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 YOUTH ADVOCATES FOR CHANGE 2013 - 2016

 Strategic Implementation Plan

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## Acronyms

**Acronym Definition**

 A Abstinence

AB Abstinence & Faithfulness

BCC, **Behavioural Change Communication**

M & E Monitoring & Evaluation

FGD Focus Group Discussion

OVC Orphans and Vulnerable Children

PLWHA People Living With HIV & AIDS

HIV Human Immune Virus

AIDS Acquired Immune Deficiency Syndrome

MSYCD Ministry of Sport, Youth & Child Development

DATF District AIDS Task Force

PATF Provincial AIDS Task Force

SAR Session Attendance Register

SSR Summary Session Attendance

MSC Most Significant Change

LSPGF Large Scale public Gathering Form

YDO Youth Development Office

YAC Youth advocates for change

O2OCF One to One Contact Form

BFF/S Beneficiary Feedback Form/ Session

SVC Site Visit Checklist

**FOREWARD OF THE EXECUTIVE DIRECTOR**

Youth Advocates for Change in it continued efforts in serving young people have acknowledged that effective provision of services desired by young people can only come when sound governance systems are in place. The foundation have in the recent past continued to work towards realising the youth’s movement vision of ensuring that young men and women and children fully participate and benefit from social, cultural, economic and political developments through good governance systems. By and large, with the passage of time, YAC has proved its resilience and commitment to its value system and through its cooperation with various partners over the last few years of existence, the organisation has been found of standard.

As a Network and member Organisation, YAC have continued with its mandate to service its member organisations in marching forward with the fullness of life agenda among targeted population. With the launch of the Monitoring and Evaluation Reporting Plan, YAC will endeavour to continue repositioning itself for effective monitoring and assessment of all activities implemented for the benefit of our grass-root members for a more targeted approach to equality of life of young men and women’s empowerment. YAC is set to put all resources available to improving the status of young people especially in the rural areas.

It is my hope and trust that this M&E Plan will be valuable tool which will provide the foundation with clear and logical framework on how organisation activities will be implemented in an enhanced manner and in conformity with the standard of would be our cooperating partners in the absence of the core founders of the organisation.

Moving forward we therefore invite all would be our partners to join us in making a difference to the lives of young men and women and especially our rural youths through mobilising the needed resources to address the diverse issues related to youth’s development.



Paul Chinyimba

Executive Director

Youth Advocates for Change

**ACKNOWLEDGEMENT**

This monitoring and Evaluation Plan is conceded on the basic of providing efficiency and effective services to the communities, cost effectiveness and equity accountability.

YAC Board and Management team would like to express its gratitude toward all individuals and Organisations who contributed to the production of this Plan by spending their time, expertise and encouragement to this process.

And the following are the acknowledged people ; Paul Chininyimba Executive Director , Andrew Sitima, Director General of Mavens Higher Education College, Michael Mwale Board Chairperson, Kasapo Mufunda Programs Coordinator and Ruben Musonda DACA Mansa. The production of this plan was necessitated by the need for a formal framework of our daily routine work and all printing process of this document was administered by the Administrative officer Miss J. kapasa.

Lastly, we are greatly indebted to our following cooperating partners; Provincial Youth Department in Luapula province, Mansa District Aids Task Force (DATF) for their support towards the achievement of our organizational vision and mission statements.

**Glossary of Terms and Concepts**

**Baseline -**Baseline is a record of what exists in an area prior to an action. The baseline values establish the starting point from which change can be measured.

**Data Analysis-**Concise description of how performance data for individual indicators or groups of related indicators will be calculated to determine progress on results. Data analysis techniques and data presentation formats are identified.

**Indicator-**An indicator means key actions, functions, elements, or objects which, by virtue of their physical, biological, economic or organizational attributes, are so closely associated with the system in which they are found as to be indicative of the state or trends (improvement or deterioration) of the system.

**Stakeholders-**The local groups of communities, institutions, organizations and individuals who have a vested interest in improving the management of natural resources in the target areas (stakeholders may include local government institutions, commercial enterprises, private, group and community based organizations and non-governmental organizations).

**Target-**Magnitude or level of outputs expected to be achieved. Targets are values against which the actual program/project achievements are measured.

**Target Group-**The direct beneficiaries the program/project aims to reach.

## 1.2 Purpose of Strategic Plan

Youth advocacy for change decided to come up with this plan which will, in the absence of a quality management system guarantee the following:

* Allow the organization to work more effectively and efficiently towards achieving its program goals and objectives.
* To ensure effective feedback on the quality of its activities and information disseminated to youths.
* To collect and document lessons learnt from activity or programme implementation.
* Use as a communication tool that will outline various roles and responsibilities regarding monitoring and evaluation for organization programs.
* Organize plans for data collection, analysis, use, and data quality controlling.
* Outline specific strategies and tools to encourage informed decision making.
* Engages a wider body of people in an organization so that M&E is integrated into everyone’s’ job.
* Ensure Quality service delivery.

|  |  |
| --- | --- |
| **Strategic goals** | **Strategies** |
| 1. Intensifying HIV/AIDS prevention through

 promotion of BCC, | * Peer education
* One to one contact
* Large scale gathering
* VCT/CTC promotion
* Counselling and Testing for HIV/AIDS
* HIV/AIDS –Work place policy.
 |
| 1. Promotion of human rights
 | * Conducting a base line survey
* Peer education on human rights
* Lobby support from civic leaders and parliamentarian on child’s right.
* Build capacity in civic leaders on human rights.
* Conducting radio program on human rights.
 |
| 1. Create awareness on importance and usage of ICT.
 | * Conducting a base line survey
* Conducting radio program on ICT.
* Lobby for IEC bearing ICT material for easy accessibility
* Lobby for computers to empower some needy communities.
 |

**Strategic Goal 1: Intensifying HIV/AIDS prevention through Promotion of Behaviour Change Communication (BCC).**

|  |  |
| --- | --- |
|  **Strategic Objectives** |  **Activities** |
| 1. To reach out to **280**, **000** out of school Youths aged **10 to 24** with HIV/AIDS prevention messages in Luapula Province by the year December, 2016.
 | * Train **560** in school peer educators and each peer educator to reach out to **500** other peers
* Train **112** in school mentors and mentor to supervise **5** peer educators
* Conducting **540** peer education sessions
* Conducting**70** rounds mobile shows
* Procure **1** van, **2** motor bikes **112** bicycles for programs officers and adult mentors
* Recruiting of **2** programs officers in BCC/VCT and Livelihood/OVC support.
 |
| 1. To reach out to **70**, **000** in school youths **aged 10 to 24** with HIV/AIDS prevention messages in Luapula Province by the year December, 2016
 | * Train **140** out of school peer educators each peer educators to reach out to **500**
* Train **28** out school mentors and each mentor to supervise **5** peer educators.
* Conduct peer education sessions
* Conducting**70** rounds mobile shows
 |
| 1. To counsel and test 120,000 **youths** aged 16-24 in and out school in Luapula Province b**y** December 2016.
 | * Training **10** volunteer Psychosocial Counsellors
* Recruit **10** volunteer Psychosocial Counsellors
* Conducting counselling and testing sessions
 |
| 1. Develop and Institutionalize HIV/AIDS work place policy for YAC by December 2016.
 | * Holding of Board and Management meeting
* Conducting of stakeholders’ consultative meeting.
* Developing of draft copy of HIV,AIDS workplace policy
* Reviewing and adoption of the Document
 |

**Strategic Goal 2: Enhancing mitigation of social economic impact of HIV/AIDS**

|  |  |
| --- | --- |
| **Strategic Objectives** | **Activities**  |
| 1. To provide comprehensive education support to **5000 school** going OVCs in Luapula Province by December 2016.
 | * Holding of consultative Meeting with stakeholders.
* Identifying selection OVC
* Conducting of beneficiary orientation meeting.
* Procuring and distribute school requisites to **5000** OVC
* Procure and distribute nutritious food **5000** OVC
 |
| 1. To improve livelihood of **1750** disadvantaged and underprivilegedhouseholds in Luapula Province by December 2016
 | * Conducting a baseline survey
* Indentifying and selection of households families
* Provision of micro financing as revolving funds to **500** disadvantaged and underprivileged households.
* Training**1750** households in entrepreneurships
* Procure and distribute fingerings and fish feeds to **70** farming groups.
* Procure seeds; insect side, pest sides Chemical fertilizer to **1750** households.
* Procure and distribute Piglets and goat for **25** groups.
* Procure and distribute chicks, feeds, drinkers and chemical for **250** groups.
 |

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**Strategic Goal 4: Promotion and sensitization of human rights**

|  |  |
| --- | --- |
| **Strategic Objective** | **Activities**  |
| 1. To sensitize **600,000** community members on child and women rights in Luapula Province by December, 2016.
 | * Identifying and selection of stakeholders
* Training 150 civic and traditional leaders in child‘s rights.
 |
| 1. To capacitate **150** civic and traditional leaders on child’s and Women rights in Luapula Province by December, 2016.
 | * Holding of Board and Management meetings
* Conducting of stakeholder’s consultative meetings to review the child’s protection policy.
* Adoption of the Document
 |
| 1. To adopt and institutionalize child’s protection policy for the organization by December, 2016.
 |  |

# 2. Logical Framework

Effects and impacts will be measured towards the concluding stages of program implementation. Below is a summary of the logical frame work for the activities that YAC will conduct over in its 4 year strategic plan period.

**RESULTS FRAMEWORK**4

 **Monitoring and Evaluation Plan**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity**  | **Indicator**  | **Indicator definition/****Info. Needed** | **Who will collect data** | **Frequency of data collection** | **Source of data** | **Intended data use**  | **Intended****data users** |
| 1. Train **560** in school peer educators and each peer educator to reach out to **500** other peers
 | In school Youths trainedTraining workshops held | # of youths trained# of in school training workshops conducted.# of male and female in school youths trained | M&E officerOutreach officers | \*during trainings  | \*Training Attendance Registers\*Training Reports | **\*** Data analysis & management\*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDATF Donors  |
| 1. Train **112** in school mentors and each mentor to supervise **5** peer educators
 | In school mentors trainedIn school Training workshops held. | # of in school mentors trained# of in school youths reached# of in school workshops conducted | M&E officerOutreach officers | \*during trainings  | \*Training Attendance Registers\*Training Reports | Data analysis & management\*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDATF membersDonors  |
| 1. Conducting **540** peer education sessions
 | Youths reached with BCC messagesPeer education sessions conducted | # of youths sensitised# of in school youths reached with BCC.# of peer education sessions conducted# of male and female reached | M&E officerOutreach officersTrained peer educatorsand mentor | \*Monthly \*Quarterly\* Annually | \*Session Attendance Registers\*Large Scale Gathering Forms\*Beneficiary Feedback Forms\*One-to-One Contact Forms | Data analysis & management\*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDATF membersDonors  |
| 1. Conducting **70** rounds mobile Video shows
 | People sensitised through mobile showsMobile shows conducted | # of estimated community members attended mobile video shows.# of communities reached# of mobile shows conducted | M&E officerOutreach officersPrograms DirectorHIV Coordinator  | \*Monthly \*Quarterly\* Annually | \*Large Scale Gathering Forms\*Beneficiary Feedback Forms | Data analysis & management \*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDATF membersDonors  |
| 1. Procure **2** motor bikes and **112** bicycles for programs officers and adult mentors
 | Van procuredMotorbikes procured Bicycles procured | # of vans procured# of motorbikes procured# of bicycles procured & distributed. | Procurement committeeFinance officerPrograms Director | \*Monthly \* Once | \*Purchasing committee minutes\*Quotations /proformas | \* support purchasingprocesses**\***Accountability | Management members Donors  |
| 1. Recruiting of **10** programs officers in BCC/VCT and Livelihood/OVC support
 | Program officers recruited | # of program officers recruited | Board membersManagement members | \*Once during the project implementation  | \*Qualification\*Interview minutes\*Adverts  | \*Accountability  | Board membersDonors  |
| 1. Train **140** out of school peer educators each peer educators to reach out to **500**
 | Community peer educators trainedOut of school Peer education training workshops conducted | # of out of school youths trained# of male and female youths trained. | M&E officerOutreach officers | \*During trainings\*Monthly \*Quarterly\* Annually | Training Attendance Registers\*Training Report | Data Analysis & management \*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDATF membersDonors  |
| 1. Train **28** out of school mentors and each mentor to supervise **5** peer educators
 | Community adult mentors trained Adult mentors training workshops conducted | # of adult mentors trained# of male and female adults trained# of out of school adult mentors training workshops conducted. | M&E officerOutreach officers | \*During trainings | \*Training Attendance Registers\*Training Reports | Data Analysis & management \*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDATF membersDonors  |
| 1. Conduct **720** community peer education sessions
 | Youths reached with BCC messagesPeer education sessions conductedCommunity members (youths) reached. | # of out of school youths sensitised# of out of school youths reached# of community peer education sessions conducted# of male and female reached | M&E officerOutreach officersTrained peer educatorsand mentor | \*Monthly \*Quarterly\* Annually | Session Attendance Registers\*Large Scale Gathering Forms\*Beneficiary Feedback Forms\*One-to-One Contact Forms | Data Analysis & management \*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDATF membersDonors  |
| 1. Training **20** volunteer Psychosocial Counsellors
 | Psychosocial counsellors trained Counselling training workshops conducted | # of psychosocial counsellors trained# of male and female trained as psychosocial counsellors. | M&E OfficerOutreach officersPrograms Director | \*During trainings | \*Training Attendance Registers\*Training Report | \*Data Analysis & management \*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDATF membersDonors  |
| 1. Conducting 720 counselling and testing sessions
 | Counselling sessions conductedCommunity members counselled & tested | # of counselling and testing sessions conducted# of people counselled and tested# of male and female tested | M&E officerOutreach officersPrograms Director | \*Monthly \*Quarterly \*Annually  | \*Client Referral forms\*Feedback referral forms | Data Analysis & management \*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDATF membersDonors  |
| 1. Holding of Board and Management meetings
 | Management meetings heldBoard members meetings held | # of management members attended the meetings# of management meetings held# of board meetings held# of board members attended the board meetings | Executive directorPrograms director M&E officer | \*Quarterly \*Annually  | Training Attendance Registers\*Training Report | Data Analysis & management \*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDonors  |
| 1. Conducting of stakeholder’s consultative meetings.
 | Stakeholders meetings heldStakeholders attended the meetings | # of stakeholders attended the meetings# of stakeholders meetings held | Executive directorPrograms director M&E officer | \*During the meetings  | \*Training Attendance Registers\*Activity Report\*Minutes  | Data Analysis & management \*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDonors  |
| 1. Developing of draft copy of HIV,AIDS workplace policy
 | Management meetings heldBoard members meetings held | # of management members attended the meetings# of management meetings held# of board meetings held# of board members attended the board meetings | Management &Board members | \*During the meetings  | \* Draft copy of HIV work place policyMinutes  | \*Policy change\*Management decision\*Accountability  | Management members Board membersDonors  |
| 1. Reviewing and adoption of the Document
 | Review policy & adopt the document | # of policy copies printed | Executive directorPrograms director M&E officer | \*Once  | Final Copy of HIV policyMinutes  | Policy change\*Management decision\*Accountability | Management members Board membersDonors  |
| 1. Holding of consultative Meetings with stakeholders.
 | Stakeholders meetings heldStakeholders attended the meetings | # of stakeholders attended the meetings# of stakeholders meetings held# of male and female attended the meetings. | Executive directorPrograms director M&E officer | \*Once during the meeting | \*Meeting Attendance Registers\*Activity Report\*Minutes | Data Analysis & management \*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDonors  |
| 1. Identification and selection of OVCs
 | OVCs identified and selected to be supported  | # of in school youths OVCs identified & selected to be supported# of single OVCs identified & selected # of double OVCsidentified & selected | Outreach officersM&E officerPrograms director | \*Annually  | \*OVC identification Forms\*Activity Reports | Data Analysis & management \*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDATF membersDonors  |
| 1. Conducting of beneficiary orientation meetings.
 | Beneficiary Orientation meetings heldBeneficiaries attended the meetings | # of stakeholders attended the meetings# of stakeholders meetings held# of male and female beneficiaries attended the meetings | Executive directorPrograms director M&E officerOutreach officers | \*Once during the meetings | \*Meeting Attendance Registers\*Activity Report\*Minutes | Data Analysis & management **\*** policy change\*Accountability\*Learning purposesPlanning/Decision Making | Management members Board membersDATF membersDonors  |
| 1. Procure and distribute nutritious food to **5,000** OVCs.
 | Nutritious food procured and distributedOVCs benefited | # of OVCs benefitedQuantity of nutritious food procured and distributed# of single & double OVCs benefited/supported | Outreach officersM&E officerPrograms Director  | \*Monthly \*Quarterly  | Beneficiary distribution formsActivity reports Monthly ReportsInvoice /Receipt  | Data Analysis & management **\*** policy change\*Accountability\*Learning purposesPlanning/Decision Making | Management members Board membersDonors  |
| 1. Indentifying and selection of household families
 | Households indentified and selected to be supported  | # of households identified & supported.# of child headed households identified and supported.# of women headed households identified and supported. | Outreach officersM&E officerPrograms director | \*Monthly \*Quarterly \*Annually  | \*Field Reports**\*** Identification forms | Data Analysis & management \*Management decision**\*** policy change\*Accountability\*Learning purposes | Management members Board membersDonors  |
| 1. Provision of micro financing as revolving funds to **500** disadvantaged and underprivileged household families.
 | Disadvantaged and underprivileged households identified and selected | # of disadvantaged and underprivileged households supported financially# of disadvantaged and underprivileged households supported technically. | Finance officerM&E officerPrograms DirectorExecutive Director | \*Monthly \*Quarterly \*Annually | \*Beneficiary Registers\*Activity Report | Data Analysis & management \*Management decision**\*** policy change\*Accountability\*Learning purposesPlanning purpose | Management members Board membersDonors  |
| 1. Training **1,700** households in business management and entrepreneurship skills
 |  Disadvantaged and underprivileged households identified and trained in business management and entrepreneurships Entrepreneurship training workshops conducted | # of households trained# of female headed households trained# of males and females trained# of trainings conducted | Executive Director Programs coordinatorM&R officer | \*During the trainings | Training Attendance Registers\*Training Report | Data Analysis & management **\*** policy change\*Accountability\*Learning purposes\*Planning/Decision  | Management members Board membersDonors  |
| 1. Procure and distribute fingerings and fish feeds to **70** farming groups
 | Fingerings and fish feeds procured & distributed | # of farming groups identified & supported.# of women identified and supported in farming groups.# of youths and women involved /recruited in farming groups# of men identified and supported in farming groups | Programs directorM&E officerOutreach officers | \*Monthly \*Quarterly  | Beneficiary distribution formsActivity reports Monthly ReportsInvoice/Receipts  | Data Analysis & management **\*** policy change\*Accountability\*Learning purposesPlanning/Decision Making | Management members Board membersDonors  |
| 1. Procure seeds; insecticides, pesticides and Chemical fertilizers for **1,700** households
 |  Seeds, insecticides, pesticides Chemical fertilizer procuredHouseholds supported with farming inputs | # of farming groups supported# of farming inputs procured# of women involved # of youths involved# of male involved | Programs DirectorM&E officerOutreach officers | \*Monthly \*Quarterly  | Beneficiary distribution formsActivity reports Monthly ReportsInvoice /Receipt | Data Analysis & management **\*** policy change\*Accountability\*Learning purposesPlanning/Decision Making | Management members Board membersDonors  |
| 1. Procure and distribute Piglets and goats for to **25** groups.
 | Community groups indentified and supportedPiglets and goats procured and distributed | # of community groups identified# of community groups benefited # of piglets & goats procured and distributed# of male and female benefited# of youths benefited | Programs DirectorM&E officerOutreach officers | \*Monthly \*Quarterly \*Annually | Beneficiary distribution formsActivity reports Monthly ReportsInvoice /Receipt | Data Analysis & management **\*** policy change\*Accountability\*Learning purposesPlanning/Decision Making | Management members Board membersDonors  |
| 1. Procure and distribute chicks, feeds, drinkers and chemical for **250** youth groups
 | Chicks, feeds, drinkers and chemicals procuredCommunity groups identified and supported | # of groups identified# of community youth groups benefited # of piglets & goats procured and distributed# of disabled youth groups identified and supported | Programs DirectorMER officerOutreach officers | \*Monthly \*Quarterly  | Beneficiary distribution formsActivity reports Monthly ReportsInvoice /Receipt | Data Analysis & management **\*** policy change\*Accountability\*Learning purposesPlanning/Decision Making | Management members Board membersDonors  |
| 1. Identifying and selection of stakeholders
 | Stakeholders identified and selected to support the program | # of stakeholders identified and selected to support the program# of civic and traditional leaders identified and selected | Executive Director Programs DirectorMER Officer | \*Once  | Field Activity ReportsAnnual Reports | Data Analysis & management \*Management decision**\*** Policy change\*Learning purposes\*Planning processes | Management members Board membersDonors Other stakeholders |
| 1. Conduct stakeholders orientation meeting
 |  Stakeholder’s orientation meeting conducted. | # of orientation meetings held# of stakeholders attended the orientation meetings# of men and women attended the meetings# of youths attended the meetings | Director Programs DirectorMER officer | \*During the meetings | Activity /field reportsTrip reports | Data Analysis & management \*Management decision**\*** Policy change\*Learning purposes\*Planning processes | Management members Board membersDonors Other stakeholders |
| 1. Developing of human rights manual in print)
 | Human rights manual developed both in print & Brielle | # of copies produced | Executive DirectorPrograms DirectorMER officer | \*Once | Activity /field reportsTrip reportsIdentification Form | Data Analysis & management \*Management decision**\*** Policy change\*Learning purposes\*Planning processes | Management members Board membersDonors Other stakeholders |
| 1. Conducting **1680** drama performances
 | People reached with environmental preventive messages through drama performancesDrama performances conducted | # of people reached with environmental preventive messages# of male and female adults reached with environmental preventive messages# of male and female youths reached with environmental preventive messages | MER officerOutreach officersPrograms Director | \*Monthly \*Quarterly \*Annually  | Training ReportTraining Attendance Registers | Data Analysis & management \*Management decision**\*** Policy change\*Learning purposes\*Planning processes | Management members Board membersDonors Other stakeholders |
| 1. Conducting **13** series by **3** radio programs annually.
 |  Series of behaviour change Radio programmes in English and Bemba conductedPeople reached through conducting Series of behaviour change Radio programmes in English and Bemba  | # of behaviour change radio programme series conducted. | MER officerOutreach officersPrograms Director | \*Monthly  | Training ReportTraining Attendance Registers | Data Analysis & management \*Management decision**\*** Policy change\*Learning purposes\*Planning processes | Management members Board membersDonors Other stakeholders |
| 1. Conducting of **540** in school peer education sessions on children and youth rights promotion
 | Youths reached with children & youth rights messagesPeer education sessions conducted | # of youths sensitised# of in school youths reached# of peer education sessions conducted# of girls and boys reached | MER officerOutreach officersTrained peer educatorsand mentor | \*Monthly \*Quarterly \*Annually  | Large Scale Public Gathering formsBeneficiary feedback form | Data Analysis & management \*Management decision**\*** Policy change\*Learning purposes\*Planning processes | Management members Board membersDonors Other stakeholders |
| 1. Conducting of **720** community peer education sessions( youths and women)
 |  Peer educators’ sessions on youths and women rights conducted. | # of community members reached with youths and children rights messages.# of youths reached with human rights# of women and men reached with women rights  | MER officerOutreach officersTrained peer educatorsand mentor | \*Monthly \*Quarterly \*Annually  | Activity /field reportsMonthly reports | Data Analysis & management \*Management decision**\*** Policy change\*Learning purposes\*Planning processes | Management members Board membersDonors Other stakeholders |
| 1. Identifying and selection of stakeholders
 | Stakeholders identified and selected to support the program | # of stakeholders identified and selected to support the program# of civic and traditional leaders identified | Director Programs DirectorMER Officer | \*Once | Session Attendance RegistersLarge Scale Gathering FormsBeneficiary Feedback FormsActivity reports | Data Analysis & management \*Management decision**\*** Policy change\*Learning purposes\*Planning processes | Management members Board membersDonors Other stakeholders |
| 1. Training **150** civic and traditional leaders in child marriage.
 | Civic and traditional leaders trained as advocatesLeaders trained in policy development and implementationTraining workshops held | # of traditional leaders trained as advocates# of civic leaders trained as advocates# of civic training workshops conducted. | MER officerOutreach officersPrograms Director | \*Once | Session Attendance RegistersLarge Scale Gathering FormsBeneficiary Feedback FormsActivity reports | Data Analysis & management \*Management decision**\*** Policy change\*Learning purposes\*Planning processes | Management members Board membersDonors Other stakeholders |
| 1. Holding of Board and Management meeting
 | Board and management meetings held | # of board meetings held# of management meetings held# of staff members attended the management meetings# of board members attended the meetings | Director Programs Director | \*Monthly \*Quarterly \*Annually  | Activity /field reportsTrip reportsIdentification forms | Data Analysis & management \*Management decision**\*** Policy change\*Learning purposes\*Planning processes | Management members Board membersDonors Other stakeholders |
| 1. Conduct stakeholder’s consultative meeting to review the child protection policy.
 |  Stakeholder’s consultative meeting to review the child’s protection policy conducted. | # of consultative meetings held# of stakeholders attended the meetings# of men and women (stakeholders) attended the meetings# of youths (stakeholders) attended the meetings | Executive Director Programs DirectorMER officer | \*Once during the meetings | Training Attendance RegistersTraining Reports | Data Analysis & management \*Management decision**\*** policy change\*Learning purposes\*Planning processes | Management members Board membersDonors Other stakeholders |
|  |  |  |  |  |  |  |  |
|  |  |
|

## I 4.2 Audience Analysis

 Audience analysis in this case refers to the identification of the key project stakeholders (Internal & External), the type of data and why and when it is required. The internal audience includes the organisations whose activities are integrated in the projects. The External audience includes those stakeholders outside of the actual implementation process but require information from the M & E plan for different purposes. Below is the YDO Audience analysis for its programs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Audience** | **What information is required? (audience needs and interests)** | **Why is the information required?** | **When is the information required?** | **How will the information be communicated? (format)** |
|  **External Audience** |
| **DATF** | Statistics on the progressions of the planned activities | * For easy to make follows
* Decision making
* Planning purposes
* Accountability
 | Quarterly  | Reports (qualitative and quantitative) |
| **DONOR** | Statistics on the progressions of the planned activities | * For easy to make follows
* Decision making
* Planning purposes
* Measure the efficiency of the program/project
* Accountability
 | Monthly  Quarterly Annually  | Reports (qualitative and quantitative) |
| **TRADITIONAL/****CIVIC LEADERS** | Full information on the project you intend to implement within their boundaries  | * Planning purposes
* Feel they are part of the project
 | QuarterlyAnnually | Reports (qualitative and quantitative)Brochures /leaflets carrying the project activities and its achievements/challenges. |
| **PLWHAs**  | Statistics on the progressions of the planned activities | * For easy to make follows
* Decision making
* Planning purposes
* Referral
 | Quarterly  | Reports (qualitative and quantitative) |
| **SCHOOLS** | Statistics on the progressions of the planned activities | * For easy to make follows
* Decision making
* Planning purposes
* Policy change
 | Annually  | Reports (qualitative and quantitative) |
|  |  |  |  Monthly  |  |
| LOCAL NGOs | Statistics on the progressions of the planned activities | * For easy to make follows
* Decision making
* Planning purposes
* Referrals
* Policy change
 | Quarterly Annually  |  Reports (qualitative and quantitative)Brochures /leaflets carrying the project activities and its achievements/challenges |
|  |  |  |  |  |
| **LINE MINISTRIES** | Statistics on the progressions of the planned activities | * For easy to make follows
* Decision making
* Planning purposes
* Referrals
* Policy change
 | Quarterly Annually  |  Reports (qualitative and quantitative)Brochures /leaflets carrying the project activities and its achievements/challenges |
|  INTERNAL AUDIENCE |
| **STAFF MANAGEMENT** | Statistics on the progressions of the planned activities | * For easy to make follows
* Decision making
* Planning purposes
* Referrals
* Policy change
* accountability
 | Monthly Quarterly Annually  |  Reports (qualitative and quantitative) |
| **M&E OFFICE** | Statistics on the progressions of the planned activities | * Report development
* Data management & analysis
* For easy to make follows
* Decision making
* Planning purposes
* Accountability
* Referrals
* Compare planned activities against actual implemented
 | WeeklyMonthly Quarterly Annually  |  Activity /field Reports (qualitative and quantitative)Trip reports |
| **EXECUTIVE &PROGRAMS OFFICER** | Statistics on the progressions of the planned activities | * Report development to stakeholders
* For easy to make follows
* Decision making
* Planning purposes
* Accountability
* Referrals
* Policy change
* Compare planned activities against actual implemented.
 |  MonthlyQuarterly Annually  |  Reports (qualitative and quantitative) |
| **FINANCE OFFICE** | Statistics on the progressions of the planned activities | * Report development
* For easy to make follows
* Decision making
* Planning purposes
* Accountability
* Compare planned activities against actual implemented
 |  Monthly Quarterly Annually  |  Activity /field Reports (qualitative and quantitative)Trip reports |
| **BOARD MEMBERS** | Statistics on the progressions of the planned activities | * For easy to make follows
* Decision making
* Planning purposes
* Accountability
* Policy change
 | Quarterly Annually  |  Reports (qualitative and quantitative)Brochures /leaflets carrying the project activities and its achievements/challenges |

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# 6. Evaluation

\*A basic evaluation plan will enable the members of staff to evaluate whether the goals and objectives have been achieved or not reached. The evaluation plan will basically help the staff to identify the lessons learnt and what could be done better for future planning. The evaluation plan will provide the key evaluation questions, the methodology for answering these questions, when and who will be involved in performing these tasks. The major evaluation questions will be answered through a follow survey, focus group discussions and data review that will be conducted towards the end of each strategic year.

| **What do we need to evaluate?** | **What evaluation questions do we need to ask?** | **How will we obtain the data?** |
| --- | --- | --- |
| Technical and Managerial performance | * How effective has the overall management of the program (Either HIV/AIDS, Economic Empowerment Information Technology Communication (ICT), advocacy & Environment and Climate change activities been to date?
* What is the quality of technical materials developed by the programme?
* How successful has the programme been in attaining its goals and objectives to date?
* Does the organisational structure of the programme lead itself to attaining programme objectives?
* What are the main constraints in program performance?
* How has programme staff/s supported the implementation?
* Has the budget been managed effectively and accurately?
* How useful has the support from the organisation been to both trained peer educators and adult mentors.
 | Semi-structured Interviews with key staff and partners.Document review |
| Program | * Are we doing the right things? Are we doing it right?
* Is the intervention working, is it making a difference?
* Are our efforts affecting change to the youths on a population level, such as a decrease in the HIV incidence? Or youth participating,
 | Semi-structured Interviews with key staff and partners.Document reviewFocus Group Discussions |
| Site Level Implementation | * How effective has the programme been at the site level?
* What obstacles existed, if any, to effective implementation at the site level?
* What best practice models, if any can be drawn from the programme?
* What support was provided to the site level?
* Was support sufficient?
* What are the opportunities for sustainability of the programme without additional funding at the site level?
* Does the programme have champions at the site level to continue implementation beyond the duration of the funding?
 | Semi-structured Interviews with key staff and partners.Documents reviewFocus Group Discussions |
| Data Quality Assessments | * What is the quality of the data being reported by the Programme?
* How can data quality be improved?
 | Semi-structured Interviews with key staff and partners.Document review -Data Quality Assessment Tools.  |
| Impact Evaluation | * What is the measurable impact of the programme at each level of implementation?
* What measurable behaviour change in target communities can be attributed to the Programme?
* How was the programme received by target communities?
* What specific gender issues were highlighted and or addressed by the programme?
* What is the measurable change in knowledge regarding HIV prevention in target communities?
 | Semi-structured Interviews with key staff and partners.Documents review MSC –Beneficiary Feedback Forms MSC- Peer Educator Feedback Forms  |

**11. INDICATOR MEASUREMENT TOOLS -** **Summary Table of Data Collection Tools**

|  |  |
| --- | --- |
| **INDICATOR** | **DATA COLLECTION TOOLS** |
| # of Individuals Trained | Training Attendance Register (TAR-001) |
| # of youths reached/ that attended the session | Session Attendance Register ( SAR-002) |
| # of One to one contacts, referrals and repeats conducted. | One-2-One Contact Form (O2OCF-003) |
| # of an estimated number of attendees at large scale public gatherings | Large Scale Public Gathering Form (LSPGF-004) |
| # of individuals exposed to HIV/AIDS prevention messages through secondary reach | Session Attendance Register. (SAR-002) |
| \*Peoples’ attitudes changing towards Abstinence, Fidelity, Stigma, Care and Support or Condoms and other organisational areas of focus | Beneficiary Feedback Form/ Most Significant Change. (BFF/MSC- 005)  |

## Members of M&E Team: YAC M & E Officer will ensure that all activity data is collected, collated, analysed, stored, reported and used appropriately. The officer will however be assisted by several individuals in the organisation to ensure this happens. Below is a summary of the M & E Team and their roles and responsibilities.

|  |  |
| --- | --- |
| **Team Member** | **Role / Responsibility** |
| ***Finance Officer*** | \*Manages all financial data for YAC programs\* Compare the expenses against the results achieved.\* prepare financial reports and submit to management and Donors |
|  ***Executive & Programmes Coordinator*** | \*Provide Direction and coordination to YAC programs planning and implementation\*Monitor data quality at organisational level.\* Institutionalise policies for effective delivery of services |
| ***M &E Officer*** | \*Train, monitor and provide assistance to site level staff\*Monitor timeliness of data submitted from all YAC sites \*Quality control all data from site levels\*Submission of correct data to both internal and external audiences.\*Maintenance of all site level data for implementation \*Compare planned targets against actual implemented.\*Develop monthly, quarterly and annual progression reports |
| ***Outreach Officers/or Community Development Facilitators*** | \*Quality control and collation of all collected site level data\*Submission of collated site level data to M&E Officer on time\*Train, monitor and provide assistance to site level staff\*Quality control and collation of all collected site level data from the site Volunteers. |
| ***Community/School Facilitators(mentors)*** | \*Train, monitor and provide assistance to trained peer educators\*Quality control all data from site levels\*Submission of collated site level data to Outreach Officers on time\* Provide guidance to the trained Peer Educators at site level. |
|  ***Peer Educators*** | \*Conduct all the sessions at site level\*Quality control and collation of all collected site level data from the Session Attendance Registers.\* Collection of all site level data\*Quality control of all site level data\*Submission of site level data to Mentors on time |