



GLOBAL NETWORK OF
YOUNG PEOPLE
LIVING WITH HIV



MONITORING, EVALUATION, ACCOUNTABILITY & LEARNING

Plan (2022 – 2025)

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LIST OF ACRONYMS

Acronym	Meaning
A&YPLHIV	Adolescent and Young People Living with and most affected by HIV
AIDS	Acquired Immune Deficiency Syndrome
ART	Antiretroviral Therapy
COVID-19	Corona Virus Disease 2019
CSOs	Civil Society Organisations
DQA	Data quality assessment
GBV	Gender-based Violence
GFTAM	Global Fund to Fight AIDS, Tuberculosis and Malaria
GNP+	Global Network of People living with HIV
HIV	Human Immunodeficiency Virus
IPs	Implementing Partners
M&E	Monitoring and Evaluation
MEAL	Monitoring, Evaluation, Accountability and Learning
MIS	Management Information System
MOU	Memorandum of Understanding

1. ABOUT Y+ GLOBAL

Y+ Global is the Global Network of Young People Living with HIV driving the empowerment of adolescent and young people living and affected by HIV (AYPLHIV) to engage in key policy and funding decisions affecting their health and well-being. We are the only international organization led by a board formed wholly of young people- all under 30 and of which 3 are women leaders - experienced and committed activists with a demonstrated connection to a constituency within their region or community. Y+ Global has come a long way since its formation in 2004 as a platform for young people living with HIV (YPLHIV) and has evolved into a strong base for all grass-root advocates and youth-led initiatives who need their voices amplified at the international level. Y+ Global's mission focuses on serving young people in our diversity by recognizing existing expertise and ability; capacity strengthening, sub-granting, accompaniment, and driving real change by amplifying voices in crucial in-country and global decision-making platforms.

1.1. Y+ GLOBAL STRATEGIC PILLARS



□ **Raise our voices** - We will raise and amplify our voice to advocate for our right to live healthy and fulfilling lives.



□ **Build our network** - We will work collectively to build a strong and representative global network of young people living with HIV.



□ **Secure our future** - We will be accountable to the next generation.



2. MEAL PLAN

2.1. WHAT IS MEAL?

Monitoring is the continual and systematic collection of data to provide information about project progress while evaluation is a user-focused, systematic assessment of the design, implementation, and results of an ongoing or completed project. Most projects are interested in measuring their progress and accomplishments in the following three areas: project coverage, project process and project results. One of the ways in

which monitoring, and evaluation differs is related to the questions they ask and also how these are answered. Table 1 below shows how the three areas are explored through monitoring, and these will be different from the questions asked during evaluation. In addition, monitoring and evaluation differ in terms of purpose, frequency, timing and use of data.

Table 1: Difference between monitoring and evaluation

AREAS OF INTEREST	MONITORING QUESTIONS	EVALUATION QUESTIONS
Project Coverage	“How many young people living with HIV or communities were reached?”	“Is the project reaching (or did it reach) those with greatest need? If not, why not?”
Project Process	“Did the project processes complete activities on time and on budget?”	“Did the project effectively and appropriately invest its time and budget to conduct its activities?”
Project Results	“Was the project successful in achieving the targets set for its intended outcomes?”	“How have outcomes achieved varied by different groups within the target area?”



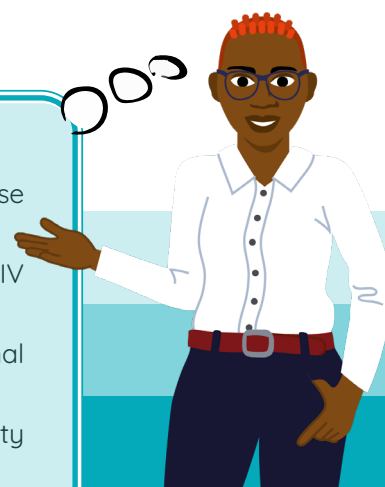
In terms of accountability and learning, while collecting and analysing monitoring and evaluation information is critically important, a MEAL system is only effective when project teams use data to demonstrate and improve the effectiveness, efficiency and, ultimately, the outcomes and impact of their projects. In this way, monitoring and evaluation data should always be used to inform management decisions, which, in turn, promote accountability and learning. Accountable projects are more relevant, are more likely to be supported by stakeholders, and ultimately will have a greater impact. A commitment to accountability requires that Y+ Global takes proactive and reactive steps to address the needs of the organisation's key stakeholders while delivering results. Learning requires that we engage different stakeholders in thoughtful discussion of what is working and what is not working, in our efforts to achieve our stated objectives.

2.2. WHY A MEAL PLAN?

The over-arching goal for evaluation in international development is to **foster a transparent, inquisitive, and self-critical organisational culture** ... so we can learn to do better¹. Measuring outcomes through robust Monitoring and Evaluation (M&E) is key for the success of the HIV response. This MEAL Plan is aligned to our mission and vision at Y+ Global and compliments the Y+ Global Strategy Plan 2022-2025. It is useful internally to ensure a uniform, outcomes-focused M&E approach while delivering on diverse and complex projects being implemented by Y+ Global. The framework is valuable externally as evidence of the rigour of M&E for Y+ Global implemented projects and allows us to showcase our evidence-based approach to YPLHIV networks and all our stakeholders. The overall aim of this framework is to ensure that Y+ Global is fully equipped to systematically generate, capture and disseminate knowledge through increased investments in MEAL as a way to strengthen the impact and effectiveness of its interventions.

The framework's primary purposes are to:

- a. Document the MEAL systems and capacities of Y+ Global.
- b. Guide MEAL processes to promote evidence-based strategies and use these lessons to inform policies and guidelines.
- c. Document areas of contribution to the global body of knowledge on HIV programming.
- d. Guide how Y+ Global will monitor its various projects and national networks programmes.
- e. Enable continuous learning and accountability for programme quality improvement



2.3. MANAGEMENT OF THE MEAL FRAMEWORK

The main purpose of the Monitoring, Evaluation, Accountability and Learning is to ensure that Y+ Global is able to generate quality information by designing tools or templates for data collection, developing, and defining organizational indicators, analysing the data and subsequent use of information by different stakeholders for planning, improving performance, learning and accountability. The MEAL Advisor is responsible for the implementation of the MEAL framework with assistance from the Project Coordinators who have the MEAL functions and role for respective projects. The MEAL Advisor is also responsible for building the capacity of all project staff and national networks, reporting, and supervising

¹ Department for International Development, 2015

general monitoring approaches, practices, and tools. The MEAL Officers from each of the national chapter networks provide on the ground support to in-country implementing staff as well as ensure timeous collection, collation, and quality assurance of data. The rest of the Y+ Global Executive Office will support the implementation of the framework accordingly.

2.4. INTENDED USERS

This framework is intended primarily for use by Y+ Global Executive Office, its implementing partners, and national networks of Y+ Global networks.

2.5. GUIDING PRINCIPLES OF THE FRAMEWORK

The Y+ Global MEAL framework is guided by key principles that provides universal and enduring guidance to the organization and applies in all circumstances in which MEAL activities are implemented. These guiding principles are described in detail below are transparency, multi-sectoral partnership, coordination and mutual accountability.

2.5.1. TRANSPARENCY

One of the main principles and goals of the Y+ Global framework is to promote and ensure the culture of transparency among national Y+ Global networks towards meaningful involvement and participation of young people in governance, programming, advocacy, and outreach at different levels of managing HIV. Timely and accurate annual reporting to Y+ Global is key in empowering YPLHIV and amplifying their voices globally. Conducting and sharing the outcomes of evaluations, and sharing best practices promotes the culture of transparency. By sharing best practices, experiences, and lessons will stimulate dialogue and foster trust, cooperation and confidence across the Y+ Global networks.

2.5.2. MULTI-SECTORAL PARTNERSHIP

Establishing and maintaining capacities of national networks of young people living with HIV is key. As such, it requires collaboration between all relevant sectors, ministries, agencies and/or other government bodies responsible for the various aspects of implementing interventions targeted at young people at the national level.

2.5.3. COORDINATION

As monitoring is not just taking note of progress reports; Y+ Global and the national networks have to steer activities into the right direction. To this end, leadership needs to show at each level and the responsible personnel will need to communicate; review compliance with timelines; allocate resources; and update parts of an action plan in need of review or re-design. Coordination has to reach out to the national, regional and global levels to ensure inclusion of all stakeholders and flow of information between all levels.

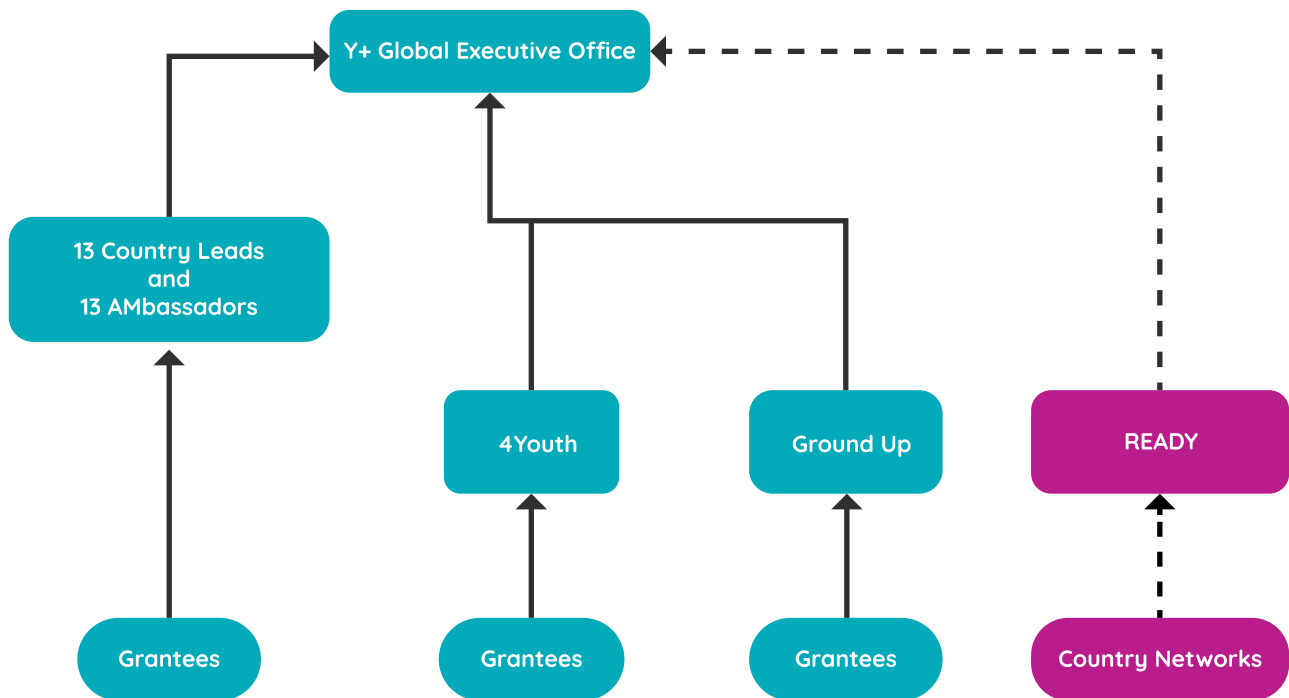
2.5.4. ACCOUNTABILITY

Progress reports need to be accessed widely as this can increase pressure and demand for change. It provides a strong incentive for public bodies to comply with benchmarks contained in indicators which will in turn benefit Y+ Global at national, regional, and global levels. It furthermore allows the public at large to scrutinise how the Y+ Global is living up to its commitments to amplify the voices of young people living with HIV. Progress and evaluation reports should be available on demand by civil society organisations and other key stakeholders working with Y+ Global. The framework is also premised on mutual accountability among the national network networks of Y+ Global.

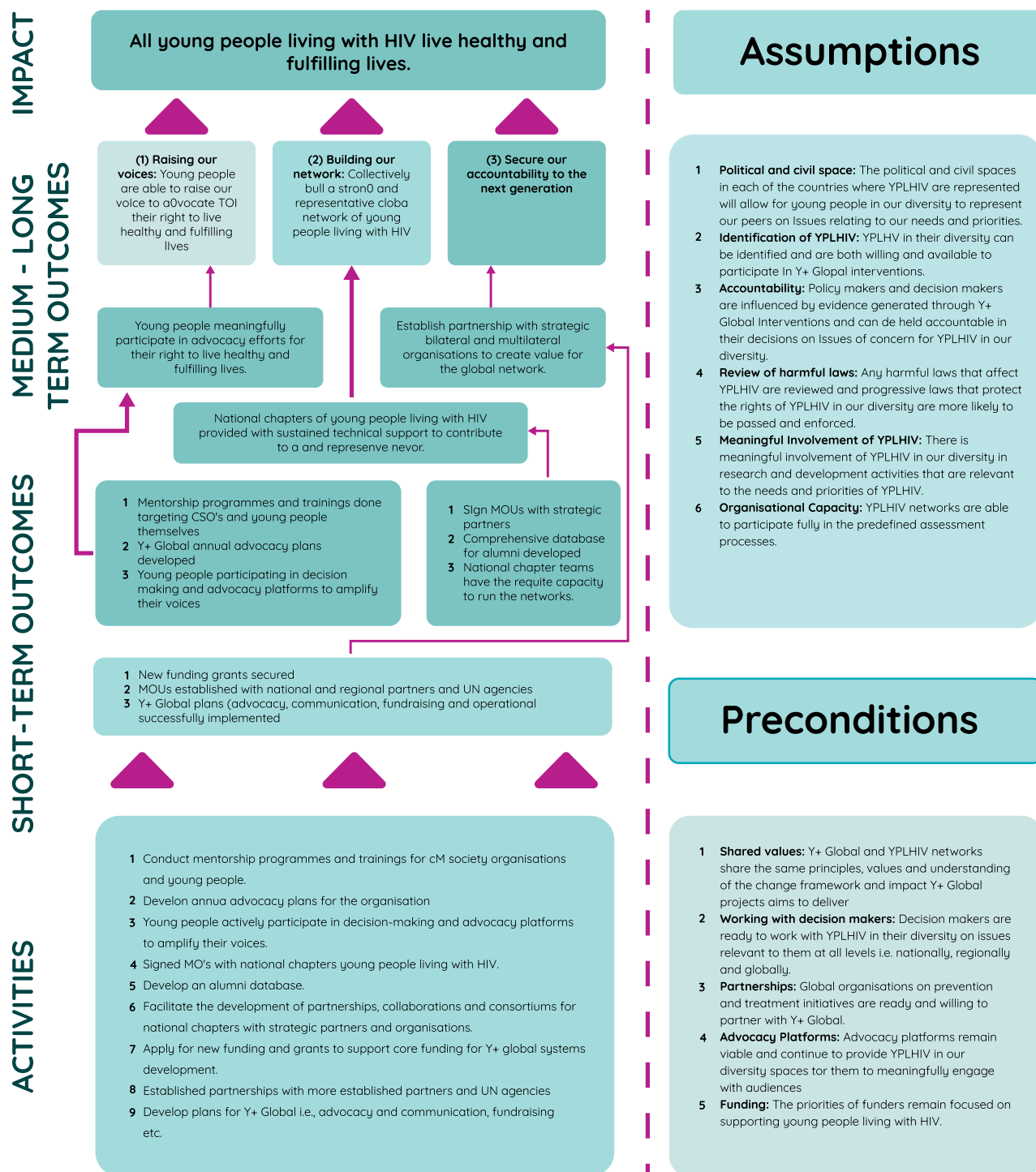
3. IMPLEMENTATION MODEL

Y+ Global is leading on four projects that are implemented by over 94 grantees across over 20 countries. Country networks of HIV positive young people are working side-by-side with the READY+ country leads and although this is not directly funded through by Y+ Global, it feeds into the work that is done in these countries by Y+ Global.

Figure 1: Y+ Global Implementation



4. THEORY OF CHANGE



5. PROGRAMME RESULTS FRAMEWORK

This results framework sets out the long term, medium term, and short term results of Y+ Global which are realised when a set of activities are implemented. The purpose of a results framework is to help implementers to plan and understand the various facets of the Y+ Global interventions and demonstrate it in a clear graphical manner. It uses a chain of series to display project hypothesis, activities, processes, and the intended changes that are expected to occur to achieve the organisational objectives. The framework identifies the performance indicators at each stage in this

chain.

Data on the indicators set will be both quantitative and qualitative in nature and all data collected will be disaggregated by country, gender, age, and vulnerability/key population status where appropriate. In addition, all the indicators are gender sensitive which refers to measures that are not only disaggregated by gender but also includes other factors that show if there are differences in outcomes, behaviours, and uptake of services between and among sub-groups of women and men.

Table 2: Y+ Global Results Framework

Long term outcomes	Medium term outcomes	Short term outputs	Activities
1. Young people raising their voices to advocate for their right to live healthy and fulfilling lives.	<ul style="list-style-type: none"> Young people meaningfully participate in advocacy efforts for their right to live healthy and fulfilling. 	<ul style="list-style-type: none"> Mentorship programmes and trainings done targeting CSO's and young people themselves. Y+ Global annual advocacy plans developed. Young people participating in decision making and advocacy platforms to amplify their voices. 	<ul style="list-style-type: none"> Conduct mentorship programmes and trainings for civil society organisations and young people. Develop annual advocacy plans for the organisation. Young people actively participate in decision-making and advocacy platforms to amplify their voices.

Outcome Indicators	Output Indicators
<ul style="list-style-type: none"> Proportion of young people leading in key activities of advocacy to raise our voice to advocate for their right to live healthy and fulfilling lives. Number of young people who have been mentored to participate meaningfully in decision making and advocacy platforms supporting their right to live healthy and fulfilling lives. 	<ul style="list-style-type: none"> Number of mentorship and training programmes conducted. Number of annual advocacy plans developed. Number of young people participating in decision making and advocacy platforms to amplify their voices.



Long term outcomes	Medium term outcomes	Short term outputs	Activities
2. Collectively built a strong and representative global network of young people living with HIV.	<ul style="list-style-type: none"> National networks of young people living with HIV provided with sustained technical support to contribute to building a strong and representative global network. 	<ul style="list-style-type: none"> Sign MOUs with strategic partners Comprehensive database for alumni developed. National chapter teams have the requisite capacity to run the networks. 	<ul style="list-style-type: none"> Signed MOU's with national networks of young people living with HIV. Develop an alumni database. Facilitate the development of partnerships, collaborations and consortiums for national networks with strategic partners and organisations.

Outcome Indicators	Outputs Indicators
<ul style="list-style-type: none"> A strong and representative global network of young people living with HIV developed. Number and percentage of national networks of young people living with HIV provided with sustained technical support to contribute to building a strong and representative global network. 	<ul style="list-style-type: none"> Number of MOUs signed. A comprehensive database for alumni developed. Number of national networks that have the requisite capacity to run the networks.

3. Increased accountability to the next generation	<ul style="list-style-type: none"> Establish partnership with strategic bilateral and multilateral organisations to create value for the global network. 	<ul style="list-style-type: none"> New funding grants secured MOUs established with national and regional partners and UN agencies Y+ Global plans (advocacy, communication, fundraising and operational) successfully implemented 	<ul style="list-style-type: none"> Apply for new funding and grants to support core funding for Y+ Global systems development. Established partnerships with more established partners and UN agencies Develop plans for Y+ Global i.e., advocacy and communication, fundraising etc.
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Outcome Indicators	Output Indicators
<ul style="list-style-type: none"> Documented changes in accountability among policy/decision makers on issues around young people living with HIV. Number of partnerships established with strategic bilateral and multilateral organisations to create value for the global network. 	<ul style="list-style-type: none"> Number of new funding grants successfully secured. Number of MOUs established national and regional partners and UN agencies. Number of Y+ Global plans successfully implemented by type of plan (advocacy, communication, fundraising and operational).

Table 3: Monitoring Plan

Evaluation Questions	Focus of Monitoring	Indicators	Targets	Monitoring Data Sources	Who is Responsible	When
Need for Programme						
Do the projects implemented by Y+ Global meet the expectations of the young people?	YPLHIV in our diversity's expectations	Proportion of YPLHIV in our diversity participating in the Y+ Global projects who indicate that their expectations have been met	90% of YPLHIV participating in the Y+ Global projects who report expectations being met	Survey	Y+ Global	2023
Programme Design and Theory						
Is the delivery of the projects the best for achieving the best quality of life for all YPLHIV?	Interventions delivery versus the expected results/outcomes	Proportion of YPLHIV in our diversity who report that the delivery of interventions is the best for them	90% of the participants who report delivery of interventions is the best for them.	Survey	Y+ Global	2023
Programme Implementation and Process						
To what extent was the programme implemented within the budget?	Costs against budget and areas where overruns or underspends occurred.	Performance against the budget	Less than 10% variation between the costs	Financial records	Y+ Global	Quarterly during project implementation
To what extent have YPLHIV participated in research and development on issues affecting young people?	Participation of the population in need	Improved participation in research and development on issues by young people.	40% increase from baseline	Research reports	Y+ Global and YPLHIV networks.	Baseline and Endline
Programme Outcome/Impact						
Do YPLHIV feel they have increased meaningful engagement and involvement in the advocacy for the HIV response?	Changes in the policy environment within the HIV response as a result of the contribution of young people.	Improved accountability by policy and decision makers on the needs and priorities of YPLHIV.	At least one documented change led by each targeted YPLHIV networks.	Survey	Y+ Global and YPLHIV networks.	2023
Programme Cost and Efficiency						
To what degree is the project/s costs reasonable in relation to the magnitude of the benefits?	Cost of implementing the projects versus the perceived immediate benefits of the projects over time.	Total costs of implementing projects versus net perceived immediate benefits of projects	N/A	Success/impact stories Programme reports Self-reporting surveys Case studies.	Y+ Global	2023

6. EVALUATION

6.1. OVERVIEW

The evaluation process will be linked to the overall Y+ Global strategy. The evaluation process will be premised on the baseline/s that will provide the basis for comparison. Therefore, data collected at the start of and at various points during the project cycles will be used to track progress. Through a systematic data flow process, information will be reported to key stakeholders. For accountability, stakeholders will learn how young people are benefiting from interventions supported through Y+ Global, lessons learnt best practices documented across the countries. The feedback process at each level will be bi-directional to allow the key stakeholders to respond to the results of the evaluation processes and recommendations are taken up and addressed where possible.

6.2. TYPES OF EVALUATION

Evaluation is the rigorous, scientifically based collection of information about programme/intervention activities, characteristics, and outcomes that determine the merit or worth of the program/intervention. Evaluation studies provide credible information for use in improving programmes/interventions, identifying lessons learned, and informing decisions about future resource allocation. Evaluation does not stand alone as simply a logic or a methodology and it is certainly not free of values or interests. Rather, evaluation practices are firmly embedded in and inextricably linked to particular social and institutional structures and practices, which influence what is done within the study itself (House and Howe, 2000).

All Y+ Global interventions should conduct basic input and output monitoring for the purposes of good programme management and for reporting to key stakeholders to whom the organisation is accountable. **Process evaluations** should also be conducted for most of the interventions supported by Y+ Global including implementation

assessments, quality assessments, operations research, case studies and cost analyses. Only some interventions, such as the larger global or regional interventions may have outcome monitoring and rigorous **outcome evaluations** conducted. Only in a few situations as per guidance from Y+ Global would an **impact evaluation** be warranted in which an attempt is made to attribute long-term effects (impact) to a specific intervention which is most often the result of collective effectiveness of all activities that constitute the national HIV response as supported by young people. These may be done through governments as they require large population sizes and considerable resources.

For all the Y+ Global projects evaluation will be done at various intervals within the project life cycle management starting from baseline, midterm and endline. A **baseline survey** will be conducted during the inception of the project that will provide the basis for comparison at **midterm** and **endline surveys**. All evaluation will be conducted by an external consultant with oversight from Y+ Global.

Table 4: Evaluation Types

Type	Purpose	Timing
Formative	Improve and refine an existing project.	Early in project implementation, up to the midpoint.
Process	Understand how well a project is being implemented (or was implemented) particularly if you want to replicate or enlarge your response	During project implementation (often at the midpoint) or at the end.
Impact or Outcome	Assess how well a project met its goal to produce change. Impact evaluations can use rigorous data collection and analysis, and control groups.	At project end. Also requires baseline data gathered at the beginning of implementation and regular, rigorous monitoring activities.
Summative	Judge the performance of the project	At project end
Ex post	Assess the long-term sustainability of the project.	After the project’s formal end date, sometimes 3 to 5 years later.
Developmental evaluation	Used to design a response to a known need, particularly in complex situations, where response approaches are being tested. It supports creative, innovative approaches and provides real-time feedback to inform ongoing project design.	Continually throughout project implementation.

6.3. EVALUATION QUESTIONS

Table 5: Evaluation Questions

Domains	Evaluation Questions
Need for the project/s	Do the projects implemented by Y+ Global meet the expectations of the population in need?
Project/s Design and Theory	Is the delivery of the projects the best for achieving the best quality of life for all YPLHIV?
Project/s Process and Implementation	To what extent have YPLHIV participated in projects implemented by Y+ Global? To what extent was the projects implemented within the budget?
Project/s Outcome/Impact	Do YPLHIV feel they have increased meaningful engagement and involvement in the governance, programming, advocacy, and outreach for the HIV response?
Project/s Cost and Efficiency	To what degree is the project/s costs reasonable in relation to the magnitude of the benefits?



Table 6: Evaluation Plan

Evaluation Questions	Summary of Monitoring	Focus of Evaluation	Evaluation Method	Method Implementation	Who is Responsible	When
Need for programme						
Do the projects implemented by Y+ Global meet the expectations of the population in need?	Targeted population's characteristics Number of YPLHIV in our diversity drawn from target group as defined by projects	Strategies for inclusion of all YPLHIV in our diversity by Y+ Global.	Case studies	Case study per country	Evaluation team	Following the end of the 2022 - 2026 strategic plan
		Reasons for non-participation by target group/s	Online surveys	Surveys conducted for a sample of potential clients of projects run by Y+ Global.	Evaluation team	Following the end of the 2022 - 2026 strategic plan
Programme Design and Theory						
Is the delivery of the projects the best for achieving the best quality of life for all YPLHIV in our diversity?	Interventions delivery versus the expected results across the projects.	Delivery of interventions is best suited for achieving best quality of life for all YPLHIV in our diversity.	In-depth interviews with clients.	Two in-depth interviews per country.	Evaluation team	Following the end of the 2022 - 2026 strategic plan
Programme Process and Implementation						
To what extent have YPLHIV participated in research and development on issues affecting young people?	Whether YPLHIV have been fully and meaningfully involved in wider research and development activities on issues affecting young people.	Areas of success and lack of it thereof including the reasons for both.	Key informant interviews	Interviews with Programme Managers/Coordinators for YPLHIV networks.	Evaluation team	Following the end of the 2022 - 2026 strategic plan
To what extent was the programme implemented within the budget?	Costs against budget and areas where there where overruns or underspends occurred.	Reasons for budget variations	In-depth interviews with programme funders and managers	Two interviews with funders and programme team representatives	Evaluation team	Quarterly (after every three months)
		Adequacy of budget in meeting programme needs	Focus group discussion	Programme management meeting	Evaluation team	Quarterly (after every three months)

Table 6: Evaluation Plan

Evaluation Questions	Summary of Monitoring	Focus of Evaluation	Evaluation Method	Method Implementation	Who is Responsible	When
Programme Outcome and Impact						
Do YPLHIV feel they have increased meaningful engagement and involvement in the advocacy for the HIV response?	Changes in engagement of YPLHIV in the advocacy for the HIV response?	Areas of success and lack of it thereof including the reasons for both	Case studies	Two case studies per YPLHIV networks/ constituencies	Evaluation team	Following the end of the 2022 - 2026 strategic plan.
			Contribution Analysis Approach	An evaluation using the contribution analysis approach on identifying areas of success		
			Key informant interviews	One key interview per YPLHIV networks.	Evaluation team	Following the end of the 2022 - 2026 strategic plan
Programme Cost and Efficiency						
To what degree is the project/s costs reasonable in relation to the magnitude of the benefits?	Cost of delivering the interventions versus the perceived immediate benefits of the interventions over time.	Cost effectiveness of the projects implemented by Y+ Global	Survey questionnaire	A study conducted to establish the cost effectiveness of selected projects	Evaluation team	Following the end of the 2022 - 2026 strategic plan.

7. ACCOUNTABILITY & LEARNING

Participatory learning and adaptive management are key in implementing projects aimed at influencing policy change. Lack of collaborative and participatory approaches, will result in interventions implemented by Y+ Global to be compromised as they may lack ownership from the targeted population in need, thus fail to achieve the intended outcomes. Therefore, this framework will emphasize participatory approaches to activity design, implementation, learning, and adaptation. This is crucial as Y+ Global will involve multiple stakeholders working on sensitive issues like HIV cure research, access to treatment and meaningful involvement of YPLHIV in the HIV response.

As such the Y+ Global activities will emphasize the participatory approach across all projects implemented. For example, throughout the processes of working with YPLHIV networks, Y+ Global will create a platform for developing a

shared understanding of the key issues, problems, their causes, and potential solutions. In addition, the platforms will enable YPLHIV networks to exchange key learnings to improve how they are working and Y+ Global will help consolidate. In this way, learning and adaptation will be incorporated throughout the implementation of the projects.

Y+ Global will take full advantage of the annual review sessions that may include YPLHIV networks to review progress towards the global outcomes and to make necessary adjustments. Throughout the year, learning will take place through several ways as follows: a) staff meetings, reports, and annual review sessions. In these ways, Y+ Global will continue to focus on the participatory approach to capture perspectives and information, creating spaces for discussion and dialogue, and adapting its activities and projects accordingly.

Table 7: Learning and promoting use of results

Learning Activity	Purpose	Frequency	Expected Product	Responsibility
Review and Lessons Learnt Workshops	Review progress and share experiences on what works and what does not work and why for different projects/ countries.	Annual	Lessons Learnt Report	Y+ Global, YPLHIV networks and other relevant stakeholders.
Learning Analytics Sessions	Learn, provide evidence, and inform decision making processes through secondary and primary data analysis and generation of technical/policy briefs	Annual	Knowledge Products	Y+ Global, YPLHIV networks.
Stories of Success/ Impact	Document stories of success/impact across the projects	Annual	Success/Impact Stories	Y+ Global, YPLHIV networks.

8. DATA COLLECTION, MANAGEMENT & ANALYSIS

Monitoring progress and evaluating results are key management functions in implementing the projects under Y+ Global. The data collected through the projects will need to be of high quality and appropriately managed and stored and appropriately analysed, interpreted, and synthesised. Therefore, it is important for Y+ Global to have clear data collection and management plans that will provide guidance on how data will be obtained and stored so that high quality data is used to inform the organisation and its stakeholders.

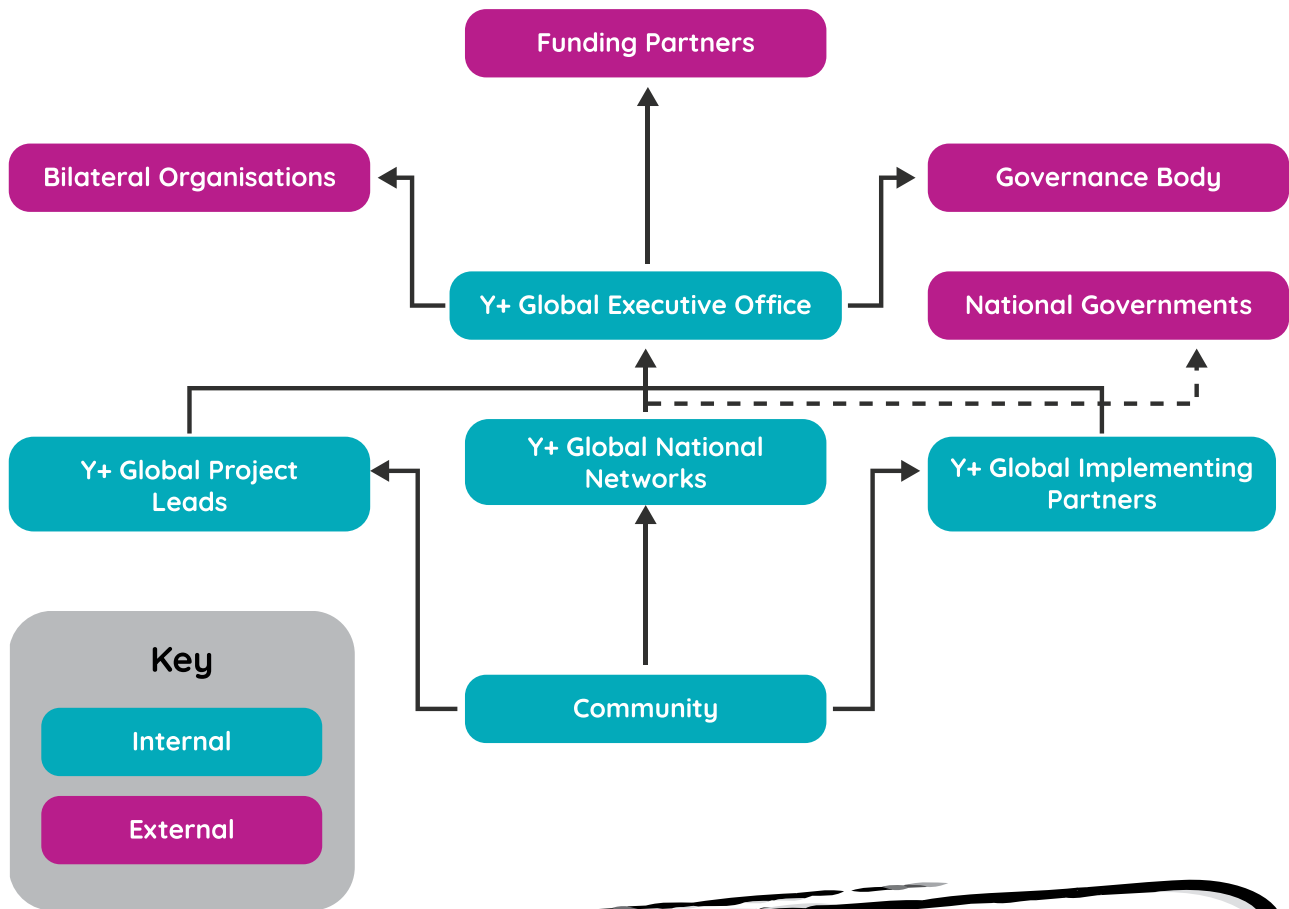
Data Collection: Data requirements and collection methods to be used for monitoring and evaluation functions for Y+ Global is informed broadly by data requirements of the organisation and more specifically by the project data requirements. Table 2 below shows the data collection plan stating the purpose of each method, sampling of the participants and also how this will be implemented including the ethical considerations. In addition, to the data collection plan is the data management plan, which provides guidance relating to how Y+ Global data will be entered, stored, analysed and visualised.

Data Management System: A proposed management information system (MIS) for Y+ Global should be cloud-based that provides secure storage, robust analysis, real time feedback, and efficient data entry for YPLHIV networks/constituencies across the globe. The proposed system which will be www.monday.com should enable Y+ Global and YPLHIV networks/constituencies to capture, centralize, and access reliable, real-time information that enhances programme design, strategic planning, and operations. The dataflow will be as illustrated in Figure 1, below in which YPLHIV networks will use paper tools to record data and then remotely access the database to enter data directly onto the system, using custom pages that mirror the paper tools. Once entered, data immediately becomes accessible to system

users who have the information they need to make decisions. Some of the reasons why the Y+ Global MIS should be built on the [monday.com](http://www.monday.com) software are as below:

- a. **Customizability** – Using www.monday.com's versatility to create a unique monitoring system tailored to the needs of Y+ Global, staff and other stakeholders across countries will be able to use an interface that is intuitive, familiar, and functional.
- b. **Remote Access** – As the Y+ Global will work with YPLHIV networks across the globe, an online platform where staff and other stakeholders can enter and access data from anywhere is essential.
- c. **Near Real Time Data** – As data entered on a www.monday.com based database will update in near real time, this can be accessed by all YPLHIV networks and Y+ Global. This will allow for near real time decision-making which is critical when aiming to influence change.
- d. **Security** – As www.monday.com provides a secure system, this will be ideal for Y+ Global as the data collected is considered highly confidential.
- e. **Individualized Support** – As Y+ Global will work with user across the globe, having a system that will provide each user a unique login that allows system administrators to track activity within the system and provide support to users, will be ideal.

Figure SEQ Figure * ARABIC 1: Y+ Global Data Flow



Data Analysis: Once the data has been properly entered and stored in a database, there is a need for identifying, organising, and assessing the variables of interest to Y+ Global and any relationships or associations that may occur between data sets. It is, therefore, important to identify whether the data is dependable and of high quality in order to draw conclusions from it. Part of the process of making meaning out of data is to conduct synthesis of the data by combining analysis findings from different data sets to real an aggregate meaning in relation to evaluation questions to be answered.



9. DATA QUALITY ASSURANCE MECHANISMS

9.1. OVERVIEW

Y+ Global is committed to evidence-based programming and therefore, ensures high quality data is available to allow for decision-making based on evidence. Data quality assurance therefore plays a huge role in the Y+ Global MEAL processes. In order to ensure data quality, routine processes on data quality are conducted and the objectives are as follows:

- ▢ Assess strengths and weaknesses in data collection, compilation, and reporting at all levels: from service delivery points to reporting to Y+ Global.
- ▢ Improve the capacity of M&E systems and ultimately the quality of data reported by project teams, implementing partners and national chapter networks.
- ▢ Build M&E sustainability by strengthening the capacity of project teams, implementing partners and networks' M&E staff to continue to carry out DQAs without external support.

9.2. DATA MANAGEMENT AND QUALITY

Quality data needs to be stored properly so that it is not compromised through unauthorised access. Y+ Global staff will require to be trained so that they have the requisite skills to adequately manage the data in a way that its quality is always maintained at high standards. Table 3 shows how the data collected will be stored and analysed and how staff will be capacitated to complete these tasks. The database will need to be password protected to ensure access is controlled and there is need to have backup files of data kept at a separate location other than the Y+ Global Office in the Netherlands. For all data collected, data quality checks will be conducted to ensure that the data meets the data quality criteria of integrity, timeliness, accuracy, validity and reliability. Software requirements will be a database that will be web based to allow for the Y+ Global staff, YPLHIV networks/constituencies and other stakeholders to access it from anywhere and also to share easily data. Cloud storage will be

required to allow for data storage over time and also in a secure place.

9.3. DATA QUALITY STANDARDS

A DQA is a process to help Y+ Global executive office and implementing partners understand the strengths and weaknesses of their data and the extent to which the data can be trusted to influence management decisions. A DQA refers to a standard practice for assessing data quality, documenting any limitations in data quality, and establishing a plan for addressing those limitations. A DQA should be conducted to understand and document the extent that data meet or do not meet the data quality standards i.e., validity, reliability, timeliness, integrity and accuracy. Monitoring data should reasonably meet these data quality standards to be useful for Y+ Global, reliable for management decisions and credible for reporting.

9.3.1. VALIDITY

To ensure that data clearly and directly measures what it is intended, Y+ Global will ensure that indicators reflect the intended results of the intervention. This will be achieved by ensuring that during indicator development, the indicators that are selected are specific enough for the outcome that they are measuring and the data collecting tool is designed to collect the correct information to be monitored by the indicator. The submitted data will be reviewed to check whether there is a logical relationship between the activities conducted and what is reported. Y+ Global will also ensure that the personnel collecting the data are qualified and adequately experienced, this will be achieved through a series of capacity building and mentoring sessions and supervision.

9.3.2. TIMELINESS

The timelines for reporting will be set in advance and communicated to the project teams and national chapter network staff responsible for collecting and reporting the data. For external reporting, an in-house deadline will be set to ensure that all reports will be ready by the time they are supposed

to be submitted as per the reporting arrangements with the funding partner or technical partner.

9.3.3. RELIABILITY

Y+ Global will ensure that a consistent data collection process is used by all individuals that are collecting the data for each project and national chapter networks. Monitoring and supervisory visits will be conducted at least once a quarter or as and when it is necessary to ensure that the project staff adhere to the prescribed data collection and collation standards. Furthermore, national chapter networks will be supported as required to ensure that data collected is as per the standards set. Y+ Global will provide definitions and procedures for data collection, calculation and reporting for overall organisational indicators and Y+ Global will ensure that these definitions and procedures for data collection are clear and well understood by all relevant personnel. The data collection and analysis methods and procedures for periodic review of data collection to maintain consistency of collected data will be clearly explained through indicator definitions.

9.3.4. INTEGRITY

Y+ Global will institute mechanisms to reduce the possibility that data is manipulated for political or personal reasons, or incomplete due to data management problems. To ensure that data collected and captured for Y+ Global is correct and consistent, sample data shall be checked for integrity at all levels. This will be done through checks and correction for invalid data and errors. The MEAL Advisor will ensure that all the teams

understand the data collection and collation requirements and standards which is key for data integrity. The project teams, implementing partners and national networks will be supported to conduct data verification visits as well as data verification spot checks where a sample of forms are reviewed and compared to data reported for the month/quarter at once a quarter aimed at ensuring that all data collected is of high integrity.

9.3.5. ACCURACY

Data collection tools shall be reviewed at all levels so as to eliminate chances of transcription errors when they have been completed. The MEAL Advisor will follow up on accuracy of data through the data quality assurance processes to ensure that all data collected fulfils the required standards by Y+ Global.

9.4.6. IMPROVING DATA QUALITY

Improving data quality requires attention to the systems that produce the data and dimensions of the indicators that may be subject to data quality challenges. These challenges could be double counting of individuals served and incorrectly counting those served directly and indirectly through interventions supported through Y+ Global. Furthermore, data quality audits can help periodically assess the accuracy, reliability, comprehensiveness, timeliness, and integrity of information reported through Y+ Global interventions. Therefore, the approaches as shown in Figure 2 below should be used to improve data quality.

Figure 3: Framework for improving data quality



10. REPORTING AND COMMUNICATION

Reporting is important as this is the process for telling the story of Y+ Global achievements, limitations, challenges, and learnings. The reports will target different stakeholders which include , YPLHIV networks/constituencies, technical partners, government, funding partners, UN agencies and other bi-lateral partners.

This MEAL Plan recognises the role Y+ Global plays in promoting the best quality of life for all Young People Living with HIV, globally. Therefore, the framework aims to ensure there is learning from the information generated and that it is communicated at different levels. Learning is key process for Y+ Global as it draws and enhances capacities for reflection and allows for the organisation to change its focus and direction based on the recommendations identified.

The framework will reinforce a learning culture at both the projects and organisational level. Y+ Global will therefore, need to hold structured learning events to consider evaluative conclusions, identify lessons and consider recommendations. More specifically, a learning and dissemination strategy will be developed, and this will aim to plan on how to communicate key learnings through various channels for the different audiences. A dissemination plan in Table 6 below shows explicitly how the reports including key learnings will be shared with the targeted stakeholders. The plan shows how each type of report will be disseminated including the timeframe, persons responsible and follow-on activities, to ensure maximum utilization.

Table 8: Y+ Global Reporting

Type of Report	Timeframe	Audience	Person/s Responsible	Follow On Activities
Y+ Global Project Progress Reports	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> Y+ Global Secretariat 	<ul style="list-style-type: none"> Project Leads National Networks Coordinators 	Review reports and provide key action points for partners and national chapters.
Y+ Global Donor Reports	<ul style="list-style-type: none"> Quarterly Annually 	<ul style="list-style-type: none"> Project funders Beneficiaries National governments Multi/bilateral organisations 	<ul style="list-style-type: none"> Y+ Global Secretariat 	Review reports and provide key action points for implementers and donors.
Y+ Global Partners' Progress Reports	<ul style="list-style-type: none"> Quarterly Annually 	<ul style="list-style-type: none"> Y+ Global Secretariat 	<ul style="list-style-type: none"> Implementing Partners' Leads 	Review reports and provide key action points for implementers.
Y+ Global Evaluation Reports (e.g., baseline, mid-term, end-term assessments)	<ul style="list-style-type: none"> Baseline Midpoint Endline 	<ul style="list-style-type: none"> Project funders Beneficiaries National governments Multi/bilateral organisations 	<ul style="list-style-type: none"> External consultants with oversight from Y+ Global. 	Review reports and provide key action points for Y+ Global.

Table 9: Communication Plan

Target Stakeholder	Information Needs	Communications Methods	Timing and Frequency
Donor	Updates on progress against objectives and requirements identified in the donor contract.	<ul style="list-style-type: none"> Donor update report Evaluation report 	Quarterly Annually Ad-hoc basis - As per requirement
UN Agencies	Update and progress reports	<ul style="list-style-type: none"> Update reports Evaluation reports 	Quarterly Bi-annually Annual
Governments	Update reports and Annual reports on progress	Reports	Quarterly and Annual
Y+ Global Executive Office	Progress updates and reports against organisation and donor requirements in the operation plan	Updates and reports Case studies	Monthly Quarterly Annually
Community	Feedback report Validation exercises	Meetings Discussions	Annually Ad-hoc basis as per requirement



11. STRUCTURE OF Y+ GLOBAL M&E SYSTEM

The M&E system for Y+ Global works in consonance with a number of partner organisations and networks working on HIV activities. Y+ Global will collect data quarterly and annually using a combination of the partners' reporting systems and Y+ Global reporting system.

Leadership and resourcing are the key success factors of the implementation of the MEAL Plan. The commitment of all staff in the implementation of all MEAL activities is also critical in the success of the plan and without this the operationalisation of the plan will be a challenge.

The **Monitoring Evaluation Accountability and Learning Officer (MEAL Officer)** is the primary person responsible for providing strategic direction for M&E activities for Y+ Global including capacity building of networks and partners. Together with the M&E focal persons from the networks and partners, the Monitoring Evaluation Accountability and Learning Officer works at the national, regional and global level to engage them on the Y+ Global strategic direction and capacity building. The MEAL Officer with support from all strategic information personnel from the networks and partners will ensure that a range of M&E activities which include collection and collation of data including supportive supervision and mentoring are undertaken.

The MEAL Officer also ensures that, at every level, personnel's capacity are continuously being built

to undertake their work. This includes introducing various innovations, coordination and capacity building activities that contribute to strengthening the M&E system. The Monitoring Evaluation Accountability and Learning Officer is responsible for final review and approval of data submission into www.monday.com. The MEAL Officer will recruit and build the M&E capacity of all staff, as well as supervising all M&E staff, reporting, approaches, practices, and tools for all projects/programmes. He/she is also responsible for leading on the development of protocols and standard procedures to ensure data is gathered in a technically sound manner, is consistent and can be compared over time, and made available in a timely manner for key stakeholders including third party evaluators.

The strategic information personnel from networks and partners are responsible for the design and implementation of functional and operational data collection systems for specific projects they support or country level programmes, maintaining databases that will feed into the Y+ Global M&E system. Under the guidance of the Monitoring Evaluation Accountability and Learning Officer, they will be responsible for analysing and presenting findings generated by all the Y+ Global interventions. Table 10 below, shows the roles of the different personnel within M&E system.

Table 10: M&E Roles and Responsibilities

Department/Position	Roles
1. Director of Programmes	<ul style="list-style-type: none"> Ensure that there is leadership buy-in from Y+ Global Executive Office and the affiliated networks and partners. Provide leadership in high-level strategic planning, risk management performance monitoring and evaluation. Final review of all reports and send out to donors. Use the MEAL Plan data to make strategic decisions
2. Programmes Manager/s	<ul style="list-style-type: none"> Review of reports Use the MEAL data to make strategic decisions

Table 10: M&E Roles and Responsibilities

Department/Position	Roles
3. Monitoring Evaluation Accountability and Learning Officer	<ul style="list-style-type: none"> Responsible for all MEAL tasks for all Y+ Global project Monthly, quarterly and annual report with support from programmes people Development of data collection tools, indicators and analysing of data Custodian of the MEAL strategy and its operationalisation Capacitate partners on MEAL Set up MEAL system with support from the consultant
4. Programme Supervisors	<ul style="list-style-type: none"> Development and consolidation of reports from Y+ Global partners
5. Communication	<ul style="list-style-type: none"> Monitor social media statistics with support from the MEAL Officer
6. Finance	<ul style="list-style-type: none"> Develop financial reports Monitor effective and efficiency use of resources together with the MEAL Officer
7. Consultant	<ul style="list-style-type: none"> Develop the MEAL strategy with support from MEAL officer Assist the MEAL officer on operationalisation of the strategy Assist on setting the MEAL system Assist on review on the progress on MEAL Plan operationalisation



12. IMPLEMENTATION

The implementation of the MEAL Plan will focus on clear identification of the tasks, timelines, and responsibilities for all the activities. The process will require monitoring to allow for review and periodic adjustment as required. The key steps that will be taken for this framework are establishing any capacity gaps in terms of implementation of framework, developing a work plan which is budgeted and determine how to monitor and review the framework. In addition, where gaps are identified a capacity development process will be undertaken.

Table 11: Workplan for 2022

WORK PLAN FOR IMPLEMENTING THE MEAL PLAN (2022 - 2023)													
Activity	Person Responsible	J	J	A	S	O	N	D	J	F	M	A	M
1. Finalising the MEAL Plan	MEAL Officer	■											
2. Approval of MEAL Plan	Director of Programmes	■											
3. Sharing the MEAL Plan with all stakeholders.	MEAL Officer		■										
4. Support on operationalising the MEAL Plan	MEAL Officer/ Consultant		■	■									
5. Setting up the MEAL Plan system	MEAL Officer/ Consultant		■	■	■								
6. Set up regular meetings with M&E personnel from the networks and partners	MEAL Officer				■			■			■		
7. Review of the existing MIS	MEAL Officer						■	■					
8. Refresher training on the MIS	MEAL Officer								■	■			
9. Review on progress on MEAL Plan operationalisation	MEAL Officer												■
10. Develop a learning and accountability strategy	MEAL Officer												■

13. ANNEXURE

Annex 1: Indicator Definitions

1. RAISING OUR VOICES	
Indicator name	1.1. Proportion of young people leading in key activities of advocacy to raise our voice to advocate for their right to live healthy and fulfilling lives.
Definition	This indicator measures the level of participation of young people in leading advocacy activities in raising issues that are pertinent to them. Advocacy is often an ongoing process and therefore, rather than simply aiming for a single policy or piece of legislation, advocacy efforts may have multiple or even changing goals and objectives. The participation in key advocacy activities will be measured by recording young people that would have successfully led activities towards policy change, review or formulation and this will be documented through reports and logs.
Disaggregation	Gender: Male/Female/Other, Age: 10 - 14, 15 - 19, 20 - 24, 25+, KP Status: (MSM, WSW, SW, PWID);
Data source	Advocacy Reports
How often to report	Annually
Reporting level	Y+ Global Secretariat
Indicator name	1.2. Number of young people who have been mentored to participate meaningfully in decision making and advocacy platforms supporting their right to live healthy and fulfilling lives.
Definition	This indicator counts the number of young people who have been mentored to participate meaningfully in decision making and advocacy platforms. Young people will be mentored through some of the seasoned and trained advocates on how they will contribute to policy discourse at national, regional and global platforms. Mentorship is a relationship between two people where the individual with more experience, knowledge, and connections is able to pass along what they have learned to another with less experience and knowledge. The more experienced advocate will be the mentor, and the less experienced young person is the mentee.
Disaggregation	Gender: Male/Female/Other, Age: 10 - 14, 15 - 19, 20 - 24, 25+, KP Status: (MSM, WSW, SW, PWID);
Data source	Mentorship Reports
Calculation	N/A
How often to report	Annually
Reporting level	Y+ Global Secretariat
Indicator name	1.3. Number of mentorship and training programmes conducted
Definition	This indicator counts the number of mentorship and training programmes conducted for young people.
Disaggregation	N/A
Data source	Mentorship/Training Reports
Calculation	N/A
How often to report	Annually
Reporting level	Y+ Global Secretariat
Indicator name	1.4. Number of annual advocacy plans developed

Definition	Each year advocacy plans will be developed to guide advocacy activities conducted by Y+ Global. This indicator will count the number of plans developed and this plan will be counted once it has been endorsed by the Y+ Global Secretariat and follows the agreed format.
Disaggregation	N/A
Data source	Advocacy plans
Calculation	N/A
How often to report	Annually
Reporting level	Y+ Global Secretariat

Indicator name 1.5. Number of young people participating in decision making and advocacy platforms to amplify their voices.

Definition	This indicator counts the number of young people participating in decision making and advocacy platforms.
Disaggregation	Gender: Male/Female/Other, Age: 10 – 14, 15 – 19, 20 – 24, 25+, KP Status: (MSM, WSW, SW, PWID);
Data source	Advocacy Reports
Calculation	N/A
How often to report	Annually
Reporting level	Y+ Global Secretariat

2. BUILDING OUR NETWORK

Indicator name 2.1. A strong and representative global network of young people living with HIV developed.

Definition	This indicator will measure whether there is a strong and representative global network of young people living with HIV. The network will need to have representation from all the levels i.e., local, national, regional and global levels.
Disaggregation	Gender: Male/Female/Other, Age: 10 – 14, 15 – 19, 20 – 24, 25+, KP Status: (MSM, WSW, SW, PWID);
Data source	Advocacy Reports
Calculation	N/A
How often to report	Annually
Reporting level	Y+ Global Secretariat

Indicator name 2.2. Number and percentage of networks of young people living with HIV provided with sustained technical support to contribute to building a strong and representative global network.

Definition	This indicator counts the number of networks of young people living with HIV provided with sustained technical support to contribute to building a strong and representative global network. This technical support will be defined as per the guidance from the Y+ Global Executive Office.
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Disaggregation N/A

Data source Technical Support Reports

Calculation The data for this indicator is collected through a survey and it is calculated as:

$(\# \text{ of networks successfully provided with technical support} / \text{Total \# of networks}) \times 100.$

How often to report	Annually
Reporting level	Y+ Global Secretariat
Indicator name	2.3. Number of MOUs signed.
Definition	This indicator measures the number of MOUs that will be successfully signed by Y+ Global with its stakeholders to support its interventions at regional and global levels. A memorandum of understanding (MOU) will be a written agreement between parties that will express their aligned will to the issue at hand or intent of a common line of action. The memorandum of understanding may be bilateral) or multilateral. Therefore, the MOU will be defined as a document in which all parties express that they agree to proceed with their mutual goals.
Disaggregation	N/A
Data source	MOUs
Calculation	N/A
How often to report	Annually
Reporting level	Y+ Global Secretariat
Indicator name	2.4. A comprehensive database for alumni developed.
Definition	In order to have comprehensive details of all the alumni of Y+ Global an electronic database will be developed. Based on the informational requirements of Y+ Global such as location, areas of interest, name etc., the alumni will provide this information that will be entered and stored electronically. The database will be used in building the global network.
Disaggregation	N/A
Data source	Alumni Data Collection Form
Calculation	N/A
How often to report	Annually
Reporting level	Y+ Global Secretariat.
Indicator name	2.5. Number of networks that have the requisite capacity to run the networks.
Definition	This indicator counts the number of networks which would have successfully completed capacity assessment processes based on their capacity assessment result.
Disaggregation	N/A
Data source	Capacity Assessment Reports
Calculation	N/A
How often to report	Annually
Reporting level	Y+ Global Secretariat

3. SECURE OUR FUTURE

Indicator name 3.1. Documented changes in accountability among policy/decision makers on issues around young people living with HIV.

Definition This indicator measures evidenced changes documented as a result of the advocacy efforts led by Y+ Global.

Disaggregation N/A

Data source Advocacy Reports

Calculation N/A

How often to report Annually

Reporting level Y+ Global Secretariat.

Indicator name 3.2. Number of partnerships established with strategic bilateral and multilateral organisations to create value for the global network.

Definition The indicator measures the number of partnerships established with strategic bilateral and multilateral organisations such as UN agencies. These partnerships will be agreed through an agreement/s which will provide the full details of the partnership.

Disaggregation N/A

Data source Partnership agreements

Calculation N/A

How often to report Annually

Reporting level Y+ Global Secretariat

Indicator name 3.3. Number of new funding grants successfully secured.

Definition This indicator measures the number of newly approved funding grants that would have been secured through Y+ Global.

Disaggregation N/A

Data source Grant approval letters

Calculation N/A

How often to report Annually

Reporting level Y+ Global Secretariat

Indicator name 3.4. Number of Y+ Global plans successfully implemented by type of plan (advocacy, communication, fundraising and operational).

Definition

Disaggregation Y+ Global plans will be developed and implemented and these will focus on advocacy, communication, fundraising and operational issues. The plan to be counted has to be implemented at least 7 out of 10 action plans having been successfully followed up.

Data source Y+ Global plans

Calculation N/A

How often to report Annually

Reporting level Y+ Global Secretariat