



THE AFRICA-EU PARTNERSHIP
LE PARTENARIAT AFRIQUE-UE



TERMS OF REFERENCE

MONITORING & EVALUATION COMMUNITY OF PRACTICE

#7

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Ministry for Economic Cooperation and Development



Introduction

JET Education Services (JET) has been appointed to develop a guideline, a training manual and deliver training on Monitoring and Evaluation (M&E) in the context of NQFs/RQFs. A community of practice (CoP) on M&E in the context of NQFs/RQFs is being established to support information gathering – on the status of M&E of NQFs and RQFs – the establishment of a network and community of interested professionals and the building of M&E capacity. CoPs are groups of people who share a concern or a passion for something they do and learn how to do it better as they interact regularly (see Wenger and Trayner 2015).

Background

As noted in the recently completed [ACQF Mapping Study](#) qualifications frameworks are at different stages of development and implementation across the Africa content; five developmental stages have been identified:

1. NQF not in place and development not started;
2. NQF at early thinking stage;
3. NQF under development/in consultation;
4. NQF in place, approved as a legal act, implementation underway; and
5. NQF in implementation for some time, reviewed and improvements made.

It is also to be expected that monitoring systems are at various stage of development; only countries at relatively advanced stages of NQF development are likely to have commissioned review and evaluations.

Monitoring systems are understood to contain the following components: description of purpose (why) and focus (what), indicators, tools, data sources, data collection, data analysis and reporting (how) and roles and responsibilities of relevant stakeholders (who). They generate routine information which is used on an ongoing basis for planning, implementation and management purposes. Whilst evaluation is conducted periodically and may entail reviewing achievements in relation to purpose, relevance, efficiency and effectiveness.

A guideline and training manual on M&E in the context of NQFs/RQFs is being developed which will be practical and assist AU member states and RECs concretely with the establishment and development of monitoring systems and planning for evaluations.

Purpose and objectives of the CoP

The proposed CoP will inform the content and level at which the materials are pitched, by providing insight into existing M&E systems, practices and needs and generating case examples. The CoP will also act as a reference point and sounding board for the review and commenting on draft documents from the perspective of usefulness and usability. It is also anticipated that CoP members will later assist with dissemination of the guidelines and information regarding the training in their respective organisations and amongst their networks.

The specific **objectives of the CoP** are the following:

- To gather and share information on the existence and key components of monitoring systems, status of monitoring practices, identification of M&E needs and good M&E practices which could be showcased in the guideline document.
- To review and validate the proposed outline and contents of the draft guideline and training manual and provide feedback on the extent which they are fit-for-purpose and are likely to be used – in order to sharpen the final products.
- To build capacity and facilitate networking, sharing and peer learning amongst CoP members from different countries and regions with similar interests, with the aim of establishing a supportive community that will continue to collaborate beyond the lifespan of the CoP.

Expectations of CoP members

- To review key documentation shared in advance of the CoP.
- To attend up to three CoP meetings and participate actively in the sessions they attend.
- To share information (and possibly documents and tools) which provide insight into monitoring systems, practices and needs.
- To review and provide input on drafts provided for comment by the JET team, namely the guideline, training manual and M&E tool.
- To disseminate the final outputs widely in their respective organisations and amongst their networks.

Participation is based on an opt-in arrangement – we therefore ask people to apply using the link below to indicate that you are interested to be part of this COP. Please keep in mind that the following principles will apply:

- Geographical spread across Africa
- Persons with strategic and/or operational responsibility for M&E¹ of NQFs and RQFs in their respective countries and regions
- Representatives from countries at varying stages of NGQ development (see background section)
- Representatives of NQFs and RQFs
- Gender balance
- Inclusion of both experienced and young people
- A maximum of 15 people
- First-come first-serve
- COP#7 will be conducted in English

Please respond by 17 October 2021 or sooner. Successful applicants will be informed by 22 October 2021.

Apply here:
<https://forms.gle/8Wj9bCjmKD5ERt198>

JET to act as secretariat for COP#7. This will include taking notes and producing and circulating a meeting summary for each meeting.

Modus operandi

It is envisaged that a Chairperson will be elected by the CoP at its first meeting. JET will provide Secretariat services for the CoP.

Proposed schedule of CoP meetings

Meeting 1 – Orientation and information gathering (November 2021)

Meeting 2 – Presentation of and comments on draft guidelines (December 2021)

Meeting 3 – Presentation of and comments on draft training module (January 2022) the development sessions to be coordinated with the ACQF Peer Learning webinars held in 2022

¹ If M&E systems and processes have not yet been established, then individuals who are/are likely to be tasked with these responsibilities i.e. in planning, research and statistics directorates.