

M&E Working Group Meeting Minutes

Venue: Virtual in all sites (VTC)

Date: Wednesday, July 13th, 2016

Duration: 11.30 – 13.00



Introduction:

The M&E working group is an initiative by PPU unit with purpose of strengthening UNDP Somalia's M&E capacities through sharing technical expertise, tools and innovative practices. The working group is also aimed to boost the peer-to-peer knowledge exchange on monitoring, reporting and evidences and also sharing the key issues in the monitoring sphere. The group has been voluntarily nominated by their respective program units on the basis of their relevance and engagement in M&E and this was the first meeting to gathered the team.

Agenda:

As this was the first meeting of the group there was no definitive agenda and the team was given the space to identify, issues that may interest them to cover, but pre-set agenda points include:

- Introduction and welcoming of group members.
- Discussion of the agenda/issues in interest.
- Presentation on UNDP's core M&E components by Bushra.
- AOB.

Documentations shared:

To update the members of the Working Group on new tools and initiatives by UNDP, including, Quality Assurance, Transparency, Social and Environmental Standards.

To provide a background, certain documentations had been shared with the group prior the meeting, these documentations include:

- The TOR of the M&E working group by Ahmed Alhammal.
- Project/Program Management Scorecard by Bushra.
- Issue tracker sheet from TPM by Bushra.
- A tutorial presentation on Quality Assurance, Transparency, Social and Environmental Standards.

Opening and issues Identification:

The meeting was officially opened and welcomed to all the participants by Bushra Hassan, and the team made a round introduction. The meeting proceeded to identify any issues, agenda points or concerns in the regard with the group and M&E as well. The raised points include:

- Tendai, from SIP raised an interest on improving the results reporting by the TPM. Dean, PPU M&E Analyst and focal point for Third Party monitoring announced to be travelling to PL and would work on quality work and relationship with TPM.
- Abdulahi (M&E ROL), announced that he had limited time to engage on M&E due to prior pressing priorities. He was advised to discuss this with his respective supervisor.
- IFrah Barre, focal person for the Stabilization project requested further detail on working scheme and governance of the group. The M&E Specialistt described that there was no governance structure per se, as it was meant to be a peer-exchange group with some guidance from herself. She then promised to re-share the TOR of the group in case some members didn't got it.
- she reiterated that the intention of the group is to build capacities of M&E teams, by sharing the achievements and developments. UNDP wants a cadre of M&E professionals well versed with practical components of monitoring. Bushra, suggested the team to ensure their commitment to the group.
- Dean, pointed the importance of coordination and sharing best practices on M&E among the team.
- Sugirtha, from Support to State Formation project raised the issue of coordination with CCORD. It was suggested that two days of the month be specified for CCORD-Project meetings for improved coordination.
- Group requested for a pre-determined frequency and they were informed that it was difficult for the group to meet and the date due to the lack of availability of VTCs across all offices. However, there will be effort to be more organized but some flexibility from group attendees is requested.

Proceeding

Bushra presented the shared presentation. The presentation covered certain key M&E features or elements of UNDP, which was not familiar most of the group, and therefore group members in Muqdisho requested further session, particularly Atlas application of project management. Key areas presentation covered were:

- Social and Environmental Standards (SES).
- Stakeholder Response Mechanism (SRM).
- UNDP Project Results Disclosure.
- Project Quality Assurance.
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Key Action Points:

- Bushra Hassan to share: Guidance notes on undertaking project monitoring and Back to Office report templates.
- Share different project and programme monitoring reports with groups (Roble).
- Undertake identification of capacity needs of the group (Dean).
- Share group TORs (Bushra).
- Working Sessions on SES, Transparency, and QA to be held in Mogadishu, Nairobi, Garowe and Hargeisa on SES, QA and IATI. Key focal points: Mog: Bushra; Garowe: Dean; Nairobi: Bushra; Hargeisa: Roble.

- M&E Working group to meet socially and benefit from their experiences.
- All colleagues to take turns in drafting minutes.
- Sugirtha to share State formation reports as examples of excellent reporting.

Participants:

- Bushra Hassan- Meeting Facilitator/Lead.
- Abdullahi Yusuf Mohamed
- Dean Tunkara
- Ifrah Barre
- Jibril Noor
- Luca Bruccheri
- Roble Abdi
- Salah Dahir
- Sharmake Abdi
- Sugirtha Vasavithasan
- Tendai Chabvuta
- Fausto Mwangi
- George Mwangi