



GLOBAL NETWORK OF
YOUNG PEOPLE
LIVING WITH HIV

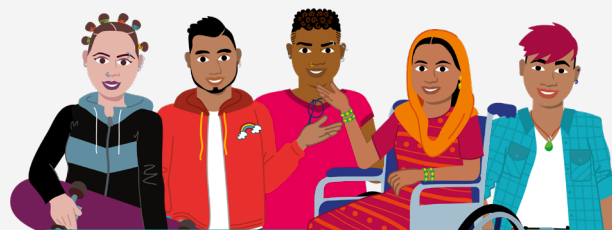


MONITORING, EVALUATION, ACCOUNTABILITY & LEARNING

Plan (2022 – 2025)

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

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 - **Raise our voices** - We will raise and amplify our voice to advocate for our right to live healthy and fulfilling lives.
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 - **Build our network** - We will work collectively to build a strong and representative global network of young people living with HIV.
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 - **Secure our future** - We will be accountable to the next generation.

2. MEAL PLAN



2.1 WHAT IS MEAL?

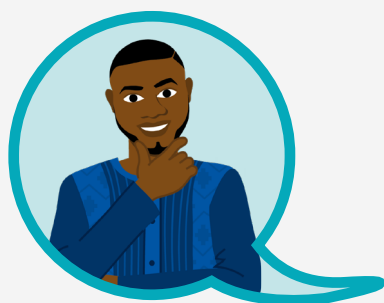
Monitoring is the continual and systematic collection of data to provide information about project progress while evaluation is a user-focused, systematic assessment of the design, implementation, and results of an ongoing or completed project. Most projects are interested in measuring their progress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



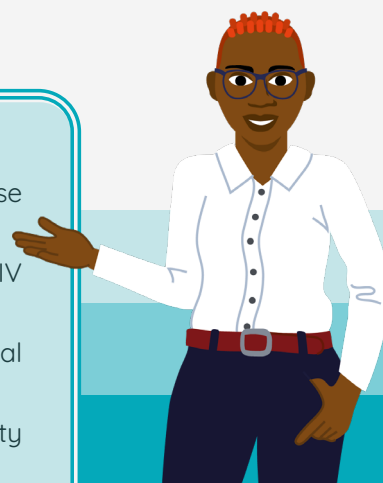
2.2 WHY A MEAL PLAN

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:**

¹ Department for International Development, 2015

- 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 general monitoring approaches, practices, and tools. The MEAL Officers from each of the national 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.

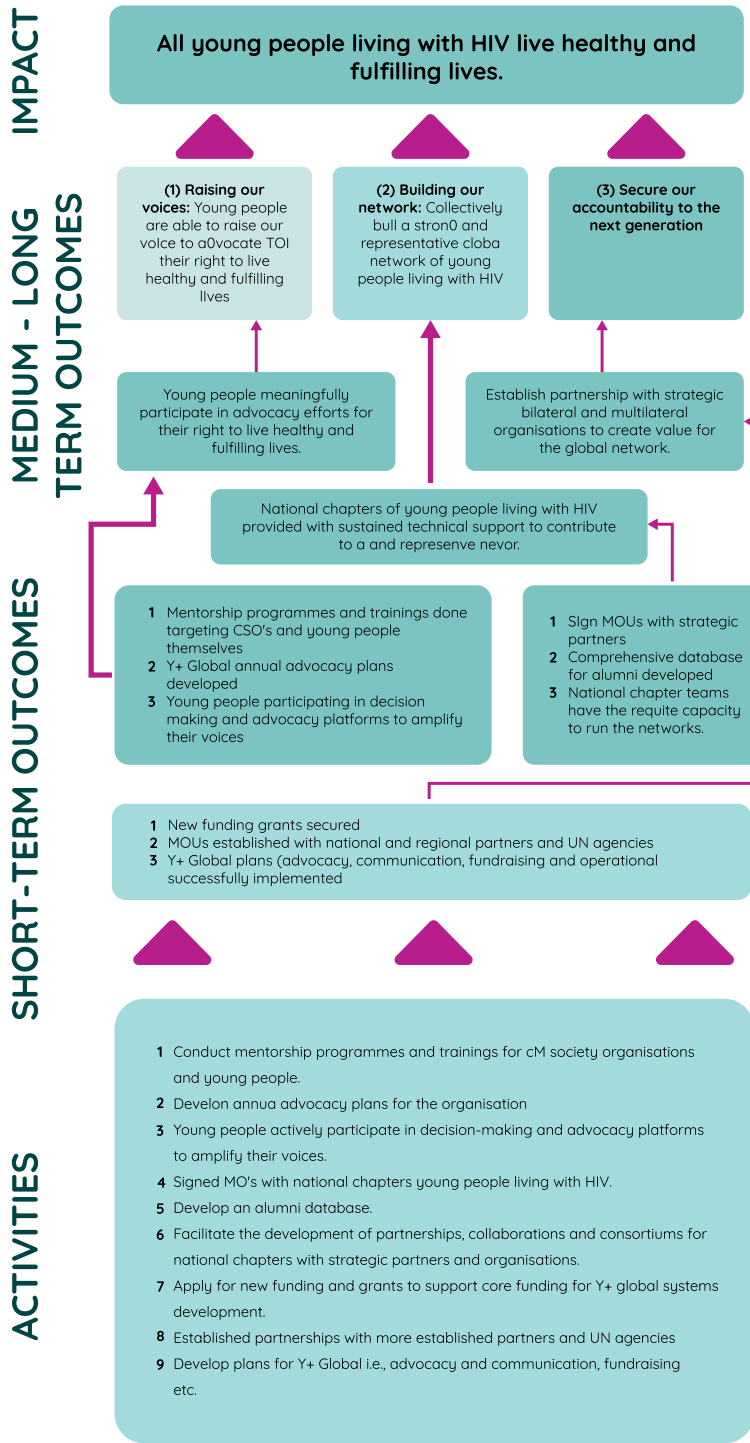
2.5.3 COORDINATION

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. THEORY OF CHANGE



Assumptions

- 1 **Political and civil space:** The political and civil spaces in each of the countries where YPLHIV are represented will allow for young people in our diversity to represent our peers on Issues relating to our needs and priorities.
- 2 **Identification of YPLHIV:** YPLHV in their diversity can be identified and are both willing and available to participate in Y+ Glopal interventions.
- 3 **Accountability:** Policy makers and decision makers are influenced by evidence generated through Y+ Global Interventions and can de held accountable in their decisions on Issues of concern for YPLHIV in our diversity.
- 4 **Review of harmful laws:** Any harmful laws that affect YPLHIV are reviewed and progressive laws that protect the rights of YPLHIV in our diversity are more likely to be passed and enforced.
- 5 **Meaningful involvement of YPLHIV:** There is meaningful involvement of YPLHIV in our diversity in research and development activities that are relevant to the needs and priorities of YPLHIV.
- 6 **Organisational Capacity:** YPLHIV networks are able to participate fully in the predefined assessment processes.

Preconditions

- 1 **Shared values:** Y+ Global and YPLHIV networks share the same principles, values and understanding of the change framework and impact Y+ Global projects aims to deliver
- 2 **Working with decision makers:** Decision makers are ready to work with YPLHIV in their diversity on issues relevant to them at all levels i.e. nationally, regionally and globally.
- 3 **Partnerships:** Global organisations on prevention and treatment initiatives are ready and willing to partner with Y+ Global.
- 4 **Advocacy Platforms:** Advocacy platforms remain viable and continue to provide YPLHIV in our diversity spaces for them to meaningfully engage with audiences
- 5 **Funding:** The priorities of funders remain focused on supporting young people living with HIV.

Table 2: 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 our 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

Table 3: 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)

4. ACCOUNTABILITY & LEARNING

THE NEED FOR {ACCOUNTABILITY AND LEARNING ASPECT



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.

Y+ GLOBAL PROMOTING ACCOUNTABILITY & LEARNING



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.

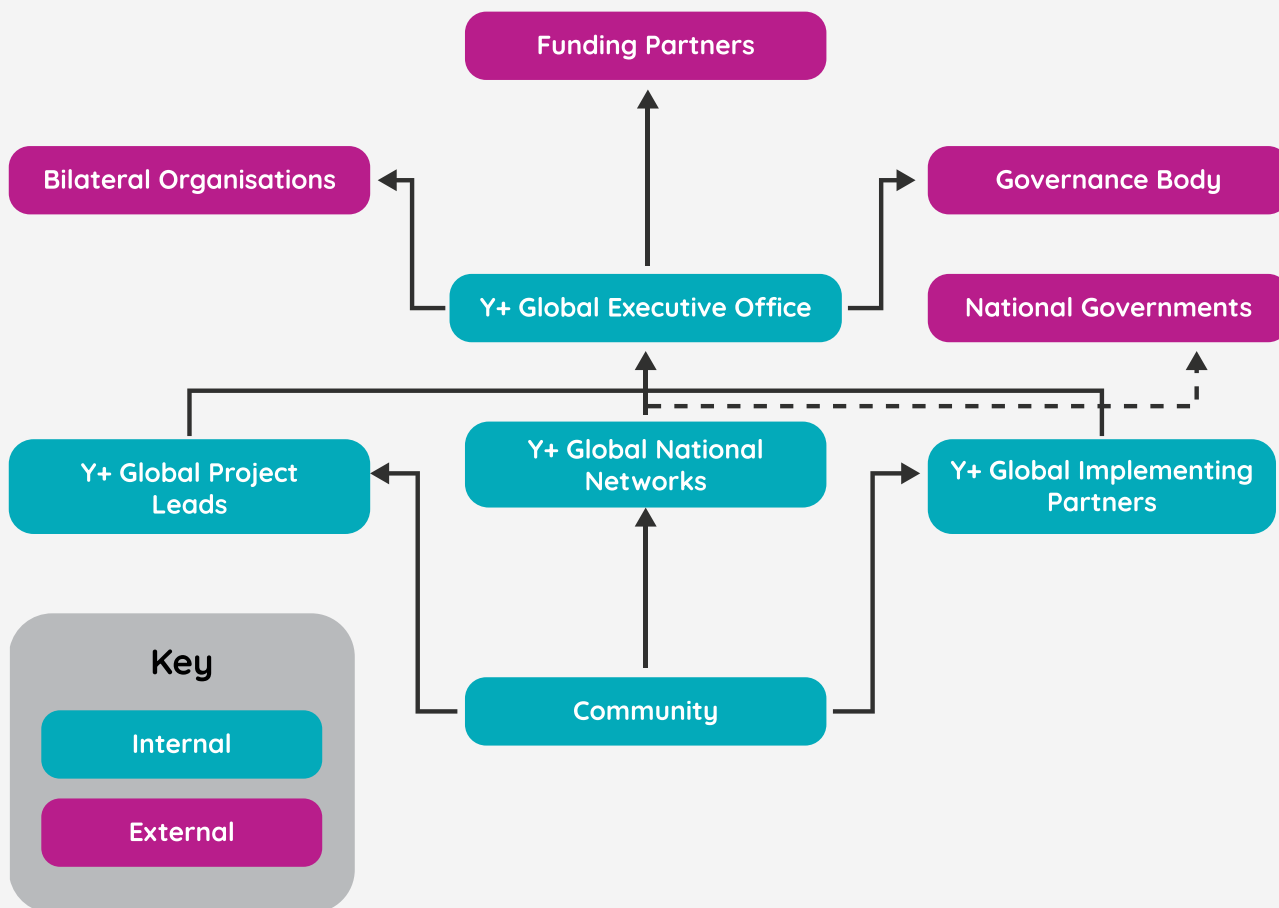
Y+ Global will take full advantage of the annual review sessions that may include YPLHIV networks to review progress towards the global outcomes and to make necessary adjustments. Throughout the year, learning will take place through several ways as follows: a) staff meetings, reports, and annual review 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 4: 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.

5. DATA COLLECTION, MANAGEMENT & ANALYSIS

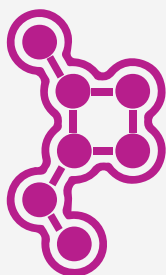
Figure SEQ Figure * ARABIC 1: Y+ Global Data Flow



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.



6. 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.

Table 5: 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
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

Table 5: M&E Roles and Responsibilities

Department/Position	Roles
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

