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## **TERMS OF REFERENCE**

**FOR**

**D-VETYA PROJECT COMMITTEE**

## **Deliverable Description Sheet**

**Deliverable:** D1.1 Project Committee Terms of Reference

**Due Date:** Month 1 (31<sup>st</sup> January 2023)

**Actual Completion Date:** 20<sup>th</sup> January 2023

**Work Package Concerned:** WP 1 – Coordination & Management

**Deliverable Type:** R - Report

**Dissemination Level:** PU – Public (shared on project website – <https://serve.ie/digital-vet-youngafrica/>)

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## **1. Background**

The Digital VET for Young Africans (D-VETYA) project will be implemented by SERVE and Young Africa (YA). The project timeframe is January 2023 to December 2024. SERVE is an international development NGO based in Ireland. YA is a confederation of independent NGOs and includes YA International Netherlands, YA International Africa Hub Trust (Zimbabwe), YA Zimbabwe, YA Mozambique, YA Zambia and YA Namibia. YA has a dissemination network with 23 organisations across 11 African countries whereby it shares successful models of its work. YA provides holistic and accredited VET to marginalised youth through 6-12 month training courses in 46 disciplines, life skills, entrepreneurship and ICT.

The objectives of the D-VETYA Project are (1) Coordinating implementation of the Project Workplan and achievement of Project Deliverables; (2) YA's eLearning Platform available for 8,150 disadvantaged youth across southern and Eastern Africa; (3) YA's Postgraduate Service Toolbox (PGST) contributes to a substantial increase in the percentage of YA graduates in employment; (4) 4 YA Affiliates and 23 dissemination partners using the PGST across Africa; (5) 2 new YA models (eLearning & PGST) integrated into YA MEL system and 73 YA and dissemination partner staff trained in MEL system leading to improved data driven performance; (6) Evaluate the impact, successes, challenges and lessons learned of the Project; and (7) Increase awareness about Digital VET in Africa amongst 50 policymakers and 3,500 members of the public in Ireland and the Netherlands.

There are five Work Packages – (1) Coordination and Management; (2) Development of the YA eLearning Platform; (3) Development of the YA Postgraduate Service Toolbox (4) Improvement of the YA Monitoring Evaluation and Learning System; (5) Impact and Dissemination. SERVE is the Coordinator, YA International (YA NL and YA Hub) are Beneficiaries, and the four YA Affiliates are Affiliated Entities. YA's dissemination network will also benefit.

## **2. Membership of the Project Committee**

The Project Committee will consist of:

- Development Programme Manager (SERVE – *Grant Coordinator*)
- Head of Programmes (YA International)
- Grants Coordinator and Project Coordinator (YA International)
- D-VETYA Project Coordinator (YA International)
- Finance Manager (YA International)

Membership will be reviewed regularly and the Terms of Reference updated accordingly.

### **3. Role of the Project Committee**

The main task of the Project Committee is to ensure complete and efficient implementation of the D-VETYA Project in line with the Grant Guidelines outlined by the EU. The Project Committee will lead coordination and management of the five project Work Packages, and utilisation of the Project Budget.

The specific roles & responsibilities include:

- Planning for and monitoring the implementation of the Project as per the agreed Project Budget and GANNT Chart;
- Agree an internal reporting process to encompass progress towards milestones/deliverables and budget utilisation;
- Achieving full compliance with the donor guidelines especially in the areas of budget utilisation, reallocation/changes to project plan requests, reporting processes, visibility of the donor and dissemination of project;
- Ensuring that the Consortium's details in the EU Funding & Tenders Portal remain up to date;
- As Grant Coordinator, SERVE will:
  - Lead communication with the EU when that is necessary;
  - Take lead responsibility for Work Package 1 (Coordination & Management) and Work Package 5 (Impact & Dissemination)
  - Take lead responsibility on the reporting process as required by the EU;
  - Transfer funds to the Project Beneficiaries in a timely manner
- As Grant Beneficiaries, Young Africa International (Hub/NL) will:
  - Take lead responsibility for Work Package 2 (Development of the YA eLearning Platform); Work Package 3 (Development of the YA Postgraduate Service Toolbox); and Work Package 4 (Improvement of the YA MEL System);
  - Transfer funds to the YA Affiliates (YA Zimbabwe; YA Zambia; YA Mozambique; YA Zambia) who are part of the project at Affiliated Entities level

### **4. Administrative Structures of the Project Committee**

#### **4.1 Quorum**

The Quorum for meetings consists of 3 members of the Project Committee.

#### **4.2 Decision Making**

SERVE and Young Africa have a long established and fruitful working relationship. The Project Committee will operate in a collegial manner, whereby responsibility and authority are shared equally amongst the Project Committee members. At all times, decision making shall be based primarily on the project guidelines as set out by the donor.

### 4.3 Frequency of Meetings

The Project Committee shall meet formally at least once per month between 2023 and 2024. Meetings shall be held virtually. Additional meetings will be arranged if necessary. There will be regular and ongoing communication between each formal meeting.

### 4.4 Agenda, Minutes

An agenda for each Project Committee meeting will be agreed in advance by participants. Minutes will be taken and signed off on by Project Committee members.

### 4.5 Dispute Resolution

In the event of a dispute between Project Committee members or when difficult decisions need to be made, the senior management/Board of each organisation shall be consulted. SERVE and Young Africa agree that disputed issues will be shared with the donor (EU), and their decision will be final, regardless of the impact upon the Project or upon the participants.

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Signed by SERVE (Coordinator)



Date: 20<sup>th</sup> January 2023

Signed by YA International Africa Hub Trust (Beneficiary)



Date: 20<sup>th</sup> January 2023