



# Rosana Empowerment Foundation (REF)

*=Empowering Dreams, Transforming Lives=*

## Monitoring and Evaluation (M & E) Policy

**Effective Date:** [Insert Date]

### 1. Introduction

Rosana Empowerment Foundation (REF) is committed to achieving its mission of empowering individuals and communities through various programmes and initiatives. To ensure that our activities are efficient, effective, and aligned with our goals, REF recognizes the importance of a robust Monitoring and Evaluation (M&E) system. This M&E Policy outlines REF's commitment to systematic monitoring and evaluation of its projects, programmes, and activities.

### 2. Purpose

The purpose of this M&E Policy is to:

- a. Establish a framework for monitoring and evaluating REF's projects and programmes.
- b. Ensure accountability, transparency, and learning within the organization.
- c. Improve decision-making and resource allocation.

- d. Enhance the impact of REF's interventions by identifying areas for improvement.

### 3. Principles

REF's M&E system is guided by the following principles:

- a. **Participation:** Involve stakeholders in the M&E process, including beneficiaries, staff, and partners.
- b. **Transparency:** Share M&E findings internally and externally to maintain accountability.
- c. **Learning:** Promote a culture of continuous learning and adaptation based on M&E results.
- d. **Effectiveness:** Use M&E data to improve program effectiveness and impact.
- e. **Ethical Standards:** Adhere to ethical standards and respect confidentiality in data collection and reporting.

### 4. Responsibilities

#### 4.1 Board of Directors

- Approve the M&E Policy and any subsequent revisions.
- Oversee the overall M&E process to ensure compliance and effectiveness.

#### 4.2 Executive Director

- Appoint an M&E Officer responsible for the day-to-day management of the M&E system.
- Ensure that adequate resources are allocated to M&E activities.
- Promote a culture of learning and evidence-based decision-making within REF.

### **4.3 M & E Officer**

- Develop and implement the M&E plan in consultation with programme managers.
- Train staff and partners on M&E methods and tools.
- Collect, analyze, and report on M&E data.
- Ensure the security and confidentiality of M&E data.
- Prepare regular M&E reports for internal and external stakeholders.
- Facilitate periodic M&E reviews and evaluations.

### **4.4 Programme Managers**

- Collaborate with the M&E Officer to develop programme-specific M&E plans.
- Collect and report programme data as per the M&E plan.
- Use M&E findings to make programme adjustments and improvements.

### **4.5 Staff and Partners**

- Participate in M&E activities and provide accurate and timely data.
- Use M&E findings for programme improvement and learning.

## **5. M & E Framework**

**5.1 Indicators:** Define clear and measurable indicators for each programme and project.

**5.2 Data Collection:** Use a variety of data collection methods, including surveys, interviews, focus group discussions, and document reviews.

**5.3 Frequency:** Collect data at appropriate intervals, considering programme timelines and objectives.

**5.4 Data Quality:** Ensure data accuracy, reliability, and completeness through rigorous data verification and validation processes.

## **6. Reporting and Communication**

### **6.1 Internal Reporting:**

- Share M&E findings with programme managers, staff, and the Board of Directors regularly.
- Use M&E data to inform programme planning, budgeting, and decision-making.

### **6.2 External Reporting:**

- Share summarized M&E findings with donors, partners, and the public as appropriate.
- Uphold ethical standards and protect the confidentiality of beneficiaries in external reporting.

## **7. Evaluation**

### **7.1 Periodic Evaluations:**

- Conduct external evaluations of select programmes and projects to assess their impact and effectiveness.
- Use evaluation findings to make strategic decisions and inform future programme design.

## **8. Learning and Adaptation**

REF is committed to learning from M&E findings and adapting its programmes accordingly. We will:

- a. Document and disseminate lessons learned.
- b. Adjust programmes based on M&E results.
- c. Encourage staff and partners to participate in learning activities.

## **9. Resources**

Allocate necessary human and financial resources to support M&E activities effectively.

## **10. Review and Revision**

This M&E Policy will be reviewed and, if necessary, revised annually to ensure its continued relevance and effectiveness.

## **11. Conclusion**

REF is dedicated to maintaining a robust M&E system that contributes to the achievement of our mission. This policy provides a framework for systematically monitoring and evaluating our activities, fostering accountability, learning, and continuous improvement.

### ***Approved by:***

[Insert Name]

[Insert Title]

[Insert Date]

[Signature]

Date of Last Review:

[Insert Date]

Next Review Date:

[Insert Date]