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PLANT
Professional Learning and Agrifood Network for Training
Erasmus+ CB-VET

Erasmus+ Project PLANT:
Professional Learning and Agrifood Network for Training.
Nº 101242853

WP1

D1.2 Action Plan and Toolkits

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1. Executive summary

This Evaluation and Monitoring Plan establishes a comprehensive framework for systematic assessment, learning, and continuous quality improvement throughout the 36-month lifecycle of the Erasmus+ Project PLANT: Professional Learning and Agrifood Network for Training. Nº 101242853

Managed under a two-level Monitoring and Evaluation strategy led by Inercia Digital and the Transnational Steering Committee, the plan integrates formative and summative evaluation approaches to ensure the quality, effectiveness, and sustainability of all project activities.

The monitoring system employs a mixed-methods, gender-sensitive approach that combines quantitative performance indicators with qualitative impact assessments, stakeholder interviews, baseline surveys, and focus groups.

This structured framework centers the voices, needs, and feedback of key agricultural and educational actors across Spain, Italy , Kenya, and Uganda, including VET teachers, students (with special emphasis on female Targets & Performance Indicators (PLANT Project):

- VET Teachers Capacity Building: 120 VET teachers trained in digital, green, and pedagogical skills (30 per country, min. 50% women).
- Agrifood Enterprise Collaboration: 40 agrifood industries engaged in curriculum co-design and roundtables across the 4 partner countries.
- Student Internships & Impact: 120 VET students participating in market-aligned internship programs (target 70% female inclusion), impacting an estimated 25,000 students long-term.
- Institutional Dialogue: 60 representatives from local/national public authorities involved in policy roundtables, leading to 4 signed Action Plans and policy Recommendations.participation and NEETs), agrifood enterprises, and local/national authorities

2. Evaluation Framework

The PLANT project evaluation framework is built upon principles of participatory evaluation, gender responsiveness, and utilization-focused assessment that prioritizes the needs of VET educators, students, and agrifood stakeholders while generating actionable evidence for continuous policy reform and educational improvement. This framework recognizes that

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modernizing Vocational Education and Training (VET) in the agrifood sector across Europe and Africa requires a deep understanding of regional labor market mismatches, digital transformation, and sustainable agricultural practices within diverse socio-economic contexts in Italy, Spain, Kenya, and Uganda. Rooted in a Human Rights-Based Approach (HRBA), Participatory Action Research (PAR), and Living Lab methodologies, the evaluation approach balances strict grant compliance with internal learning goals. By embedding quality control mechanisms across all Work Packages, the framework ensures real-time adaptation of training modules, formalizes public-private cooperation through Protocols of Cooperation, and tracks institutional policy commitments through local Action Plans.

Core Principles & Methodological Pillars:

- Gender-Sensitive & Inclusive Evaluation: Applied throughout all monitoring levels, ensuring at least 50% female participation among 120 VET teachers and 70% female representation in student internships.
- Two-Level M&E Strategy:
    - Level I (Global Project Monitoring): Led by the Coordinator and the Transnational Steering Committee using participatory evaluations, regular progress reporting, and virtual check-ins to monitor overall timelines and quality.
    - Level II (Operational and Activity Evaluation): Led by the Work Package Leaders and COO, focusing on the implementation and quality of specific activities, deliverables, outputs and results through activity-based indicators, partner feedback, stakeholder consultations, and periodic evaluations. This level will provide detailed evidence on progress, identify implementation gaps or risks, and support timely corrective actions and continuous improvement.
- Measures quantitative targets (e.g., 40 participating enterprises, 120 VET teachers trained, 4 signed Action Plans) alongside qualitative indicators (e.g., 80% trainer and student satisfaction with course relevance).
- Multi-Stakeholder Feedback Loops: Employs pre- and post-training surveys, focus groups led by KIPEPEO (WP2/WP4 assessments), and roundtable consultations to continuously refine curricula with agrifood industry standards.
- Theory of Change and ResultsChain Logic: Evaluates short-term capacity building (WP2), medium-term network creation and internships (WP3/WP4), and long-term policy integration and sustainability (WP5).

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2.1 Evaluation objectives

Primary Evaluation Questions

- Capacity Building of VET Trainers: To what extent does the project enhance the agrifood competencies, digital skills, and innovative pedagogical methodologies of 120 VET teachers across Italy, Spain, Kenya, and Uganda?
- Public-Private Synergies: How effectively do the project mechanisms (Living Labs, roundtables, and Protocols of Cooperation) foster structured dialogue and cooperation between VET providers and 40 agrifood enterprises to ensure demand-driven training?
- Curriculum Modernization and Internships : How successfully does the co-design process update agrifood and entrepreneurship VET curricula—integrating digital farming, climate-smart agriculture, food processing innovations, and a gender-sensitive internship program involving 120 students (70% women)?
- Policy Alignment and Institutionalization: What evidence demonstrates the engagement of 60 representatives from national authorities and the signing of 4 national Action Plans to incorporate project Recommendations into future policy-making cycles?
- Transnational Added Value: How effectively does the strategic partnership build on past EU-funded interventions to promote green transition, digital capabilities, and cross-border cooperation between European and African VET institutions?

Secondary Evaluation Questions

- Gender Equity and Inclusion: How effectively is the gender-sensitive approach integrated across project components (ensuring at least 50% female teachers in WP2 and 70% female students in WP4 internships)?
- Quality Assurance and Target Achievement: How accurately does the project meet its quantitative targets (e.g., numbers of participants, signed documents, completed workshops) and qualitative indicators (such as 80% satisfaction rates among teachers and students)?
- Consortium Governance and Risk Management: How efficiently do the Transnational Steering Committee and Coordination Unit maintain communication, time schedules, financial management, and risk mitigation across all partner organizations?

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- Long-Term Network and Sustainability: What indicators confirm the structural operationality of the Long-term Network of VET Institutions to sustain public-private dialogue beyond the EU grant period?

2.2 Evaluation approach

The evaluation approach of the PLANT project is structured around a multi-layered, mixed-methods framework designed to ensure quality assurance, operational efficiency, and continuous improvement throughout the 36-month implementation period. Guided by the Theory of Change and Results Chain Logic, the evaluation methodology balances process monitoring with impact assessment to ensure both operational compliance and long-term systemic change. PDFThe monitoring and evaluation framework is operationalized across two distinct administrative and functional levels: Level I: Global Governance and Grant

Compliance:

Supervised by the Coordinator (Inercia Digital) and the Transnational Steering Committee, Level I monitors general project performance, financial execution, and milestone adherence against **the approved GANTT schedule** based on the amendment. This level relies on bimonthly steering meetings, quarterly progress reports, and standardized tracking toolkits.

Managed by the M&E (Inercia Digital) alongside partner institutions (specifically KIPEPEO for evaluation tasks in WP2 and WP4), Level II assesses the direct quality, satisfaction, and learning outcomes of specific activities through participatory field tools. PDFThe evaluation methodology integrates four core analytical pillars:Human Rights-Based and Gender-Sensitive Framework:

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Evaluation instruments treat VET actors as rights-holders and public authorities as duty-bearers. All data collection mechanisms are disaggregated by gender and background to continuously verify equal access, social inclusion, and non-discrimination across all project components.

Participatory Action Research (PAR) and Iterative Learning:

Embedded in the capacity-building and curriculum-updating work packages (WP2 and WP4), pre- and post-training surveys, focus groups, and structured evaluation forms are used to create real-time feedback loops. This ensures that educational content is iteratively refined based on direct input from VET trainers and trainees. PDFLiving Lab Assessment Methodology:

Applied within WP3 to measure the quality of public-private dialogue, evaluation tools assess the level of co-creation during national industry roundtables and international field visits, tracking the conversion of stakeholder interactions into formalized cooperation agreements. PDFMulti-Stakeholder Policy Evaluation:

Within WP5, evaluation activities track institutional engagement and policy traction by analyzing participation rates at policy roundtables, evaluating the alignment of institutional recommendations, and verifying formal commitments made through signed Action Plans. Through the combination of baseline surveys, periodic progress reporting, focus groups, stakeholder interviews, and on-site observations, this approach provides a robust, evidence-based mechanism for project adjustment and quality control.

3. Monitoring System

3.1 Performance Monitoring Framework

The monitoring system of the PLANT project is structurally integrated into the project's logical framework and Theory of Change, establishing a continuous tracking mechanism that connects project inputs, planned activities, tangible outputs, short-to-medium-term outcomes, and long-term systemic impacts across Italy, Spain, Kenya, and Uganda. Managed by the Coordination partner Inercia Digital alongside the Transnational Steering Committee, this framework ensures that every work package delivers measurable progress aligned with the project's strategic objectives.

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The integration of the logical framework across the project lifecycle operates through the following structured chains:

- **Inputs:** Allocation of EU lump-sum grant resources, specialized multidisciplinary personnel from 6 partner organizations, pedagogical tools, and digital infrastructure across the 4 participating countries
- **Activities:** Execution of planned tasks within Work Packages 1 through 5, including virtual Training of Trainers (ToT), local capacity building workshops, national VET-industry roundtables, international field visits in Kampala, curriculum co-design sessions, student internship placements, and institutional policy dialogues.
- **Outputs:** Direct deliverables generated by project tasks, including the *Toolkit and Action Plan* (WP1), *Manual on Innovative Educational Methodologies and Digital Tools* (WP2), public calls for teachers and enterprises (WP2/WP3), *Handbook on International Best Practices* (WP3), *Protocols of Cooperation* (WP3), updated agrifood VET training materials (WP4), *Policy Recommendations* (WP5), and signed national *Action Plans* (WP5).
- **Outcomes:** Short- and medium-term operational results, specifically enhanced digital, green, and pedagogical competencies for 120 VET educators; formalized public-private collaboration networks involving 40 agrifood enterprises; successful completion of market-aligned internships by 120 VET students; and direct policy engagement with 60 public authority representatives.
- **Impacts:** Long-term systemic transformation characterized by modernized VET systems aligned with labor market demand; reduced youth unemployment and push factors for migration in East Africa; increased female inclusion in technical agrifood sectors; and sustained transnational cooperation driving green and digital transitions in agribusiness.

3.2 Key Performance Indicators (KPIs)

Indicator	Target	Data Source	Frequency

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VET Teachers Trained	120 teachers (30 per country, min. 50% women)	Registration forms, attendance sheets, training reports (WP2)	**End of WP2 (Month 10)** **30/10/2026** Based on the amendment
VET Institutions in National Networks	40 institutions across 4 countries	Union of Intentions documents, signed network registers (WP3)	**Month 13** **31/1/2027**
Agrifood Enterprises Involved	40 enterprises involved in co-design and roundtables	Public call selection lists, roundtable minutes (WP3)	**Month 14–19-** **1/2/2027-31/07/2027**
VET Students in Internship Program	120 students (target 70% female participation)	Internship agreements, tutor monitoring logs (WP4)	**End of WP4 (Month 28)** **30/04/2028**
Public Authorities Representatives Engaged	60 representatives across local and national authorities	Roundtable attendance lists, policy meeting registers (WP5)	**Month 34** **31/10/2028**
Signed National Action Plans	4 Action Plans (1 per country)	Officially signed Action Plan documents (WP5)	**Month 35** **30/11/2028**

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Protocols of Cooperation Signed	4 Protocols (1 per country)	Formally signed cooperation agreements (WP3)	**Month 19** **31/07/2027**
Students Reached by Updated Curricula	~25,000 students (medium-term systemic impact)	VET institution enrollment reports, assessment surveys (WP4)	Medium-term / Post-project evaluation

Qualitative Performance Indicators

Indicator	Target	Data Source	Frequency
Trainer Satisfaction with New Pedagogies	80% of trainers report increased efficiency and effectiveness	Post-training evaluation questionnaires, focus group reports (WP2)	**End of Capacity Building (Month 9)** **30/10/2026** Based on the amendment.
Student Perception of Course Relevance	80% of students recognize the value and utility of updated curricula	Student evaluation surveys, focus group assessments (WP4)	**Month 35** **30/11/2028**
Curriculum Alignment with Industry Demand	Co-design and integration of digital farming, climate-smart agriculture, and agro-processing	Updated training materials, industry feedback reports (WP4)	**Month 24** **31/12/2027**

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Institutional Policy Commitment	Formal commitment by authorities to include recommendations in future policy-making cycles	Signed Action Plans, institutional roundtable minutes (WP5)	**Month 34–35** **1/11/2028-31/12/2028**

3.3 Monitoring Tools

Data Collection Tools

Quantitative Instruments

- Pre- and Post-Training Assessment Surveys: Standardized evaluation forms deployed during the Training of Trainers (ToT) and local capacity building programs to measure competency gains in digital farming, climate-smart agriculture, and innovative pedagogy.
- Participation Tracking Forms and Attendance Registers: Structured data collection templates disaggregated by gender and background to track the involvement of VET teachers, students, enterprise representatives, and public authority delegates.
- Satisfaction and Relevance Surveys: Likert-scale questionnaires administered to teachers and students to evaluate the effectiveness of new teaching tools, course utility, and labor market relevance.
- Monitoring Datasheets: Standardized tracking cards integrated into the WP1 Management Toolkit to evaluate quantitative milestone execution against baseline and target values.

Qualitative Instruments

- Semi-Structured Stakeholder Interview Guides: Tailored interview protocols for agrifood industry leaders, VET center directors, and local institutional representatives during roundtables and Living Labs.
- Focus Group Evaluation Protocols: Gender-sensitive focus group guidelines managed by KIPEPEO to assess teacher experiences in WP2 and evaluate student outcomes under the modernized VET curricula in WP4.

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- On-Site Observation Templates: Structured observation forms utilized during field visits, the Kampala International Workshop, and local internship placements to monitor pedagogical delivery and student performance.
- Policy Engagement and Minutes Recording Templates: Formal documentation instruments to capture key insights, recommendations, and institutional commitments made during local authority roundtables.

Mixed-Methods Instruments

- Participatory Evaluation Frameworks: Continuous feedback mechanisms combining qualitative discussion loops with quantitative scoring to refine training modules and curriculum updates iteratively.
- Transnational Steering Committee Progress Reports: Regular collaborative reports compiled by the Coordination Unit based on bimonthly steering meetings to evaluate operational quality, financial execution, and risk management.

4. Formative Evaluation

4.1 Continuous Improvement Focus

Formative evaluation serves as the project's learning engine, providing systematic feedback loops that enable real-time adaptation and quality enhancement throughout the 36-month implementation period. Managed under the leadership of Inercia Digital alongside the Monitoring & Evaluation team and the Transnational Steering Committee, this formative framework creates multiple structured touchpoints for reflection, operational adjustment, and pedagogical improvement that directly inform project governance decisions.

The formative evaluation framework is operationalized through the following core mechanisms:

- Training of Trainers (ToT) and Capacity Building Feedback (WP2): Iterative assessment forms, pre- and post-training surveys, and focus groups managed with KIPEPEO evaluate trainer satisfaction and pedagogical progress, allowing trainers to adjust training modules during implementation under the coordination of Inercia Digital.
- Public-Private Living Labs and Roundtables (WP3): Continuous qualitative tracking of dialogue between VET institutions and 40 agrifood enterprises to ensure that co-designed training content remains demand-driven and aligned with industry standards.

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- Curriculum Testing and Internship Monitoring (WP4): Structured tutor evaluation logs and student feedback surveys administered during the 120 internship placements to assess curriculum practical applicability before final institutional roll-out.
- Consortium Governance and Risk Management (WP1): Bimonthly Steering Committee meetings and quarterly action plan reviews to monitor GANTT timelines, resolve operational bottlenecks, and execute proactive risk mitigation strategies under overall coordination.

4.2 Implementation Phases

- **Phase 1: Consortium Governance and Project Setup (WP1 | Months 1–36 01/01/2026–31/12/2028**
    - Operational Setup: Establishment of the Transnational Steering Committee (12 members, 2 per partner entity) and execution of the online Kick-Off Meeting.
    - Management Instruments: Delivery of the Action Plan and Toolkit by the Coordination Unit, establishing standardized quality, monitoring, risk management, and visibility procedures.
    - Continuous Coordination: Bi-monthly virtual Steering Committee meetings and quarterly action plan tracking to ensure GANTT adherence.
- **Phase 2: Capacity Building and Educator Empowerment (WP2 | Months 4–9) 01/04/2026-30/10/2026 (Based on Amendment)**
    - Training of Trainers (ToT): 20-hour virtual training delivered by lead partners covering innovative pedagogy, e-learning digital tools, local enterprise engagement, and gender-based non-discrimination based on the EU Gender Action Plan 2021–2025.
    - Resource Creation: Publication of the *Manual on Innovative Educational Methodologies, Digital Tools, and Enterprise Communication* in English, Spanish, and Italian.
    - VET Teacher Training: Public call execution and delivery of 60 hours of blended capacity building for 120 VET educators (30 per country; minimum 50% female participation).
- **Phase 3: Public-Private Network and Co-Creation (WP3 | Months 10–19) 1/10/2026-31/07/2027**
    - National Network Formation: Creation of 4 national VET networks (attracting 40 institutions) to establish a baseline Union of Intentions.

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- Transnational Knowledge Exchange: 10-day international workshop and field visit in Kampala, Uganda, facilitating cross-border learning and resulting in the *Handbook on International Best Practices*.
- Industry Collaboration: Selection of 40 agrifood enterprises to participate in 16 joint roundtables, leading to 4 signed *Protocols of Cooperation*.

- **Phase 4: Curriculum Modernization and Pilot Testing (WP4 | Months 20–36) 01/08/2027- 31/12/2028**
  - Curricula Updating: Co-design of modernized agrifood and entrepreneurship VET curricula integrating digital agriculture, climate-smart practices, food processing innovations, and national certification alignment.
  - Internship Program Execution: Activation of practical internship placements for 120 VET students (70% female participation) supported by dedicated tutors.
  - Impact Assessment: Comprehensive evaluation of updated curricula by KIPEPEO, capturing feedback from 500 students and 300 teachers via focus groups and surveys.
- **Phase 5: Policy Engagement, Advocacy, and Institutionalization (WP5 | Months 29–36) 01/05/2028– 31/12/2028**
  - Advocacy Preparation: Delivery of a 10-hour consortium advocacy workshop and country-level strategy alignment.
  - Institutional Dialogue: Execution of 12 roundtables engaging 60 public authority representatives to embed project Recommendations into national policy cycles.
  - Policy Commitment & Sustainability: Formal signing of 4 national Action Plans by public authorities, local dissemination events, and final transnational mobility to Palermo, Italy, to present the Sustainability Plan and Poster.

5. Final impact assessment

The final impact assessment serves as the summative evaluation mechanism of the PLANT project, systematically measuring the depth, efficacy, and sustainability of project interventions across Italy, Spain, Kenya, and Uganda. Designed to evaluate both systemic institutional transformation and direct individual outcomes, this framework synthesizes quantitative performance metrics with qualitative stakeholder insights to verify the achievement of project objectives. Managed under the leadership of the Monitoring and Evaluation team in close coordination with all Work Package leaders, the assessment provides an evidence-based verification of how modernized VET curricula, public-private

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partnerships, and policy engagement contribute to bridging labor market skill gaps in the agrifood sector.

- Evaluation of Modernized Curricula Performance: A comprehensive assessment managed by KIPEPEO using focus groups and surveys involving 500 students and 300 teachers (ensuring 50% female participation) to evaluate the relevance, inclusivity, and practical efficacy of the updated VET curricula.
- Internship Program Impact: Measuring the outcomes of practical, market-aligned internships completed by 120 VET students (with a target of 70% female participation), supported by tutor evaluation logs and student feedback.
- Capacity Building Efficacy: Assessing the pedagogical, digital, and green skills gains of 120 VET teachers through quantitative metrics and qualitative indicators, targeting an 80% satisfaction rate regarding increased teaching efficiency.
- Policy and Institutional Engagement: Tracking the traction of project Recommendations and verifying institutional commitments through the formal signature of 4 national Action Plans signed by public authorities across Italy, Spain, Kenya, and Uganda.
- Internal and External Governance Evaluation: Conducting a dual-perspective evaluation during the final transnational steering meeting in Palermo to assess internal consortium performance (communication, collaboration) alongside external project achievements (outreach, systemic impact).
- Long-Term Sustainability and Network Viability: Formulating the project Sustainability Plan and Poster to measure the operational readiness of the Long-term Network of VET Institutions to maintain public-private dialogue beyond the EU grant period.

6. Evaluation Standards

The monitoring and evaluation system of the PLANT project adheres to internationally recognized evaluation standards, ensuring rigor, transparency, ethical integrity, and utility throughout the 36-month implementation period. The framework is aligned with the OECD-DAC Criteria for Evaluating Development Assistance and incorporates European Commission standards for Erasmus+ capacity-building projects.

The project evaluation is guided by the following core standards:

1. Relevance and Quality of Design

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- Contextual Alignment: Evaluates the extent to which project activities address the specific skill gaps, outdated curricula, and youth unemployment challenges in the agrifood sectors of Italy, Spain, Kenya, and Uganda.
- Policy Coherence: Assesses alignment with European and national policy frameworks, including the EU Green Deal, Digital Education Action Plan, Kenya Vision 2030, and Uganda Vision 2040.

2. Efficiency and Financial Governance

- Cost-Effectiveness: Measures how efficiently project inputs (EU lump-sum grant resources, staff effort, travel, and equipment) are converted into qualitative and quantitative outputs. Financial Follow up

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PARTNER FINANCIAL FOLLOW-UP

Detailed allocation per Work Package and Partner

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Partner	WP1: Project Management		WP2: T.o.T & Capacity Building		WP3: Synergic Networks		WP4: Curricula Development		WP5: Advocacy & Policy		TOTAL PROJECT	
	Scheduled	Real Spent	Scheduled	Real Spent	Scheduled	Real Spent	Scheduled	Real Spent	Scheduled	Real Spent	Scheduled	Real Spent
INERCIA DIGITAL SL	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00
COOPERAZIONE INTERNAZIONALE SUD SUD ONLUS	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00
Science Horizons Kenya	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00
KIRIPIRO COMMUNITY EMPOWERMENT PROGRAM	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00
UGANDA YOUTH SKILLS TRAINING ORGANIZATION	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00
Twende Kazi LTD	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00
TOTAL	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00	€0,00

- Time Management: Tracks adherence to work package deadlines and key milestones against the approved GANTT schedule using quarterly action plans.

3. Effectiveness and Target Achievement

- Quantitative Reach: Verifies the complete fulfillment of project targets (e.g., 120 VET teachers trained, 40 agrifood enterprises engaged, 120 student internships, and 60 public authority representatives involved).

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- Qualitative Efficacy: Measures performance gains, such as achieving an 80% satisfaction rate among VET trainers and students regarding the utility and market relevance of updated curricula.

4. Impact and Systemic Transformation

- Institutional Change: Assesses the extent to which VET institutions adopt updated training modules integrating digital agriculture, climate-smart farming, and agro-processing innovations.
- Policy Traction: Evaluates the commitment of national decision-makers through the formal execution of 4 national Action Plans and Recommendations.

5. Sustainability and Long-Term Viability

- Network Continuity: Evaluates the operational readiness of the Long-term Network of VET Institutions to maintain public-private dialogue beyond the grant period.
- Institutionalization: Assesses the permanent integration of the *Manual on Innovative Educational Methodologies* and *Protocols of Cooperation* into standard VET operating procedures.

6. Ethical Standards, Gender Mainstreaming, and Protection

- Gender Responsiveness: Guarantees strict adherence to gender-sensitive evaluation methodologies, verifying the target participation of female educators (min. 50%) and female students in internships (target 70%).
- Informed Consent and Data Protection: Ensures compliance with the project Ethic Code, GDPR guidelines, and informed consent procedures for all survey and focus group participants.

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7. BUDGET AND RESOURCES

7.1 Grant Agreement and Consortium Agreement

The Grant Agreement (GA) is the contractual agreement between the European Commission and the PLANT beneficiaries. It sets out the project objectives, activities, budget, implementation rules, reporting requirements, and the roles and responsibilities of the consortium.

The Consortium Agreement (CA) establishes the internal rules governing cooperation among the PLANT partners. It covers governance and decision-making, responsibilities, financial arrangements, intellectual property, confidentiality, data management, and other aspects of the consortium's collaboration.

During the initial stage of the project, the CA process was led and coordinated by CISS. Following the amendment and from September 2026 (M1), Inercia Digital took over the role of Project Coordinator.

As part of this transition, a new Consortium Agreement will be prepared and coordinated by Inercia Digital during M1 (September 2026), reflecting the updated coordination arrangements and the changes introduced through the amendment.

Partners will be requested to review and sign the updated CA to ensure that the consortium's internal arrangements are aligned with the amended project structure.

Amendment

On **31 August 2026**, the PLANT consortium submitted the amendment request **within the required timeframe** to change the **project coordination team** and revise the **budget allocation for WP1**.

The amendment has been submitted in due time and, once formally approved, the changes will take effect from September 2026.

From September 2026 , Inercia Digital will take over the role of Project Coordinator and will coordinate the implementation of the approved changes, including the updated WP1 budget allocation.

The relevant provisions and information in the Grant Agreement (GA) and Consortium Agreement (CA) will be updated accordingly. A new Consortium Agreement will be prepared

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during M1 (September 2026) to reflect the new coordination arrangements and the changes introduced by the amendment.

Financial Governance and Payment Scheme (40% - 40% - 20%)

The financial management of the PLANT project is structured in accordance with European Commission Lump Sum funding rules and EACEA financial guidelines, ensuring maximal cost-effectiveness, transparency, and resource optimization across the 36-month implementation period.

The grant distribution follows a three-stage payment scheme tied to operational progress and performance verification:First Pre-financing Payment (40%): Transferred upon grant signature to provide the necessary liquidity for initial governance setup, capacity-building preparation, and early project activities.

Second Pre-financing Payment (40%): Conditioned upon the formal approval of the Mid-Term Progress Report at Month 18, verifying that at least 70% of the previous pre-financing installment has been spent and that key Work Package milestones and deliverables (WP2 and WP3) have been achieved according to schedule.

Final Payment / Balance (20%): Released upon approval of the Final Technical and Financial Report at Month 36, confirming full completion of project deliverables, work package outputs, and policy impact indicators.

Amendment and financial information is stated in the confidential annex.

7.2 Amendment, Governance Transition, and Treasury Provisions

Following the formal consortium agreement and subsequent Amendment submitted to EACEA, Inercia Digital has assumed the role of Project Coordinator (COO), taking over primary administrative, financial, and technical oversight from CISS ETS, who remains actively engaged as a key Co-beneficiary (BEN).

To safeguard financial stability and legal compliance during this transition, specific financial and budget reallocation procedures have been established.

WP1 Budget Reallocation: The total Work Package 1 (Project Management and Coordination) grant allocation is reallocated to reflect actual operational efforts:

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Coordinator - COO: Receives to cover the technical leadership and execution of Steering Committee management (T1.1), Action Plans and Toolkits (T1.2), the Kick-off Meeting (T1.3), and strategic communication coordination (T1.4).

Co-beneficiary - BEN): Retains to support continuous governance participation, Work Package 5 policy leadership, and ongoing administrative and financial reporting compliance toward EACEA during the transition.

7.3 Cost Effectiveness and Lump Sum Monitoring

Under the Lump Sum grant methodology, financial management focuses on the direct delivery of work package outputs and quality control rather than real-cost reporting. Cost-effectiveness is maintained through:

Quarterly Financial Tracking: Financial progress is monitored via quarterly action plans to prevent budget overruns and track resource utilization against GANTT deadlines.

Internal Auditing & Verification: Inercia Digital's management team conducts bimonthly financial reviews to ensure all partner expenditures align with agreed work package allocations before requesting payment installments.

Proportional Resource Allocation: Grant funds are distributed strategically across WP1 to WP5 to maximize direct field impact in Kenya and Uganda while maintaining strong administrative oversight and dissemination in Europe.

7.4 Technical and Financial Management Tools

Management tool / instrument	Main purpose	Frequency / timing	Responsibility after amendment
Project Toolkit	Consolidates the technical and financial management tools, monitoring and evaluation instruments, and	Project start-up and throughout implementation	**Inercia Digital – Coordinator**

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	Communication and Visibility Plan.		
Action Plan	Defines the project strategy, implementation process, activities and monitoring arrangements.	Prepared at project level and updated as required	**Inercia Digital + consortium partners**
Quarterly Action Plans	Supports detailed planning, implementation and follow-up of project activities.	Quarterly	**Inercia Digital + partners**
Technical and Financial Management Tools	Supports technical implementation, financial monitoring and control of project resources.	Continuous / periodic monitoring	**Inercia Digital – Coordinator**
Monitoring and Evaluation Instruments	Measures project quality, effectiveness, indicators and impact using quantitative and qualitative methods.	Baseline, mid-term, final and periodic monitoring	**Inercia Digital + consortium**
Risk Management Strategy	Identifies risks and defines mitigation measures throughout implementation.	Continuous monitoring	**Inercia Digital + consortium**

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Transnational Steering Committee	Provides strategic oversight and supports participatory decision-making.	Every two months	**Inercia Digital + 2 representatives per partner**
Bimonthly virtual meetings	Reviews progress, discusses implementation and supports collaborative decisions.	Every two months	**Inercia Digital – Coordinator**
Communication and Visibility Plan	Ensures communication, dissemination and visibility of project activities and results.	Throughout project implementation	**Inercia Digital + consortium**

7.5 Budget General plan

All beneficiaries will be required to use project resources in accordance with the principles of sound financial management, economy, efficiency and effectiveness. The coordinator will monitor financial implementation, maintain appropriate supporting documentation and ensure the traceability of payments throughout the project lifecycle.

Timesheets

All project partners are required to keep accurate records of the personnel time dedicated to **PLANT** project activities.

Timesheets will be used to monitor the effort allocated by each partner, support financial follow-up and ensure consistency between the work carried out and the personnel costs reported.

Each person working on the project should record their time regularly, indicating the relevant Work Package and task. Timesheets must be complete, accurate and consistent with the actual work performed.

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Partners are responsible for reviewing and validating their timesheets according to their internal procedures and for keeping the supporting records available for project reporting and audit purposes.

Inercia Digital will request the timesheets from all project partners on a **quarterly basis**.

Partners are responsible for ensuring that their timesheets are complete, accurate and up to date, reflecting the personnel time actually dedicated to PLANT project activities.

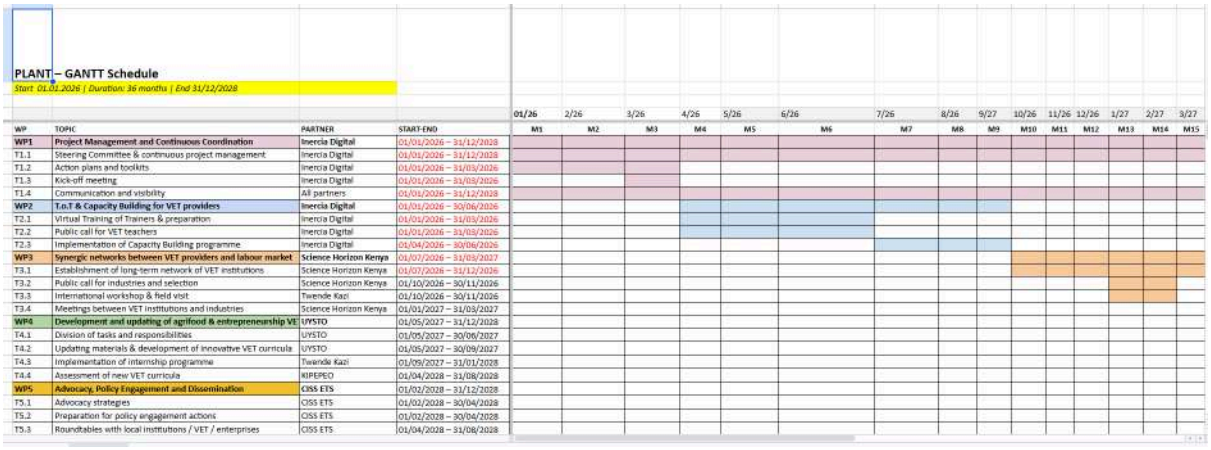
The collected timesheets will be used to monitor personnel effort, support financial follow-up and ensure consistency between reported effort and project activities.

8. Implementation schedule and follow up tools

The evaluation timeline spans the full 36-month implementation period of the PLANT project. Evaluation activities are synchronized with work package key milestones and deliverables to ensure continuous tracking, timely quality assurance, and evidence-based decision-making.

8.1 Evaluation Timeline

GANTT Schedule



PLANT – GANTT Schedule

Start: 01.01.2026 | Duration: 36 months | End 31/12/2028

WP	TOPIC	PARTNER	START-END	01/26 M1	2/26 M2	3/26 M3	4/26 M4	5/26 M5	6/26 M6	7/26 M7	8/26 M8	9/27 M9	10/26 M10	11/26 M11	12/26 M12	1/27 M13	2/27 M14	3/27 M15
WP1	Project Management and Continuous Coordination	Inercia Digital	01/01/2026 – 31/12/2028															
T1.1	Steering Committee & continuous project management	Inercia Digital	01/01/2026 – 31/12/2028															
T1.2	Action plans and toolkits	Inercia Digital	01/01/2026 – 31/03/2026															
T1.3	Kick-off meeting	Inercia Digital	01/01/2026 – 31/03/2026															
T1.4	Communication and visibility	All partners	01/01/2026 – 31/12/2028															
WP2	T.o.T & Capacity Building for VET providers	Inercia Digital	01/01/2026 – 30/06/2026															
T2.1	Virtual Training of Trainers & preparation	Inercia Digital	01/01/2026 – 31/03/2026															
T2.2	Public call for VET teachers	Inercia Digital	01/01/2026 – 31/03/2026															
T2.3	Implementation of Capacity Building programme	Inercia Digital	01/04/2026 – 30/06/2026															
WP3	Synergic networks between VET providers and labour market	Science Horizon Kenya	01/07/2026 – 31/03/2027															
T3.1	Establishment of long-term network of VET institutions	Science Horizon Kenya	01/07/2026 – 31/12/2026															
T3.2	Public call for industries and selection	Science Horizon Kenya	01/10/2026 – 30/11/2026															
T3.3	International workshop & field visit	Twende Kazi	01/10/2026 – 30/11/2026															
T3.4	Meetings between VET institutions and industries	Science Horizon Kenya	01/01/2027 – 31/03/2027															
WP4	Development and updating of agrifood & entrepreneurship VE	UYSTO	01/05/2027 – 31/12/2028															
T4.1	Division of tasks and responsibilities	UYSTO	01/05/2027 – 30/06/2027															
T4.2	Updating materials & development of innovative VET curricula	UYSTO	01/05/2027 – 30/09/2027															
T4.3	Implementation of internship programme	Twende Kazi	01/09/2027 – 31/01/2028															
T4.4	Assessment of new VET curricula	RIFEPEO	01/04/2028 – 31/08/2028															
WP5	Advocacy, Policy Engagement and Dissemination	CISS ETS	01/02/2028 – 31/12/2028															
T5.1	Advocacy strategies	CISS ETS	01/02/2028 – 30/04/2028															
T5.2	Preparation for policy engagement actions	CISS ETS	01/02/2028 – 30/04/2028															
T5.3	Roundtables with local institutions / VET / enterprises	CISS ETS	01/04/2028 – 31/08/2028															

The evaluation timeline spans the full 36-month implementation period of the PLANT project. Evaluation activities are synchronized with work package key milestones and deliverables to ensure continuous tracking, timely quality assurance, and evidence-based

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decision-making.

M**onths based on the amendment:**

Months 1–3 (Inception & Governance Evaluation):

- Establishment of the M&E framework, target baselines, and data collection instruments within the *Action Plan and Toolkit* (Deliverable D1.2).
- Launch evaluation during the online Kick-Off Meeting (Deliverable D1.1) and initial baseline verification by the Transnational Steering Committee, led by Inercia Digital as Coordinator.

Months 4–9 (Capacity Building Evaluation - WP2):

- Delivery and evaluation of the 20-hour virtual Training of Trainers (ToT), coordinated by Inercia Digital.
- Publication and methodological review of the *Manual on Innovative Educational Methodologies, Digital Tools, and Enterprise Communication* (Deliverable D2.1, Month 5- January 2027).
- Pre- and post-training evaluation of the 60-hour blended training for 120 VET teachers across Italy, Spain, Kenya, and Uganda.
- Delivery of the *Assessment of the Capacity Building Programme* (Deliverable D2.3, Month 9- May 2027) managed by KIPEPEO using focus groups and surveys.

Months 10–19 (Network & Industry Collaboration Evaluation - WP3):

Monitoring the formation of 4 national networks involving 40 VET institutions (Deliverable D3.1, Month 13 -september 2027).

- On-site and qualitative assessment during the 10-day Kampala International Workshop & Field Visit (Month 14- October 2027).
- Evaluation of the *Handbook on International Best Practices* (Deliverable D3.3, Month 17- January 2028).
- Qualitative tracking of 16 industry-VET roundtables, resulting in 4 signed *Protocols of Cooperation and Recommendations* (Deliverable D3.4, Month 19 March 2027).

Months 20–36 (Curriculum Pilot & Internship Assessment - WP4):

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Review of modernized agrifood and entrepreneurship VET curricula materials (Deliverable D4.1, Month 24- August 2028).

- Execution and tutor monitoring of 120 student internships (Deliverable D4.2, Month 28-December 2028).
- Final pilot evaluation report (*Assessment of New VET Curricula*, Deliverable D4.3, Month 35-July 2029) covering feedback from 500 students and 300 teachers.

Months 29–36 (Policy Engagement & Summative Assessment - WP5):

Evaluation of consortium advocacy capacity post-workshop (Deliverable D5.1, Month 29-January 2029).

- Monitoring institutional engagement across 12 public authority roundtables and tracking signed national *Action Plans* (Deliverable D5.3, Month 35- July 2029).
- Final internal evaluation, Steering Committee review, and formulation of the *Sustainability Plan and Poster* (Deliverable D5.4 & D5.5, Month 36- August 2029) during the final transnational event.

8.2 Reporting Schedule

The project reporting schedule establishes clear mechanisms for internal tracking, financial oversight, quality control, and formal reporting. Supervised by the Coordinator (Inercia Digital) and Work Package leaders, it ensures structured data collection across all partner institutions.

Report / Document	**Responsible Lead**	**Content**	**Submission Frequency / Due Month**
Quarterly Reports	All Partners / Inercia Digital	Internal administrative, financial, and technical	*(Months 3, 6, 9, 12, 15, 18, 21, 24, 27, 30, 33, 36)**

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		progress tracking against GANTT deadlines.	
Bimonthly Steering Committee Minutes	Inercia Digital	Tracking of operational decisions, risk management adjustments, and activity planning.	Bimonthly
WP2 Assessment Report (D2.3)	KIPEPEO	Quantitative and qualitative evaluation of teacher capacity building outcomes.	*Month 10*
WP3 Protocols and Best Practices (D3.3 & D3.4)	Science Horizon Kenya / Twende Kazi	Documentation of industry collaboration, best practice handbook, and signed protocols.	Months 17 and 19-
Mid-Term Internal Evaluation Report	Inercia Digital	Comprehensive review of project performance, output achievement, and risk mitigation at project midpoint.	Month 18
WP4 Curricula Assessment Report (D4.3)	KIPEPEO	Systemic evaluation of updated curricula testing	Month 35

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		and student internship impacts.	
WP5 Action Plans & Sustainability (D5.3 & D5.4)	CISS ETS / Inercia Digital	Verification of signed policy Action Plans and long-term sustainability strategy.	Months 35 and 36 -
Final Technical & Financial Project Report	Inercia Digital	Summative report submitted to the EU Funding & Tenders Portal covering overall impact, KPI attainment, and financial execution.	Month 36 -

***Quarterly Monitoring Reviews**

Project progress will be formally reviewed on a quarterly basis throughout the implementation period. The quarterly monitoring points will take place 4 times per year every 3 months. **The first reporting period will cover Months 1–9, taking into account the issues related to the amendment process and the initial challenges encountered during the project start-up phase.** At each monitoring point, Inercia Digital, as project coordinator, will collect and review the progress information provided by the partners. The review will assess the implementation of activities against the **GANTT schedule,** the achievement of planned milestones and deliverables, the status of indicators, stakeholder participation, risks and potential delays, as well as the quality of outputs produced during the reporting period.

The results of each quarterly review will be documented and shared with the consortium. Where deviations, delays or quality issues are identified, corrective actions will be agreed with the responsible partner, including a clear responsibility and follow-up deadline. The

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implementation of these corrective actions will be checked during subsequent monitoring cycles.

This quarterly monitoring mechanism will ensure continuous control of the project implementation and will allow the consortium to identify and address potential problems at an early stage. It will also provide the necessary evidence for the mid-term and final evaluation of the project.

8.3 Management Toolkit

The Project Management Toolkit is a practical set of guidelines, templates, tools and resources that supports the effective coordination, implementation and monitoring of the project. It provides project partners with a common framework for managing activities, responsibilities, deadlines, communication, documentation and quality assurance throughout the project lifecycle.

The toolkit includes practical tools for work planning and task allocation, progress monitoring, internal communication, meeting management, risk identification and mitigation, reporting, document management and quality monitoring. It supports the consistent implementation of project procedures across all partner organisations and facilitates transparent and effective collaboration within the consortium.

The toolkit is developed and agreed upon by the project partners at the beginning of the project and is regularly updated when necessary. It ensures that all partners have access to the same management procedures and templates, contributing to efficient project implementation, accountability and the achievement of the project objectives.

Management Toolkit complete with the necessary tools:

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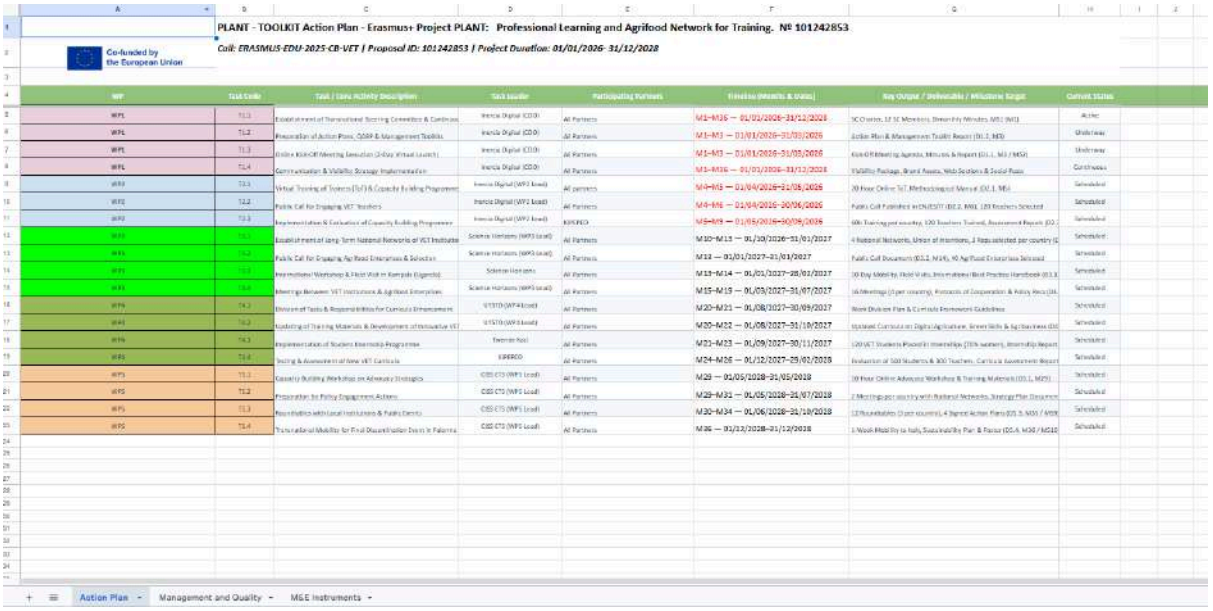

9. Communication Plan and Visibility

Every publication or dissemination material used for the project should follow the Visual Identity Rules as those are described in the official European Union Communication Guidelines.

In line with the **Guidelines for beneficiaries and other third parties** the following phrase should be mentioned:

Write "Co-funded by the European Union" as appropriate next to or under the EU emblem, depending on the nature of your funding.

Basic Rules

- The minimum height of the EU emblem shall be 1 cm.
- The name of the European Union shall always be spelled out in full.
- The typeface to be used in conjunction with the EU emblem can be any of the following: Arial, Calibri, Garamond, Trebuchet, Tahoma, Verdana.
- Italic and underlined variations and the use of font effects are not allowed.
- The positioning of the text in relation to the EU emblem is not prescribed in any particular way but the text should not interfere with the emblem in any way.
- The font size used should be proportionate to the size of the emblem.
- The colour of the font should be reflex blue (same blue colour as the EU flag), black or white depending on the background.

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Link to European Union's Flag

https://commission.europa.eu/document/3192a0ef-6bda-4e1a-81ca-65ade2ffad73_en

Every publication made in the framework of the project must clearly acknowledge the European Union's contribution. In detail the following disclaimer should be used:

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The visual identity of the European Commission

https://commission.europa.eu/resources/european-commission-visual-identity_en

9.1 Dissemination & Communication Strategy

The Dissemination and Communication Strategy aims to spread the project's activities, achievements and results to relevant stakeholders at local, national and international level. Dissemination and communication are key areas throughout the PLANT project life-cycle. The project must attract interest during its life-cycle and after its end and ultimately participation from many different bodies in different countries; therefore, it has to have a good public profile and clear project identity.

The Dissemination and Communication Strategy identifies a number of crucial elements of the activity; clarifies roles and responsibilities of each partner during project implementation, potential audience, messages and methods of communication.

The Dissemination and Communication Strategy defines and implements key activities that deliver the right messages to the right audiences by using the best methods. Dissemination

is a long-term relationship with the stakeholders that will provide on-going feedback to help to improve the message. It has been designed as a two-way dynamic and interactive process, which should be continuous and progressive. It highlights the schedule of communication and dissemination activities and identifies the key message and target audience(s) for each of its key points:

- What – defining what to communicate and disseminate - the message, the products
- To whom – identifying the target groups for communication and dissemination – the audience
- Why – defining the purpose of communication and dissemination
- How – defining the method and means of communication and dissemination
- When – defining the timing of communication and dissemination.

Through the current document, in terms of Communication, the following aspects will be covered:

- Goals of the communication
- Stakeholders
- Key messages to be communicated
- Different communication methods and approaches for each method
- The monitoring mechanisms for ensuring the efficiency of the strategy
- The strategy document also includes marketing objectives regarding which it will follow a SMART approach, which will indicate how each area will be addressed: Specific: Each objective will be presented in clear terms so each member of the consortium knows what is hoped to achieve by each separate tool.
- Measurable: Each objective will be presented in quantifiable ways (e.g. units or end users informed/influenced by the project), so as to be able to check the level of success and apply fine-tuning measures when and if needed.
- Achievable: Each objective should be reasonable in terms of what is expected and not use indicators that are unreasonable in terms of budget and time constraints.
- Realistic: Each objective should be achieved by the resources of each project partner and not through unrealistic resources that the project partners do not have.
- Time Specific: Each objective should have a specified period by which it should be achieved by setting dates for each action.

In the PLANT project, the Dissemination and Communication Strategy aims to:

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- Strengthen the involvement and active participation of all project partners and provide the tools for the overall success of project management and the learning process;
- Ensure effective and consistent communication among consortium members;
- Increase the visibility and awareness of the PLANT project, its objectives, activities, and results;
- Disseminate project outputs and resources to VET providers, CSOs, NGOs, and other connected entities;
- Engage municipalities, schools, CBOs/CSOs, local and regional authorities, universities, VET institutions, industries, web platforms and other relevant stakeholders;
- Ensure the perception of the value of involvement and participation among public and private stakeholders and within local communities;
- Promote recognition of the value and contribution of VET providers among the local community;
- Facilitate the sharing of knowledge, experiences, and project results;
- Support the uptake and wider dissemination of project outputs and results; and
- Ensure consistent project branding and visibility of EU funding in accordance with the applicable communication and visibility requirements.

As a general approach, the partnership will adopt a coordinated and inclusive communication and dissemination approach, ensuring the active involvement of all partners throughout the project lifecycle. At the beginning of the Action, the lead applicant has prepared an elaborate Communication Plan, which provides common guidelines for the dissemination of the project objectives, activities and results.

A common project identity and visibility package will be developed and presented during the kick-off meeting. It will be used in each project activity and will include common templates for project presentation slides and other communication materials, ensuring a consistent project identity across the partnership. Guidelines for dissemination will be co-designed by the consortium and conveyed through the press and through all project communication channels.

Partners will work together to promote the PLANT project, share its outputs and results, engage relevant stakeholders and local communities, and ensure consistent visibility at local, national and international level. Website articles and social media channels of each partner will be used to promote the project during its different phases. Project resources will be

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made available for download and free sharing in order to facilitate their wider dissemination and uptake.

Partners will also disseminate the PLANT project's results beyond the consortium, reaching VET providers, CSOs, NGOs, municipalities, schools, CBOs/CSOs, local and regional authorities, universities, industries, web platforms, public and private stakeholders and local communities. Through their established networks and targeted communication and dissemination activities, partners will promote the project's objectives, activities, resources, outputs, and results, encouraging wider engagement, knowledge sharing and wider uptake of the project outcomes.

Specific dissemination activities will include social media posts, press releases and website articles, as well as round tables with representatives of local institutions, with the active involvement of VET institutions and industries. These activities will provide opportunities to communicate the value of the project and its results to relevant stakeholders and local communities.

At the event level, four local events will be organised, one in each participating country, to reinforce the dissemination of the project's outputs. In addition, one international final event will be organised in Italy, providing an opportunity to present the overall project results and further disseminate them to relevant stakeholders. An international workshop will also contribute to the dissemination and sharing of the project's results.

For the final events, one per country plus the transnational final event in Italy, limited printed materials will be produced to maximise dissemination while avoiding unnecessary use of physical resources. Digital communication channels will remain an important means of reaching wider audiences and ensuring that project information and resources remain accessible beyond the project events.

The visibility of the Action and of EU funding will be ensured at local, national and international level in all activities directly supported through the project and also in other events and activities connected with the project through the dissemination activities of applicants and co-applicants. The project identity and EU visibility requirements will be applied consistently across project presentations, communication materials, online channels, events and other relevant dissemination activities.

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9.2 Objectives of PLANT Project Dissemination & Communication Strategy

The Dissemination and Communication Strategy of the PLANT Project aims to ensure that the project's objectives, activities, outputs, and results are effectively communicated and disseminated to relevant target groups throughout the project lifecycle.

The main objectives are to:

1. **Strengthen the involvement of project partners** by providing common communication and dissemination tools, guidelines and channels that support the overall success of project management and the learning process.
2. **Ensure a common project identity and coordinated communication** among all project partners through the preparation and use of a common visibility package, dissemination guidelines and common templates for project presentations and other communication materials.
3. **Disseminate the project's outputs and results** to VET providers, CSOs, NGOs and other connected entities through the communication and dissemination channels available to the project partners.
4. **Ensure the effective dissemination of project information and resources** through partners' websites and social media channels, making project resources available for download and free sharing.
5. **Ensure the involvement of public and private stakeholders and the local community** by creating opportunities for dialogue and participation through round tables with local institutions, VET institutions and industries.
6. **Increase awareness of the value of involvement and participation** among municipalities, schools, CBOs/CSOs, local and regional authorities, universities, web platforms and the wider community.
7. **Promote the value and involvement of VET providers within the local community** and strengthen their visibility and participation among relevant local stakeholders.
8. **Maximise the dissemination of the project's outputs and results** through local and international events, including four local events, one in each participating country, and one international final event in Italy.
9. **Ensure wider dissemination and stakeholder engagement at international level** through the organisation of an international workshop and the use of press releases, website articles and social media communication.

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10. **Ensure the visibility of the Action and of EU funding** at local, national and international level in all activities directly supported through the project and in other connected events and activities carried out by the applicants and co-applicants.

They will be targeted through dissemination activities aimed at:

- **Increasing the visibility of the PLANT Project and its activities** at local, national and international level through the coordinated use of partners' websites, social media, press releases, website articles and project events.
- **Promoting and disseminating the project's outputs and results** among VET providers, CSOs, NGOs and other connected entities, making project resources available for download and free sharing.
- **Engaging municipalities, schools, CBOs/CSOs, local and regional authorities, universities, web platforms, VET institutions and industries** through social media, press releases, website articles, round tables and the international workshop.
- **Strengthening the involvement of local communities and relevant public and private stakeholders** by creating opportunities for participation and dialogue through local events and round tables involving local institutions, VET institutions and industries.
- **Supporting the dissemination of project results beyond the consortium** through four local dissemination events, one per participating country, and a transnational final event in Italy.
- **Ensuring the visibility of EU funding and the Action** through the use of a common visibility package, a consistent project identity and the appropriate communication of EU support throughout project activities and dissemination events.

9.3. Communication tools

INTERNAL COMMUNICATION

The main and **formal channel of communication between the project partners** will be the official email addresses of the consortium members. The official mailing list will be used for formal communication, the exchange of relevant project information, coordination of activities, sharing of documents and follow-up of project implementation. This channel will ensure that project-related communication is properly documented and accessible to the relevant members of the consortium.

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A **Google Drive shared folder** will be created at the beginning of the project as a common repository for project documentation and files. It will be used to store and share the documents related to the project, including working documents, presentations, communication materials and other relevant project files. Access and use of the shared repository will be coordinated among the partners.

In addition, a **WhatsApp group** will be created at the beginning of the project for operational and urgent communication between the partners. The group will mainly be used for practical coordination during project activities and, in particular, for mobility activities *in situ*, as well as for urgent issues requiring a quick response. WhatsApp communication will complement, and not replace, the official communication carried out through the consortium's official email addresses.

A common visibility package defined in the present document is identified and presented and explained during the kick-off meeting, where the consortium will also agree for the dissemination of the project objectives and establish a common project identity. Common templates, including templates for project presentation slides, will be used by all partners in order to ensure consistency and coherence in the communication of the project.

EXTERNAL COMMUNICATION

Communication and dissemination will take place through different **channels** and formats according to the target groups and the objectives of each activity. Partners' websites and social media channels will be used to promote the project during its different phases. **Press releases and website articles** will also be used to communicate project activities and results and to increase the visibility of the Action.

The project will also use **face-to-face communication and stakeholder engagement activities,** including round tables with representatives of local institutions, with the active involvement of VET institutions and industries. These activities will provide opportunities to communicate the value of the project and to involve relevant public and private stakeholders and local communities.

The dissemination strategy will also include **four local events**, one **in each participating country**, which will reinforce the dissemination of the project's outputs. In addition, **one international final event** will be organised in Italy, together with an international workshop, in order to further disseminate the project's activities, outputs and results to relevant stakeholders.

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Project resources will be made available for download and free sharing through the appropriate project communication channels, supporting their wider dissemination among VET providers, CSOs, NGOs and other connected entities.

The communication and dissemination activities will be implemented throughout the project lifecycle and will be coordinated among the partners in order to ensure consistent messages, a common project identity and effective dissemination at local, national and international level. The visibility of the Action and of EU funding will be ensured in all activities directly supported through the project and also in other events and activities connected with the project through the dissemination activities of applicants and co-applicants.

For the final events, limited printed material will be produced to maximise dissemination, while the use of websites, social media and other digital communication channels will support wider and continued dissemination of the project's objectives, activities, outputs and results.

9.3.1 Digital and Web Tools

- Partner Website Sections: Creation of a dedicated project section on the pre-existing websites of all participating organizations.
- Social Media Channels: Continuous posts and updates across the social media platforms of all partners to build a joint project community.
- Free Downloadable Digital Resources: All project resources, publications, and results made available online for free download via web and social channels.

9.3.2 Event and EU Visibility Compliance Tools

- **EU Flag & Co-Funding Disclaimer:** Mandatory inclusion of the EU Logo, the text "This project is co-funded by EU", and the standard legal disclaimer on all publications, visual items, and didactic/training materials. Guidance is included in section 1.
- **Banners & Roll-ups:** Custom roll-ups and banners featuring the official EU logo designed according to EU visibility standards, used during all public activities, training sessions, and conferences.
- **Limited Printed Materials** (Green Approach): A strictly digital-first approach to minimize environmental impact, reserving limited printed materials (e.g., banners, flyers, gadgets) exclusively for public local and transnational final events.

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9.3.3 Branding

- **Visibility Package / Toolkit**: Development of a Visibility Package (within the Communication & Visibility Toolkit) that includes the project logo, official project presentation, graphic design, color schemes, digital materials, and usage guidelines.
- **Unified Presentation Template:** Adoption of standardized presentation slide templates across the consortium, created during the Kick-off Meeting to establish a strong project identity.
- Press Releases & Media Coverage: Distribution of press releases and news articles through local and international news agencies, national/local newspapers, and radio channels.

Project Logo

Four proposals for the PLANT project logo were presented below for consideration by the project partners. The four options were shared with the consortium, and following a joint selection process among the partners, the first proposal was chosen as the official project logo. From this point onwards, the selected logo will be used consistently across all project communication, dissemination and visibility materials, ensuring a coherent and recognisable project identity throughout the project lifecycle.

Definitive project Logo

PLANT
Professional Learning and
Agrifood Network for Training
Erasmus+ CB-VET

Project partners Logos:

Inercia Digital

Cooperazione Internazionale Sud-Sud ETS

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OPEN COOPERAZIONE

Science Horizon Kenya

SCIENCE HORIZONS
KENYA

KIPEPEO COMMUNITY EMPOWERMENT PROGRAM

KIPEPEO
COMMUNITY EMPOWERMENT PROGRAM

Uganda Youth Skills Training Organization

DONATE

UGANDA YOUTH SKILLS TRAINING ORGANISATION (UYSTO)

Twende Kazi Limited

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Color Palette and Usage

For all official documents, publications, and promotional materials, only use the colors included in the logo:

- **Dark Green (Primary):** #008445 | RGB(0, 132, 69)
- **Light Green:** #83CD45 | RGB(131, 205, 69)
- **Medium Green:** #479E35 | RGB(71, 158, 53)
- **Tech Blue:** #0071BB | RGB(0, 113, 187)
- **Yellow / Accent:** #EBB228 | RGB(235, 178, 40)

Typography Rules

- **Font Family:** Calibri
- **Body Text:** Calibri, 12 pt, Regular
- **Subtitles & Headings:** Calibri, 12 pt, Bold
- **Color Application:** Text and headings should remain readable, utilizing black, dark grey, or the official brand colors listed above.

9.4. Templates

The following templates are available for the development of documentation and productions in the project:

- Annex I – Attendance List (for dissemination events)
- Annex II – Agenda (for dissemination events)
- Annex III – Certificate of attendance (for dissemination events)
- Annex IV – Dissemination schedule
- Annex V – Letterhead Document (for single documents)
- Annex VI – Template Presentation

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- Annex VII – Dissemination register
- Annex VIII Press Release Template
- Annex VIII Website Article Template
- Facebook and Instagram Post

9.4. Publication Plan (Partners Web and Social Media channels)

Each partner is individually responsible for continuously updating their corresponding page for **Dissemination Register** Annex VII throughout the project lifetime. All dissemination activities, including monthly website posts, social media updates, press releases, and event participation, must be logged in real time within this dedicated annex to ensure accurate tracking, transparency, and full compliance with EU reporting and quality assurance standards.

Frequency	Channel	Focus / Content according to the Application Form	Official Visibility Requirement
2 time per month minimum	Partner Websites	News and blog articles on project progress, local events, and releases of free downloadable project materials/deliverables.	A dedicated project section on each partner's pre-existing website.
Continuous & Regular	Social Media, Press release and web articles	Periodic posts promoting project phases, workshops, industry meetings, training courses, and final events.	Using partners' official profiles to build a joint project community.

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9.6.1 Dissemination Schedule:

Social Media, Press realise and Web articles

The following **Dissemination Schedule** presents a proposed allocation of months for each partner to publish two posts per month through their communication and social media channels. The schedule is intended to provide a coordinated framework for the dissemination activities throughout the project lifecycle, while remaining flexible and subject to possible changes according to the needs and progress of the project implementation. The proposed topics are also indicative and may be adapted, modified or replaced where necessary to reflect the actual project activities, milestones, outputs and results at each stage of implementation.

When publishing project-related content, partners should tag the other PLANT project partners, where relevant and where the social media platform allows it, in order to increase the visibility and interconnection of the project publications and facilitate their sharing across the consortium. To support this coordinated approach, during the Kick-off Meeting each partner will be asked to provide a list of its official social media accounts and relevant communication channels. This information will be compiled and shared among the consortium so that partners can tag each other, share and amplify project publications, and ensure a consistent and coordinated online presence throughout the project lifecycle.

To ensure balanced outreach and maximum visibility throughout the 36-month lifecycle of the PLANT project (September 2026 – September 2029), the communication activities are evenly distributed among all six consortium partners. Each partner is directly responsible for producing one press release and one web article aligned with their respective work package leadership and key project milestones. The dissemination schedule follows a steady cadence, featuring a web article published every three months and a press release every six months, starting from Month 3 (December 2026). This structured approach guarantees continuous multi-channel visibility—from the initial project launch and teacher capacity building to international workshops, student internships, policy roundtables, and the final sustainability event in Palermo.

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PLANT Dissemination Schedule

Month	Period	Partner responsible	Post 1	Post 2
M1	September 2025	FIERCIA DIGITAL SL	PLANT project launch and objectives	PLANT partners and project identity
M2	October 2025	Science Horizon Kenya	Project objectives and target groups	Communication and dissemination strategy
M3	November 2025	KIPEPEO COMMUNITY EMPOWERMENT PROGRAM	Project activities and expected results	Visibility of the PLANT project
M4	December 2025	Uganda Youth Skills Training Organization	VET priorities and their involvement	PLANT project communication channels
M5	January 2027	Twende Kazi Limited	Role of CSOs and NGOs in the project	Dissemination of project activities
M6	February 2027	Cooperazione Internazionale Sud-Sud ETS	Engagement of local stakeholders	VET institutions and industries
M7	March 2027	FIERCIA DIGITAL SL	Project progress and activities	Project results and their sharing
M8	April 2027	Science Horizon Kenya	Stakeholder involvement	Local and regional authorities
M9	May 2027	KIPEPEO COMMUNITY EMPOWERMENT PROGRAM	Schools, universities and VET stakeholders	Project activities and achievements
M10	June 2027	Uganda Youth Skills Training Organization	Role of industries and employers	Cooperation between VET and stakeholders
M11	July 2027	Twende Kazi Limited	Project results and impacts	Dissemination through partner networks
M12	August 2027	Cooperazione Internazionale Sud-Sud ETS	First year of PLANT: progress and achievements	Visibility of EU funding
M13	September 2027	FIERCIA DIGITAL SL	PLANT project progress	Dissemination of project outputs
M14	October 2027	Science Horizon Kenya	Engagement of VET providers	Communication with local communities
M15	November 2027	KIPEPEO COMMUNITY EMPOWERMENT PROGRAM	Stakeholder cooperation	Sharing project experience
M16	December 2027	Uganda Youth Skills Training Organization	Project activities and results	PLANT visibility through social media
M17	January 2028	Twende Kazi Limited	VET priorities and local stakeholders	Dissemination of project results
M18	February 2028	Cooperazione Internazionale Sud-Sud ETS	Public and private stakeholder involvement	Project communication and visibility
M19	March 2028	FIERCIA DIGITAL SL	Project progress and key achievements	Dissemination of project results
M20	April 2028	Science Horizon Kenya	Local community involvement	VET institutions and industries
M21	May 2028	KIPEPEO COMMUNITY EMPOWERMENT PROGRAM	Project results and lessons	Project legacy and access to project resources
M22	June 2028	Uganda Youth Skills Training Organization	Stakeholder round tables	Dissemination of project experiences
M23	July 2028	Twende Kazi Limited	International cooperation	PLANT project visibility
M24	August 2028	Cooperazione Internazionale Sud-Sud ETS	Second year of PLANT: achievements	EU funding visibility
M25	September 2028	FIERCIA DIGITAL SL	PLANT project results	Dissemination of project outputs
M26	October 2028	Science Horizon Kenya	VET priorities and project results	Stakeholder engagement
M27	November 2028	KIPEPEO COMMUNITY EMPOWERMENT PROGRAM	Local and regional stakeholders	Dissemination through websites and social media
M28	December 2028	Uganda Youth Skills Training Organization	Project activities and achievements	Role of VET institutions and industries
M29	January 2029	Twende Kazi Limited	Project resources and results	Wider dissemination of project outputs
M30	February 2029	Cooperazione Internazionale Sud-Sud ETS	International workshop and dissemination	Engagement of relevant stakeholders
M31	March 2029	FIERCIA DIGITAL SL	PLANT results and achievements	Preparation for final dissemination
M32	April 2029	Science Horizon Kenya	Local dissemination activities	Project results for VET providers
M33	May 2029	KIPEPEO COMMUNITY EMPOWERMENT PROGRAM	Dissemination of project results	Stakeholder participation
M34	June 2029	Uganda Youth Skills Training Organization	Local final events	Key project achievements and results
M35	July 2029	Twende Kazi Limited	Final dissemination activities	Transnational final event in Italy
M36	August 2029	Cooperazione Internazionale Sud-Sud ETS	Final PLANT results	EU funding and project visibility
M37	July 2029	Partner 5	Final dissemination activities	Transnational final event in Italy
M38	August 2029	Partner 5	Final PLANT results	EU funding and project visibility

Conferences and Meetings

- **Kick-off Meeting (M3):** A 2-day online launch meeting organized by the project management team involving the Transnational Steering Committee to present and discuss the overall Action Plan and Toolkit.
- **Transnational Steering Committee Meetings (M1–M36):** Bi-monthly virtual meetings held with 12 experts (2 representatives per partner) to discuss ongoing activities, prepare quarterly action plans, and track project progress.
- **National VET Network Meetings (M10–M13):** A minimum of 4 meetings per country (16 total) organized across Italy, Spain, Kenya, and Uganda, bringing together 24 participants per country to address VET challenges and establish a long-term network.
- **International Workshop & Field Visit in Uganda (M14):** A 10-day hybrid mobility event in Kampala involving 25 participants (including 2 representatives per partner and 2 representatives from each regional network). It features 3 days of best practice exchanges and 4 days visiting local VET centers and agrifood industries organized by Twende Kazi.

  PDF
- **VET Institutions & Agrifood Industry Meetings (M16–M19):** 4 local meetings per country (16 total) bringing together VET representatives and selected agrifood enterprises to co-design internships and draft Cooperation Protocols.

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- **Advocacy Policy Roundtables & Local Dissemination Events (M31–M35):** 3 policy roundtables per country involving VET providers, industries, and local authorities (20 participants per country/80 total) to discuss VET curriculum reforms and sign Policy Action Plans. These are accompanied by 4 local final public events (1 per country) to present results to national stakeholders.
- **Transnational Mobility & Final Conference in Palermo (M36):** A 1-week final mobility event in Palermo, Italy, bringing together partner representatives (12 total) for a final Steering Committee session, internal/external project evaluation, Sustainability Plan formulation, and a large-scale Final Dissemination Event targeting the broader community.

9.6.2 Dissemination Evaluation

The success, quality, and outreach of all dissemination and communication actions within the PLANT project are evaluated using both quantitative and qualitative mechanisms:

Quantitative Metrics & Indicators

- **Digital Reach:** Tracking website traffic, article downloads, and social media engagement metrics (likes, shares, posts) across all partner channels.
- **Participation Numbers:** Verifying attendance through signed presence lists and registers at all local roundtables, international workshops, and local/transnational final events.
- **Target Audience Coverage:** Ensuring active reach across target groups, including VET providers, CSOs/NGOs, agrifood enterprises, local/national public authorities, and the general public.

Qualitative Evaluation & Verification Tools

- **Standardized Event Reporting:** Compiling event packages for every conference, roundtable, and meeting—including official invitations by email , agendas, participant lists, reports, presentations, and photo/video evidence.
- **Feedback Questionnaires & Surveys:** Distributing evaluation forms to participants at events, workshops, and roundtables to measure satisfaction, perceived value, and the effectiveness of shared project outputs.
- **Individual Dissemination Registers:** Continuous monitoring via dedicated tracking annexes where each partner logs all local communication activities, publications, and media appearances in real time.

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10. Conclusion

The Evaluation and Monitoring Plan provides a structured, rigorous, and adaptable framework designed to ensure the operational excellence, quality assurance, and long-term impact of the PLANT project across its 36-month implementation period. By integrating a two-level M&E strategy, the plan balances grant compliance and administrative oversight with continuous pedagogical improvement and field-level evaluation.

Rooted in a mixed-methods approach, the plan effectively tracks quantitative targets—such as the training of VET educators, the engagement of agrifood enterprises, student internship placements, and institutional policy agreements—alongside qualitative indicators measuring course relevance, stakeholder satisfaction, and institutional commitment. The incorporation of gender-sensitive methodologies, Human Rights-Based Approaches, and Living Lab frameworks guarantees that project outcomes respond directly to real-world labor market demands while promoting social inclusion and gender equity in the agrifood sector.

Supervised by Inercia Digital as the coordinating entity, in close collaboration with Work Package leaders and the Transnational Steering Committee, this monitoring system ensures continuous feedback loops, proactive risk mitigation, and robust evidence collection. Ultimately, the systematic execution of this plan safeguards the sustainable transition of project results into long-lasting educational practices, formal public-private cooperation networks, and institutional VET policy reforms across Italy, Spain, Kenya, and Uganda.

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