

SADC TFCAs Monitoring and Evaluation Framework

Agenda

Type of Meeting:	Inception meeting	Attendees:	D. Kahatano, T. Gotosa, R. Woytek, M. Leineweber
Chair person:	D. Kahatano	Please Read:	Inception report
Presenter:	C. Bocchino	Please Bring:	Names of people to be interviewed in SADC for M&F framework; List of stakeholders for data collection.
Apologies:	M. Chakanga		
Note Taker:			

ITEM	Decision required	Discussion and/or Decision taken	PROGRESS
Introductory session			
Consultant's introduction	None	None	None
Understanding of TOR and objectives of the project from the Inception Report (IR) of the Monitoring and Evaluation Framework (MAF)	None	<ul style="list-style-type: none"> It was agreed that the IR covers pretty much every element to be discussed at the meeting. It was highlighted that the Framework needs to fit in with existing parameters (SADC TFCAs Programme and SADC M&E policy), processes (the KAZA M&E system and the PPF-PAT). Other documents of interest are the RISDP (new version) and the Industrialization Strategy, as well as country reporting on Aichi Targets. Stakeholders' engagement shall be practical, within the time and financial constraints of the consultancy. The final document needs to be pragmatic and user-friendly in both its content and mechanism. A short discussion on the framework highlighted issues that will be addressed 	

		<p>in the following points, but it is important to note that all projects within a TFCA should be included in the content of the MAF.</p> <ul style="list-style-type: none"> • The overarching question is: what is the added value of TFCAs? With a particular focus on socio-economic contribution. • The MAF tool will be online and within the SADC TFCAs Portal. <p>➤ TG to send CB the revised RISDP and the Industrialization Strategy.</p>	
Proposed workplan			
SADC TFCAs Portal group use	Agree on use of group	<ul style="list-style-type: none"> ➤ CB to add to the existing group the members of the CoP (Ask CM); 	First CoP meeting 23/01/17
	Agree on membership	<ul style="list-style-type: none"> ➤ CB to create a new group for the Focal Points, after DK sends them an official email; ➤ ML to get CB in touch with Zoran for access to posted documents. <p style="text-align: center;">Final drafts can be shared on the Portal for anyone to comments;</p>	<p>Email to Focal Point and troika on 24/01/2017</p> <p>Documents privacy not available until next phase of portal is completed. Comm: 18/01/17</p>
Secondary Data Collection	Who are the stakeholders?	<p>KAZA Secretariat, SADC FANR Directorate (M&E), AWF, GIZ Germany, WWF, Panthera, WB, SADB, academia.</p> <ul style="list-style-type: none"> ➤ ML to connect CB with GIZ Germany project. ➤ ML and CB to draft introductory letter for DK to have signed. 	<p>Sent to DK on 13/12/2016</p>
Fieldwork	Are proposed travels acceptable?	<p>After discussion on regional priorities, it was agreed that a short survey is to be done with each FP to find out what systems (if any) they have in place. Then a list of TFCAs to visit will be finalized.</p> <ul style="list-style-type: none"> ➤ CB to send the email after DK sent letter of introduction. 	Email to Focal Point and troika on 24/01/2017, responses are still needed from Angola, Mozambique and South Africa.
Proposed timeframe	Agree on timeframe	Preferably in February 2017, but depending on responses from survey.	CoP agreed to postpone to after March workshop.

Proposed progress for outcomes

Critical elements of Framework	Agree on ownership	Member States with the overall coordination of the SADC Secretariat.	
	Agree on uses	Internal and external reporting, fund raising, and to inform decision-making.	
	Agree on chain of reporting	The information will definitely serve SADC Annual Reporting, but full decisions on Roles and Responsibilities shall be taken during the first workshop.	
The M&E Situation Analysis report	Agree on proposed contents	The contents of the document as proposed were discussed and the proposed approach agreed on.	
	Agree on proposed timeline	It was agreed that this document should be as closed to finalized as possible by the Elements workshop. On 22/03/2017.	
The M&E Framework	Agree on proposed contents	The group agrees on the need for a participatory process, but the Consultant will propose alternatives at the workshop instead of starting from ideas, only.	
	Agree on proposed timeline	<ul style="list-style-type: none"> • A fist draft should be ready by the end of May 2017 or as soon as possible before then. • The group aims at piloting the system before the SADC TFCAs symposium. 	

The workshops

The Elements workshop	Agree on date and outline	<ul style="list-style-type: none"> • This will be a full day workshop; • The outline will include: <ul style="list-style-type: none"> ○ Focus on Situation Analysis; ○ Proposal of elements and discussion on level of details; ○ Ownership, type and timeline for implementation mechanisms. 	
The Review workshop	Agree on date and outline	These have been merged and the outline shall follow the updated model proposed for the Review workshop.	
The Validation workshop	Agree on date an outline	The tool should already be presentable for piloting at this workshop.	

Conclusion

Review of decisions	Summary and agree	All decisions were listed and agreed upon. <ul style="list-style-type: none"> ➤ CB to update agenda; ➤ CB to review IR and upload on portal. 	Agenda sent to group: 15/12/16 IR reviewed and waiting confirmation for uploading on Portal.
Review of group membership	Not needed		
Review of stakeholders	Not needed		

Attachment 1: IR presentation with agreed points.

SADC TFCAs Monitoring & Evaluation Framework Inception meeting

Dr. C. Bocchino

Consultant's background

- * PhD in Environmental Quality and Regional Economic Development on the impact of GLTFCA on cross-border socio-economic networks (University of Bologna);
- * A decade experience in working within the regional TFCAs environment with focus on the GLTFCA, assessment of projects and activities, participation in regional processes and discourse;
- * Currently involved in both academic tuition and consultant work specialising in the sustainable governance of TFCAs.

Understanding of the project

TERMS OF REFERENCE	OBJECTIVES
<ul style="list-style-type: none"> * Part of the SADC TFCA Programme Component 4: Establishment of Data and Knowledge Management Systems; * Embedded in 1999 Protocol of Wildlife Conservation and Law Enforcement; * Framed within the RISDP 2005-2020. 	<ul style="list-style-type: none"> * To provide the SADC TFCAs unit with a standardised reporting format for regional TFCAs; * The framework is integrated in the Policy on Strategy Development, Planning, Monitoring and Evaluation (2012).

Section 1 Proposed Workplan

SADC TFCAs Portal Group

Created on December 3rd, 2017, the group currently includes the participants to this meeting.

Decision required	Decision taken
What is the use of the group?	1. CoP M&E members should be in for preparation, 2. Steering committee of SADC TFCAs focal points
Does the project require more than one group?	3. All members of the portal will be able to see and comment on final drafts only, so no 3rd group is to be created.

Secondary Data Collection

Currently involving the IUCN TBC Specialist Group, PPF and IUCN BIOPAMA.

Decision required	Decision taken
Who are the other stakeholder who can provide relevant documents?	KAZA secretariat, SADC FANR Directorate, UN system, GIZ Germany, WWF, Panthera, University, WB, SADB, African experiences.
Can an introductory letter be provided for the Consultant in soliciting information?	DK to follow up on the letter of presentation.

Fieldwork

The fieldwork aims at visiting as many regional TFCAs as possible within the budget limitations. It currently hopes to include the following:
The Western block: The Aisj Aisj Richtersveld TFCAs, the Kgalagadi TFP and KAZA.
The Eastern block: The Maloti-Drakensberg TFCAs, the Lubombo TFCAs, and possibly the Great Limpopo TFCAs.
The Zimbabwe block: visit to the ZNPWMA where the TFCAs Unit is located.

Decision required	Decision taken
The fieldwork will take place over a few months beginning with February 2017	Based on responses from TFCAs units.
What are the priorities for the Client?	CB to ask the TFCAs focal points what M&E systems they have (type of reporting), she will compile a spreadsheet and this group will decide accordingly.

Proposed timeframe

- The review and validation workshops are merged into one.
- EW: presentation (potential draft) of situation analysis, present M&E areas and level of details, and the tool to be used. Achieve a detail ToC for the framework (with step by step guidelines). Baseline? Look at KZ's document, PAT and my fieldwork.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov
Establish the group on SADC TFCAs Network Forum											
Establish contact with SADC TFCAs COP											
Secondary literature collection & review											
Fieldwork (Western block)											
Consensus workshop											
Finalise Table of Contents for both Framework (Western block)											
Final Draft of Framework											
Review workshop											
Validation workshop											
Finalisation of both documents											
Presentations to Technical Committee for Wildlife											
Ask further comment on final consideration											
Finalisation at the State of SADC TFCAs component											

Section 2 Proposed Progress for Outcomes

Critical elements for framework

These will guide the data analysis and the drafting of the Framework

Decision required	Decision taken
Who owns the process?	Members states, with coordination of SADC Secretariat.
What are the expected uses?	Internal and external reporting, fundraising; inform DM.
What is the envisaged chain of reporting?	Decisions to be made at EW with 3 alternatives. Annual report to SADC.

The M&E Situation Analysis Report

The Situation Analysis Report shall propose a literature review with an analysis of primary data to establish the status quo in the region. The proposed outlines includes:
 - Embedding in the 1999 Wildlife Protocol, the SADC TFCAs Programme, the RISDP 2005-2020 and the Policy on Strategy Development, Planning, Monitoring and Evaluation (2012);
 - Analysis on the global and continental status quo;
 - Analysis of existing instruments in the region incl. baseline;
 - Assessment of status quo.

Decision required	Decision taken
Agree on proposed contents	YES

The M&E Situation Analysis Report

DATE	ACTIVITY	DEADLINE
09/01/2017	Preparation of secondary literature for review	27/01/2017
06/02/2017	Fieldwork	24/02/2017
06/03/2017	Preliminary data analysis	17/03/2017
20/03/2017	Elements workshop	23/03/2017
24/03/2017	Circulation of Table of Contents and deadline for comments	07/04/2017
24/04/2017	Preparation of first draft and circulation	09/06/2017
01/08/2017	Review workshop - date to be decided	01/09/2017
04/09/2017	Finalisation of Situation Analysis Report and circulation	08/09/2017
18/09/2017	Validation workshop - date to be decided	29/09/2017
18/09/2017	Finalisation of document	29/09/2017

Decision required	Decision taken
Agree on proposed timeline	The SA needs to be as complete as possible by the EW (22/03/17)

The M&E Framework

A flexible and adaptive document, the Framework shall be the only working document generated by this project, in response to the specific needs of the SADC TFCA's Unit, as validated through a Participatory Process.

DATE	ACTIVITY	DEADLINE
15/12/2016	Discussion on Client's needs	15/12/2016
06/02/2017	Fieldwork	24/02/2017
06/03/2017	Preliminary data analysis	17/03/2017
20/03/2017	Elements workshop	23/03/2017
24/03/2017	Circulation of Table of Contents and deadline for comments	07/04/2017
22/05/2017	Preparation of first draft and circulation	16/06/2017
01/08/2017	Review workshop - date to be decided	01/09/2017
11/09/2017	Finalisation of Monitoring and Evaluation Framework	15/09/2017
18/09/2017	Validation workshop - date to be decided	20/09/2017
18/09/2017	Finalisation of document	29/09/2017

Decision required	Decision taken
Agree on proposed timeline	1 draft by 30/05/17 or as soon as possible before then. Aim at piloting the tool before the Symposium.

Section 3

The Workshops

Elements workshop

The Workshops to discuss the elements of the Framework shall be held between the 20 and the 23 March 2017 with other meetings organised by the SADC TFCA's unit and shall last for half a day to a full day.

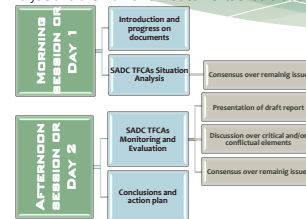
The proposed outline is:

1. Introduction to the project and progress thus far;
2. Discussion and agreement of the elements of the framework;
3. Conclusions and agreement of level of detail for the framework.

Decision required	Decision taken
Agree on date and timing	Full day workshop.
Agree on outline	1. Focus on Situation Analysis; 2. Propose the elements of the MEF (SADC TFCA Objectives), discuss level of details of indicators; 3. Mechanisms of implementation: tool and who, when.

Review and validation workshop

The date for the second workshop to Review the Draft of the M&E Situation Analysis and the Framework documents should be after July 2017.



Decision required	Decision taken
Agree on date and timing	Date to be decided and timing ok.
Agree on outline	Zoran to present the tool.

Validation workshop

The workshop to validate both the Framework and the Analysis should be held, depending on the results of the two previous events at a convenient time between August and September 2017.

The format for this workshop, which should not take longer than half a day, is similar to that used in the Elements workshop:

1. Introduction to the document and progress thus far;
2. Discussion and agreement the SADC TFCA's Situation Analysis;
3. Discussion and agreement the SADC TFCA's Monitoring and Evaluation;
4. Conclusions and formal validation.

Decision required	Decision taken
Agree on date and timing	
Agree on outline	

Section 4

Conclusions

Review of decisions

Decision	Content	Action
1	How to use the SADC TFCA Portal group?	2 groups plus general members
2	List of people to invite to the group.	Cop and the Steering Committee
3	Are any other critical stakeholders to be included for data collection?	Donors, UN, universities, AWF
4	Is the fieldwork plan in line with the Client's expectations?	To be decided based on response from TFCA FP on M&E systems in place
5	What are the critical elements for the framework?	<ul style="list-style-type: none"> - SA needs to be as final as possible, - M&E ToC and level of details
6	EW - Are the date and outline acceptable for the Client?	YES, see new outline
7	RW - Are the date and outline acceptable for the Client?	Merge with VW, see new outlin

Any other matter

AP: 13/12/2016 CB and ML to finalise the groups on the Portal and ask the question for fieldwork baseline, draft email to TFCA FP to tell them they will receive an invitation. Letter to introduce Clara.
 AP: 13/12/2016 TG to send to CB the revised RISDP, the Industrialisation strategy, SADC M&E policy/framework.
 First milestone is Elements workshop in March.
 CB to finalise inception report with discussions and upload to the Portal.
 CB to update agenda.