

**DELTA AFRICA CPE SEED FUND INCEPTION WORKSHOP**  
**TAMARIND TREE HOTEL, NAIROBI, KENYA**  
**04-06 NOVEMBER 2019**

**TENTATIVE AGENDA:**

<b>MONDAY 04 NOVEMBER - KONGAMANO A</b>		
<b>TIME</b>	<b>SESSION TITLE</b>	<b>FACILITATOR(S) AND SPEAKERS</b>
8:00am	Arrival and Registration	All
8:15am	Introduction	All
8:30am	Welcome Remarks, Overview of The AAS, Group Photo	Dr. Alphonsus Neba Deputy Director of Programmes & DELTAS Africa Programme Manager
9:00am	CPE 101 + Q&A	Lillian N. Mutengu CPE Manager
9:30am	Grantee Project overview (5 min rapid fire presentations) What is your CPE project about? <ul style="list-style-type: none"> <li>✓ CPE approach &amp; why,</li> <li>✓ Target audience &amp; why,</li> <li>✓ What are you aiming to achieve?</li> </ul> Critique/Group Feedback	Grantees
10:00am	<b>TEA/COFFEE BREAK</b>	All
10:30am	Grantee Project overview (5 min rapid fire presentations) What is your CPE project about? <ul style="list-style-type: none"> <li>✓ CPE approach &amp; why,</li> <li>✓ Target audience &amp; why,</li> <li>✓ What are you aiming to achieve?</li> </ul> Critique/Group Feedback	Grantees
1:00pm	<b>LUNCH BREAK</b>	All

2:00pm	Refining individual CPE projects	Grantees (Facilitated Independent work time)
5:00pm	<b>END OF DAY 1/CLOSE</b>	All
<b>TUESDAY 05 NOVEMBER - KONGAMANO A</b>		
8:00am	Monitoring and Evaluation – An overview	M&E team
8:30am	Seed Fund Outcomes Framework & link to grantee CPE projects	M&E team
9:00am	Developing M&E plans for CPE projects	Grantees (Facilitated independent work time) M&E team
10:30am	<b>TEA/COFFEE BREAK</b>	All
11:00am	Developing M&E plans for CPE projects	Grantees (Facilitated independent work time) M&E team
1:00pm	<b>LUNCH BREAK</b>	All
2:00pm	Developing M&E plans for CPE projects	Grantees (Facilitated independent work time) M&E team
5:00pm	<b>END OF DAY 2/CLOSE</b>	All
<b>WEDNESDAY 06 NOVEMBER - KONGAMANO A</b>		
8:00am	Grants Management at The AAS	Hannah Ngugi Head of Finance & Grants
8:30am	Grant reporting requirements	Emma Ndirangu Grants Accountant
9:30am	Communications & Branding – guidelines for The AAS grant holders	Juliette Mutheu - Asego Head of Communications and PR
10:00am	<b>TEA/COFFEE BREAK</b>	All
10:30am	The MESH Platform – Opportunities/benefits, navigation of platform and registration	Helen Latchem

11:00am	CPE projects refined & M&E frameworks (report back to plenary)  Meeting Evaluation  <b>CLOSE OF MEETING</b>	Grantees       All
1:30pm	<b>LUNCH BREAK</b>	All
2:30pm	Visit to The AAS, guided tour and group photo	All
4:00pm	<b>Return to Hotel</b>	All