**Commonwealth Association of Technical Universities & Polytechnics in Africa (CAPA-ATUPA)**

**Digital Content for Youth Employability Skills Training in Africa, Community of Practice**

**MINUTES OF THIRD MEETING OF THE**

**MONITORING AND EVALUATIOM (M&E) TASK TEAM - FEB. 12, 2O21**

**MEMBERS IN ATTENDANCE**

1. Rachel Mindra (RM) - Chair
2. Jahou Faal (JF)
3. Johannes Kioko (JK) - Rapporteur
4. Stephen Obiro (SO)
5. Shafika Isaacs (SI)
6. Zipho Tshapela (ZT)
7. Misheck Kalungulungu (MK)
8. Funmilayo Doherty (FD)

**ABSENT WITH APOLOGY**

1. Mich-Seth Owusu (MO)

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1. Preliminaries

RM welcomed members to meeting at 10.05 EAT. She said that the key purpose of the meeting was to look at progress made in sub-tasks allocated to members.

She thanked members especially the team that was handling the tasks to be discussed for the support, singling out FD for being very responsive.

1. Opening Remarks by the Chair

The Chair (RM) confirmed quorum. She welcomed new members and thanked all present for the commitment towards delivering on the mandate of the group. RM invited members to look at the agenda and either propose amendments or adopt. SI proposed adoption and was seconded by MK. Members approved recording of the proceedings

1. Minutes from Meeting of Feb 1, 2021

The Chair invited the Rapporteur JK who took members through the Minutes of the previous meeting held on Feb 11, 2021SI moved for the adoption with JF seconding.

Members confirmed that the Minutes were a true record of the proceedings of the previous meeting.

1. Theory of Change and Logical Framework Presentation & Discussion

* RM proposed to first project the slide on Theory of Change as agreed by sub-task members for discussion and asked SI to provide context with members giving their contributions.
* SI acknowledges JF’s response via email. She congratulated FD and RM for excellent work. She said we could first agree on the language of the Theory of Change
* JF commended FD and RM for their good work on developing the Logical Framework and Theory of Change map
* FD said that the comments from SI on the Logical Framework would also be applicable on the Theory of Change and proposed they be considered. SI agreed with the sentiments.
* JF gave observation that the comments of SI could be the basis for discussion. She said when we begin talking of vocational skills without the term technical skills it may mean different things to different people. RM agreed and promised to amend.
* SI said that a good statement should be SMART with the purpose drawn from the Concept Note, to which RM agreed and promised to review and amend
* SI further suggested adoption of common language. Instead of “interventions” we could stick to “activities”.
* RM projected the Logical Framework that showed the activities. SI said we should add specificity / use quantifiable targets and reemphasized need to referring to Concept Note
* JF asked for clarification the line between Design and Development and the tasks involved in each of the phases since they seemed to be closely linked
* SI agreed that the different activities in the phases are interdepended with one another and therefore should be viewed in a holistic way.
* She agreed with JF. SI said we could summarize the set of activities for the different Task Teams, a view that was supported by FD and RM
* JK said that there was a need to support and encourage the work of Design Task Team as this would feed into and guide work of the Design Task Team
* MK agreed with JK’s submission. He said Design Task Team was to meet later in the day and would step-up the work of delivering a curriculum design
* SI said the Logical Framework assumes we are working “logically” in collaboration with the various other Task Teams in providing quantitative and qualitative indicators
* She said in stating outcomes, the question to ask is; “What would be the effect of the activities? “. She further said we need a sequencing of the work while always referencing the other Task Teams
* SI reminded members that we were working in an environment of complexity and therefore needed identify what risks can be encountered and their mitigation measures
* RM appreciated the guidelines provided by the expert facilitator - SI. She said they would be applied and the final presentation given at next COP for reactions and comments.
* JF asked the sub-task team on Theory of Change and Logical Framework to see that the targets set are not too ambitious to achieve but rather more realistic.
* She inquired on inputs and if they were considered. SI agreed that inputs need to be featured in the Logical Framework e.g. the COP, experts, budget & financial resources, networks of critical partners (GIZ, AUDA-NEPAD, CAPA-ATUPA, AUC), context presented by Technical Working Group (TWG), the virtual round table, etc.
* RM thanked JF and SI for their comments which she said would enrich the document. JF suggested that as the review of the draft was being done, reflection on the qualitative targets may be necessary
* SI said the last COP had recommended skipping procedural aspects and going straight to action-driven conversation in meetings to save time.
* She said the relevant documents should be distributed in advance encouraging COP members to read.
* She further proposed 15 minutes for each Task Team to present with discussion being focused on substantive issues to make best use of the time

1. Presentation of the Gantt Chart

* RM invited SI and JK to present the timelines for the work of the Task Team in a Gantt Chart as tasked in the previous meeting, which was projected by JK as shown below

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **Feb** | **Mar** | **April** | **May** | **June** |
| Theory of Change | | 15 |  |  |  |  |
| Develop Logical Framework | | 15 |  |  |  |  |
| Develop M&E Framework, Methodology  -Methods  -Data Analysis  Limitations | | 28 |  |  |  |  |
| Develop Instruments  Document reviews  Interviews (COP members, Partners, Youth)  Observations of TT | |  | 10 |  |  |  |
| Data Gathering  Document reviews  Interviews (COP members, Partners, Youth)  Observations of TT | |  |  |  | 10 |  |
| Data Analysis | |  |  |  | 31 |  |
| M&E Report | |  |  |  |  | 30 |
| Theory of Change | Develop Theory of Change narrative and illustration | | | Dr Rachel Mindra  Dr Doherty  Mr Stephen Obiro | | |
| Logical Framework | Populate the logical Framework | | | Dr Rachel Mindra  Dr Doherty  Mr Misheck | | |
| M&E Framework | Develop M&E Framework, Methodology  -Methods  -Data Analysis   * Limitations | | | Madam Jahou Faal  Mr Stephen Obiro  Shafika Isaacs | | |
| Instrument development | Document reviews  Interviews (COP members, Partners, Youth)  Observations of TT | | | Mr Johannes Kioko  Mr Seth Owusu | | |
| Data Gathering | Document Reviews  Interviews  Observations | | | All TT members | | |
| Data Analysis | To be discussed based on M&E Framework | | | All | | |
| M&E Report | Draft 1, Draft 2, Final Draft | | | All | | |

* It was resolved that the Gantt Chart would be circulated for members to familiarize with and that where there are matters arising they would be discussed in the next meeting

1. Summary of Action & Closing Remarks

JK said the discussions had been rich and that he had summarized the action points in very few points;

* RM, SO and FD had been mandated to review the Theory of Change and the Logical Framework taking into considerations the views that had been expressed in the meeting
* RM and FD were further asked to modify the output to include umbrellas for the activities of each Task Team, in consultation with the respective leaders and rapporteurs
* SI graciously volunteered to join RM, SO and FD in making the review and cleaning up of the documents on Monday February 15, 2021 at a virtual round table
* The completed Theory of Change and Logical Framework would then be presented at the COP meeting of February 16, 2021
* Furthermore, JK said that the other allocated sub-task would be completed as per set deadlines and presented at the coming Task Team meeting

Closing Remarks

* JK invited JF to address the meeting and make the closing remarks. JF thanked members and congratulated the Chair and FD for setting the tone and paving the way to move on with the work of the Task Team
* She thanked SI for guidance and for making things clear what needed to be done. She appreciated for commitment displayed and wished all well as they moved to the next meeting.