CENTRE FOR MATHEMATICS, SCIENCE AND TECHNOLOGY EDUCATION IN AFRICA (CEMASTE)**

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This report has been approved for circulation

Rubber stamp and signature (obtain from the Secretary)

Director's name,  
**Director, CEMASTE A**

3. Table of Contents (new page, Heading 1, centred, not bolded and no numbering)
4. Acknowledgements (new page, Heading 1, centred, not bolded, no numbering and signed by the Director)
5. Executive Summary (new page, Heading 1, centred, not bolded and no numbering)
6. Abbreviations and Acronyms (new page, Heading 1, centred, not bolded and no numbering)
7. List of Figures (new page, Heading 1, centred, not bolded and no numbering)
8. List of Tables (new page, Heading 1, centred, not bolded and no numbering)
9. 1.0 BACKGROUND (new page, UPPER CASE, Heading 1, centred, not bolded and numbered as shown)  
Provide a background to the study which should include the following
  - 1.1 Introduction (Heading 2, bolded, left justified and numbered as shown)
  - 1.2 Background and Rationale for M&E (Heading 2, bolded, left justified and numbered as shown)
  - 1.3 Objectives of M&E (Heading 2, bolded, left justified and numbered as shown)
10. 2.0 METHODOLOGY AND FINDINGS (new page, UPPER CASE, Heading 1, centred, not bolded and numbered as shown)
  - 2.1 Methodology (Heading 2, bolded, left justified and numbered as shown)  
Provide a brief description of the methodology which should include the following
    - 2.1.1 Design (Heading 3, bolded, left justified and numbered as shown)
    - 2.1.2 Target population (Heading 3, bolded, left justified and numbered as shown)
    - 2.1.3 Data collection tools and procedures (Heading 3, bolded, left justified and numbered as shown)
    - 2.1.4 Data analysis (Heading 3, bolded, left justified and numbered as shown)
  - 2.2 Findings (Heading 2, bolded, left justified and numbered as shown)  
Provide the findings of the M&E exercise which should include the following and supported by relevant data
    - 2.2.3 Number of mathematics and science teachers trained (Heading 3, bolded, left justified and numbered as shown)
    - 2.2.4 Quality of facilitation of INSET (Heading 3, bolded, left justified and numbered as shown)
    - 2.2.5 Quality of management of INSET (Heading 3, bolded, left justified and numbered as shown)
11. 3.0 CONCLUSION AND RECOMMENDATIONS  
Give the conclusion and recommendations from the findings
12. 4.0 REFERENCES (new page, UPPER CASE, Heading 1, centred, not bolded and numbered as shown)
13. 5.0 APPENDICES (new page, UPPER CASE, Heading 1, centred, not bolded and numbered as shown)  
Append all tools used to collect data and label them as follows
  - 4.1 Appendix I: Tool name (Heading 2, bolded, left justified and numbered as shown)
  - 4.2 Appendix II: Tool name (Heading 2, bolded, left justified and numbered as shown)
  - 4.3 Appendix III: Tool name (Heading 2, bolded, left justified and numbered as shown)