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

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

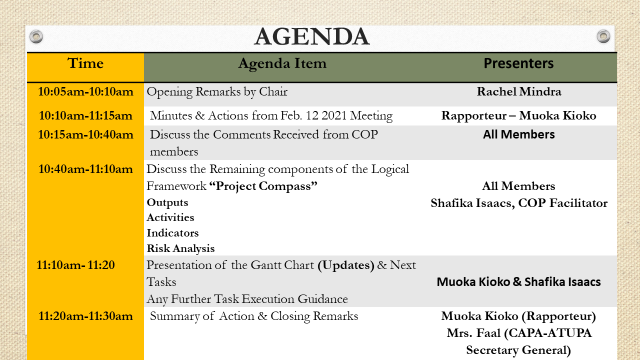
**MINUTES OF FOURTH VIRTUAL MEETING OF THE MONITORING AND EVALUATIOM (M&E) TASK TEAM HELD ON FEB. 26, 2O21 AT 10.00 EAT**

**Min 01/4-M&E /21: Present**

1. Ms. Rachel Mindra (RM) - Chair
2. Mrs. Jahou Faal (JF)
3. Mr. Johannes Kioko (JK) - Rapporteur
4. Mrs. Shafika Isaacs (SI)
5. Mr. Zipho Tshapela (ZT)
6. Mr. Misheck Kalungulungu (MK)
7. Ms. Funmilayo Doherty (FD)
8. Mr. Mich-Seth Owusu (MO)

**Min 02/4-M&E /21: Absent with apology**

1. Mr. Stephen Obiro (SO**)**

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**Min 03/4-M&E /21: Chairperson’s Opening Remarks**

The meeting was called to order by the Chairperson at 10.02 EAT. She welcomed members to the meeting and thanked them for their commitment in achieving the goals. At her invitation, JK said the opening prayers. RM noted the absence of SO and asked JK to follow up with him.

**Min 04/4-M&E /21: Adoption of the Agenda**

The Agenda was adopted without amendments following a motion by SI seconded by JF.

**Min 05/4-M&E/21: Confirmation of Minutes of the 4th Meeting of the M&E Task Team held on February 26, 2021**

JK read the Minutes of Feb. 12, 2021. The minutes were adopted without amendments as a true record of the 3rd meeting of the Monitoring and Evaluation (M&E) Task Team held virtually on February 12, 2021. MK proposed for the adoption of the minutes while JF seconded the adoption.

**Min 06/4-M&E/21: Comments received from COP members on the M & E Logical Framework**

The Chairperson informed members she received comments before the COP meeting of February 11th on the M&E logical framework. SI commended RM and FD for for setting a good working pace for the M&E Task Team and the COP. RM informed members that comments received were discussed during the 3rd Task Team meeting and were still being received. Members agreed to focus on the remaining part of the logical framework and submit their comments to the COP.

**Min 07/4-M&E/21: Discussion on the Remaining Components of the Logical Framework**

**(i) Indicators:**

-SI proposed the revised Logical Framework be shared with the other Task Team leaders for their comments and input.

-JF informed members she had gone through the document but sought more clarification with the figures presented. She informed members that she had reflected on the experience with similar projects she had handled

-She also shared her concerns on the units of measure proposed and that 10 employability skills could be on the higher side.

-JK agreed with the sentiments from JF. He was of the view that the team could focus on countries and not cities. He also asked members to look at what has been promised and see if it is deliverable.

-JK said that the 1 Million targeted was reasonable considering that it was premised on rolling out the Employability Skills course to the whole continent of Africa

-FD agreed with JK that with reasonable timelines such as 2 year period, it was possible to reach 1 Million youth with the Employability Skills courseware.

-She asked that COP members consider focusing on the membership of CAPA-ATUPA which would help in attaining the numbers and the spread of African countries desired.

-MK echoed the views of members. He shared his concerns with the percentages given in the indicators.

-SI suggested that members consider using actual numbers rather than percentages. She agreed with using institutions that are members of CAPA-ATUPA as this would be manageable.

-She further asked members to give a clear definition of the term “youth” and asked the team to emphasize causation and effects in presenting the indicators.

-JF asked that the voice of the youth be factored well in crafting of the Logical and the M&E frameworks

-SI assured members that the youth of Africa and the TVET trainers were at the center of the design

-She further said that indicators ought to be specific, measurable and realistic and time bound (SMART). The strategy should be to under-promise and over-deliver.

-The chairperson thanked members for their comments and suggestions and said all comments were going to be considered and a revised draft shared.

-JK asked members to consider if the course was to be integrated within the courses TVET students pursue or be separate, and if trainees were to earn a certificate for the Employability Skills.

-He asked members to think about the scope so that it doesn’t feel like an overload on the trainees.

**(ii) Risk Exposure Analysis:**

Members agreed to discuss the risk exposure analysis at a future date.

**Min 08/4-M&E/21: Presentation of the Gantt Chart update & Next Tasks**

-SI and JK informed members that the Gant chart did not have any changes. They also said that the logical framework and the M& E framework would be formalized by Mid-March.

-The instrument development for data gathering would commence after the logical framework and the M & E frame work.

-The gathering of data would take place in April and conclusion be done in Mid-May, and hopeful presentation of the report would be done in June.

**Min 09/4-M&E/21: Any Other Business**

-JF inquired if members had considered to include representatives of the youth and if they were consulted.

-RM informed members that this had been considered and the youth were presented as the beneficiaries of the different interventions over the project.

**Min 10/4-M&E/21: Summary of Action & Closing Remarks**

1. RM and FD were asked to consolidate the points that were raised by members during meeting with regards to the logical framework, particularly on the outputs that would be raised by task team leaders and make adjustments in the logical framework.
2. SI and JK to meet and review the timeline in view of the current situation and share with the team a revised calendar.
3. JK to reach out to SO on his participation in the COP and at the M&E Task Team and report back in the coming meeting

**Min 11/4-M&E/21: Closing Remarks**

-JF commended the Chair and FD for their hard work to get the team up and running and leading the way for the rest of the teams to follow. She wished all a wonderful weekend.

-The Chair thanked members for their contributions during the meeting and also wished them a great weekend.