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Tuesday, 13 August 2024.

Covenant University, Ogun State, Nigeria, West Africa
in Collaborative Partnership with the Development
Office & Fundraising, University of Johannesburg,
Gauteng, South Africa, Southern Africa, by Dr. Dawn
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Good Afternoon and Welcome Honourable Participants
to this Virtual Seminar on:

“Budget Essentials For Grant Proposals: Creating
Realistic and Impactful Budget Plans”

Presentation Discussion Points:

1. Individual Research budgets for research activities, nationally, regionally, and globally.
2. Research budgets for Project Activities within a University.
3. Collaborative Partnership Research budgets.

Fundamentals that will inform us how we develop project research budgets:

1. What is our overall theory of change?
2. In order to achieve our theory of change, what is our goal hierarchy? This is a progressive impact model.
3. How are we going to achieve our goal hierarchy?
4. What are our key factors and who are our critical actors (include all beneficiaries)?
5. What is our sustainability approach?

Our overall theory of change (which is the major vision/mission statement of the research project will inform our budget essentials.

Goal Hierarchy:

Our goal hierarchy inform us how we are going to reach the theory of change:

Through this research project, what will be achieved? (Overall Impact)

How (Activities)

When (Timelines)

What (outcome indicators and output indicators) inform us that we are following our overall budget, inadvertently reaching our theory of change.

Note: Conduct a thorough research analysis: Understand who and what the needs of our donor are, the donor's funding criteria – clearly incorporated into the goal hierarchy to inform our budgets – as aligned to the respective academic funding project needs. While executing our work we remain conscientious of adherence to the University's funding principles and ethics policy documents.



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Theory of Theory of Change “Contributing towards effective climate change risks within health care institutional Architecture Frameworks in Africa – What is our impact?”

LEVEL	EXPECTED RESULT	INDICATORS	BASELINE Y0	TARGET Y1	TARGET Y2	FINAL TARGET Y3	Data source of verification	Monitoring and Evaluation Towards Sustainability
IMPACT (What was achieved?)	Our beneficiaries have Increased appreciation and commitment to linking climate change and Health Care Institutions in the 5 African countries targeted with the development of a community of practice hub established with an increased African youth intelligentsia with dynamism.	-Existence of a functional multi-sectorial and multi-stakeholder coordination body -Cumulative number (20 partnerships) among governments, private sector, academia and NGOs that have been created.	Data tool frameworks and Research Lab for Field Research firmly established.	Completion of 5 country case studies - 1 x regional research public dialogue	- 1 x regional research public dialogue and 1 x research policy seminar which has been conducted. -3 x seminar reports with critical recommendation,s published and widely disseminated. -1x book on climate change and Health Care Institution Communities in the process of being published over a (two-year period – published in year 3).	-1 published book. -26 journal articles. - 28 Opeds. -2 Research Public Dialogue reports. -1Research Policy seminar report. -1x teaching manual and 1 x training the trainers’ manual has been produced -On-line communications’ network are established.	Evaluation reports of training workshops. Annual Reports. Book. Journal articles. Opeds. Health care infrastructure development buildings aligned to climate mitigating risk strategy are initiated. Regular reports to the donors with budget reports. - we have reached 10 000 participants trained (including students,civil society, policymakers, and among others)	1.Through our pre-and post monitoring and evaluation questionnaires conducted: results show that we have established collaborative partnerships across climate change and Health Care Institution Communities within our 5 target African countries. 2. We have established a community of practice within Higher Education Institutions (HEIs) involving 5 African countries within the climate change and health care fraternity. 3. Through our multi-interdisciplinary approach of collaborative African partnerships, our research students after throughput have jobs meeting world reality in health centres addressing infrastructural gaps such as renewable green electricity (water pumps for health centres). Lessons are learned from the post COVID19 Pandemic.

How Are We going to achieve our impact?Research Project Activities (by way of example):We are aiming to impact SDGs Notably: Agenda 2063 Aspiration 1, Goal 3 – Healthy and well-nourished citizens; Agenda 2063 Aspiration 1 Goal 7 – Putting in place measures for environment, sustainable climate, and resilient economies and communities; Agenda 2030 SDGs 1.5: By 2030, build the resilience of the poor and those in vulnerable situations and reduce their exposure and vulnerability to climate-related extreme events and other economic, social and environmental shocks and disasters; Agenda 2063 aspiration 6, Goal 2 – well educated citizens and skills revolution underpinned by science, technology and innovation; and, Agenda 2030 SDGs 4.3: By 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university.

- 1. Baseline: Data Analytical tools and frameworks created for field research (both quantitative and qualitative methodology approaches including interview research questionnaires); (year 0)**
- 2. Research Training of communities (Year 1 and Year 2)**
- 3. Develop A Training the trainer manual (Year 2 and 3)**
- 4. Research public dialogues (Year 1 and Year 2)**
- 5. Research policy seminar (Year 2)**
- 6. Research Publications: Research Public Dialogue and Research Seminar Reports (Year 1 and Year 2) Publications of journal articles, Opinion Editorials (Op.Eds.) (years 1 to 3) Book Year 2 book is published in year 3.**
- 7. Pre- and post project evaluation tools to assess policy recommendations emerging from research work particularly from seminars, which are tracked and evaluated to assess implementation level by policymakers of climate change and health practitioners (based on our participants engaging in, and relevant to, our project (Years 0 to 3). And, monitoring and evaluation questionnaires demonstrating book usage and its relevance.**



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Theme 1: Baseline Survey: Data Analytical tools and frameworks created for field research (both quantitative and qualitative methodology approaches include interviews and research questionnaires)

LEVELS	EXPECTED RESULT	INDICATORS	BASELINE Y0	TARGET Y1	TARGET Y2	FINAL TARGET Y3	Data source of verification	M&E and Sustainability Approaches
Outcome Indicator 1: Level 1	Strengthened awareness and appreciation of research knowledge on climate change adaptation and Health Care processes at <u>local level</u>	Percentage of targeted population aware of predicted adverse impacts of climate change, and health care	80 %				Data analytical tools Econometrics tools Household surveys Field Surveys Research reports Country Case Study emissions log Health Clinic Centres and Infrastructure assessments.	Fieldwork Research Questionnaires Building a core base of researchers with masters and PhD research students to take research forward.
Outcome 2 Level 2	Evidence of Targeted population groups participating in adaptation and risk reduction awareness research survey activities within 5 countries.	Percentage of targeted population implementing appropriate research responses to reverse the effects of climate change and its impact on health centres.		50%	60%	70%	Household perception survey Conference of the Parties (COP) (paris agreement reports aligned to (the 5 case studies' country reports).	Fieldwork results
Outputs	No. of people trained to generate, analyze and use data, information, knowledge and innovations.			50%	60%	80% (200 people [40 per country in Africa HEIs x 5 countrys] [30 masters and 10 PhDs ratio 3:1 female versus male]).	Evaluation reports research lab in place across 5 countries targeted.	Masters and PhD. Students are knowledge hubs and capacitated with field research thorough Artificial Intelligence technological advancements apt within a 4IR and towards a 5.0 era aligned to job market.



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Theme 2: Training Research Project

LEVEL s	EXPECTED RESULT	INDICATORS	BAS ELIN E Y0	TARG ET Y1	TARGE T Y2	FINAL TARGET Y3	Data source of verification	M&E and Sustainability Approaches
Outcome Indicator 1: Level 1	Training conducted across 5 African countries Through this training there is <u>Strengthened awareness and appreciation of research knowledge on climate change adaptation and Health Care processes at regional level</u>	Percentage of targeted population aware of predicted adverse impacts of climate change, and health care through training and capacity-building workshops.		60%	75%	80 %	Data analytical tools Econometrics tools Household surveys Field Surveys Research reports Country Case Study emissions log Health Clinic Centres and Infrastructure assessments.	Fieldwork Research Questionnaires
Outcome Indicator 1: Level 1:	Participants are <u>knowledgeable and understand research analytical tools on climate change adaptation and Health Care processes at regional level</u>	Participants are participating in capacity-building workshops and communities are empowered within 5 African countries on the adverse impacts of climate change, and health care practices.			75%			Building a core base of researchers with masters and PhD research students to take research forward.





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Theme 2: Training the Trainer Research Project

LEVEL s	EXPECTED RESULT	INDICATORS	BAS ELIN E Y0	TARG ET Y1	TARGE T Y2	FINAL TARGET Y3	Data source of verification	M&E and Sustainability Approaches
Output 2 Level 2	<p>Evidence of Targeted population groups participating in, and conducting training the trainer workshops based on research training activities, largely focused on how to conduct adaptation and risk reduction awareness research survey activities.</p> <p>Number of people trained exponentially increased and can generate, analyze and use data, information, knowledge and innovations.</p>	<p>Percentage of targeted population significantly increased owing to the training of the trainer model being rolled out within the 5 African countries. More people are becoming aware of appropriate responses to reverse the effects of climate change and its impact on health centres.</p>		60%	70%	80% ((200 people [40 per country in Africa HEIs x 5 countrys] [30 masters and 10 PhDs ratio 3:1 female versus male).	<p>Evaluation reports</p> <p>Research lab in place across 5 countries targeted.</p> <p>Training manual</p> <p>Training the trainers manual</p>	<p>Fieldwork research are now being done by those initially trained.</p> <hr/> <p>Masters and PhD. Students are knowledge hubs and capacitated with field research thorough Artificial Intelligence technological advancements apt wihtin a 4IR and towards a 5.0 era aligned to job market.</p>



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Theme 3: Research public dialogues

LEVEL	EXPECTED RESULT	INDICATORS	BASELINE Y0	TARGET Y1	TARGET Y2	FINAL TARGET Y3	Data source of verification	M&E and Sustainability Approaches
Outcome Indicator 1 At Level 1	Strengthened understanding, awareness and appreciation of research knowledge on climate change adaptation and Health Care processes at local and continental (5 African countries) levels.	100 % of targeted actors including: policymakers, academics, government officials and civil society organisations attended Covenant University research public dialogues and through participatory dialogue and conversation, participants are aware of predicted adverse impacts of climate change, and health care.		1 Research public dialogue	1 research public dialogue		<p>1. M & E Questionnaire populated and disseminated immediately after the last session of the Research Public dialogue to participants who attended both dialogues to ascertain:</p> <p>a) Understanding; b) usefulness; c) awareness of issues; and d) implementation of policy recommendations that emerged from public dialogues.</p> <p>2. Based on immediate post evaluation public dialogue, M&E questionnaire: public dialogue participants have an increased appreciation, awareness and understanding of adverse impacts of climate change and health care.</p>	<p>1. Public Dialogue Participants are kept engaged through follow-up questionnaires and meetings.</p> <p>2. M&E Post-Public Dialogue Questionnaires</p> <p>3. Media involvement.</p>



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Theme 3: Research public dialogues

LEVEL	EXPECTED RESULT	INDICATORS	BASELINE Y0	TARGET Y1	TARGET Y2	FINAL TARGET Y3	Data source of verification	M&E and Sustainability Approaches
<p>Outcome Indicator 2</p> <p>Level 2</p> <p>Output Indicators Level 2</p>	<p>At least 75 % of policymakers, academics, government officials and civil society organisations that attended Covenant University research public dialogues have incorporated the policy recommendations with regard to reversing the adverse impacts of climate change, and health care practice into their work.</p>	<p>1. Based on evaluation results: there is an increased appreciation, awareness and understanding of adverse impacts of climate change and health care.</p> <p><u>OUTPUTS</u></p> <p>1. 10 policy recommendations are relevant to the work of key actors within each of the targeted 5 African countries.</p> <p>2. Critical actors receive follow ups from Covenant University Specialists and Academic practitioners in this field.</p>		60 %	70 %	90 %	<p>1. Policy recommendations populated and forwarded to all participants immediately (2 to 4 days) post research public dialogue.</p> <p>2. Research Public Dialogue report disseminated to participants within 8 weeks of seminars once report is produced.</p> <p>3. M & E Questionnaire populated and disseminated 12 weeks post the Research Public dialogue to participants who attended to ascertain: a)Understanding; b)usefulness; c) awareness of issues; and d)implementation of policy recommendations that emerged from public dialogues.</p> <p>4. M&E Evaluation questionnaires and responses received.</p> <p>5. Project reports to donors.</p> <p>6. 4 Opeds are written, 2 journal articles.</p>	<p>At least 75 % of policymakers, academics, government officials and civil society organisations that attended Covenant University research public dialogues have incorporated the policy recommendations with regard to reversing the adverse impacts of climate change, and health care practice into their work.</p>



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Theme 3: Research Policy Seminars

LEVEL	EXPECTED RESULT	INDICATORS	BASELINE Y0	TARGET Y1	TARGET Y2	FINAL TARGET Y3	Data source of verification	M&E and Sustainability Approaches
Output Indicators level 2	Strengthened understanding, awareness and appreciation of research knowledge on climate change adaptation and Health Care processes at local and continental (5 African countries) levels. Participants are committed to engage and establish key climate change and health care community of practice including policy implementation and infrastructural development of health centres including tackling renewable energy to boost Health Centre infrastructure.	20 Key specialists on climate change and health care present their work on 8 panel sessions over 2-day seminar approach including student community (masters and PhD, post-doc research fellows, etc.) as part of a research book methodology approach. Papers provide solid recommendations.			1) seminar report 2) 15 – 20 chapter book volume (commences) 3) 8 opeds published 4) 8 journal articles published.	1 book volume published 10 opeds published 10 journal articles published.	1) book process is put in place (publisher sourced, TOC; author (presenters at seminar) contracts in place; chapter deadlines commence; editors secured; blind-review process outlined; styleguides done. Editing process outlined. Sample chapters blind peer-reviewed successfully and inputs implemented; publisher and Covenant University editors' contract in place. Book published & launched.	<ol style="list-style-type: none"> 1. Research Policy Seminar Participants of which 20 participants are book authors are kept engaged through further field research to strengthen their chapters. 2. Media involvement. 3. Seminar reports and book volume is widely disseminated. 4. 1 book launch is conducted. 5. Book briefs disseminated among policymakers find useful to their work. 6. Book is used at academic appropriate faculty levels and widely disseminated to all university libraries across Africa, monitored and tracked (evaluation M&E) questionnaire is populated and a post M&E report provided.



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Theme 4: Sustainability

LEVEL	EXPECTED RESULT	INDICATORS	BASELINE Y0	TARGET Y1	TARGET Y2	FINAL TARGET Y3	Data source of verification	M&E and Sustainability Approaches
Output Indicator level 3	Student Employability					75 %	<p>Number of students employed as technocrats in this field.</p> <p>Number inter-disciplinary approaches adopted i.e. engineering (green renewable energy) for example, hydrogen, solar, hydro) and working with Africa's key infrastructural programme (PIDA)</p>	<p>Students are exposed to key institutions towards job creation. Including for example: Environment, Science, Engineering, Technology, and Mathematics (Renewable Energy); The African Regional Transport Infrastructure Network (ARTIN); Africa's Programme for Infrastructure Development (PIDA); the New Partnership for Africa's Development's (NEPAD), International Renewable Energy Agency (IRENA), Africa Renewable Energy Initiative (AREI). Southern African Development Community (SADC) Centre for Renewable Energy and Energy Efficiency, East Africa's Great Rift Valley; African Centre for Disease Control; AU Pan-African Programme the Africa Transport Policy Programme; Policy and Regulation Initiative for Digital Africa; UNECA; DBSA; AfDB. Sustainable Energy Africa (SEA). As well as critical donors working on unleashing West Africa's renewable energy resources</p> <p>< Untapping West Africa's Renewable Energy Potential through Regional Integration - Res4Africa >.</p>



LEVEL	EXPECTED RESULT	INDICATORS	BASELINE Y0	TARGET Y1	TARGET Y2	FINAL TARGET Y3	Data source of verification	M&E and Sustainability Approaches
Output Indicator: level 4	Government Infrastructure: Vulnerable physical, natural, and social assets strengthened in response to climate change impacts that emerged from research work.	10 assets in each 5 African targeted countries have improved natural resource assets (water, bridges,) created, maintained or further developed to withstand conditions resulting from climate change disasters pre and post and with the view to create necessary resilience such as renewable green infrastructural inputs (solar, hydro, hydrogen renewable energy, etc) for healthcare Centres to have access to workable water pumping systems, health care operational surgical equipment; oxygen and gasflow pumping is working, etc..				75 %	National statistics Research Reports Funding reports Media outlets	Students are working with government and business actors and are exposed to key institutions towards job creation. Including for example: Environment, Science, Engineering, Technology, and Mathematics (Renewable Energy); The African Regional Transport Infrastructure Network (ARTIN); Africa's Programme for Infrastructure Development (PIDA); the New Partnership for Africa's Development's (NEPAD), International Renewable Energy Agency (IRENA), Africa Renewable Energy Initiative (AREI). Southern African Development Community (SADC) Centre for Renewable Energy and Energy Efficiency, East Africa's Great Rift Valley; African Centre for Disease Control; AU Pan-African Programme the Africa Transport Policy Programme; Policy and Regulation Initiative for Digital Africa; UNECA; DBSA; AfDB. Sustainable Energy Africa (SEA). As well as critical donors working on unleashing West Africa's renewable energy resources < Untapping West Africa's Renewable Energy Potential through Regional Integration - Res4Africa >.

Overall Scope of Research Work: The African Centre for Disease Control has a continental and regional presence in East, Central, West, Southern, and North Africa and is at the forefront of tackling diseases including Ebola, measles, and post COVID19 pandemic challenges in Africa.

Already in 2019 Africa's diseases amounted to US\$2.4 billion (WHO, March 2019). Several African countries are becoming more critical of national health policies since the COVID19 Virus that soon turned pandemic targeting mostly the vulnerable people with co- and multi-morbidities. In Southern Africa, for example, Namibia recognized the overwhelming death-toll of non-communicable diseases – which globally stood at 63% (35.280 million) of 56 million in year 2017, with thousands of people under the age of 60 dying of cancer, heart failure, and among others. To address this scourge, Namibia's Health and Social Services Ministry implemented a Multi-Sectoral Strategic Plan for the period 2017/18–2021/22, which commits to higher education of health sciences in order to empower youth.

Within some of Africa's regions: For example: 2018 figures showed that 55% of 20.6 million people are affected with HIV/AIDS in Eastern and Southern Africa, and mainly women. For example, of the total amount of 310,000 AIDS-related deaths, Kenya, Namibia, and South Africa represented the highest deaths in numbers. Similarly, during this period several communicable water borne diseases such as; cholera, and lassa, heightened in Nigeria. Abuja's Federal Ministry of Health started implementing effective measures to tackle the impact of climate change on health (WHO, February 2020. Africa's HEIs are not lagging indeed several specialisation is provided by University of Namibia School of Public Health Department of Epidemiology and Biostatistics, University of Ibadan College of Medicine Department of Environmental Health Sciences, Epidemiology, Medical Statistics and Environmental Health, and among others.

- **In Summary: What will the result look like?**
- This **Research** Project is focused on a results-based driven monitoring and evaluation approach and concerned with the level of participation to monitor the number of participants, their geographic location, and their contributions to this project which include: field research, interviews, seminars, and knowledge production outputs.
- The number of research outputs, their quality, and the number of citations will be tracked to evaluate the impact of the project's findings on the wider discussions and the implementation of policy recommendations widely disseminated and monitored to assess impact.
- Project sustainability will elevate relations built among the 5 African countries throughout this project and beyond the scope of this work critical to ensuring strong political and socioeconomic development particularly for vulnerable women through economic empowerment considering the build-up of creating low carbon emission economies.

- **Research Project Critical Actors**– What the research approach largely considers is **Regional Sustainability Levels** and with this in mind the following institutions have much relevance in reaching our research goals:
- Our key goal is to incorporate a collaborative partnership sustainability strategy to assist Africa’s value-driven youth, through empowering masters and doctoral students related to the real-world contemporary factors of market reality and thus build AU continental aspirations accordingly.
- The major target audience at the Policy Research Seminars for example included: policymakers that work on Africa’s sustainable development and on the continental and global agenda such as: key officials of the: African Centre for Disease Control; AU Pan-African Programme main sectors of: Policy and Regulation Initiative for Digital Africa; Global Monitoring for Environment and Security; the Geostationary Navigation Overlay in Africa Support Programme; key officials at national and regional Youth and Gender machinery; UNECA; DBSA; AfDB. Sustainable Energy Africa (SEA). As well as critical donors working on unleashing West Africa’s renewable energy resources < [Untapping West Africa’s Renewable Energy Potential through Regional Integration - Res4Africa](#)>.
- Environment, Science, Engineering, Technology, and Mathematics (Renewable Energy);
- The African Regional Transport Infrastructure Network (ARTIN) as a framework geared towards strengthening Africa’s infrastructural needs and expanding trade corridors. ARTIN gains support from Africa’s Programme for Infrastructure Development (PIDA) and the New Partnership for Africa’s Development’s (NEPAD).
- Similarly, the International Renewable Energy Agency (IRENA) provides for further collaboration efforts for the AU to address Africa’s infrastructural gaps.
- Ongoing AU programmes include, Africa Bioenergy Policy Framework and Guidelines for Renewable Energy in African States;
- The Africa Renewable Energy Initiative (AREI).
- Regionally, several initiatives have been put in place to address infrastructure electricity gaps such as: the Namibia-based Southern African Development Community (SADC) Centre for Renewable Energy and Energy Efficiency.
- While East Africa is home to the Great Rift Valley– Geothermal electricity production earmarked in partnership with the Japan International Cooperation Agency (JICA), and UNIDO.

Sustainability Approach:

Further critical actors in our research project work – toward sustainability efforts.

“Africa Centres for Disease Control and Prevention (Africa CDC) is committed to strengthening Africa’s disease intelligence, outbreak response, and prevention capacity through surveillance and laboratory networks. Africa CDC and partners established the Regional Integrated Surveillance and Laboratory Networks (Africa CDC RISLNET). These surveillance and laboratory networks will be key in our Research Project work within our five Regional Collaborating Centers (RCCs) such as: Egypt, Nigeria, South Africa, Zambia, and Kenya in collaboration with all available public health assets in their region, including universities, national public health institutes, private laboratories, centres of excellence, non-governmental organizational, networks. This is the new spirit of practicing public health in Africa...”

[Africa Centres for Diseases Control and Prevention launches new networks to fight health threats in Africa – Africa CDC](#).



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Item	Description	Quantity	Unit Cost	Cost (ZAR)	Costs for One Training Workshop and training manual output
<p>Equipment Field work for student research and students will be critically part of panel discussions at seminars to showcase their research work, key recommendations to industry and policymakers and expose students to industry and investors towards achieving of greater networking and job creation/employability as a sustainability strategy.</p>					
Equipment & Stationary	Stationery (Miscellaneous)		*	0	0
	Field camera – Project inhouse	0	0	0	0
	Project laptop – Project inhouse	0	0	0	0
	Voice Recorder – Project inhouse	0	0	0	0
Sub Total					0
Data Collection Baseline Phase for Postgrad Students undertaking Field Research Preceding Seminar					
Interviews	Venue/Accommodation	20	3500	3500	3500
Focus groups	Venue, refreshments	16	3500	3500	3500
Statisticians	For data analysis	10	500	5000	5000
Sub Total					12 000
	Conference Meals teas and coffee breaks (2) (100 pax) (included in venue costs)	100	0	0	
	Photographer (1)	1	1500	1500	
	Hire of IT Equipment and sound equipment at seminar	1	1000	1000	
			0	0	

High-Level Regional Public Dialogue Seminar Costs				DONOR'S NAME			
Type of event	Public Dialogue Research Seminar	Profile of participants					
Number of participants	50 max	Length (days)		2	2025		
Country	Zambia, Lusaka						
Participants travel		From	To	Number	Unit cost	Total	Covenant University budget
	Speakers						
	TRAVELING FROM TO: LIST NAMES OF SPEAKERS HERE						
		Lusaka	DRC	1	10 275	10 275	9 399
		Gaborone	DRC	1			6 325
		Windhoek	DRC	1	5 171	15 513	4 825
		Johannesburg	DRC	1			2 966
		Gaborone	DRC	1			6 325
		Harare (Business)	DRC	1	17 402	17 402	17 691
		Maputo	DRC	1			6 708
		Windhoek (Business)	DRC	1			8 895
		Harare (Business)	DRC	1			17 691
		Maputo	DRC	1			6 708
		Barn	DRC	1	17 487	34 974	11 577
		Lusaka	DRC	1			9 399
		Gaborone	DRC	1			6 325

	General						
	TRAVELING FROM TO LIST NAMES OF GENERAL PARTICIPANTS - NON-SPEAKERS						
		Addis Ababa	DRC	1	32 589	32 589	9 545
		Addis Ababa	DRC	1			9 545
		Gaborone	DRC	1	6 463	96 945	6 325
		Addis Ababa	DRC	1			9 545
		Gaborone	DRC	1			6 325
		Windhoek (Business)	DRC	1			8 895
		Gaborone	DRC	1			6 325
		Gaborone	DRC	1			6 325
		Gaborone	DRC	1			6 325
		Brussels (Business)	DRC	1			45 908
		Gaborone (Business)	DRC	1			11 564
		Gaborone	DRC	1			6 325
		Addis Ababa	DRC	1			9 545
		Gaborone (Business)	DRC	1			11 564
		Johannesburg	DRC	1			2 966
		Windhoek (Business)	DRC	1			8 895
		Gaborone	DRC	1			6 325
	Covenant University staff						
		DRC		1			0
		DRC		1			0
		DRC		1			0
		DRC		1			0
	Total			34		282 887	277 682

Other travel costs		Number	Unit cost	Days	Total	
	Transport of Equipment and Covenant University staff	6	350	2	4 200	4 200
	Shuttle services - DRC Participants (from airport to hotel)	30	350	1	10 500	10 500
	Shuttle services - DRC Participants (from hotel to airport)	30	350	1	10 500	10 500
	Reimbursement of participants for travelling between home and airport	30	450	1	13 500	13 500
	Visa costs - Participants	10	2 700	1	27 000	27 000
	Per diems - Covenant University staff	5	200	2	2 000	0
	Per diems - participants	30	200	2	12 000	0
	Total				65 700	65 700
Preparation costs		Number	Unit cost	Days	Total	
	Banner (specific for seminar with Donor and Covenant University logo)	1	7 990	1	7 990	9 377
	Participant packs and workshop materials (stationery)	30	250	1	7 500	7 500
	Total				15 490	16 877

Other travel costs		Number	Unit cost	Days	Total	
Conference & venue costs		Number	Unit cost	Days	Total	
	Welcome Dinner	43	410	1	27 180	17 630
	Accommodation Covenant University staff (Bed and Breakfast)	3	1 570	6	61 200	12 560
	Accommodation Participants (Bed and Breakfast)	40	1 570	2	102 000	125 600
	Dinner Covenant University staff	3	250	5	9 000	1 500
	Dinner Participants	40	250	1	9 000	10 000
	Lunch Covenant University staff	3	250	5	10 800	2 700
	Lunch Participants	40	250	2	18 000	Included
	Soft drinks - Covenant University staff	3	34	5	0	510
	Soft drinks - Participants	40	34	5	0	6 800
	Conference package	40	399	2	32 400	31 920
	Conference package - donors	2	399		0	1 596
	Secretariat Room	1	4 500	6	30 000	22 500
	Photographer	1	3 700	2	7 400	8 502
	Hire of sound and audiovisual equipment	1	5 300	2	10 600	22 002
	Total				317 580	263 820

Seminar at High-Level – Logistic Costs						
Briefing meeting	Local Flights (key-note high-level imminent persons)	2	3000	6000		6000
	Ground Transport (airport Transfers)	5	3000	15000		15000
Sub Total						21 000
Costs for Annual Seminar to discuss findings and reports						
Travel (flights)	Keynote speakers (continental)	2	6000	12000		12000
	Seminar Speakers Local	10	6000	60000		60000
	Seminar Speakers continental	10	8000	80000		80000
Travel (Ground)	Airport transfers-Local team	10	500	5000		5000
	Airport transfers-Participants (high-level)	20	800	16000		16000
Sub Total						173 000
Preparation	Banners	0	0	0	0	0
	Participation packs	0	0	0	0	0
	Speakers Gifts	0	0	0	0	0
	Advertisement	0	0	0	0	0
Conferencing	Venue	1	30000	30000		30000
			0	0		
	Conference Meals teas and coffee breaks (2) (100 pax) (included in venue costs)	100	0	0		
	Photographer (1)	1	1500	1500		
	Hire of IT Equipment and sound equipment at seminar	1	10000	10000		

EVALUATION FORM: questions must speak to and relate to what is written up in the outcome indicators:

(Undertaken immediately after the last session of the Research Public Dialogue or Policy Seminar (By way of example))

1. How would you assess the overall quality of this Research Public Dialogue/Policy seminar?

Excellent	
Good	
Fair	
Poor	

2. How did you find the agenda and the structure of the programme?

Excellent	
Good	
Fair	
Poor	

3. Did the seminar add to your overall understanding of the topic? If so, explain how.

4. Were there any areas related to this topic that you felt were not adequately addressed by this seminar? If so, please explain which area/s.

5. Could you please assess the quality of each of the panels at this seminar in terms of the quality of presentations and the level of debate generated/ papers presented?

SESSIONS	Excellent	Good	Fair	Poor
Session 1				
Session 2				
Session 3				
Session 4				
Session 5				
Session 6				
Session 7				
Session 8				

• Please provide any other comments for the specific sessions:

6. Do you think this seminar will have an impact on your future work? If so, how?

7. Please assess the quality of the advance information received about this seminar (e.g. invitation, agenda and concept paper)?

Excellent	
Good	
Fair	
Poor	

8. Could you suggest areas that you consider require improvement (e.g. timing, organisation of the seminar agenda, speakers, and participants)?

9. How helpful were the materials provided at the seminar (e.g. folders and publications)?

Excellent	
Good	
Fair	
Poor	

10. How would you assess the efficiency of the seminar support staff?

Excellent	
Good	
Fair	
Poor	

11. How were the conference meals?

Excellent	
Good	
Fair	
Poor	

12. Since Covenant University is committed to tracking the impact of its programmes and activities, would you be available to participate in post-seminar monitoring and evaluation initiatives such as responding to an email questionnaire or a telephone interview?

Yes	
No	

Thank you for your time, feedback, and ideas



Examples of M&E Questionnaires to assess policy recommendations emanating from seminars conducted 12 weeks post-seminar (these questions must speak to the outcomes and output indicators. Moreover, the questions are written in such a way to demonstrate your impact within your goal hierarchy within the research project scope):

Dear [participant],

Greetings from Covenant University, Ogun State, Nigeria!

Thank you once again for your invaluable participation at the seminar on “Contributing towards effective climate change mitigating risks within health care institutional Architecture” in Africa on April 2025 in the Democratic Republic of the Congo (DRC). We would be grateful for your feedback on the seminar, as well as the policy brief and seminar report, to help us monitor the impact of our research work towards achieving a just and sustainable climate resilience within health centres in Africa.

Please find below five brief questions, to which we would greatly appreciate your response.

- Have the recommendations made in the policy brief and report on “Contributing towards effective climate change mitigating risks within health care institutional Architecture” assisted you in your work? If yes, how? If not, please help us understand why.**
- Please specify which policy recommendations (see attached) have been most useful in your work, and if applicable, implemented by your organisation?**
- Have you used the content of the policy brief and report, “Contributing towards effective climate change mitigating risks within health care institutional Architecture” (please find attached), in any other way? For example, for research or for writing a report; as recommended reading for a course that you teach or to your colleagues.**
- Have you or your organisation disseminated the policy brief and report further? If yes, how and to whom?**
- Since the April 2025 seminar on “Contributing towards effective climate change mitigating risks within health care institutional Architecture” have you collaborated in any particular way with other stakeholders that attended the meeting? For example, participated in a panel discussion or seminar hosted by an attendee, co-hosted an event, or co-written a paper with him/her.**



Thank you for your time and feedback.

Wrap-UP Monitoring Tools

	Indicators over 3 - 4-year period	Tools	Methodology
<ul style="list-style-type: none"> • Policy Research Seminars and, • Public Dialogue Research Meetings 	<ul style="list-style-type: none"> • Number of participants • Profile of Participants • Regional coverage • Category of participants • Gender composition of participants 	<ul style="list-style-type: none"> • Registration forms • Evaluation forms • Email questionnaires • Telephone interviews • Personal interviews 	<ul style="list-style-type: none"> • Measuring impact takes on a three-pronged approach; an immediate, mid-term and long-term assessment • Assessments involve immediate evaluation, post-seminar evaluations; visits to institutions such as continental/global organisations (AU/UN/EU/BRICS+ COP/G20/ and regional economic communities [RECs])
<p>Policy Briefs and recommendations emerging out of seminars</p>	<ul style="list-style-type: none"> • The extent to which RESEARCH materials and recommendations made at seminars were incorporated into the work of key stakeholders 	<ul style="list-style-type: none"> • Design and administer questionnaires by email • Utilisation of closed and open-ended questions • Phone interview follow-ups 	<ul style="list-style-type: none"> • Carefully designed questionnaires to gauge the impact of policy recommendations emanating from seminars.

	Indicators	Tools/Methodology
Policy forums/seminars/conferences	<ul style="list-style-type: none"> • Participation by University staff at high-level policy forums/seminars/conferences • Critical policy-oriented recommendations made by University Practitioners at meetings 	<ul style="list-style-type: none"> • Internal tracking • Submission and circulation of reports by relevant staff
Publications	<ul style="list-style-type: none"> • Tertiary institutions/universities and other relevant stakeholders using books • Location of universities for example (Africa, Europe, the US, and among others) • Track Reviews of publications in scholarly journals and newspapers 	<ul style="list-style-type: none"> • Tracking by email and systematic follow-up with stakeholders reached through phone interviews • A Key publications' distribution list/database • Tracking of book reviews in journals • Tertiary institutions' reading lists • Monitor librarian's reports where books are sent to within internal university faculties for example among others.

THANK YOU FOR YOUR PARTICIPATION.

Written by Dr. Dawn Isabel Nagar



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