

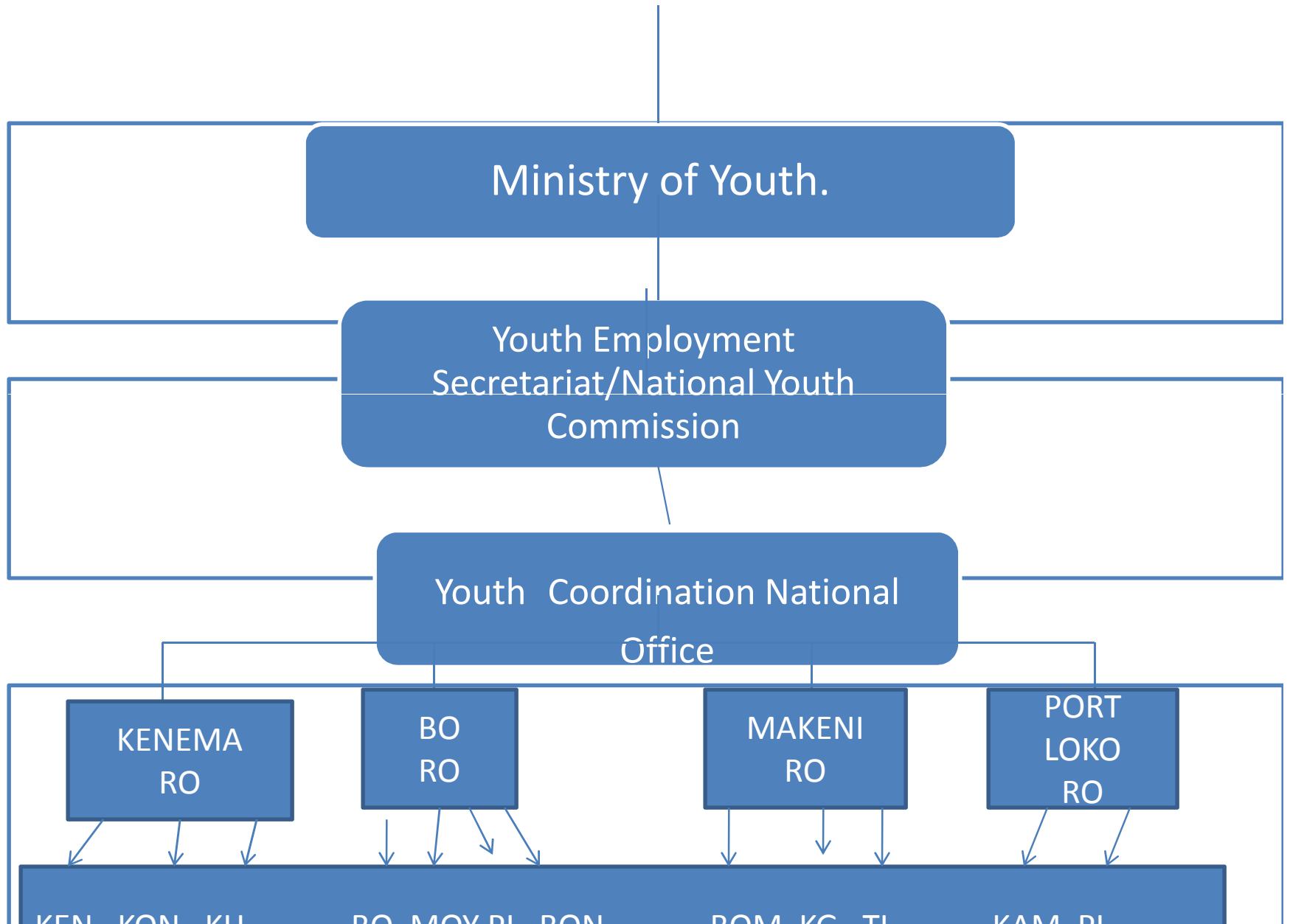
Government of Sierra Leone
MINISTRY OF YOUTH,
EMPLOYMENT AND SPORTS

**YES SECRETARIAT/NATIONAL YOUTH
COMMISSION**

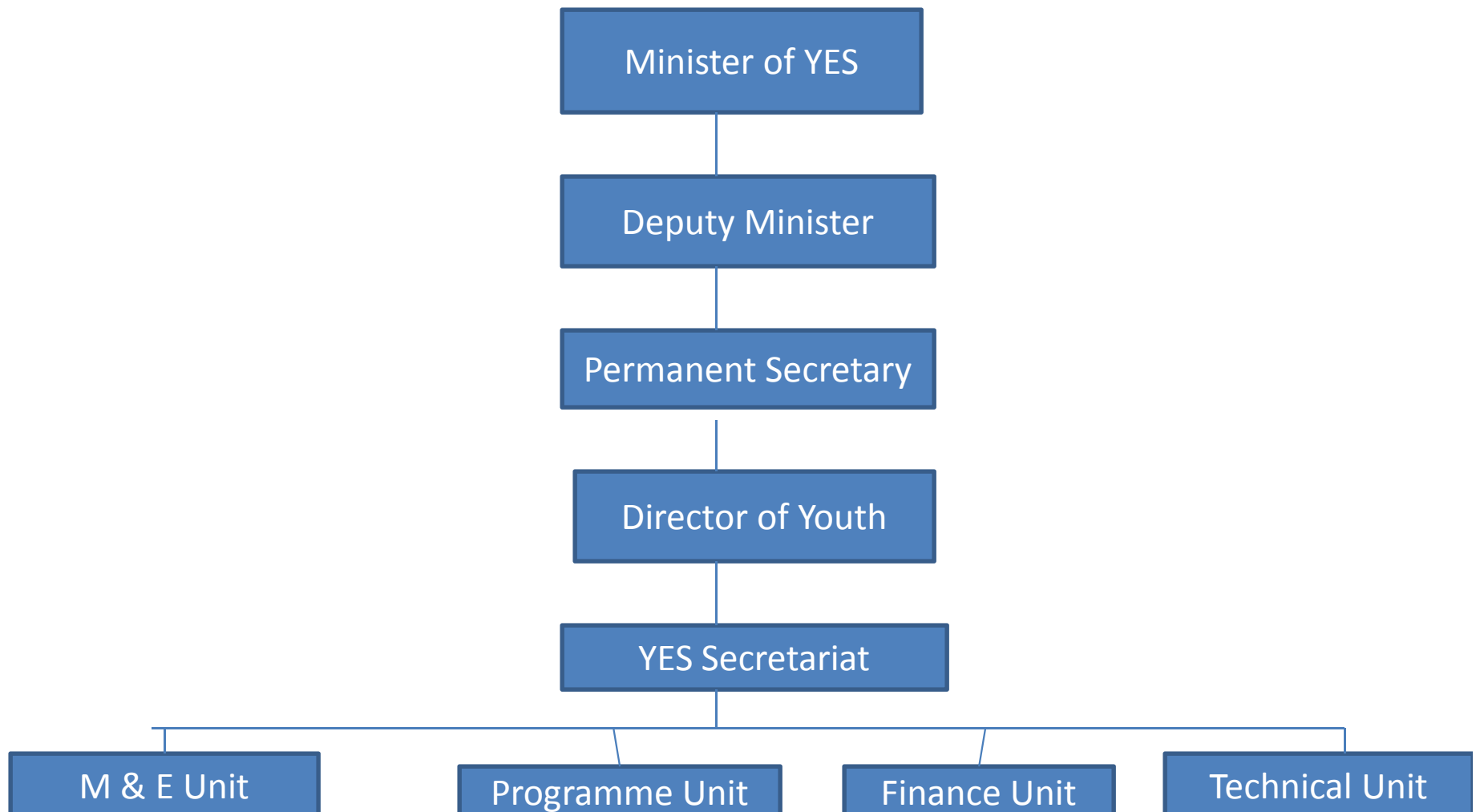
M&E STRATEGIC PLAN

2009- 2011

MYS



YES ORGANOGRAM



**The Youth
Employment Scheme
has two aspects to its
mandate**

- (i) Youth Employment**
- (ii) Youth Empowerment**

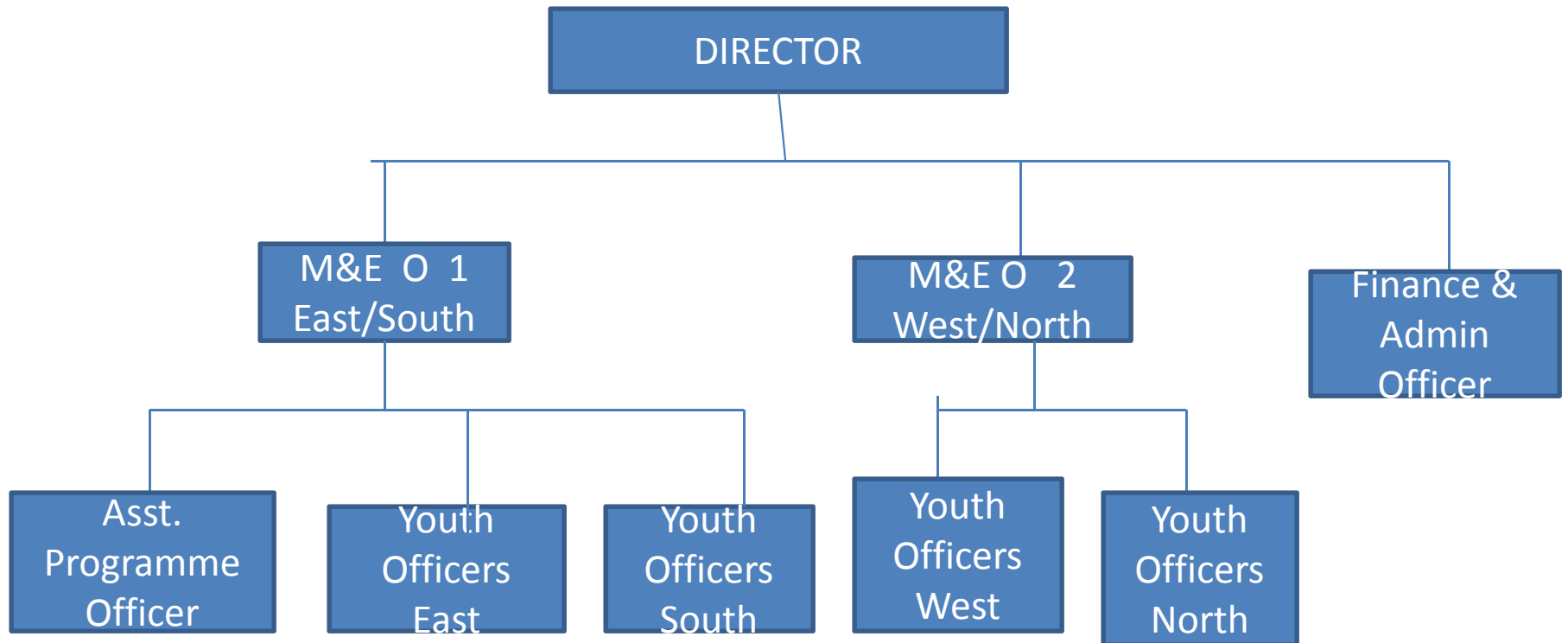
M&E Framework: Four critical outcomes and concomitant outputs

- Mechanism for Youth Empowerment Formalised and Strengthened
- Sustainable Employment Opportunities for Youth in the Cultivation, Processing and Marketing of Agricultural Commodities Increased and Scaled-Up
- Sustainable Employment Opportunities for Youth in Private Sector Enterprises (excluding agriculture) Increased and Diversified
- Sustainable Employment Opportunities for Youth in the Public Sector Expanded

YES/MYES M&E Responsibilities

- M&E Officers (1 and 2)
- Finance and Admin Officer
- Assistant Programme Officer (data entry)
- MYES Youth Officers
- **Coordination/Participation of Line Ministries**
- To ensure the process of Implementation conforms to best practice and in accordance with Government strategy, representatives of the relevant line ministries will play key roles at every phase of project appraisal, approval, refinement, monitoring and evaluation

YES/MYES M&E Organogram



YES/MYES M&E Responsibilities contd.

M&E Officer 1

- External Relations – Donors, UNDP
- Finalisation of Management Information System (MIS)
- Quarterly reporting of IPs' and YES Secretariat outputs
- Monthly Internal Tracking of IP and Secretariat Outputs
- Capacity Building support to national NGOs (existing and potential partners)
- Capacity-building support to Youth Officers
- Management of M&E and Youth Officers' monitoring activities
- Verification of IPs' Quarterly and end –of tranche reports (site visits)

	Project Phase		Technical Input		Ministry Personnel
	Appraisal	←	PAC	←	Central Rep.
	Approval	←	Steering Committee	←	Minister
	Refinement	←	IP Sector Forum	←	Central Rep.
	Quarterly Monitoring	←	Verification	←	District Rep
	Most Significant Change	←	Selection Panel	←	Central Rep.
	Mid-Term Review	←	Co-facilitation	←	Central Rep.
	Stakeholder Forum	←	Co-facilitation	←	Central Rep.
	Completion	←	Verification	←	District Rep

YES/MYES M&E Responsibilities contd.

M&E Officer 2

- Verification of IPs' quarterly and end-of tranche reports (site visits)
- First point of contact for all IP M&E concerns
- Key Informant Interviews
- Facilitation of mid-term reviews
- Facilitation of end-of-project evaluations

Finance and Admin Officer

- Verification of financial reporting of IPs'

YES/MYES M&E Responsibilities contd.

Assistant Programme Officer

- Data entry of IP and Secretariat monitoring forms

MYES Youth Officers

- Support to M&E Officers during verification visits
- Follow-up visits to ascertain recommendations are actioned at regional level
- Key informant interviews, including collection of supplementary Most Significant Change stories

YES REPORTING MODALITIES

There are two reporting modalities:

- Individual project-based, e.g. “Innovations”
- Technical programme-based, e.g. CHAYO
- IPs must submit Monthly, Quarterly, End-of-Tranche and Completion Reports
- Monthly- outputs, highlight problems and include two matrices directly related to the YES desired outputs (see Appendix IV and V)
- Quarterly- addendum to monthly, includes lessons learnt, linkages to district level line ministries and outcomes. Also MSC stories
- End-of-tranche report- accounting for financial expenditure
- Project Completion Report- mirrors quarterly Addendum with addition for sustaining outcomes beyond project lifetime

YES REPORTING MODALITIES CONTD.

VERIFICATION

- The M&E officers, facilitated by Youth Officers at the district level, verify the project-based End-of-Tranche and Project Completion Reports

LESSON LEARNING

- 4 additional opportunities for review of practice, learning of lessons and consequent review of strategy/implementation mode
- Mid-Term Review
- End-of-Tern Project Review
- Bi-Annual Stakeholder Information Exchanges
- Annual Review

YES REPORTING

Staff within the YES secretariat are required to submit monthly reports to assist tracking of activities/ performance

- All YES Staff- (excepting the Secretary, Programme Assistant and Drivers) to submit 'Policy meeting and/or Document Input'
- M&EO 1 – 'External Input to YES'
- Programme Officer – 'Skills Training'
- Finance/Admin Officer – 'Budget Monitoring'
- M&E Officers (1 and 2) – 'Monitoring visits' and 'Stakeholder Meeting'

YES REPORTING CONTD.

The M&E Unit will produce 3 report types:

1. The Monthly Tracking Report – internal document drawn from the YES Access Database encompassing staff, project and programme outputs
2. Quarterly Steering Committee Report – a comprehensive breakdown of progress to date across the four outcomes
3. The Annual report- acting as an overview bringing together data from the Quarterly Reports, Mid-Term and End-of Term Project Reviews, Annual Review and Stakeholder Information Exchanges plus the Final Most Significant Change stories