



# ANNUAL GENERAL MEETING

Date: 8 OCTOBER 2024

Time: 16:00 - 17:30

Venue: OR Tambo Building, Birchwood Hotel & OR Tambo  
Conference Centre, Johannesburg

# 2024 AGM AGENDA



ITEM	RESPONSIBLE	TIME
Welcome	<b>Jen Norins (SAMEA Chairperson)</b>	16h00 to 16h05
Review and adoption of 2023 Minutes and 2024 Agenda	<b>Mutsa Chinyamakobvu (SAMEA Deputy Chairperson)</b> <ul style="list-style-type: none"><li>• Adoption of 2023 AGM Minutes</li><li>• Adoption of 2024 AGM Agenda</li></ul>	16h05 to 16h10
Chairperson's Report Portfolios Report Question and Answer session	<b>Jen Norins</b> <b>Portfolio Leads</b> <b>Jen Norins</b>	16h10 to 16h55
Treasurer's Report	<b>Mishkah Teladia (Treasurer)</b> - Finance presentation  <b>Question and Answer session</b>	16h55 to 17h10
Board election results	<b>Election Committee (Nana Davies - Elections Chair)</b> - Announcement of 2024 board election results	17h10 to 17h25
Closing remarks and gratitude to outgoing board members	<b>Jen Norins</b>	17h25 to 17h30

# REVIEW & ADOPTION OF 2023 AGM MINUTES

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## SAMEA Board of Directors 2023-2024

### Executive Committee



**Jennifer Norins: Chair**



**Mutsa Chinyamakobvu: Deputy Chair**



**Mishkah Teladia: Treasurer**



**Anniza De Wet: Operations Lead,  
Conference Chair**



**Zulaikha Brey**  
Deputy Treasurer, Deputy Operations,  
M&E for Investing in impact



**Molupe Matsumunyane**  
Local Govt M&E



**Nana Davies**  
Emerging Evaluators, Capacity Building,  
Professionalisation & Competencies



**Sinenhlanhla Tsekiso**  
Made In Africa, Just Transition



**Ruth Mojalefa**  
Capacity Building



**Khumo Pule**  
Emerging Evaluators,  
Adaptive Management

**VISION:** Monitoring and Evaluation contribute to **equitable and sustainable development** in South Africa and more widely.

**MISSION:** SAMEA cultivates a **vibrant community** that supports, guides and strengthens monitoring and evaluation as an important discipline and instrument for **equitable and sustainable development**.

## Highlights

- Strong Board and effective and expanded Secretariat
- Partnerships: good continuity with existing partners; building good relationships with new partners
- Main focus on conference; several key additional activity areas
- Improved processes and establishing better internal knowledge management systems

## In progress

- Recognition of need to update and align Board Charter and Memorandum of Incorporation to improve governance and clarify roles of board members
- Continue to strengthen processes to promote board transparency and accountability

<b>Organisational Area/ Portfolio</b>	<b>Board member providing feedback</b>
<b>Operations, Governance and Finance</b>	Anniza De Wet
<b>Partnerships and Fundraising</b>	Nana Davies
<b>Membership &amp; Communications</b>	Jen Norins



## **ACHIEVEMENTS:**

- Effective operational rhythms.

## **WORK IN PROGRESS:**

- Staff & Board Wellbeing Policy to be finalised by end of 2024.
- ExCo roles & responsibilities descriptions to be finalised.
- Audit on all policies, identify gaps and implement where applicable.
- Register SAMEA as a Section 18A for sponsorship tax benefits.

## **CHALLENGES:**

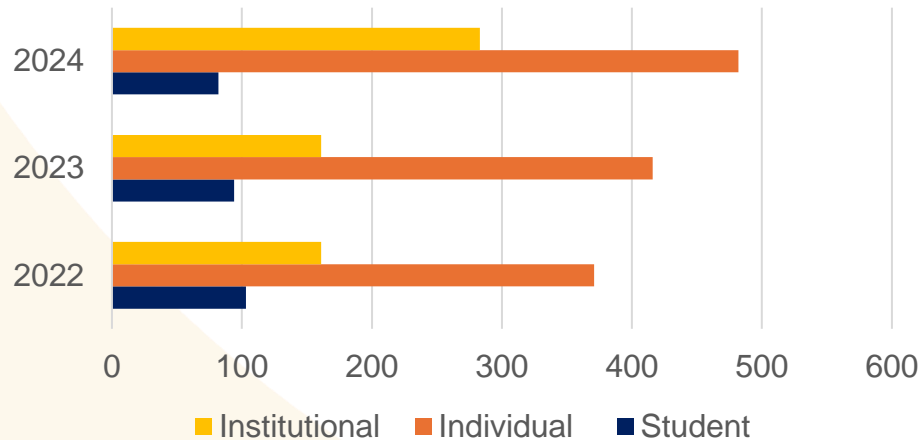
- Effective governance and operational roles require consistent capacity.
- Not advisable to combine an ExCo role and Conference Chair role, not always manageable in a voluntary capacity.

Key priorities	Progress
Secure multiple funding partnerships to cover key services and operational costs; at least one multi-year grant	<ul style="list-style-type: none"><li>● Continued financial support from UNICEF SA for YEE programme</li><li>● Multi-year grant from Zenex Foundation to build knowledge management function and advance SAMEA's position as thought leader</li><li>● Highest number of financial and in-kind conference sponsors in recent SAMEA history</li></ul>
Active and vibrant partnerships established and maintained	<ul style="list-style-type: none"><li>● Two partnership meetings held (January and May)</li><li>● Institutional Membership continues to grow</li><li>● New MoUs signed for future collaboration</li></ul>

Key successes: Including 10% overhead in all budgets; giving greater relationship management responsibility with Secretariat

Key challenges: Overall fiscal constraints

## Membership Stats



### Total membership:

- 2024 – 802 members
- 2023 – 667 members
- 2022 – 625 Members

### Work in Progress:

- Membership benefits will be accessible via the new membership portal on the website (e.g. gated content).
- Client Relationship Management (CRM) tool will be integrated to enhance client experience and communications.
- A payment gateway will be integrated into the website with automated communication for payment confirmations.
- The payment gateway will be used to register as a member and for events.

## Achievements:

- Awarded grant funding from the Zenex Foundation
- Knowledge and Communications Manager appointed: Sarah Chemaly
- Corporate Identity established for brand credibility
- Website revamp with phase 1 complete: [www.samea.org.za](http://www.samea.org.za)
- Social media growth due to improved quality of posts and tailored content plan according to SAMEA campaigns
- Working with MAE portfolio and EE programme to promote blog posts

## Work in Progress:

- Development of a comprehensive knowledge management and communications strategy
- Continued revision of the website for improved functionality and support usage through the integration of a membership portal and CRM system (phase 2 and 3)
- Continued dissemination and facilitated engagement of knowledge products developed within SAMEA community

# Conference



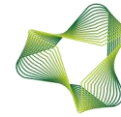
- First sold out SAMEA Conference - over 560 registered delegates
- 7 strands, 94 number of parallel sessions
- Over 15 countries represented
- Key topics:  
30 yr Review; Decolonising Evaluation; Professionalisation; Futures of Evaluation; Roles and responsibilities of M&E practitioners in a VUCA world

## OUR CONFERENCE SPONSORS



**the dpme**

Department:  
Planning, Monitoring and Evaluation  
REPUBLIC OF SOUTH AFRICA



**New  
Development  
Bank**

**DBSA**  
DEVELOPMENT BANK OF SOUTHERN AFRICA

**unicef**   
unite for children

**ZENEX**  
FOUNDATION

**clear**   
Centers for Learning on Evaluation and Results  
ANGLOPHONE AFRICA



**FirstRand**



AFRICAN DEVELOPMENT BANK GROUP

Thematic Area/ Portfolio	Board member providing feedback
<b>M&amp;E to support a Just Transition</b> to climate and ecosystems health	Sinenhlanhla Tsekiso
<b>M&amp;E for continuous Adaptive Management, reflection and learning</b>	Khumo Pule
<b>Made in Africa Evaluation</b>	Sinenhlanhla Tsekiso
<b>M&amp;E for Investing in impact</b>	Zulaikha Brey
<b>Tech-enabled MERL</b> - data and technology	Mutsa Chinyamakobvu
<b>M&amp;E Capacity Building and EEs, including Competencies and Professionalisation</b>	Nana Davies

# M&E TO SUPPORT A JUST TRANSITION



Desired outcomes	Progress
Increased application of CEH and Equity Guidelines in evaluations	<ul style="list-style-type: none"><li>• The Water Roadmap evaluation by DSI includes questions on the criteria. The evaluation report has been approved and undergoing validation process</li><li>• New Development Bank's IEO Independent evaluation of the NDB- financed Renewable Energy Sector Development Project in South Africa integrates the two criteria. SAMEA provided inputs on how this was integrated.</li><li>• Verbal agreement from DBSA to pilot the criterion in one of their evaluations</li></ul>
Organisations incorporating JT into planning and monitoring systems	<ul style="list-style-type: none"><li>• SAMEA currently doing a mapping exercise for indicators on the contents of the two criteria.</li><li>• SAMEA is part of the reference group for the development of the draft 2024-29 Medium Term Plan</li></ul>
Knowledge developed and shared on JT in M&E	<ul style="list-style-type: none"><li>• Multiple opportunities for presenting guidelines: AFREA, Southern Hemisphere Bootcamp, glocal, ICED Conference, SALGA, Tanzania MERL Week, EES</li><li>• Good partnership with DEval</li><li>• 4 of 5 bi-monthly Community of Practice Meetings - topics on climate finance, JET-IP and Just Transition MERL Frameworks</li></ul>

## **WORK IN PROGRESS:**

- YEEs continue to work on mapping exercise to develop annotated bibliography to support output: Supplementary tools developed to enable better use of M&E for JT
- One more CoP session for 2024; need to plan 2025 schedule
- Continued partnership with DPME and other partners to promote use of criteria in evaluations
- Seeking partners to support dedicated person to assist in documentation of learnings



## ACHIEVEMENTS:

- Established a working committee for the portfolio
- Successfully launched the Virtual Evaluation guidelines to relevant stakeholders
- Hosted a webinar and hybrid event in CPT and JHB on adaptive management
- Published the recording of the adaptive management webinar on YouTube for wider access and continued learning.
- Four EEs worked alongside Office of The Premier Mpumalanga on rapid evaluations.
- Delivered a brief presentation to members of parliament at the 10th The African Parliamentarians' Network on Development Evaluation APNODE conference in Benin on adaptive management.
- Collaborated with DPME to raise awareness among government officials about various guidelines, including the Virtual Evaluation guidelines.

## **WORK IN PROGRESS:**

- Identifying an Interest Group: Establishing a dedicated listserv to connect and engage a group of professionals interested in Adaptive Management.
- Building a Resource Hub: Developing a resource hub to provide valuable materials and tools on Adaptive Management.
- Finalising the Hybrid Event Report: Nearing completion of the hybrid event report, which will soon be disseminated to further engage stakeholders.

## **SUCSESSES:**

- High levels of consistent interest and engagement in LG CoP sessions, indicating value and relevance to M&E professionals.
- Regular sessions held bi-monthly, serving as a continuous platform for knowledge exchange and capacity building.
- Strengthened network of local government M&E practitioners, positioning SAMEA as a connector and thought leader.

## **WORK IN PROGRESS:**

- Encouraging active leadership from local government officials to foster a peer-driven approach.
- Sustaining momentum by diversifying session topics and increasing engagement.
- Developing tailored M&E tools and frameworks to support non-metro municipalities.

## **CHALLENGES:**

- Complexities in collaborating with existing LG networks due to diverse stakeholder needs and priorities.
- Disparities in M&E capacities between lower-resourced municipalities and well-resourced metros.
- Difficulty in developing a unified M&E approach across diverse contexts and capacities.

## **ACHIEVEMENTS:**

- Four Made in Africa blogs received for publication
- MAE key theme of SAMEA Biennial Conference; AfrEA and DPME co-leads the MAE conference strand
- A concept note has been shared with AfrEA for collaboration activities for 2025 and, in collaboration with AFREA, for sponsorship request from Mastercard Foundation
- Attendance at AfrEA conference and Mastercard Foundation co-creation workshop, learning from others in the industry

## **WORKS IN PROGRESS:**

- Anticipate conference strand to ideate framework for applying MAE approaches
- Anticipate strengthening portfolio activities and contributions in 2025 with expanded Board

## **CHALLENGES:**

- In this portfolio, capacity was a major challenge, there were only two members, one of the board members was in an operational role as well as conference chair, the other was also serving on other portfolios. We need to re evaluate how allocations are made and what are reasonable within expected responsibilities.

## Portfolio outcomes:

- Capacity development of SAMEA community:
  - Improved access to IMM information (trends, frameworks, guidelines and emerging practices and research) among M&E individuals.
- Knowledge creation:
  - Improved knowledge creation and sharing between Impact Investing SA and SAMEA.
- Partnerships:
  - Creation of partnerships with impact investing sector.

## ACHIEVEMENTS:

- Collaborative relationship developed with Impact Investing South Africa (IISA) IMM Working Group - assisted by:
  - Significant overlap in the objectives of the two organisations.
  - Significant overlap between SAMEA and IISA members.
  - SAMEA Portfolio and IISA IMM WG have the same lead.
- Three substream groups created to align to the objectives of both the Portfolio and IISA. Each group comprises M&E and II members.
  - Community of practice,
  - Good Practice Guideline,
  - IMM Masterclass
- IISA members presenting at SAMEA conference and workshops.

## WORKS IN PROGRESS:

COP	Guideline	Masterclass
<ul style="list-style-type: none"><li>• Development of concept note underway</li><li>• M&amp;E for II Strand lead at SAMEA Conference</li></ul>	<ul style="list-style-type: none"><li>• Development of concept note underway</li><li>• Development of guideline underway using UNDP Accelerator Programme as practical example - leveraging co-creation at conference</li></ul>	<ul style="list-style-type: none"><li>• Review of existing concept note underway</li><li>• Curriculum map developed and under review</li></ul>

## CHALLENGES:

- Capacity and continuity - One SAMEA board member driving this portfolio while also deputising for 2 operational roles.
- Funding and partnerships for the development and hosting of masterclass



## ACHIEVEMENTS

- 364 members (from 154 members in 2022)
- 4 webinars conducted over 2023-2024, 2 of them in collaboration with MERL Tech and the NLP COP
- Produced a podcast in collaboration with EES on Data Storytelling in Evaluation
- Ran a Responsible Data Challenge and awarded 1st prize to a community led data sovereignty solution, and 2nd prize to a data reporting and transparency in government focussed solution
- 2 conference presentations at gLOCAL in 2024, one of them in collaboration with the The MERL Tech Initiative's NLP CoP

## WORK IN PROGRESS

- Deploying a challenge/hackathon on the Responsible Use of AI in Evaluation
- A hybrid skills-development bootcamp/convening
- AI in Evaluation Guidelines in progress
- Electing a new SteerCo



## Tech-Enabled MERL Community of Practice

### Responsible Data Challenge 2023!!



**Meet Our Winner**

 **Huda Ely** 

I found the challenge to be engaging and explorative. I was able to dive deeper into a problem while creating solutions I didn't think to explore. The world of data is truly boundless and my takeaway is that it is crucial that data is handled correctly and structured with M&E in mind if real impact is to be derived from it.

# M&E CAPACITY BUILDING, COMPETENCIES, PROFESSIONALISATION AND EMERGING EVALUATORS



- We have 8 YEEs in our long term work immersion programme for cohort 2 and 6 in cohort 3. This has been possible with funding from UNICEF and New Development Bank.
- There is a growing interest in our YEE programme which can be seen from the number of host organisations and mentors signing up.
- The YEE programme has enhanced its standardisation.
- 10 YEEs have benefited from the short work immersion programme through participating in Evidence mapping for DPME, Rapid Evaluation for the Mpumalanga Office of the Premier and working on M&E for Just Transition mapping of indicators.
- 14 YEEs are attending SAMEA conference through support from UNICEF SA, African Development Bank and a private donor.
- Students make up over 10% of SAMEA's membership - this is a slight decrease from last year.

# M&E CAPACITY BUILDING, COMPETENCIES, PROFESSIONALISATION AND EMERGING EVALUATORS



## **ACHIEVEMENTS:**

- Scaling of the YEE eco-system through e.g. attending AfrEA, participating in panel discussion and attending a meeting with YEE partners who have or are interested in a YEE programme.
- Regular EE TIG webinars

# M&E CAPACITY BUILDING, COMPETENCIES, PROFESSIONALISATION AND EMERGING EVALUATORS



- 9 post-conference professional development workshops
- Online evaluation competency self-assessment tool developed and piloted in Local Government CoP.
- A draft professional development journey options linked with competency self-assessment tool has been developed but need comments and perhaps also be linked to the online tool
- SAMEA is exploring professionalisation and have met with Canadian Evaluation Association. Draft concept note on professionalisation finalised and will be discussed at conference.
- SAMEA would like to explore self-paced online course

# FINANCE UPDATE

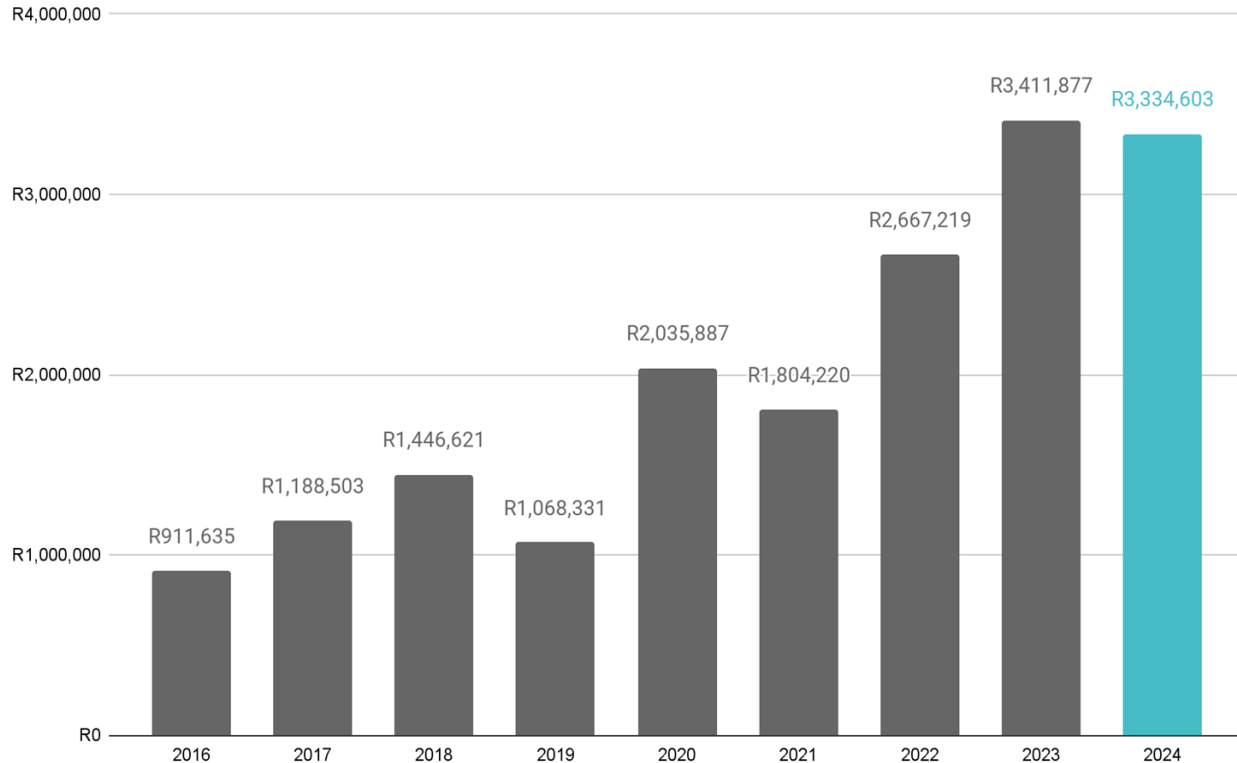
# Financial review for year ending 28 February 2024



- FY2024 saw a maintenance in SAMEA's healthy bank balance, at R3.3 million. Even with increased operating and programmatic expenses, financial stability has been achieved through both **increased funding** and **diversification of funding partners**.
- Treasurer Management Guidelines continue to be followed, bolstered by implementation of policies developed in FY2022/3 and risk register
- BVSA continued to serve as the SAMEA bookkeepers and prepares the financial statements for audit purposes
- BVA Inc. are the SAMEA auditors, which is part of the same group of companies as BVSA, but not the same company

# Financial review for year ending 28 February 2024

## Cash and Cash Equivalents (ZAR)



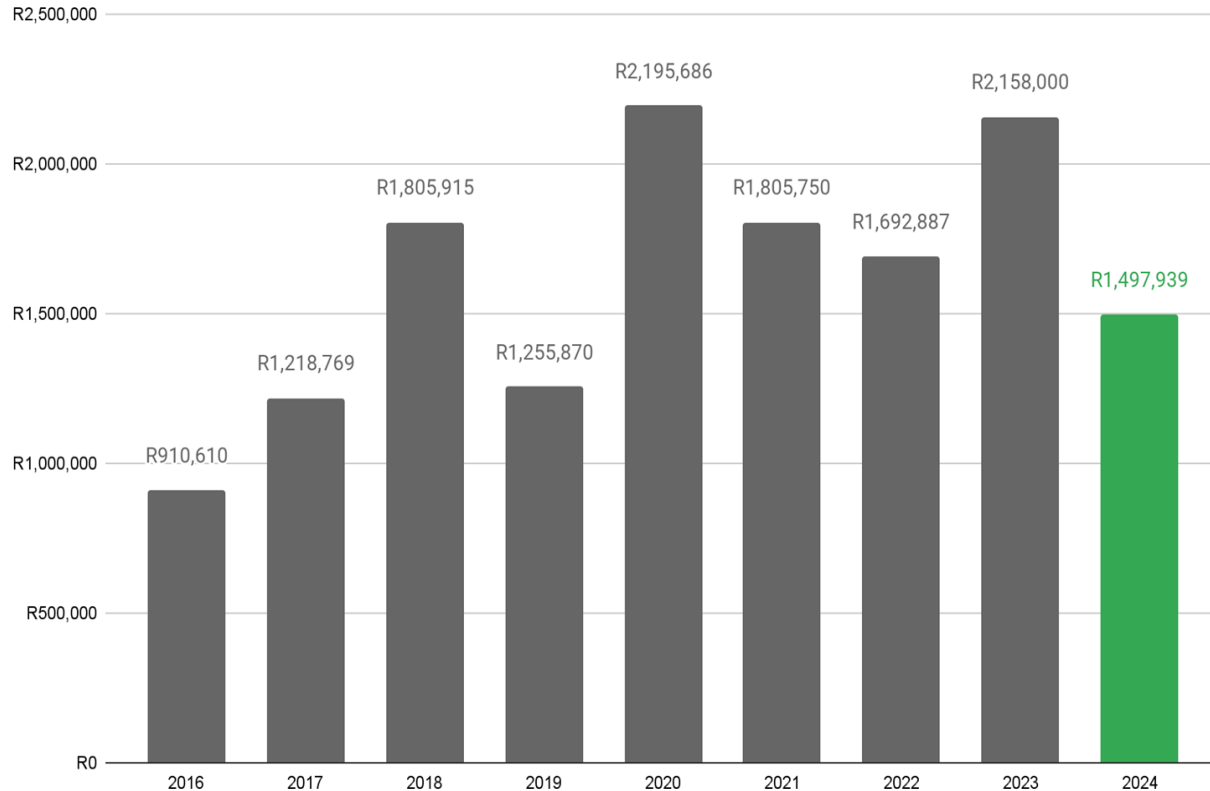
SAMEA maintained its **healthy bank balance** in FY 2024.

This 'cash in hand' allowed SAMEA to deepen its programmatic efforts (e.g. the EE programme), grow the Secretariat team in key functional areas (i.e. Knowledge Management and Communications, EE Coordination) and establish key systems and infrastructure for organisational longevity (e.g. CRM, website, etc.)

All of these efforts enable value creation for SAMEA's membership base and enable key pathways in SAMEA's theory of change.



# Financial review for year ending 28 February 2024 - Retained Income (ZAR)



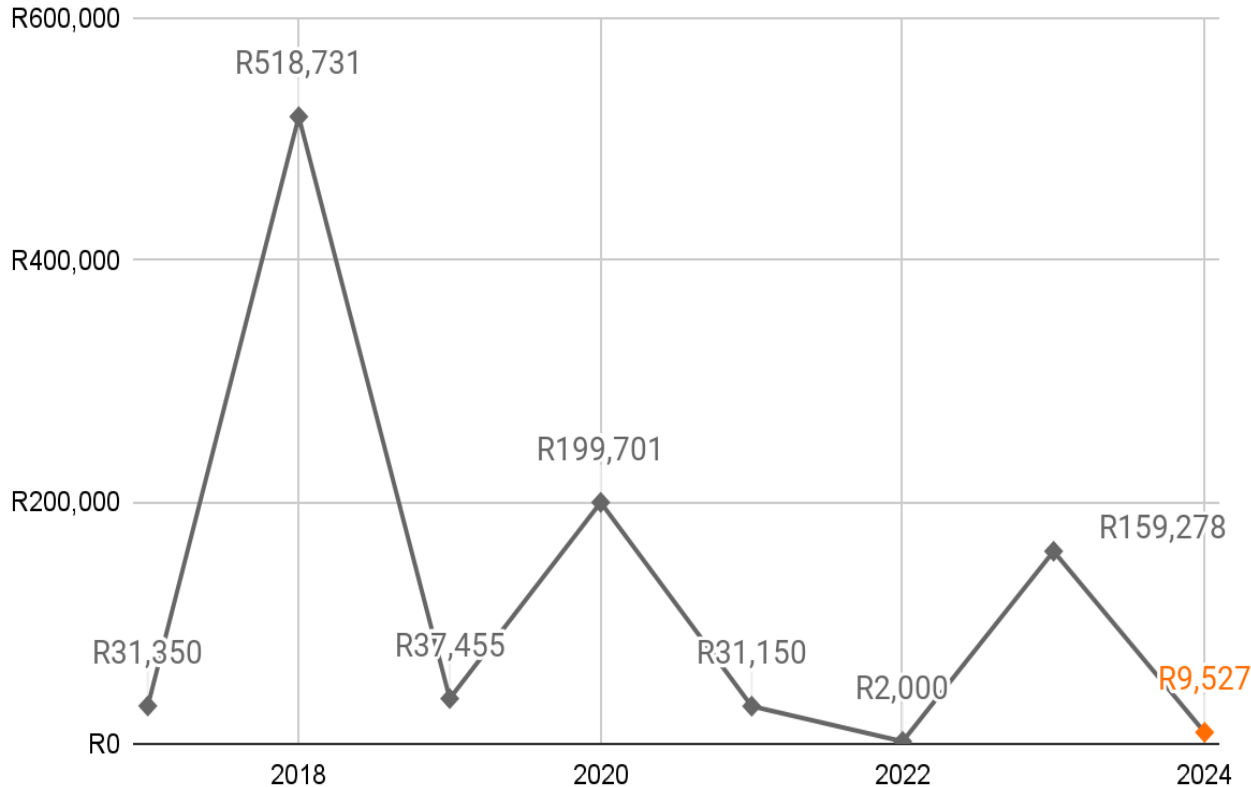
SAMEA has a target for Retained Income at R1 million. However, with the continued growth of the Secretariat, we will revise this target to R1.5 million to ensure we have the usual two-year runway that will enable us to sustain operations between conference years.

In 2024, Retained Income was R1,497,939 million - just short of the target.

Our aim is to use conference proceeds and funds raised to bolster retained income for FY2025.

# Financial review for year ending 28 February 2024

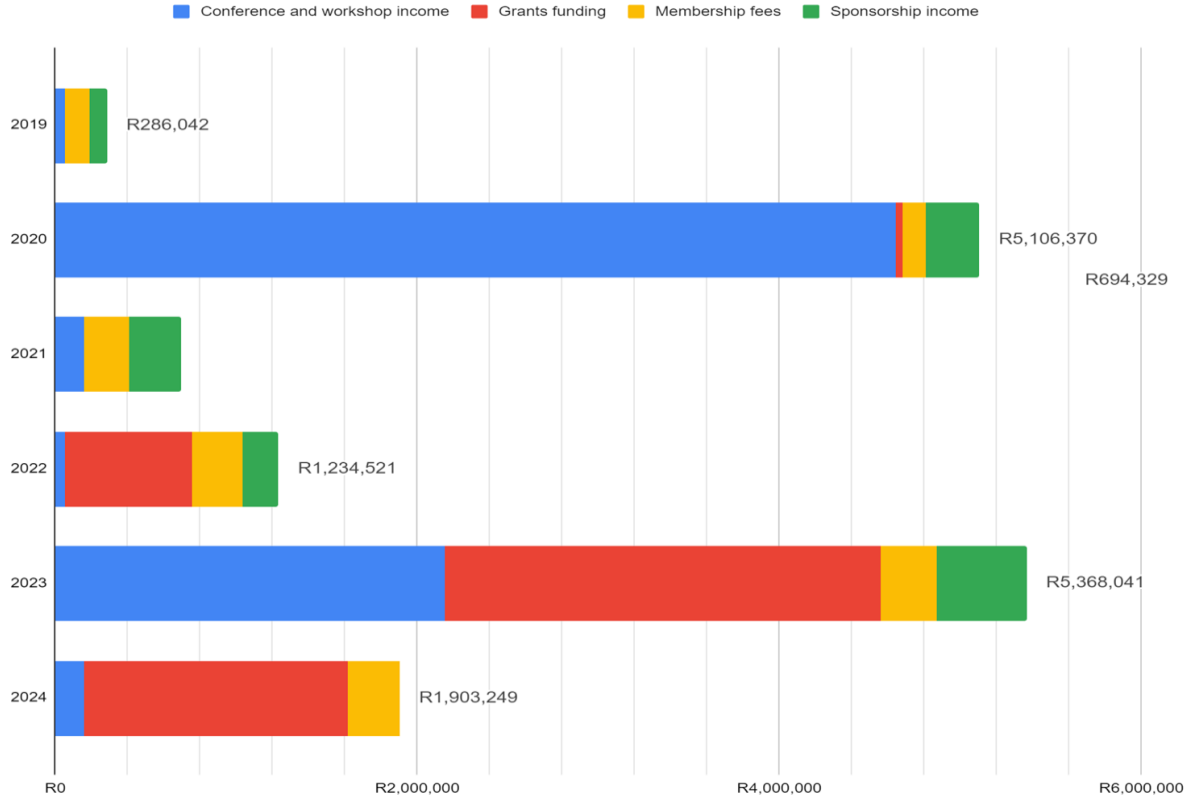
## Trade and Other Receivables (ZAR)



We have consistently done well with **collections** of conference and workshop proceeds by the end of the subsequent financial year.

The Secretariat has constantly followed up to collect on receivables, which has helped to minimise this indicator.

# Financial review for year ending 28 February 2024 - Income (ZAR)



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# Financial review for year ending 28 February 2024 - Looking Ahead



- Key for SAMEA's ongoing financial health and stability is continued adherence to Treasurer Guidelines and financial management policies, particularly expense management and procurement management.
- SAMEA will also aim to support continuity in Treasurer role, supported through a comprehensive induction and handover process. However, the financial management function is shared with a capable Secretariat who are committed to SAMEA's financial management.
- In FY 2025, we plan to call a Special AGM to:
  - Review proposed changes to SAMEA's membership structure and membership fees; and,
  - Explore SAMEA's optimal funding model (including revenue diversification) and organisational structure.
- It remains a priority to deepen all partnerships and identify potential new partners in programmatic areas that remain of interest to membership and suited to SAMEA's mandate.

# Review and approval of FY2024 Annual Financial Statement

# 2024 SAMEA Board Elections Results

There are five seats available on the Board. The 2024 elections results are as follows:

- Number of nominations: **40**
- Number members nominated: **35**
- Number of nominations accepted: **20**
- Number of nominations confirmed: **10**
- Number of voters: **145**
- Number of votes cast: **477**

The SAMEA elections were conducted online and was managed by an external IT management company, Development IT Solutions

Only members with an active paid up membership could participate in the elections

Nominations were open from **2 May - 30 August 2024**

The online voting process was open from **18 September - 4 October 2024**

# INCOMING BOARD MEMBERS



**Futhi Mazibuko**



**Sifiso Ndaba**



**Caitlin Blaser-Mapitsa**



**Mosa Mokuena**



**Seirah Ngcobo**



- As a board, we want to appreciate the engagement and commitment of our members and friends.
- The journey of advancing the M&E sector is a collective one.
- We look forward to serving you in 2025

# Messages from the board to Ruth, Molupe and Jeffery



Dear Ruth and Molupe, it has been a pleasure and a privilege to serve alongside you during 2024. I really appreciate your valuable inputs and the opportunity for me to learn from your insights and approach. May your journey be blessed and I do hope that we will be able to meet again.

I wish you all the best in your future endeavours and for the season ahead. May it be filled with continued success, growth, and fulfillment.

As your term on the SAMEA Board comes to a close, I want to extend our heartfelt thanks for all your contributions and the dedication you've shown to advancing SAMEA's mission. Your leadership, insights, and commitment have had a lasting impact, and we are truly grateful for your service.

Warmest appreciation to Ruth and Molupe for their dedicated service on the board. Your valuable insights and contributions will be deeply missed; we wish you continued success and hope you'll continue supporting SAMEA's mission and vision in the years to come.

It's been an absolute pleasure working with you. Thank you so much for the time and work you have put into SAMEA. Wish you well in your future endeavors

I wish you all the best in your next chapter and for the season ahead. May it bring you continued success, new opportunities, and fulfillment in all your endeavors.

I have enjoyed your astute comments and opinions in the board meetings and your coordination of the local government community of practice.

Thanks for your leadership on the online capacity building workshops last year. It was highly appreciated.

It was a pleasure working with you, Ruth, especially on the online capacity-building workshops. I'll cherish the wonderful memories. Take care and stay in touch!


As you step down from the SAMEA Board, I want to express my sincere gratitude for your hard work, dedication, and the unique perspective you brought to our board and secretariat. Your contributions have helped shape SAMEA's direction and growth, and your efforts have been deeply appreciated.

Thanks for your support on the professionalisation debate in our partner forum.

# THANK YOU

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Registration number-2005/043931/08

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