

**Improving Management Effectiveness of the Protected Area Network
Engagement, Impact and Learning (ELI) Specialist – Work plan
February 2020 to February 2021**

No	Tasks	Deliverables	Timeframe
1	<ul style="list-style-type: none"> Inception meeting with SAN Parks PMU Initial contact with project partners Desktop review of relevant documents Develop work plan 	<ul style="list-style-type: none"> Attendance register and minutes of inception meeting Work plan (1st version) 	29.02.2020 (Invoice 10%)
2	SANParks Planning Meeting in PE		24.-25.02.2020
	<ul style="list-style-type: none"> Develop template for communication and knowledge audit Liaise with project partners regarding communication and knowledge audit 	<ul style="list-style-type: none"> Template for communication and knowledge audit Revised work plan 	13.03.2020
	Additional: AWSS article for UNDP		11.03.2020
	Partners Meeting in East London		16.-18.03.2020
3	Emergency Project Board Meeting (Zoom)		24.04.2020
	Additional: Covid-19 article for UNDP		15.05.2020
	Project Board Meeting (Zoom)		26.05.2020
	<ul style="list-style-type: none"> Identify particular themes and projects as per audit for communication material Draft communication strategy Liaise with gender mainstreaming subcommittee Liaise with DEFF and UNDP regarding existing knowledge management systems (KMS) and learning platforms 	<ul style="list-style-type: none"> Communication and knowledge audit Draft communication strategy Assessment report of KMS and learning platforms 	22.06.2020 (Invoice 15%)
4	<ul style="list-style-type: none"> Identify material to develop for website Develop concept and framework for website 	Dummy website	20.07.2020
	Meeting (Zoom) with projects to discuss dummy website <ul style="list-style-type: none"> Develop M&E plan and updated strategic results framework (including Socio-Economic Indicators) - Aniela can we have something at this meeting to discuss? Communication strategy discuss i.e. Theme's, etc.? Gender mainstreaming: Indicators we need to report against i.e. what is the other parties doing (DEFF, UNDP, CN, ECPTA, etc.)? 	Meeting minutes	Tbc (July)
5	<ul style="list-style-type: none"> Finalise communication strategy Assess gender mainstreaming efforts of partners and develop recommendations Develop and implement M&E plan (related to reporting dates) Develop material for website and refine website 	<ul style="list-style-type: none"> Communication strategy Draft gender mainstreaming assessment and recommendations M&E plan 1st version website 	14.08.2020 (Invoice 15%)
	Partners Meeting (Zoom)		tbc

6	<ul style="list-style-type: none"> • Develop material for website and refine website (continued) • Implement M&E plan 	<ul style="list-style-type: none"> • 2nd version website • M&E plan 	18.10.2020 (Invoice 15%)
7	Finalise website	Final website	11.12.2020
8	Finalise all documentation (M&E plan, gender mainstreaming)	Final documents	15.01.2021 (Invoice 15%)
	PSC Meeting		tbc
9	Finalise report and recommendations	Final report and recommendations	15.02.2021 (Invoice 15%)