

Updated MENOA Workplan Feb 2019

Key	
	Tasks implemented
	Deliverables submitted/ Meetings or events
	Remaining tasks
	Remaining deliverables/ meetings or events

	Task Name	Project Year 1												Project Year 2												Project Year 3												Notes and Assumptions
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
R 1.1.1 Initiatives implemented under the EUTF NOA are logically consistent and in line with the programme's intervention logic	1. EU TF NOA M&E Framework Development																																					
	1.1	Aligning NOA M&E framework with the structure of the EUTF Sahel and HoA windows																																				Assumes need to align variables and potentially analytic approach with Sahel and HoA to produce cross-window portrait
	1.2	Up-date of IOs and Result matrix																																				Assumes further update in 2019 to support for cross-window alignment and reporting; Year 3 for potential refinement to address
	1.3	Finalisation of French translation																																				
R 1.1.1 Initiatives implemented under the EUTF NOA are logically consistent and in line with the programme's intervention logic	2. Internal processes and protocols																																					
	2.1	Finalisation of "logframe"																																				Internal tool to ensure IP LF alignment with EUTF NOA framework and consistency across IPs
	2.2	Internal guidelines																																				Internal tool to support team consistency of process and quality assurance
	2.3	Other processes																																				For example, coordination and QA
R 1.1.1 Initiatives implemented under the EUTF NOA are logically consistent and in line with the programme's intervention logic	3. Support to IPs: Action Fiche and Log Frame Alignment																																					
	3.1	Action Fiche and DDA review and alignment																																				Assume DG NEAR will contract new projects in NOA thru MENOA project end and new AF, DDA, LF will require alignment (following DG NEAR instruction)
	3.2	Log frame review and alignment																																				
	3.3	Review of consistency log frame and DoA and Action Fiche																																				
R 1.1.1 Initiatives implemented under the EUTF NOA are logically consistent and in line with the programme's intervention logic	4. Support to DG NEAR and other EU institutions, e.g. EU DEL																																					
	4.1	Development of EUTF cross-window Theory of Change (with Alta)																																				Completed in July
	4.2	Review of revised Theory of Change																																				Completed in Sept but assume time needed end of Year 2 to review any revisions to TOC and/or outputs of midterm evaluation
	4.3	Support to EUTF midterm external evaluator																																				Assume external EUTF mid-term evaluation will start beginning of 2019; Assume need to explain NOA framework to external evaluator
R 2.1.1 EU headquarters, EU delegations and project implementers have increased knowledge and skills in the area of project design, monitoring and evaluation	5. Support to IPs – Data Collection																																					
	5.1	Review and completion of project data entered into AKVO																																				
	5.2	Analytic database development (quantitative data)																																				Update template, database, guidelines to reflect new conditions in the field
	5.3	Development of template for IPs for the reporting of data on outputs and IOs (customized)																																				
R 1.1.3 Procedures for data collection and reporting are defined and in place	6. Regional and national monitoring data analysis and reporting																																					
	6.1	Research of relevant data collections																																				
	6.2	Cooperation with MEDHIMS on the collection of outcome data/input to MEDHIMS questionnaire																																				
	6.3	Organization of data identification missions in the target countries of the NoA window																																				
R 1.2.1 Data for the defined indicators are collected regularly	7. Learning activities																																					
	7.1	Development of mid-term and/or final project evaluation report outline templates for IPs																																				Assumes IPs need a tool/template for their project-level evaluations
	7.2	Development of concept for two regional M&E events workshops																																				
	7.3	Facilitation of two regional M&E events/workshops																																				Assumes can be combined with 3.5, 4.9, 5.8 and 7.3 where possible
R 2.2.1 Lessons learned and experiences gained in the course of the M&E of the initiatives implemented are systematized and accessible for all stakeholders	8. Internal team management																																					
	8.1	Coordination with ICMPD																																				Regular (monthly) internal coordination mtgs with other ICMPD projects in NOA, for example with Malta Office and JVP team engaged in NOA projects
	8.2	Team mtgs																																				MENOA team meets weekly to maintain project tasks, timeline and communication
	8.3	Sub-team mtgs																																				Sub-teams to develop new tools, learning sessions, or presentations and conduct QA, among other tasks
Not applicable	9. Project management																																					
	9.1	Project set-up and closure																																				
	9.2	Project management																																				On-going and incorporated into all activities to ensure high-quality deliverables, for example, aligned log frames, data base, analysis and reporting
	9.3	Quality Assurance																																				
Not applicable	9.4 Project Steering Committee Mtgs																																					
	9.4	Project Steering Committee Mtgs																																				Assumes an annual meeting
Not applicable	9.5 Project reporting																																					
	9.5	Project reporting																																				Assumes on-going communication (email, phone) and regular report to DG NEAR