

Monitoring & Evaluation Policy DEVI Sansthan, Lucknow

1. Purpose

This policy outlines DEVI Sansthan's approach to Monitoring and Evaluation (M&E) to assess program impact, improve performance, and ensure accountability to donors, beneficiaries, and stakeholders. The M&E framework ensures evidence-based decision-making and alignment with organizational goals.

2. Scope

This policy applies to all programs, projects, and initiatives undertaken by DEVI Sansthan and includes data collection, analysis, reporting, and dissemination of results.

3. Objectives of M&E

- Measure the effectiveness and impact of programs.
- Ensure efficient use of resources and compliance with donor requirements.
- Identify best practices and areas for improvement.
- Enhance transparency and accountability in reporting to stakeholders.
- Strengthen organizational learning and decision-making.

4. Monitoring Framework

- **Baseline Assessment:** Conducted at the beginning of each project to establish benchmarks.
- **Performance Indicators:** Key indicators defined for tracking progress.
- **Data Collection Methods:**
 - Surveys, interviews, focus group discussions
 - Field visits, beneficiary feedback, case studies
 - Digital tools and technology for real-time monitoring
- **Frequency:** Monthly, quarterly, and annual progress reviews.



- **Roles & Responsibilities:** Program managers and M&E officers oversee data collection and analysis.

5. Evaluation Framework

- **Types of Evaluations:**
 - **Mid-Term Evaluation:** Conducted midway to assess progress and make adjustments.
 - **End-Line Evaluation:** Conducted at the project's conclusion to measure overall impact.
 - **Impact Assessment:** Long-term evaluation to assess sustainable change.
- **Evaluation Criteria** (aligned with OECD-DAC standards):
 - **Relevance:** How well the program aligns with the needs of beneficiaries.
 - **Effectiveness:** Achievement of objectives and outcomes.
 - **Efficiency:** Cost-effectiveness and resource utilization.
 - **Impact:** Long-term benefits and changes in the community.
 - **Sustainability:** Potential for long-term continuation of benefits.

6. Reporting & Communication

- **Reports for Donors and Stakeholders:**
 - Quarterly and annual progress reports
 - Impact reports with qualitative and quantitative findings
 - Financial reports aligned with donor requirements
- **Internal Reporting:**
 - Monthly program reviews with internal teams
 - Lessons learned and recommendations for improvement
- **Dissemination Methods:**



- Publications, newsletters, website updates
- Stakeholder meetings, donor briefings, and community forums

7. Compliance & Ethical Considerations

- Ensure data confidentiality and ethical research practices.
- Compliance with donor guidelines, Indian legal frameworks, and international best practices.
- Regular third-party audits and impact verification where required.

8. Review & Policy Updates

- This policy shall be reviewed every **two years** or as needed.
- Amendments require approval from the **Governing Board**.

Approved by: Governing Board of DEVI Sansthan



Nixon Joseph
Group Director
DEVI Sansthan

