

Minutes of the COYOQA Project Partners Zoom Meeting
Held on the 30thOctober, 2020

Time: 10:00 a.m.

Host by: OSSREA

Dr. Truphena E. Mukuna - Project Principal Investigator
Mr. Alemu Tesfaye - Knowledge and ICT Manager
Mr. Belete Demissie - Finance and Administration Manager
Mrs. Seblewongel Beyene - Publication Officer
Mr. Mikiyas Dawit - Junior ICT Specialist
Mrs. Mistre Zergaw - Secretary

Ethiopia: CCRDA- Dr. Migussu Legesse and Melco's Ms. Fasika Getu

Kenya: TISA – Kevin and

Uganda UNNGOF- Ronald

Agenda: For introduction and discussions on 6 month implementation plan of the *COVID-19 and the Youth Question in Africa: Impact, Response and Protection Measures in the IGAD region (COYOQA) project* in each country partner Lead Organizations

The project Research communication and knowledge manager Mr. Alemu Tesfaye opened the meeting and invited the participant for introduction.

After the introduction process completed, Mr. Alemu introduced the meeting agenda and invited the project principal investigator Dr. Truphena E. Mukuna to open the meeting and discuss about the project.

Dr. Mukuna started her speech by acknowledging the participants and gave thanks for the three CSO organizations for their great contribution by wrote a support letter when we sent the proposal to IDRC. Additionally, she also thanks to the participant organizations representatives to be presented by today zoom meeting. She starting briefed about the COYOQA project which is run by OSSREA and funded by IDRC for 3 years. The discussion on the project is focusing on Youth engagement in Covid-19 response on the selected countries. The role of these organization and the

objective of the project how policy makers answer the youth question on Covid-19 and the way that engaged the youth in policy making. The other thing how osrea will work with this partner organizations that to assure accountability and transparency for the community and this organization is working with community. So we are signing MoU with these organizations and starting the works with them.

Then after, Mr. Alemu made the space free for suggestion, comment and questions. The first question was raised by CCRDA-Dr. Nigussu discussed on CCRDA is a CSO's in Ethiopia and happy being participating with this project and they have experience on the thematic area like Youth initiative, WASH program, HIV etc. Then after he raised a question of clarity about the beneficiary, how do we select the research area and also is there any limitation on the area like the criteria that you selected from Ethiopia? Another comment raised by Mr. Ronald, from UNNGOF-Uganda that gives acknowledges and also the selection of the organization. So what is the mechanism putting in place measuring and how the funds are utilizing and how youth have been engaging? How the resource utilized? And what is the way we use the resource?

The 3rd suggestion raised by Karin from TISA-Kenya that first noted for this project gave a livelihood opportunity on social accountability is concerned and gave involved youth benefit on it. He expressed some issues on covid-19 response about the Kenyan government on accountability and transparency failed.

Dr. Mukuna stated that before answering the questions she need to acknowledged and excited about the question that raised, it shows that you have seen the project objectives insight that helps to add value and with this project Youth is a change agent and that is why we focusing on youth.

Accordingly she answered, COVISAF will just collecting data and putting in the frame work and analyzed, we generate report and will disseminate to you. Additionally, we have a national umbrella for CSOs that link as the grass roots; we identified the capital city and rural city or another city of interest and then the borderland. For example, in the Ethiopian case Addis Ababa, Hawassa and borderland Metema. Regarding the borderland, which is stable that to conduct a research considering our past experience in Ethiopia. In Uganda, we have Kampala, Mayuge and Gulu. We select Gule, it is a border both Uganda and Kenya and also lake side and there is a refugees camp, and young refugees that affected by Covid-19. Regarding, Melco's giving us a

monthly report which every 4 month we will have a meeting to disseminate and make a report. We shall also post this finding on the COSRECK/virtual platform learning. It is a learning alliance for exchange knowledge and partnering information though out for the next 3 years that we engaged. We shall continue our partnering after this project faith out. Regarding the beneficiaries that was raised by Dr. Niggussue; youth are the main beneficiary from this project and also the community which is living in and how covid-19 is affected the livelihood of the youth and opportunities that got from it and how we develop resilience, because Covid-19 will stay with us. This is an action research, after getting the findings; we are going to develop a manual (Social accountability manual) on this specific areas. So that we will trained and empower and getting knowledge and experience, so we will share out to them. We shall do the end line research.

Finally, she told to the participants if anything not to be clear, you can ask and back to Mr. Alemu to present the next agenda. Mr. Alemu tried to discuss about the implementation (work plan) plan activities in details for the 3 years project years. After his presentation ended, He opened the space for question or comment. Mr. Donald, raised a question of clarity about the duties of Melco's and on the country? Mr. Alemu tried to answer the questions that we have 2 country research leads and also we have monitoring and evaluation officers in each country and in every sight of the three country there will be 2 research assistant which will be selected by implementation partners. So for this in each country of the 3 sight will be 6 research assistants/ data collectors. The other questioned raised by Dr. Nigussu that data collection to be assigned in 3 sights, what are the ways to get them and ways of recruitment of those assistant reserchers? y Mr. Alemu Answered, we can get those data collectors from the community. Because those peoples are based on the area that helps for our project needs a 2 year data collection process. So we need them based on the sight. Additionally, the recruitment, there is a budget allocated them. So Mr. Alemu invited Mr. Belete to present the project budget activities allocated to each country.

Accordingly, Mr. Belete presented the overall financial plan of 3 year implementation plan activities which ossrea as a lead organization, signed an agreement with the donor, IDRC and expressed about the total budget which will be implemented for the project 3 years financial activities. From the budget category, he gave highlight accordingly the 6 month implementation plan that need budget. By expressing the biggest budget allocated for research, and related activities. Then after Mr. Alemu asked apologies for the budget which is not stated on

implementation plan presented, suggestion was raised by Dr. Nigussu that it will be good to get the implementation plan activities that aligned with the budget.

Dr. Truphena stated that she assured that we will share all activities plan and asked Mr. Belete to share the budget plan so that our pentagon partner will know their budget for the project activities. Basically the country lead got 500 dollar per month that was budgeted for we expected engaging 5 days in every month for doing according to the no. of days that engaging including the Melco's that engaged. So we can share so that it will be clear and transparent on what is going and the roles and responsibilities. She also gave emphasis that it is good for all of us raised questions that may have. We may have clear on the purpose and working together as a one unit. Mr. Ronald, asked about MoU and the deliverable time frame. Mr. Alemu answered his question on the actual project has started on September 1st but because of the COVID-19, we are not able to start, engagement will start by November 1. But we started implementation plan webinar already started by today. So the activities already we scheduled and other activities will be completed on the 1st quarter of this year and other will continue on the 2nd quarter of this year. Dr. Mukuna also added that if we can agree on the implementation plan, we can communicate on weekly basis, so that we can accomplish on the stated time frame activities. The Melco's already starting the data collection and report already sends to OSSREA. Other Question rose by Dr. Nigussie that what will be the requirement to recruit for the data collector? Mr. Alemu answered, from our previous experience and the project methods is participatory approach, we will select those peoples from the community and living there and at least university graduate or grade 12 completed will be preferable.

Finally, Dr. Mukuna thanks all of their participants for participation and commitment for this project and IDRC will share all the documents on open access platform. So all of us can access. that we will done in the mean time you can get research permit from their respective countries. Because it will not possible collecting data unless we didn't get that permission letter and also she added that we create a formal Watsapp group that shared all information closely that helps a lot too.

The zoom meeting will ended at around 1:30pm

Minutes of the COYOQA Project Staff Meeting
Held on the 27thOctober, 2020

Place: In the ossrea Hall

Time: 11:00 a.m.

Present:

Dr. Truphena E. Mukuna - Project Principal Investigator
Mr. Alemu Tesfaye - Knowledge and ICT Manager
Mr. Belete Demissie - Finance and Administration Manager
Mrs. Seblewongel Beyene - Publication Officer
Mr. Mikias Dawit - Junior ICT Specialist
Mrs. Mistre Zergaw - Secretary

Agenda: To present 6 month Agenda for activities of the COYOQA project

The project principal investigator Dr. Mukuna opened the meeting by greeting of staff and briefed about the overall project activities which is run by OSSREA and funded by IDRC for 3 years. It will be implementing with three partner East African countries namely, Ethiopia, Kenya and Uganda. The project has three CSOs organization which is working on social accountability in the aforementioned countries. Ethiopia-CCRDA, Kenya-TISA and Uganda-UNNGOF. In each organization, hiring one Monitoring, Evaluation and Learning Coordinator (MELCO) for each country and starting communication with three leading organizations, there have one research leader working with Melco's from each CSO's.

The activities was started from September 1st 2020 by data collection and literature review and country profile had done by MELCO's on online and countries profile sent to OSSREA for preparing synthesis report with country research lead which is based on country lead organizations to the principal investigator to work on research methodology. During the discussions, Mr. Alemu said that the implementation plan with the stated budget for the coming 6 month of the 1st year.

This budget sub divided on quarters on their activities. Recently works are done on online and by phone, so we are going to set up a call center in each country partner organizations. The PI continued the discussions that preparing questioner on the research design on survey monkey for data collection phones and data collection center. The research communication and knowledge management officer and data organizer center (ossrea) will collect all data which will be collected from the three countries. Mr. Alemu and Mikias will analyze the data. The Melco's work by phone calls for key respondents and record for analysis. We agreed with finance department that the virtual call center will establish in the three countries allocated money which is not enough that was stated in budget and paid for zoom. It is because of COVID-19, difficult to get data in persons. So we agreed on to reallocate the budget to phone call for MELCO's and to collect data by using their phones and ossrea research team to analyze the collected data.

In the mean time, the PI put together data and compiled and put on survey monkey and ICT manager also put together the three country data which was collected from each countries. The budget allocated to MELCO's is \$50 per month for internet.

Regarding the research site, in each implementation country we selected three sights which is from rural city (border) a region and city that will be conduct research. There is also get research permit to the research areas. The next activity will be organizing stakeholders mapping to prepared planning workshop. Each country research lead can prepared time table on this regard to collect data from each research sight. The IP given an assignment for the finance to reallocate the budget for virtual call center to each country research lead and Melco's too.

The PI also said that our bulletin will publish bi annum and for the project will be in 4 month base.

Finally, the next activity will be going online with implementing plan of the 6 month, then after stakeholder mapping will follow. We agreed to be on zoom meeting with the three country partners on Friday October 30, 2020 on introduction and will discuss the implementation plan for the project.

The meeting ended at 1:30 p.m.

