

**Working Towards a Framework for
Monitoring and Evaluation of
The World Programme of Action for Youth**
New York, 14-15 December 2011

Report of the Expert Group Meeting



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DESA

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Contents

		Para	Page
I.	Background to the meeting.....	1-4	5
II.	Opening.....	5-8	6
III.	Objective of the meeting.....	9-13	6
IV.	Conceptual Background: key elements of monitoring and evaluation	14-26	7
V.	Presenting Pre-meeting On-line Brainstorming Survey Results.	27-38	10
VI.	Youth participation in monitoring and evaluation frameworks..	39-45	12
VII.	Working Group Drafting Session.....	46-47	14
VIII.	Recommendations and Closing.....	48-61	14
Annex I	Final Meeting Agenda.....	-	24
Annex II	List of Participants.....	-	25

Explanatory Notes

Symbols of United Nations documents are composed of capital letters combined with figures.

The following abbreviations are used in this document:

AIDS	Acquired Immune Deficiency Syndrome
HIV	Human Immunodeficiency Virus
ICT	Information and Communication Technology
ILO	International Labour Organization
ITU	International Telecommunication Union
LAS	League of Arab States
M&E	Monitoring and Evaluation
MDG	Millennium Development Goal
NGO	Non-Governmental Organization
UN WOMEN	United Nations Entity for Gender Equality and the Empowerment of Women
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFPA	United Nations Population Fund
UNHABITAT	United Nations Human Settlements Programme
UNICEF	United Nations Children's Fund
UNODC	United Nations Office on Drugs and Crime
WHO	World Health Organization
WPAY	World Programme of Action for Youth
YLO	Youth-Led Organization
YMCA	Young Men's Christian Association

I. Background to the Meeting

1. The Expert Group Meeting on “Working Towards a Framework for Monitoring and Evaluation of the World Programme of Action for Youth” was held at the United Nations Headquarters in New York from 14 to 15 December 2011, organized by the Division for Social Policy and Development/Department of Economic and Social Affairs (DSPD/DESA), in collaboration with the United Nations Statistics Division and the United Nations Population Division. The final meeting agenda is attached as Annex I.

2. The meeting was attended by seventeen international experts from Congo, Egypt, Germany, Norway, the United Kingdom of Great Britain and Northern Ireland, and the United States of America. Experts also participated from the International Organization of la Francophonie, the United Nations Human Settlements Programme (UNHABITAT), the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) and UN-DESA.

3. The meeting was convened in response to General Assembly resolution 65/312, in which the General Assembly adopted the outcome document of their High-level Meeting on Youth: Dialogue and Mutual Understanding, held on 25-26 July 2011. The outcome document enumerated several requests to the Secretary-General, one of which was to propose a set of possible indicators for the World Programme of Action for Youth and the proposed goals and targets, in order to assist Member States in assessing the situation of youth, encouraging continued consultations with Member States (A/RES/65/312, para. 27).

4. The World Programme for Action for Youth was adopted by the General Assembly in its resolutions 50/81 of 14 December 1995 and 62/126 of 18 December 2007. It provides an international framework for youth related policies and practical guidelines for national action and international support to improve the situation of young people. The Programme for Action outlines 15 priority areas of youth development to be addressed, with corresponding proposals for action. These priority areas are interrelated, and fall within three main clusters: youth and the global economy, youth and civil society, as well as youth and their well-being.

	WPAY Priority Areas
Youth and the global economy	Education / Employment / Hunger and Poverty / Globalization
Youth and civil society	Environment / Leisure-time activities / Full and effective participation of youth in the life of society and in decision-making / Information and communication technology / Intergenerational issues
Youth and their well-being	Health / Drug abuse / Juvenile delinquency / Girls and young women / HIV and AIDS / Armed conflict

II. Opening

5. Ms. Daniela Bas, Director of the Division for Social Policy and Development (DSPD/DESA), opened the meeting by welcoming the experts and thanking them for their participation, which would provide essential inputs to the Division's increasingly important and widely recognized work on implementation of the World Programme of Action for Youth.

6. Mr. Jean-Pierre Gonnot, Chief of the Social Integration Branch of the Division for Social Policy and Development also welcomed the participants and expressed appreciation for the experts' participation at this busy time of year and for the significant contributions of the Statistics Division and the Population Division of DESA for their valuable contributions to the preparation of the meeting.

7. Ms. Nicola Shepherd, the United Nations Focal Point on Youth/Division for Social Policy and Development, noted the new trends emerging in youth development over the recent years. The numbers of young people worldwide aged 15-24 years has reached 1.8 billion and accounts for approximately a quarter of the global population, and almost 9 in 10 of young people globally live in the developing world.

8. Ms. Shepherd stated that the series of global financial and economic crises, recent events of youth engagement in political change, the revolution of social media and networking platform, have all, amongst others, caused youth issues to gain momentum in the international development debate. She continued to stress that more than ever before, there is a need to undertake a meaningful assessment of the situation of youth, and to monitor the progress made towards implementing the World Programme of Action for Youth.

III. Objective of the Meeting

9. Mr. Gonnot explained that work had been ongoing on the preparation of a set of indicators to monitor the World Programme of Action for Youth. This present expert group meeting is a response to the sense of urgency expressed by Member States in their request to the Secretary-General to propose a list of indicators for the World Programme of Action for Youth, made at the High-Level Meeting of the General Assembly, held in July of 2011, in resolution A/RES/65/312.

10. Mr. Gonnot informed the participants that in the preceding two days (12-13 December 2011), experts had gathered in the same conference room, to deliberate on quantitative indicators for the World Programme of Action for Youth.

11. He explained that the previous meeting had dealt with the seven priority areas of the World Programme of Action where some quantitative data is available, namely: education, employment, poverty, health, ICT, juvenile delinquency and drug abuse, as well as youth and globalization. The outcome of discussions only confirmed that given the multi-dimensional nature of the WPAY and the programmatic nature of a number of its proposals for actions, certain elements of the Programme of Action cannot be captured through quantitative indicators alone. Mr. Gonnot emphasized that if Member States are to monitor progress towards the implementation of the World

Programme of Action for Youth, they need a more structured process that is built around all fifteen priority areas, allowing for the use of indicators that are both quantitative and qualitative in nature.

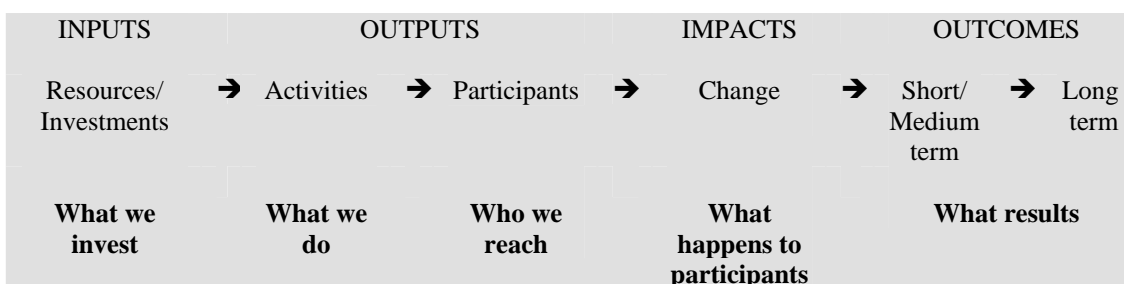
12. This expert meeting therefore aimed to put forward draft guidelines, a set of criteria, for Member States to consider when developing national monitoring and evaluation frameworks for the World Programme of Action for Youth, which the Secretariat could put forward, along with the proposed quantitative indicators mentioned above, for technical review by the 43rd session of the Statistical Commission, the competent inter-governmental technical body in the United Nations, and the Commission on Population and Development, which will have “adolescents and youth” as its theme in April of next year. The draft guidelines will also be presented at the Commission for Social Development in 2013.

13. Mr. Gonnot emphasized that in order to promote the full participation of young people and youth-led organizations in the development of policies designed to meet national youth goals and targets, he invited the experts to include in their deliberations a set of key principles for youth engagement in such national monitoring and evaluation frameworks.

IV. Conceptual Background: Key Elements of Monitoring and Evaluation

14. This session was discussed on the basis of a presentation by Professor Fred Coalter, Consultant and Visiting Professor at the Carnegie Research Institute Leeds Metropolitan University UK. Professor Coalter introduced the concepts of monitoring and evaluation by referring to his experience in monitoring and evaluating the effectiveness of sports-based development initiatives addressing issues of HIV/AIDS, refugees, female empowerment, slum children within various countries including Uganda, Tanzania, South Africa and India. He defined monitoring as the regular, systematic collection and analysis of information related to a clearly defined programme of action, while an evaluation is the process of systematic and objective examination of monitoring information in order to address programme efficiency, effectiveness, impact and sustainability, including lessons learned and how the implementation of the programme of action could be improved.

15. Professor Coalter emphasized the importance of using a process-based monitoring and evaluation approach to understand how a programme of action is presumed to work and deliver its desired results, rather than relying on the more traditional quantitative approaches to output and outcome measurements. He explained how understanding the process allows for identifying what is needed for intended programme delivery, for ensuring that the agreed impacts and outcomes are programme appropriate, and for identifying successes and failures to generate lessons learned. This process-led approach is facilitated by the development of a basic logic model that illustrates the presumed relationships between the programme of action’s inputs, outputs, impact and outcomes, as illustrated below



16. He highlighted that in order to develop an analytical logic model, ‘theoretical connections’ should be clearly defined and understood. This entails identifying the ‘programme theory’ which underpins the initiative – what are the assumptions about the nature and scope of the issues to be addressed and the presumed chain of cause and effect within the programme which will lead to impacts and outcomes relevant to such issues?.

17. In conclusion, Professor Coalter suggested that the use of a programme theory approach to monitoring and evaluation has a series of results::

- Makes critical distinction between necessary and sufficient conditions;
- Identifies and resolves different programme theories of stakeholders;
- Allows for theoretically coherent and realistic impacts and outcomes related to better understood processes;
- Focuses on key questions, mechanisms and hypothesis for monitoring and evaluation;
- Permits a shift from outcome-oriented to formative evaluation, contributing to programme development;
- Increases capacity building and greater sense of ownership through the monitoring and evaluation process;
- Enables programme providers to manage for outcomes;
- Allows for contingent and specific impacts and outcomes and the identification of more generic mechanisms and ultimately, the ability to make better generalization; and
- Allows for comparability between programmes.

18. Members of the expert group raised a number of issues in regard to the conceptual background of monitoring and evaluation.

19. Several of the experts expressed their concern with applying the monitoring and evaluation theory and methodology to the World Programme of Action for Youth. They emphasized that while the WPAY is the internationally adopted framework for national action and international support to improve the situation of young people, the ability to break it down into a theoretically logical sequence of steps is indeed a challenge, since this is a politically negotiated document that includes general policy and practical.

20. Another challenge identified by the experts was whether or not the guidelines for monitoring and evaluation should be addressed at national policy level, or at a programme/project level. It was then agreed that ‘programme theory’ applies to all levels, as measures taken at the macro-level (including policies and institutions) will affect young people.

21. Some experts also raised concern that while Member States are reiterating their commitment to the World Programme of Action for Youth at the United Nations General Assembly meetings, it is not clear how well their Governments are translating the 15 priority areas of the WPAY into national youth policies and actions. Members of the expert group agreed that while Member States are calling for indicators to assist them in assessing progress towards implementing the World Programme of Action for Youth, they should also ensure that their national youth policies and programmes support the implementation of the WPAY, and that these policies involve various Government ministries and agencies and not just those that specifically deal with youth related issues.

22. Experts also discussed the involvement of other stakeholders in this process. Some experts identified successful experiences, such as the Expert Committee of the Council of Europe's Children and Youth Sector to exemplify how Government, researchers and communities get together to identify challenges for youth. Other experiences showed that while elaborate youth policies and programmes may exist at the national level, they continue to ignore local capacities and young people continue to be marginalized.

23. Members of the expert group agreed that the development of national monitoring and evaluation frameworks for the World Programme of Action for Youth should allow for the engagement of youth as stakeholders, and for Governments to be held accountable by these young men and women.

24. Instead of only preparing national reports at the eve of international events, the experts proposed that Member States could prepare national youth development reports on regular basis, as they do for the Committee on the Rights of the Child, to showcase youth policies undertaken by Governments, and also to engage young people, youth-led organizations and national youth councils through producing shadow reports for example.

25. Also noted as a concern, are the mixed messages that Member States receive from various United Nations entities regarding the World Programme of Action for Youth, as each entity approaches the WPAY according to its own mandate. Experts felt that there is a need for a more coherent approach by the United Nations towards the WPAY. Youth issues need to be included in the overall framework of the international development agenda, instead of the current fragmented piece-meal approach. Experts are optimistic now that the international community is moving towards the end of 2015 target date of the Millennium Development Goals (MDGs), there is an opportunity to develop a new international development framework that is more youth oriented.

26. In concluding the session, Professor Coalter emphasized that in the processes of monitoring and evaluation a 'programme theory' approach can reconcile the differences noted by the experts. It allows for more linkage, more integration, more coherence and a greater sense of ownership.

V. Presenting Pre-meeting On-line Brainstorming Survey Results

27. This agenda item was considered on the basis of a presentation given by Dr. Andrea Anderson-Hamilton, Founder and Principal, Anderson-Hamilton Consulting. The session was based on an online survey that Dr. Anderson-Hamilton had prepared to seek the initial input of members of the expert group prior to the meeting, and in preparation for leading and facilitating the working group drafting session on ‘Draft Guidelines for Developing National Monitoring and Evaluation Framework for the WPAY, including Draft Key Principles for Youth Engagement.’

28. In designing the electronic survey, and as a point of departure, Dr. Anderson-Hamilton identified 7 categories or types of guidelines, which are:

- Contextualization
- Programme Logic as Basis for Monitoring and Evaluation
- Data Quality
- Utilization of Evaluation Results
- Cost/Burden of Participating Organizations
- Participation of Key Stakeholders in Monitoring and Evaluation Activities
- Protecting Human Subjects

29. Within each of these categories, participants were invited to generate guidelines that would be specific to Monitoring and Evaluation (M&E) of the World Programme of Action for Youth, involving youth in the monitoring and evaluation process to the greatest extent possible.

30. Dr. Anderson-Hamilton defined contextualization guidelines as those that describe the practices that would guide Member States in understanding the local and national context, including the political, social, cultural and economic environment, in which the Programme of Action operates. The guidelines in this category also advise on how to develop evaluation in light of these contextual factors, to improve data quality, evaluation use and participation of key stakeholders. The following summarizes the initial feedback proposed for the category on Contextualization:

- Involvement of multiple key stakeholders in the data collection process
- Consultation with parents and government officials
- Using the expertise and technical resources of key national youth-led organizations and platforms as well as of relevant international ones.
- Evaluator’s contextual awareness
- Multiple use of evaluation instruments

31. The second proposed category of guidelines on Programme Logic Model as Basis for M&E, aimed at creating guidelines that offer advice for how to use logic models as a key part of the WPAY monitoring and evaluation process. While logic models are produced in a wide variety of different forms, Dr. Anderson-Hamilton utilized the following simple abstract diagram.

Inputs → Activity → Output → Outcome → Impact

32. The initial feedback proposed for the category on Programme Logic Model as Basis for M&E, includes:

- Using logic models to drive and conduct in-depth analysis
- Logic model components are clearly identified and defined – inputs vs. outputs
- Develop general benchmarks for programmes to craft individual logic models
- Clear linkages to logic model components

33. Data quality is the third category of guidelines, which entails minimum standards for rigor and guidance on how to maximize the quality of primary and secondary data collection and analysis. The following initial feedback was proposed for the category on data quality:

- Use reliable and official data sources, such as the National Statistical Offices
- Delineate clear benchmarks of what data is most useful
- Sensitivity to both age and gender data collection
- Standard for presenting data
- Database manipulation and flexibility
- Data security

34. Dr. Anderson-Hamilton then presented the fourth category of guidelines on Evaluation Use, which describes the methods for reporting and how evaluation data is incorporated into the programme design and management decisions. The following initial feedback was proposed for this category:

- Clear and concise reporting that identifies programme impact
- Produce reports by region and comparison to other locales
- Reports clearly identify policy steps for decision makers
- Content of reports should be written for multiple audiences
- Encourage youth to be involved in the process

35. The fifth category was on Cost and Organization Burden, which includes the parameters to be considered to reduce the burden on service providers and Governments. Members of the expert group presented the following initial feedback within this category:

- Put monitoring programme implementation systems in place – online tracking
- Use existing framework for data collection when possible
- Evaluation instruments should be simple to use as much as possible
- Rely on existing experience
- Have clear guidelines

36. The category of guidelines presented next was on Participation of Key Stakeholders in M&E Activities. It includes standards for involving Government, donors, United Nations entities, non-governmental organizations and community members in programme M&E. The following initial feedback was proposed for this category:

- Stakeholders provide information for programme implementation and evaluation
- Engagement in the entire process, when applicable
- Involve members and representatives of marginalized groups and communities
- Clarify the need for the M&E activities and their roles

37. The final category of guidelines on Protecting Human Subjects includes universal standards applied to M&E practice including confidentiality and development of human subjects review standards. The following initial feedback was proposed for this category:

- Transparency about the purpose of the M&E activities
- Confidentiality and/or consent of using personal data/information
- Consultation with local experts about guidance and oversight to evaluators
- Decision-makers are committed to the protection of all persons involved
- Compensation for their time and efforts

38. In the course of discussion of these proposals, the following questions and concerns among members of the expert group were raised:

- (a) The key stakeholders involved in M&E of the WPAY should be defined.
- (b) While youth participation is considered an integral part the World Programme of Action for Youth, it is also important to identify where in the process this participation takes place. Some experts also raised the importance of building youth capacity to participate in the development of monitoring and evaluation frameworks.
- (c) The monitoring and evaluation process should not only be participatory, but also inclusive, as it is crucial to reach out to marginalized young people
- (d) Governments should build trust and confidence in the youth population and should further recognize their roles and efforts.

VI. Youth participation in monitoring and evaluation frameworks

39. This agenda item was considered on the basis of a presentation given by Mr. Ravi Karkara, Expert Advisor on Children and Youth, UNHABITAT. Mr. Karkara began his presentation with the showing of a short film on youth participation produced by UNICEF and UN-DESA for the launch of the International Year of Youth in August 2010. It brings together voices and actions of young people from around the world on the right to participate from their perspective. The film can be viewed here:

<http://www.youtube.com/unicef#p/u/2/8DKxF7jICOQ>

40. Mr. Karkara defined youth participation as a continuous process of dialogue for positive social change in partnership with young women / adolescent girls and

young men / adolescent boys from diverse backgrounds, whether as individuals or in groups. Participation supports youth to positively express, discuss and interact in decision making that affects them, through enabling and inclusive methodologies, thereby contributing to positive social change, social justice and human development. He categorized youth participation as:

- (a) Consultative youth participation - where adults seek the views of young women and men in order to build knowledge and understanding of their lives and experiences
- (b) Collaborative youth participation – where there is a greater degree of partnership between adults and youth, with the opportunity for active engagement at any stage of a decision, initiative, project or service
- (c) Youth-led participation - where young women and men are afforded the space and opportunity to initiate activities and advocate for themselves.

41. Mr. Karkara illustrated how a human rights-based approach applies to youth participation. The diagram he presented recognizes youth as rights-holders and social actors, and Governments as primary duty-bearers accountable to their citizens – including young women and young men. This approach calls for giving priority to creating a youth-friendly environment that is safe and based on respect and mutual trust. The human rights-based approach also keeps the principle of equity, non-discrimination and inclusion in its centre requiring action to strengthen the participation of marginalised youth.

42. He emphasized that youth participation should be gender sensitive and inclusive to young people who are at risk and who could be discriminated against, including girls and young women, youth with disabilities, indigenous and minority young people, youth affected by and/or living with HIV and AIDs, migrant youth, young people forced into prostitution, etc.

43. Mr. Karkara further proposed a framework for preparing and strengthening youth participation, which is based on the following key elements:

- (a) Conducive governance environment, with increased accountability and capacities
- (b) Inclusive, gender sensitive and equitable youth participation
- (c) Young people participation in the management cycle to ensure that programmes on youth are developed with youth
- (d) Information, structures and mechanisms for meaningful youth participation
- (e) Participatory, non-discriminatory and inclusive methodologies including social media
- (f) Supporting young people to form their own organization, networks and initiatives for social transformation, including building their capacities
- (g) Impact, monitoring and evaluation of young people's participation

44. In the course of discussion of youth participation in the development of national monitoring and evaluation frameworks for the World Programme of Action for Youth, members of the expert group raised the following questions and concerns:

45. The experts were receptive to the presentation. Some discussion was devoted to the necessary basic requirements for youth participation, including the right political environment and an enabling legal framework. Furthermore, youth and youth led organizations need access to funding and capacity building if they are to become effective participants in political and other processes. The experts agreed upon the key principles for youth participation in developing national monitoring and evaluation frameworks for the World Programme of Action for Youth. These key principles are contained in the Conclusions and Recommendations chapter of this report.

VII. Working Group Drafting Session

46. Participants utilized the second day of the meeting to draft guidelines for developing national monitoring and evaluation frameworks for the WPAY, including key principles for youth engagement. For this purpose, Dr. Anderson-Hamilton and her colleague Mr. Al Reynolds, divided the participants into two working groups, and accordingly led and facilitated the drafting session. The working groups then met to present their respective guidelines and deliberate on them in a general discussion session.

47. Some experts also raised concern over the tension between a general set of principles of empowerment/inclusion and the training/robustness so central to M&E. There may for example be circumstances where there is a lack of capacity amongst youth and youth led organizations to participate in certain aspects of M&E that require specific training and experience. In such circumstances, criteria should be clear on which takes priority.

VIII. Recommendations and closing

A. Guidelines for developing national monitoring and evaluation frameworks for the World Programme of Action for Youth

1. CONTEXTUALIZATION

48. Contextualization guidelines describe the practices that would guide evaluators in understanding the local/national context, including the political, social, cultural or economic environment, in which programmes operate, and advise on how to develop evaluation in light of these contextual factors to improve data quality, evaluation use, and participation of key stakeholders.

Key Factors	Key Factors Maximizing Youth Engagement in M&E
<ul style="list-style-type: none"> • Multiple, flexible and adaptable indicators must be developed in ways that are adaptable to a country's context. • National/local economic and social development trends must be considered when M&E frameworks 	<ul style="list-style-type: none"> • In order to support the maximum possible participation of youth in the M&E process, the following factors must be taken into consideration: • Including youth early in the process, starting with contextual interpretation, and the development

<p>are developed.</p> <ul style="list-style-type: none"> • The availability of statistical data and applied research for pre-determined indicators for different countries and regions must be taken into consideration as M&E frameworks are developed. • Cultural and societal factors, including religion and gender dynamics must be considered when developing M&E frameworks. • National literacy rate among youth must be considered when developing M&E frameworks. • Each member state must clearly define what is meant, in its context, by the term “youth.” 	<p>of indicators and outcomes.</p> <ul style="list-style-type: none"> • Involving national youth led groups and NGOs as M&E advisors. • Developing mechanisms for participation of youth with different backgrounds. • Ensuring that the M&E process is clear and easy to understand.
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49. With these factors in mind, the participants proposed the following guidelines for the development of WPAY M&E frameworks that would appropriately consider the national and local context in which research and dissemination activities would take place:

- Evaluation teams should include local and external personnel.
- Evaluators must be informed and sensitive to the overall local and national development context.
- Planning evaluation must include a deliberate plan for stakeholder involvement.
- Each WPAY priority area should be thoroughly explored with the understanding that local/national habits and trends might prohibit progress.
- The M&E process should include consultation with key national youth-based or youth-led organizations and marginalized segments of society including the very poor, ethnic groups, women and children.

2. M&E SYSTEMS ARE GROUNDED IN LOGIC MODELS

50. Logic models assist in the planning, managing, monitoring, and evaluating of youth programmes. They present in summary form a description of how a policy or programme is expected to work. In contexts where change can occur frequently, such as conflict or post-conflict areas, this tool can be very useful in helping the programme monitors learn what is working well (and what is not working well) so they can be deliberate about what changes to make to be more effective. Logic models also define the important early, intermediate and long-term outcomes that will be measured in the evaluation of the programme.

Key Factors	Key Factors Maximizing Youth Engagement in M&E
<ul style="list-style-type: none"> • Logic models must be developed using participatory and democratic practices. • Logic model components should be linked to clearly defined national/local contextual factors – there should not be a “one size fits all” logic model imposed across member states. • In order for logic models to be most useful, there must be follow-up reporting on the activities that are specified in the logic model. 	<ul style="list-style-type: none"> • Including youth in the development of the logic model will make it realistic instead of being based on assumptions. • The logic model must be developed and presented in a way that youth clearly understand. • Youth/led organizations should record and report their experiences in light of the logic model in order for their voice to be heard by the evaluators and Government.

51. With these considerations in mind, the participants offered the following draft guidelines about how to integrate logic models into the M&E frameworks for WPAY:

- The types of expected results, and the unit of analysis at which they will be measured (i.e., at the individual, organizational, community or state-level) should be clearly identified. Additionally, the relationships between results produced at one level of the process and results produced later in the process should be clearly illustrated
- The logic model can provide a basis for subsequent monitoring and evaluation. It must therefore be kept under regular review and amended as needed using a systematic mechanism.
- The assumptions in the logic model must be clearly articulated.
- The ultimate impacts of complex social programmes are not easy to measure. Therefore, it is critical to identify short-term, intermediate-term and long-term results and to track them in the planning, evaluation and monitoring process.
- The logic model should define indicators for each output and outcome that are SMART:
S = Specific
M = Measurable
A = Achievable
R = Relevant
T = Time-Bound

3. DATA QUALITY

52. These guidelines establish quality controls for primary data collection, establish rules for the utilization of secondary data and describe the application of “mixed methods” evaluation approaches.

Key Factors	Key Factors Maximizing Youth Engagement in M&E
<ul style="list-style-type: none"> • The M&E frameworks should identify data sources for each indicator early in the development of the M&E framework. • M&E stakeholders should secure resources for specialists trained in data collection. • Data should follow established national quality and methodological guidelines. • Data should be cross-checked by using multiple data sources if possible. • The most should be made of existing knowledge, expertise and research. • To reach areas not served by governments NGOs should be involved in the M&E process. • M&E of WPAY programmes need not rely on Government data alone. 	<ul style="list-style-type: none"> • Involve youth in collecting data. • Recruit youth with technical expertise. • Clarify the role of youth in the M&E process and types of data they will collect. • Include youth in the validation and quality check of data. • Transparency in the data collection and analysis process is mandatory.

53. With these factors in mind, the participants drafted the following data quality guidelines:

- Data must come from authentic sources and be reliable, valid and updated regularly.
- When possible, data should be collected so as to permit disaggregation by gender, age, level of income, education level, and employment status and urban/rural status of youth in order to enable analysis of disparities between groups of youth as relevant to the national context.
- Partnerships with national statistics authorities and other line ministries should be developed to refine, validate and collect data related to youth development indicators.
- Data should be consistent with related national and international standards and practices where applicable, particularly for monitoring trends.
- M&E staff should establish data compilation mechanisms with appropriate statistical skills in order to compile indicators on youth systematically. In addition, where necessary resources are available, they may wish to work with national statistical services to undertake a National Youth Survey in order to collect additional data not otherwise available.. Such mechanisms will serve to inform the formulation of new evidence-based youth policies and assess the impact of the previous youth policies.
- The participation of youth in the design of data collection and reporting formats should be encouraged and facilitated, including through capacity building.

4. M&E REPORT UTILIZATION

54. These guidelines describe how to create M&E reports that would be most useful to key stakeholders to help them make management decisions, improvements to the programme design or implementation and possibly recommendations for policy reform.

Key Factors	Key Factors Related Maximizing Youth Engagement in M&E
<ul style="list-style-type: none"> • Reports must be clear and concise. Key findings and lessons learned should be highlighted and presented in ways policy makers can understand. • The M&E reports must be transparent and assessable. • M&E reports must include the voices of all key stakeholders. • M&E reports should highlight what was well done. • M&E reports and other documents must be well organized and easy to read. 	<ul style="list-style-type: none"> • Youth must be involved in the M&E reporting process in some way. • M&E reports must be clearly written for youth understanding. • M&E findings should be widely shared, including using social media for this purpose. • There should be broad agreement and consensus with M&E findings. • Feedback and recommendation from youth should be included in M&E reports.

55. With these considerations in mind, the participants drafted the following guidelines for M&E report utilization:

- M&E reports must be accessible, easy to understand by many audiences, and youth-friendly. They should not be laden with jargon or technical terms that only professionals can understand.
- There should be multiple forms and formats for the dissemination of M&E findings, including meetings, reports, and summaries that are posted online in forums that allow for youth to discuss them and share their feedback about them.
- M&E findings must be distinguished from any advocacy recommendations. The findings should focus on the presentation of data from the M&E system. When necessary, separate documents should be produced that offer recommended action steps to improve programme implementation or suggested policy reforms.
- A diverse group of stakeholders should be involved in the preparation and review of M&E reports.
- The national WPAY logic model(s) must be used as a framework for any reporting. Findings from M&E activities should be linked to the activities, outputs and outcomes articulated in the logic model(s).
- A number of specific reporting guidelines should be considered:
 - Reports should be as short as possible and only as long as necessary
 - The United Nations should provide a template for reporting progress on the monitoring indicators
 - Monitoring reports should highlight how indicators change over time

- Reports should be produced on a regular, predictable schedule. WPAY M&E stakeholders should agree on the same reporting calendar so that results can be compared across regions and across Member States.

5. COST AND ORGANIZATION BURDEN

56. These are the parameters to be considered to reduce the burden on service providers and Governments.

Key Factors	Key Factors Related to Maximizing Youth Engagement in M&E
<ul style="list-style-type: none"> • To the greatest extent possible use pre-existing and online data resources. • Front-end planning about M&E procedures and the division of labour and budgeting will limit cost and burden for programme stakeholders. • Call for tenders for M&E services could specify a total cost, rather contracting with experts who are paid by the hour. • The M&E data collection and other activities should be integrated into the programme's day-to-day routines. • M&E staff and consultants should ensure that programme staff feel that their work related to M&E is valued. 	<ul style="list-style-type: none"> • M&E experts should involve youth-led organizations when relevant and applicable to lower cost without exploitation. • On-site and face-to-face meetings should be limited. • Paper editing should be kept to a minimum (using electronic mechanisms as an alternative) • Social networks for input from youth and for the dissemination of results to youth.

57. With these factors in mind, the participants drafted the following guidelines aimed at reducing the cost and burden of the M&E process:

- Monitoring and evaluation should be part of the policy and programme design. Principles and processes for monitoring and evaluation, as well as the products and outcomes of these activities, should be identified at an early stage. Necessary funding for monitoring and evaluation must be allocated in the program budget.
- The nature of the World Program of Action for Youth requires cross-sectorial partnerships within Government. For monitoring and evaluation purposes there is a need to identify which data are required, from which sources they should be gathered and which authorities are responsible for reliable data in their sectors. Such cross-sectorial partnerships will both reduce costs, ease the access to data and ensure accountability within sectors.
- Youth-led organizations are often cost-efficient by nature and partnerships with youth-led organizations can lower the monitoring and evaluation costs. However, methodology must be youth-friendly and training must be provided.

Monitoring and evaluation should always lead to capacity building amongst participants and key stakeholders.

- Evaluation and monitoring on the national level requires the engagement of professional statisticians and should take advantage of existing data and frameworks, including monitoring of national progress in achieving the Millennium Development Goals. When necessary such frameworks should be developed or established and be responsible for data relevant for the World Program of Action for Youth, for planning and result tracking purposes.
- Evaluation and monitoring should take advantage of Information and Communication Technology (ICT) to reduce costs while increasing efficiency in data gathering. However, data gathering/collection from non-users of such technologies is equally important and the necessary resources must be allocated to ensure such gathering/collection of data.
- Proper monitoring during the implementation of programmes will lead to more efficient programmes and reduce evaluation costs.
- The World Program of Action for Youth should have evaluation services on the global and regional levels to assist NGOs and Governments working for the achievement of the programme in their monitoring and evaluation.

6. KEY STAKEHOLDERS' PARTICIPATION

58. These guidelines relate to the involvement of Government, donors, United Nations, non-governmental organizations and community members in M&E activities. These guidelines may also reference the need to build evaluation capacity at the community level so that key constituents can be meaningfully involved in M&E activities.

Key Factors	Key Factors Related to Maximizing Youth Engagement in M&E
<ul style="list-style-type: none"> • It is important to engage all key stakeholders in the early stages of the M&E process. • There should be an established timeline that specifies when key stakeholders will be involved. • The definition of key stakeholders includes marginalized groups. • The capacity of all key stakeholders should be built so their involvement is beneficial to the M&E process as well to their constituents. • M&E staff should remember that the quality of participation is more important than quantity. 	<ul style="list-style-type: none"> • Youth are necessary and pertinent stakeholders and should be included in all areas and processes of the evaluation, including M&E development and benchmarks. • The role and purpose of youth engagement in M&E activities should be clearly defined early on. • The M&E process should open an intergenerational dialogue. • M&E staff should remember that involvement in this process is beneficial to youth themselves. • M&E staff should build the capacity of youth-led organizations to participate effectively in the process.

59. With these factors in mind, the participants drafted the following guidelines for the participation of key stakeholders:

- The M&E framework must ensure the inclusion of all relevant stakeholders, paying special attention to marginalized and disadvantaged groups as well as to youth-led and youth-oriented NGOs.
- The M&E framework needs to be transparent regarding how stakeholders will be involved; this includes their role and contribution in the process.
- Stakeholders need to have clarity regarding the different steps of the process.
- A flexible mechanism must be established to get information to and from stakeholders, with the provision of sufficient time for proper and meaningful consultations at all levels.
- The M&E framework should facilitate the development of a conducive environment for intergenerational dialogue in order to ensure a balanced perspective and wide ownership for the M&E process and results.

7. HUMAN SUBJECTS

60. Research and evaluation practices that describe the protection of human subjects.

Key Factors	Key Factors Related to Maximizing Youth Engagement in M&E
<ul style="list-style-type: none"> • Anonymity and confidentiality are of paramount concern. • Openness and transparency about the process is an important element of protecting human subjects. • Existing expertise in this area, such as the National Statistical Offices and Health Ministries, should be drawn upon. • Guidance and oversight about the protection of human subjects should be provided to evaluators. • Proper citing of source information and acknowledgement of all subjects who provided required information is an important element of respecting and protecting human subjects. 	<ul style="list-style-type: none"> • Anonymity and confidentiality are particularly important for youth subjects in an evaluation. • Ownership of results and the sharing of findings is an important element of respecting the youth who participate in the M&E process. • Parental consent to participate as an evaluation subject may be required in some countries and in some contexts. • Protection of youth engaged in the process against any type of persecution or intimidation is mandatory.

61. With these factors in mind, the participants drafted the following M&E guidelines for the protection of human subjects:

- All WPAY M&E frameworks should include guidelines that describe how to cover costs borne by evaluation participants.
- M&E staff must ensure that all human subjects have free, prior and informed consent.
- M&E staff should involve legal expertise when necessary and take national and international laws and standards in consideration.
- It is critical to ensure transparency in the whole process as a mechanism to guard against the abuse or manipulation of human subjects.
- All persons involved in the process must be protected from any form of persecution or intimidation.

B. Key principles for youth participation in developing national monitoring and evaluation frameworks for the World Programme of Action for Youth

- **Transparent and Informative:** Youth must be provided with full, accessible, diversity-sensitive and age-appropriate information about their right to express their views freely and their views to be given due weight, and how this participation will take place, its scope, purpose and potential impact; ensuring that such information is accessible to the most marginalised youth such as youth people with disabilities and other special needs. Youth need to be given information on their rights and responsibility of meaningful participation.
- **Inclusive:** Youth participation must be inclusive, challenge existing patterns of discrimination, and encourage opportunities for marginalized youth, including both young women and young men, to be involved. Youth are not a homogenous group and participation needs to provide for equality of opportunity for all, without discrimination on any grounds. Programmes also need to ensure that they are culturally sensitive to youth from all communities;
- **Safe and sensitive to risk:** In certain situations, expression of views may involve risks. Adults have a responsibility towards the youth with whom they work and must take every precaution to minimize the risk to youth of violence, exploitation, abuse or any other negative consequence of their participation. Youth should be included in disaster risks reduction and emergency preparedness initiatives.
- **Youth-Led Organisations and Youth Led Networks:** Support and strengthen youth-led organisations and youth-led networks including online based networks. Special efforts should be made to reach out to the most marginalised youth-led organisations and networks such as youth with disabilities-led organisations, adolescent girls and young women-led organisations and networks, indigenous youth-led organisations, youth-led organisations in urban slums, minority youth-led organisations, LGBT youth-led organisations, etc.
- **Voluntary:** Youth should be encouraged to volunteer and their contributions must be promoted and respected. Youth should never be forced or manipulated into

expressing views and they should be given the option to discontinue their involvement at any stage.

- **Respectful:** Adults working with youth should acknowledge, respect and build on good examples of young people's participation, for instance, in their contributions to the family, school, culture, media and the work environment. Youth's views have to be treated with respect and they should be provided with opportunities to initiate ideas and activities. Youth need to be respected as knowledge leaders and contributors of knowledge base for youth participation from their perspective and experience.
- **Relevant:** Youth need to be given space to enable them to highlight and address the issues they themselves identify as relevant and important. The issues should enable them to draw on their knowledge, skills, abilities and responsibilities.
- **Youth-Friendly:** Investment need to be made in developing youth friendly environments, processes, structures and mechanisms that enable youth to effectively participate in matters that affect them. Participatory and inclusive methodologies and tools should be adapted to maximize youth's capacities and potential.
- **Time and Resources:** Adequate time and resources (financial and human) should be made available to ensure that youth are adequately prepared and have the confidence and opportunity to contribute their views and supportive actions in processes of social transformation.
- **Capacity Development:** Adults need preparation, skills and support to facilitate young people's participation effectively, to provide them, for example, with skills in listening, working jointly with youth and engaging youth effectively. Youth themselves can be involved as trainers and facilitators on how to promote effective participation; they require capacity-building to strengthen their skills in, for example, effective participation awareness of their rights, and training in organizing meetings, raising funds, establishing youth led organisations, dealing with the media, public speaking and advocacy;
- **Accountable:** A commitment to follow-up and evaluation is essential. For example, in any research or consultative process, youth must be informed as to how their views have been interpreted and used and, where necessary, provided with the opportunity to challenge and influence the analysis of the findings. Youth are also entitled to be provided with clear feedback on how their participation has influenced any outcomes. Wherever appropriate, youth should be given the opportunity to participate in follow-up processes or activities.

Annex I: Final Meeting Agenda

Wednesday, 14 December 2011

- 9:00 – 9:30 Registration of participants
- 9:30 – 9:45 **Welcome and introduction**
Daniela Bas, Director, Division for Social Policy and Development
Jean-Pierre Gonnot, Chief of Social Integration Branch, Division for Social Policy and Development
Nicola Shepherd, Focal Point on Youth, Division for Social Policy and Development
- 9:45 – 11:30 **Session I: Conceptual Background: key elements of monitoring and evaluation**
Fred Coalter, Professor, Carnegie Research Institute, Leeds Metropolitan University
- 11:30 – 11:45 *Coffee break*
- 11:45 – 13:00 **Session II: Presenting Pre-meeting On-line Brainstorming Survey Results**
Dr. Andrea Anderson-Hamilton, Founder and Principal, Anderson-Hamilton Consulting
- 13:00 – 14:30 *Lunch break*
- 14:30 – 16:30 **Session III: Youth participation in monitoring and evaluation frameworks**
Ravi Karkara, Expert Advisor on Children and Youth, UNHABITAT

Thursday, 15 December 2011

- 9:00 – 11:00 **Working Group Drafting Session**
Draft Guidelines for Developing National Monitoring and Evaluation Framework for the WPAY,
including Draft Key Principles for Youth Engagement
- 11:00 – 11:30 *Coffee break*
- 11:30 – 13:00 **Working Group Drafting Session: continued**
- 13:00 – 14:30 *Lunch break*
- 14:30 – 16:30 **Session VI: Recommendations and closing**

Annex II: List of Participants

Experts

Mr. Ahmad Alhindawi

Youth Policy Advisor
League of Arab States
Cairo
Tel +20227354306
Fax +20227351422
alhindawi@arabyouthsport.org
a.alhindawi@gmail.com

Dr. Andrea Anderson-Hamilton

Founder and Principal
Anderson Hamilton Consulting
152 West 131st Street, Suite 4
New York, NY 10027
Tel 917. 622.7926
andersonhamilton@gmail.com

Ms. Samina Anwar

Programme Specialist
Institutional Development Unit
UN Women
New York
Tel (917) 484 8074
samina.anwar@unwomen.org

Professor Fred Coalter

Consultant
Carnegie Research Institute
Leeds Metropolitan University
England UK
Tel: + 44(0)131 441 6402
fredcoalter@hotmail.co.uk

Mr. Robert Johnston

Advisor and Former Statistician at the
United Nations Statistics Division
60 beach street
New York
Home: (212) 431-8579
rgjohnston@alumni.princeton.edu

Mr. Romulo Dantas

Executive Secretary for Youth
YMCA
São Paulo, Brazil
Tel +41 79 955.5863
romulo@ymca.int

Mr. Daniel Edah

Program Specialist, Directorate of Youth
International Organization of la
Francophonie
36, Rue Thiers, 92100 Boulogne
Billancourt, France
edah_daniel@yahoo.fr
+33 6 37 90 38 60
+33 1 46 21 77 06

Mr. Christoffer Grønstad

Senior Communications Adviser
Climate and Pollution Agency
Grenseveien 7B, 0571 Oslo, Norway
Mobile: +47 901 18 286
christoffer.gronstad@lnu.no

Mr. Patrick Guyer

Chief Statistician and Coordinator
American Human Development Project
368 Greene Ave. #3 Brooklyn
NY 11216
Tel (347) 409-2533
patrick@measureofamerica.org

Mr. Falko Mohrs

Board Member
European Youth Forum
Wolfsburg, Germany
Tel +32 2 230 64 90
falko.mohrs@youthforum.org

Mr. Ravi Karkara
Expert Advisor Children & Youth
Partners and Youth Branch,
United Nations Human Settlements
Programme, UNHABITAT
New York
Tel 917 3672895
Fax 212 963-8721
karkara@un.org

Mr. Karim A Kasim
Project Manager
Youth Social Entrepreneurship
Programme
Ministry of Communication and
Information Technology
Cairo
Tel +20235342179
Fax +20235341813
kkasim@mcit.gov.eg

Mr. Stephen Kisambira
Population Affairs Officer
Fertility and Family Planning Section
UN Population Division
New York
kisambira@un.org

Mr. Al Reynolds
M&E Expert
Anderson Hamilton Consulting
152 West 131st Street, Suite 4
New York, NY 10027

Ms. Françoise Mukuku
Executive Director
Amazone Consultancy
25 Benseke Q. Joli Parc
Commune de Ngaliema
Kinshasa- Congo
(Mob)+243 818120350
frmukuku@gmail.com

Ms. Maryanne Olson
International Operations
Open Society Institute
400 West 59th Street
4th Floor
New York, NY 10019
Tel 212-548-0600
Fax 212-548-4679
molson@sorosny.org

Mr. Lakshitha Saji Prelis
Director
Children and Youth Programmes
Search for Common Ground
1601 Connecticut Ave, NW Suite 200
Washington, DC 20009
Tel 202 572 6291
Fax 202 232 6718
sprelis@sfcg.org

United Nations Department of Economic and Social Affairs

Division for Social Policy and Development

Ms. Daniela Bas
Director
Division for Social Policy and
Development
Two United Nations Plaza Rm-1320
New York, NY 10017
Tel. 212-963-2569
bas@un.org

Ms. Elizabeth Niland
Associate Social Affairs Officer
Focal Point on Youth/Social Integration
Branch
Division for Social Policy and
Development
Two United Nations Plaza
New York, NY 10017
Tel. 212-963-1896
nilande@un.org

United Nations Department of Economic and Social Affairs ctd.

Mr. Jean-Pierre Gonnot

Chief
Social Integration Branch
Division for Social Policy and
Development
Two United Nations Plaza Rm-1370
New York, NY 10017
Tel. 212-963-3256
gonnot@un.org

Ms. Julie Pewitt

Programme Assistant
Focal Point on Youth/Social Integration
Branch
Division for Social Policy and
Development
Two United Nations Plaza
New York, NY 10017
Tel. 917-367-5169
pweitt@un.org

Ms. Nicola Shepherd

Focal Point on Youth
Division for Social Policy and
Development
Two United Nations Plaza Rm-1386
New York, NY 10017
Tel. 917-367-9282
shepherdn@un.org

Ms. Sandrine Cardon

Programme Assistant
Focal Point on Youth/Social Integration
Branch
Division for Social Policy and
Development
Two United Nations Plaza
New York, NY 10017
Tel. 917-367-9412
cardons@un.org

Mr. Broddi Sigurdarson

Social Affairs Officer
Focal Point on Youth/Social Integration
Branch
Division for Social Policy and
Development
Two United Nations Plaza
New York, NY 10017
Tel. 917-367-2106
sigurdarson@un.org

Ms. Sandra Lindblom

Consultant
Focal Point on Youth/Social Integration
Branch
Division for Social Policy and
Development
Two United Nations Plaza
New York, NY 10017
Tel. 917-367-9412
lindblom@un.org

Mr. Junjie Jiang

Intern
Focal Point on Youth/Social Integration
Branch
Division for Social Policy and
Development
Two United Nations Plaza
New York, NY 10017