

BASELINE REVIEW REPORT OF THE QUALITY OF MANAGEMENT

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A INTRODUCTION

The Baseline review of the quality of management was carried out in the period from **27.10.2025** to **31.10.2025**. The purpose of this procedure was to identify if all pre-conditions for effective management of the project are met in sufficient scope. This procedure combined fact-finding and attitude survey questions. The form was completed by **5** out of **10** respondents, accounting for **50%**. The report was created by: **Yahya Adow Ibrahim**.

B FINDINGS

1. The Kick-off meeting was held in Ethiopia from 28th April 2025 to 2nd May 2025.
2. The Partnership agreement was signed by all partners.
3. The Implementation package was adopted, and it they are as follows:
 - T2.2.1. Co-designing + fine developing e-internship modules for HEIs and youth organisations active in non formal education.
 - D2.3 D6. Youth e-internship curriculum: "Civic participation and twin transition (career guidance) in rural development" for youth workers, with materials, instructions and learning resources, NICOSA
 - T3.4 Joint development of one youth and one HE EVE project proposals, KITA + NYCP
 - T3.5 Development of Transformative learning toolkit on e internships for teachers and trainers in non-formal education, KITA + NYCP
 - D3.6 D17. Zipped file containing a min. 4 draft proposals for EVE with 35% completion rate NICOSA
4. There are 14 project teams including the following:
 - Steering Committee
 - Communication & Dissemination (CDE) team
 - Sustainability Strategy Taskforce (Sus-TF)
 - TF Twin transition
 - TF Intercultural dialogue and civic participation
 - TF Entrepreneurial mindset
 - TF Career guidance
 - Taskforce on Recognition & Verification (TF RV)
 - Taskforce Transformative Learning (TF TL)
 - E-internship Program Committee
 - Taskforce on e-internship for youths (TFI Y)
 - Taskforce on e-internship for Higher Education (TFI HE)
 - Taskforce for Green Paper (TF GP)
 - FOP event planning TF
5. The level of accomplishment of indicator(s) for Management criterion: **FULLY ACCOMPLISHED**.

Domain	Indicator number and title	Target value	Current Value
MNG	Number of project participants and structures constituted (PSC, QA team, expert WG teams, etc.)	No value set	Project Steering Committee (10 members) Quality team members (11 members) Team of Institutional Project Managers (10 members) Communication & Dissemination (CDE) team (7 members) + 10 task forces with more than 50 members

6. The highest project managing and decision-making body is the **Steering Committee** (10 members). The Steering Committee has a joint decision-making role with the leadership/Chair of HSWT.

The Steering committee is described in article 4.1 on page 4 of the consortium agreement. On the exchange platform, the steering committee is also described in detail here:

<https://wbmoodle.hswt.de/mod/hvp/view.php?id=176362> including a list of its members, a chat forum and shared folder for related documents.

The SC is the core decision-making body consisting of one representative from each partner institution. This representative shall be the project coordinator of each institution or a person nominated by the coordinator as her/his deputy.

The SC meets online up to four times a year to discuss and review the progress of project activities, make decisions, approve deliverables, resolve possible conflicts and agree on any risk contingency measures. Other tasks of this implementation body may include:

- Providing input to the monitoring and evaluation strategy of the project
- Providing advice on the budget
- Helping to achieve the project outcomes
- Identifying the priorities in the project (where the most energy should be directed)
- Identifying and responding to potential risks
- Approving reports coming from the quality teams
- Providing advice (and sometimes making decisions) about changes to the project.

7. The conflict resolution method is described in article 7 on page 4 of the Steering committee rules and procedures document. **7. Provisions for Risk Mitigation and Conflict Resolution.**

7.1 In a situation of considerable risk or conflict, the SC may decide to constitute an ad hoc team of impartial mediators (hereinafter referred to as the ToM). This team shall have three members who elect one member as team leader. ToM members preferably come from the following background:

- One (1) represents an HEI from the concerned partner country.
- One (1) represents a non-academic partner institution from the concerned partner country.
- One (1) represents a senior member of the consortium not from the concerned partner country.

7.2 Within three (3) weeks following its constitution, the ToM shall collect information about the conflict, interview all parties to the conflict, prepare a conflict resolution plan, and present it to the SC. The SC will approve the plan or suggest amendments and present it to the parties to the conflict.

7.3 In case the parties to the conflict or a party to the conflict refuse the suggested conflict resolution plan, the SC may vote on making the plan mandatory to parties to conflict, by an absolute majority vote.

7.4 In case of serious misconduct of the partner institution, the SC may decide to redistribute the tasks, funds, or roles from such partner to one or more consortium members. The SC shall take this decision by an absolute majority vote.

8. The coordination method has been subject of discussion on several occasions, as members still struggle to take initiative for their respective areas of work. However, communication is transparent, as it happens on a shared exchange forum on the platform. Members are also given equal rights to lead meetings, share their views and concerns in the online meetings and contribute to the design of the program. Coordinating all these tasks 100% virtually is difficult and requires a lot of effort from all.

9. The Institutional project teams have been formed, and they consist of the following:

- Hochschule Weihenstephan-Triesdorf (HSWT) represented by Anja Weber.
- Kumasi Institute Of Tropical Agriculture (KITA), represented by Samuel OWUSU-TAKYI.
- Western Balkans Institute (WEBIN) represented by Dragana Jovanovic.
- University Of the Free State (UFS), represented by Regina Cornelia WITTHUN.
- Entrepreneurship Development Institute (EDI), represented by Getnet DADEBO.
- Universite Gaston Berger De Saint Louis (UGB), represented by Ousmane THIARE.
- Hawassa University (HU) represented by Yitna GEBREAB.
- Nicosia Youth Career Programme (NPC), represented by Thembeni MAZAMISA.
- Hameen Ammattikorkeakoulu Oy(HAMK), represented by Eija LAITINEN.
- BIZMETRICS (PTY) LTD, represented by Matthew ASH.

10. The shared project disc is set up as a Moodle platform which is accessible to all partners at :
<https://wbmoodle.hswt.de/course/view.php?id=3551>

11. The collection and keeping of implementation (technical) documents, deliverables, and financial documents.

It is set up as a moodle platform for sharing, exchange and to document the project process, and to safeguard documents, as well as a Zenkit tool for task completion tracking. Each TF has its dedicated section. Documents and links to documents are uploaded into structured databases. Each partner has a dedicated folder to upload financial documents as well as time-keeping records. Final documents for SIGMA upload are also saved and shared in a database. The instructions for the use of the platform are detailed in the e-management handbook that was introduced to all partners in an online workshop and distributed to all members. It can also be found on the platform.

C CONCLUSIONS & RECOMMENDATION

All pre-conditions for effective management of the project are met in sufficient scope.