

	REPORT SUMMARY ON MEETING United Nations Volunteers Sri Lanka	
---	--	--

Submitted by (and signature): Anishka Wijayarathne	Title: Project Associate – UNV PBF	Date: 02 nd April 2020
--	--	---

Distribution: UNWOMEN, UNFPA, UNV and UN-RCO PBF Secretariat

Name of meeting: Coordination Meeting: PBF Project - Women and Youth, April 2020

Venue of meeting: Virtual Meeting – ZOOM Platform

Date of meeting: 2nd April 2020

Objective of meeting:

1. To share and discuss project progress against implementation, Project closure and challenges under current circumstances
2. To discuss about the evaluation – Terms of Reference (ToR)
3. To discuss about the end of the Project Event and any other matters

Number of participants, name of organization/institution:

UNWOMEN

1. Prashani Dias

UNFPA

2. Poorani Radhakrishnan
3. Priskila Arulpragasam

UNV

4. Sam Stembo
5. Anishka Wijayarathne

UNRCO/ PBSO

5. Dushanthi Fernando

Key findings/What we have learned/Follow-up:

DISCUSSION HIGHLIGHTS

1. The meeting commenced with a discussion on progress against implementation, remaining work of the project while discussing about the challenges faced due to the current circumstances with the corona virus outbreak.
2. Poorani initialed the conversation by mentioning the UNFPA project progress, and remaining activities as stated below;
 - The final Youth Peace Panel (YPP) training is yet to be completed along with allocating grants to implement advocacy projects
 - A consultation workshop to be held in order to develop the eastern province policy and action plan on youth
 - Finalization and approval of policy action plans for all four provinces.
3. Prashani took the next turn in explaining UNWOMEN progress and remaining activities as follows;
 - The final five follow up assessments under the multiparty dialogs were planned to be carried out in the last two weeks of March being cancelled, the same was rescheduled to be implemented when the crisis has ended.
 - UNWOMEN is also working on getting their documentation sorted. To compile data from 2017 and have it in place for easy reference of the evaluators
 - Prashani also mentioned that with their POs are in the process of being closed, there will be additional funds/savings that UNWOMEN could possibly share on the evaluation process or the final event when needed.
4. Sam then shared the progress and remaining tasks of the UNV project as follows;
 - Between the months of January - March UNV managed to support 12 youth leaders trained under the ToT programme carried out with Sarvodaya Shanthi Sena to disseminate their knowledge among 120 youth participants, three workshops held respectively in Rathnapura, Anuradhapura and Kandy for this purpose
 - Support to develop the YPS coalition annual action plan, which will take place as soon as the situation in the country is under control
 - 15,000.00 USD has been allocated for the project evaluation and 7,500.00 USD has been allocated of the PBF final closure event
5. Poorani raised a question on how to proceed with the remining activities under the current circumstances, where an online platform will not be a solution.
6. Prashani from UNWOMEN explained their alternatives methods of conducting the remaining activities:
 - The five follow up assessments to be conducted will be taking an over the phone approach to have informal chats with participants to understand what they have gathered from the trainings and dialogs. the above mentioned five workshops consists of about 150 participants in total whom will be contacted by UNWOMEN in order to gather information.

7. UNFPA alternatives methods of conducting the remaining activities:
- As the case of UNFPAs provincial policy and action plan development for the eastern province requires consultations to be held with government officials, after evaluating available possible options it was agreed that Poorani would discuss this point with UNFPAs implementing partner (Chrysalis), update Dushanthi bilaterally and inform the team about the finalized decision
 - Alternatively, for the final YPP training - An online training approach will be adapted while changing the nature of their advocacy project.
8. Dushanthi expressed and explained that a project extension will not be granted for PRF projects in Sri Lanka, and for those who were unable to utilize allocated funds will have to record and return what is left.
9. Dushanthi also noted that the PBF Portfolio Evaluation conducted by PBSO would take place in the latter half of the year 2020
10. Project Evaluation: Poorani mentioned that The ToR has been shared with UNFPA RR and is pending approval along with final comments to move forward with the procurement process to hire an institution for project evaluation, UNFPA is taking the lead on this joint evaluation process and will keep other agencies informed and updated. Poorani further elaborated that the timeline for evaluation may not require any adjustments. The importance of collating documents to conduct a smooth desk review and evaluation process was reminded to all three agencies by Dushanthi
11. Poorani highlighted that the discussion on the final event will be on hold until the next PBF coordination meeting in May
12. Poorani suggested to produce more knowledge products with remaining funds/savings from all agencies which led up to a conversation on visibility products initiated by Dushanthi as she complimented the overall success and timeliness of project while making a suggestion to produce videos – visibility items under the consultation of communication teams of each agency

	What	Who	When / Priority
1	Prepare for procurement to secure Evaluation Team	UNFPA	As per the TOR timelines
2	Discuss with Chrysalis and update Dushanthi and the team on UNFPA decision with regards to the policy and action plan on youth – eastern province	Poorani	ASAP
3	Discuss and decide on the project final event	All agencies	May 2020
4	Share videos made by other countries for inspiration	Dushanthi	2 nd week / 3 rd week of April
5	M&E indicator Matric; meeting to be organized	Poorani	2 nd week of April
6	Organize the next PBF coordination meeting	UNFPA	May 2020 (first week)