SADC TFCAs Monitoring and Evaluation Framework

Workshop on the foundations and elements of the Framework

# Agenda for the SADC TFCA M&E System elements workshop

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| **Time/Hrs** | **Item** | **Format** | **Responsible** |
| 0830-1030 | SADC TFCA M&E Framework:   * Presentation of the Consultancy and progress report; * Presentation of the Situation Analysis Report; * Identifying the key question(s) for the M&E framework | Presentation and feedback;  Working groups | C. Bocchino |
| 1030-1100 | Tea Break |  |  |
| 1100-1300 | * Presentation of the SADC M&E framework and reporting system; * Discussion on incorporation of TFCA M&E System   + What needs to be reported on?   + How to avoid duplication? | Presentation and discussion | SADC M&E team;  C. Bocchino |
| 1300-1400 | Lunch Break |  |  |
| 1400-1530 | * Monitoring TFCAs for SADC:   + What is the end goal?   + What are the critical elements of SADC TFCAs | Presentation and Working Groups | C. Bocchino |
| 1530-1600 | Tea break |  |  |
| 1600-1700 | Agreements on critical elements:   * *Structure;* * *Elements;* * *Ownership;* * *Responsibility*   Closing: way forward and milestones | Plenary | Consultant / Facilitator |
| 17:30 | Adjourn for the day |  |  |

# Breakdown of workshop sections

# 08:30 – 10:30 Introduction to the consultancy and progress

This section introduces the consultant to the group and, using the inception report as a starting point, presents the work done so far and the next phases. In particular, it seeks to finalise:

* Agreement on fieldwork priorities, following from the email communication to the Troika and the Focal Points, sent in January 2017;
* Information on M&E systems use by the national authorities in each country, following from the email communication to the Troika and Focal Points, sent in January 2017.

The last 30 minutes shall be used to identify the key question that the M&E framework shall address and potential sub-questions. This process will guide the rest of the workshop, specifically the identification of indicators, and sub-sections thereof.

# 11:00 – 13:00 Integrating the TFCA M&E with the SADC M&E system

This section introduces to the group the current work being done by the SADC Secretariat to establish a functional M&E system able to capture information reporting on Protocols, Strategies and other programmatic documents. After the representative of the SADC M&E unit finish their presentation, there will be a Q&A session for the group.

The group will then be facilitated in a discussion in order to take the following decisions:

* Will the TFCA M&E be a integral part of the reporting on the Wildlife Protocol or shall it need to be a separate component?
* What is the TFCA M&E tasked to be reporting on?
* How can duplication of tasks and products be avoided?

In preparation for the next section, each working group will self-select before breaking for lunch, see next section planning.

14:00 – 15:30 Monitoring for SADC TFCAs: result-based indicators

This section follows from the pre-lunch work and seeks to identify and agree on the critical indicators for the SADC M&E system. The starting point is that the SADC TFCA Programme provides the framework for the indicators and, by using its objectives, the group shall decide what indicators are best suited to the system. Each working group shall take one component of the SADC TFCA Programme and break it down in the indicators they see suitable for M&E, that will make a total of 7 working groups:

Group 1: Advocacy and Harmonization

Group 2: Enhancement of financing mechanisms

Group 3: Capacity building for TFCA stakeholders

Group 4: Establishment of data and knowledge management systems

Group 5: Enhancement of local livelihoods

Group 6: Reducing vulnerability of ecosystems and people to the effects of climate change

Group 7: Development of TFCAs into marketable regional tourism products

Each working group will have 45 minutes to 1 hour to discuss and present the results.

16:00 – 16:45 Final agreements for M&E framework

During the tea break, the group shall prioritise the indicators as selected by the each working group, based on feasibility of data collection in the short term (0-2 years).

Upon reconvening, the facilitator shall seek agreement through a facilitated discussion on the following points:

* The structure of the system to be integrated in the SADC system;
* Indicators and level of details, following from the previous exercise;
* Ownership of the system and access to information;
* Roles and responsibility.

This session is envisaged to take longer than 45 minutes, so it is possible that the workshop will end between 17:00 and 17:30.

Decisions to be taken during the workshop

1. Fieldwork areas:

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| --- | --- | --- | --- |
| Country | Agency | Implemented TFCAs | Visit |
| Angola |  |  |  |
| Botswana | KAZA Secretariat | KAZA TFCA | Completed |
| Democratic Republic of Congo |  |  |  |
| Lesotho |  |  |  |
| Malawi |  |  |  |
| Mozambique | ANAC; MozBio | Lubombo, GLTFCA, Chimanimani | Completed |
| Namibia |  |  |  |
| South Africa |  |  |  |
| Swaziland | NTC | Lubombo | Completed |
| Tanzania |  |  |  |
| Zambia |  |  |  |
| Zimbabwe |  |  |  |

1. How does reporting for SADC TFCAs happen?

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| --- | --- | --- |
| By country | By TFCA | By sector |

1. What is/are the Key Question(s) that the M&E system needs to respond to?

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1. Integrating SADC and TFCAs M&E Systems

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| --- | --- |
| **Informing documents** |  |
| **System integration** |  |
| **Access to system for data input** |  |
| **Access to system for data and reporting** |  |
| **Link to SADC TFCA portal** |  |

1. M&E framework elements based on SADC TFCAs programme objectives

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| --- | --- |
| SADC TFCA Programme objectives | Indicators |
| Advocacy and harmonization |  |
| Enhancement of financing mechanisms |  |
| Capacity building for TFCAs stakeholders |  |
| Establishment of data knowledge and management systems |  |
| Enhancement of local livelihoods |  |
| Reducing vulnerability of people and ecosystems to CC |  |
| TFCAs into marketable regional tourism products |  |

1. SADC TFCAs M&E structure

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **INDICATOR** | **DEFINITION**  How is it calculated? | **BASELINE**  What is the current value? | **TARGET**  What is the target value? | **DATA SOURCE**  How will it be measured? | **FREQUENCY**  How often will it be measured? | **RESPONSIBLE**  Who will measure it? | **REPORTING**  Where will it be reported? |
| **Goal** |  |  |  |  |  |  |  |  |
| **Outcomes** |  |  |  |  |  |  |  |  |
| **Outputs** |  |  |  |  |  |  |  |  |