MONITORING AND EVALUATION POLICY

Policy number	PCG-3	Version	002
Responsible person	Chris Armitage	Approved by Board on	

1. INTRODUCTION

While the intention of the Global EverGreening Alliance (the Alliance) is not to directly implement development programmes, one of its core functions is to facilitate the appropriate and effective design of collaborative programmes, with a particular focus on consistent evidence-based approaches including monitoring and evaluation. The Monitoring and Evaluation Policy set out in this document draws heavily on the guidance documents of ACFID, and aligns with the relevant interests and existing policies of key member organisations.

2. PURPOSE

The Monitoring and Evaluation Policy set out in this document is intended to guide and inform the design, implementation and review of monitoring and evaluation processes and activities related to the Alliance's development programmes and projects, ensuring their consistency, effectiveness, relevance and appropriate scope.

3. POLICY

The Alliance will, wherever possible, design, periodically review and ensure inclusion in its programmes of monitoring and evaluation processes and activities which:

a) consistently assess progress towards addressing the needs, rights and inclusion of those who are vulnerable and those who are affected by marginalisation and exclusion in context-specific ways;

b) consistently assess and provide evidence of the participation of primary stakeholders;

c) consistently assess and provide evidence of the contribution and influence of primary stakeholders;

d) consistently assess and provide evidence of strategies for primary stakeholders to participate in decision-making about the initiatives that affect them;

e) consistently assess and provide evidence of strategies for those marginalised due to gender identity, in particular women and girls, to participate in decision-making;

f) consistently assess and provid evidence of progress towards promoting gender equality and equity;

g) consistently assess and provide evidence of people with disabilities and/or their representative organisations participating in decision-making about the initiatives that affect them; and

h) consistently assesse and provide evidence of progress towards promoting empowerment of people with disabilities.

Further, in respect of its development programmes and/or projects, the Alliance will endeavor to:

a) ensure that all monitoring and evaluation designs and plans are critically assessed against a set of criteria or equivalent;

b) consistently show evidence of monitoring and evaluation in practice;

c) employ standard procedures and capture evidence of consistent reflection on results and lessons and how these are used to inform and improve practice and share these with all relevant stakeholders; and

d) disseminate information, and seek input and feedback, about results and lessons to all stakeholders, specifically partners, and donors, in addition to primary stakeholders, through sharing of programme/project progress and evaluation report, case studies and impact stories via our websites, newsletters, workshops and other events.

RELATED DOCUMENTS

GEA Programme Design Policy
GEA Gender Policy
GEA Environmental Policy

REVISION HISTORY

Revision Date	Revision no:	Summary description of revision(s) made	Section(s) changed:
18 December 2019	1	Inclusion of Scope, Related Documents and emphasis on disseminating results and lessons learned.	Scope, Policy and Related Documents
4 November 2021	2	Under 'Policy' • Inserted words 'wherever possible' • Inserted words 'endeavor to'	Policy

		• Item 3 d) inserted words **'and seek input and feedback'**	

AUTHORISATION

Christopher Armitage
Board Secretary
6 January 2020
Global EverGreening Alliance Ltd

MONITORING AND EVALUATION PROCEDURE

Policy number	PCG-3	Version	001
Responsible person	Chris Armitage	Approved by Board on	<<insert date>>

1. Introduction

The monitoring, evaluation, accountability and learning (MEAL) procedure reflects Global Evergreening Alliance (Alliance) vision for advancing an efficient monitoring and evaluation procedure in accordance to ACFIDS Quality and Effectiveness. The Alliance believes that high-quality MEAL contributes to a high performance and quality assurance that over time is integral to the Alliance's development. Everyday practices, behaviors and attitudes of the Alliance staff, stakeholders and member groups are responsible for implementing the MEAL procedure in alliance with the Alliance's core values and principles.

The MEAL procedures apply to all Alliance programmes and Alliance staff and partners will ensure MEAL activities are conducted in accordance with the procedure statements. Partner organizations are not directly accountable to MEAL procedures but will play a pivotal role in securing MEAL practices represented in this document are upheld in respect of the Alliance.

Programs conducted in countries outside of Australia under the Alliance will conduct annual self-assessments against the MEAL practices and develop action plans to address requirements. If a country or program is in any way unable to comply with specific procedure, the programmes representative should ensure there is documentation of the circumstances that prevent adherence to the procedure. In the long term, the Alliance shall actively and openly document and share its successes, failures and learning to both internal and external audiences for the betterment of the people the Alliance and its programmes serve.

2. Evaluation and Approaches

The Alliance's actions are evaluated and monitored by ensuring the following:

- The Alliance adopts approaches that consistently show evidence of the progress of the organisations projects in addressing the needs, rights and inclusion of those who are vulnerable and those who are affected by marginalization and exclusion in context specific ways.
- The Alliance approaches continually assess the participation of primary stakeholders.
- The Alliance continually assesses the progress of the organisations promotion of gender equality and equity.

- The Alliance continually assesses the progress in promoting empowerment of people with disabilities.

Appraisal and selection of the Alliance's programme collaboration critically analyzes and assesses with objectivity that the application of quality criteria and principles are instilled and upheld in it's practices.

Evaluation of the Alliance's approaches consistently show evidence of the implementation of projects and proposals consistently consider the following aspects in evaluating the appropriation and effectiveness of its collaborative programmes in accordance with ACFIDS Quality and Effectiveness Principle:

- Whether the Alliance's proposed approaches and outcomes align with the Alliance's purpose and values.
- Whether the Alliance's design process has been sound and reflective in the organisations practices. This is evaluated with the inclusion of the Alliance's contributing partners and primary stakeholders.
- The evaluation of the Alliance's stakeholder analysis.
- The role of the Alliance's partners and primary stakeholder in the Alliance's collaborative programme implementation.
- Evaluating the collaborative programmes implementation and upholding of themes including human rights, gender, social inclusion and environment etc;
- The Alliance's safeguarding issues inclusive of child protection ect;
- The implementation and review of the Alliance's risk analysis and management strategies.
- The evaluation of the Alliance's strategies to maintain and enhance sustainability.
- The evaluation of the Alliance's monitoring, evaluation, dissemination of information, and reflection.
- The upholding of the Alliance's governance and management of the Alliance's collaborative programmes governance, management and partners involved.

This shall be conducted annually or if in need, after a specific event, that will allow all individuals involved and stakeholders to make sense of results and lessons and to provide consensus building and a shared vision for change if required. Due to the international scale of the Alliance, this shall be done in a format that allows international involvement through a media platform such as Skype. Upon evaluation, different forms of learning shall be shared amongst the Alliance dependent on the individuals and stakeholder involved. For example, the Alliance shall conduct formal evaluation reports for donors, or a workshop with local peers, or a research paper published that shares learning with the Alliance's peer organisations. The Alliance shall ensure that the form of evaluation and reflection adopted, informs the future strategies and practices of the Alliance.

MEAL Approach

The MEAL; *Monitored, Evaluated, Accountability, Learning* approach to ensuring ACFID's Quality and Effectiveness emphasizes data collection and evaluation for the purposes of continual improvement, decision making and a sharper emphasis on accountability systems which allow for information sharing and handling feedback and complaints. The MEAL approach includes regular reviews, evaluation and assessments. The Alliance applies the MEAL principle within the work and responsibilities of its collaborative programmes.

<u>The Alliance will implement the following activities under each stage of the cycle:</u>

The Alliance *design* of MEAL: setting indicators, incorporating learning from other interventions and Alliance policies, stakeholder participation, budgeting time and resource wise for MEAL implementation.

Implementation and Monitoring: To measure and demonstrate out programmes impact, with the providing of evidence that we are accountable to the Alliances values, demonstrate our use of funds effectively and efficiently, and to ensure plans and commitments are progressing as expected for the purposes of reporting the Alliance shall:

➢ conduct data and information collection grant reporting
➢ beneficiary feedback and response
➢ mid-programme correction and management action based on monitoring information
➢ supporting partners in data collection and verifying data
➢ annual reporting, monitoring and coding expenditure
➢ monitoring quality based on agreed minimum standards and operational research on the Alliance and its programmes.

Procedures:

i.   Alliance staff orient new program staff on the basic principles and practices of learning.
ii.   Alliance staff develop a country program learning agenda as of the end of each fiscal year.
iii. Alliance staff conduct and document an annual country program learning event as of the end of each fiscal year.
iv.   The Alliance shall post approved evaluation reports and reviews.

Evaluation and Learning: to demonstrate activities initial and lasting impact, to expand programmes and to ensure the continual quality of the Alliances work, the Alliance shall:

➢ planning and commissioning evaluations and research
➢ using findings and recommendations to drive programme development and quality
➢ using accountability mechanisms to improve programme design
➢ publishing and communicating the Alliances results

The Alliance adopts the following:

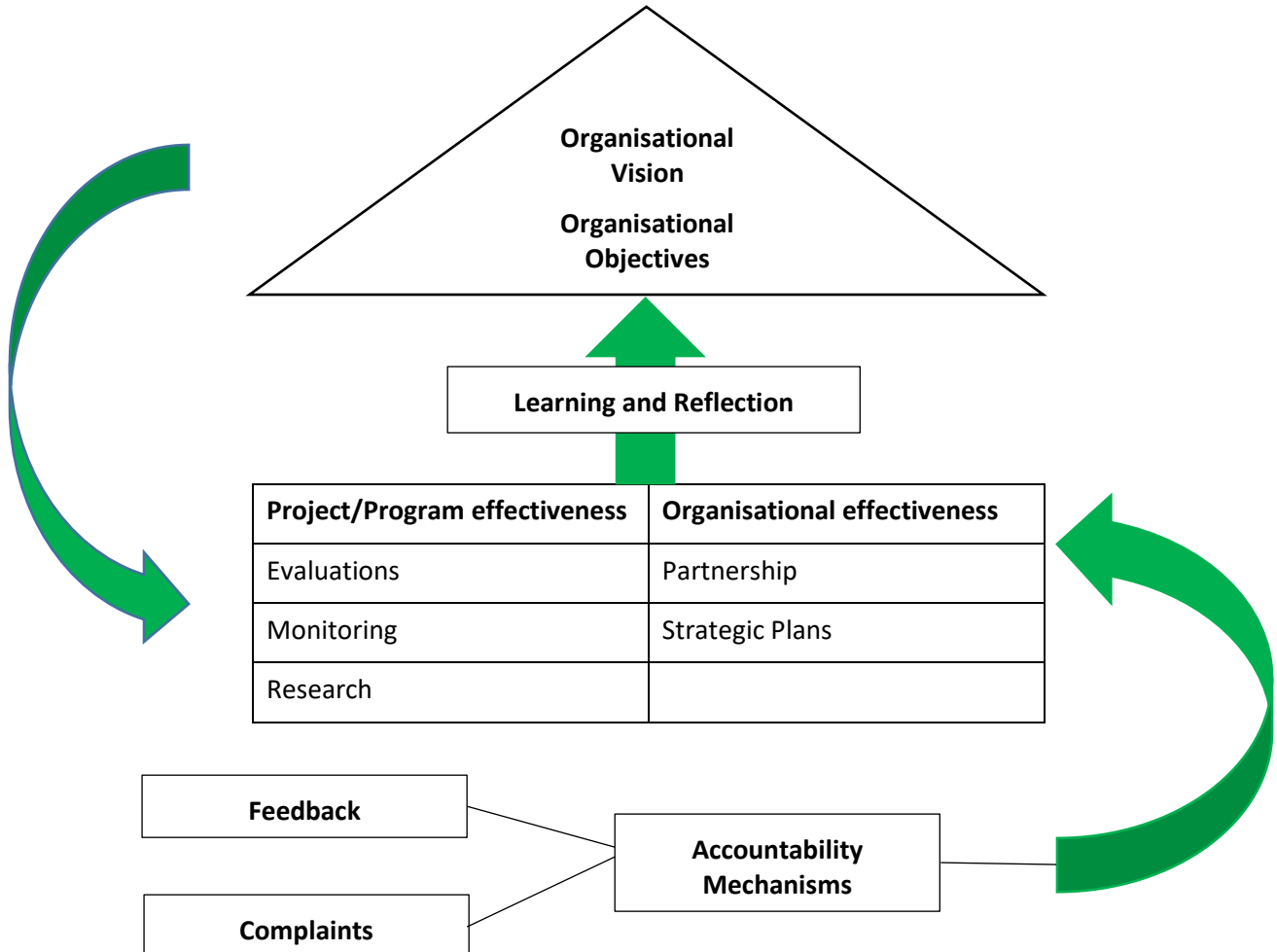**Figure 1:** *A diagrammatic view of development effectiveness reporting*

Project/Program effectiveness	Organisational effectiveness
Evaluations	Partnership
Monitoring	Strategic Plans
Research	

Figure 1 source:
https://acfid.asn.au/sites/site.acfid/files/resource_document/Developing_an_Effectiveness_Framework_2015.pdf

3. Monitoring

The Alliance shall consistently document, process and provide evidence of consistent reflection on its collaborative programmes results, lessons and how this monitoring of evaluations is continually used to inform and improve the Alliance and its fellow members and stakeholders practice. This shall be ensured by providing the space and permission for all individuals involved in the organisation to have the space and permission to reflect, learn and re-calibrate.

Futhermore, the Alliance shall provide the opportunity for partners and stakeholders involved in the collaborative programmes to provide feedback to the Alliance on the strengths and challenges of either the partnerships, stakeholders involvement or implemented programmes. The Alliance will express the opportunity for this evaluation of the organisations effectiveness through communication upon the commencement of the partnership or programme. The Alliance shall also provide the space and opportunity for

such reflection to occur in monthly international calls and meetings. The opportunity will also be presented in face-to-face communication with local teams and ensure that all parties have the opportunity to reflect, learn and re-calibrate.

The Alliance recognizes and upholds that critical to this process are the required and practices principles of equality, respect, transparency and mutual accountability. The Alliance is aware that a beneficial assessment/reflection process is mindful of power differentials and ensures all partners are able to safely and honestly reflect on the performance of all other partners.

Alliance Outcomes and Theory of Change

The ongoing operations and evaluation of the Alliance will be achieved by the following:

1. Ongoing improved sector capacity to undertake effective, ethical development research and education in its programmes.
2. Strengthen cross-sector partnerships and linkages across Australia, with stakeholders, member group and international research and non-research institutions.
3. Improved uptake and utilization of the Alliance's member research and expertise to inform policy, practice, programmes and discourse within the Alliance's collaborative programmes.
4. Continually provide a professional, sustainable, evolving Alliance that's shapes and provides effective development research, evidence and practice across cross-sectoral partnerships.

SCOPE

RELATED DOCUMENTS

REVISION HISTORY

Revision Date	Revision no:	Summary description of revision(s) made	Section(s) changed:
4 November 2021	1	Creation of Policy	All

AUTHORISATION

[Signature of Board Secretary]
[Date of approval by the Board]
Global EverGreening Alliance Ltd