



Heartprint Monitoring, Evaluation & Learning Policy

Purpose

The purpose of this policy is to guide Heartprint in its monitoring, evaluation and learning framework. It covers all the processes for the organisation and the programs and projects undertaken.

Heartprint will ensure the systems and processes operating within the organisation are working towards increased development effectiveness.

Scope

This Policy applies to all of Heartprint's activities. All Heartprint Staff, volunteers, Board Members and Partner Staff are required to read and familiarise with this Policy.

Definitions

Monitoring: The systematic collection and analysis of information as projects progress. It is aimed at improving the efficiency and effectiveness of an organisation as well as its projects.

Evaluation: The comparison of actual project impacts against the agreed strategic plans. It looks at what an organisation sets out to do, and what it accomplishes, and how it is achieved.

Learning: The reflection on lessons learnt from the project delivery to guide and enable continuous improvement for future project delivery.

Efficiency: The measurement of the input into the work and how appropriate it is in terms of output.

Effectiveness: The measure of the extent to which a project achieves the specific objectives it set.

Impact: How the project made a difference to the problem it was aiming to address.

Those who are vulnerable: Those who are affected by the intersecting drivers of marginalisation and exclusion, including but not restricted to race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class and socio-economic status.

Guiding Principles

- Appoint an appropriate MEL specialist within Heartprint The role will be to oversee the MEL activities for Heartprint programs and projects.

- Heartprint will implement a monitoring, evaluation and learning framework (MELF) to guide the planning, implementation and review of all Heartprint programs and projects.
- Heartprint's programs and projects will have clearly defined development outcomes against which to monitor and evaluate the impact and effectiveness of programs it delivers. Baseline data will be collected and compared with post implementation data to measure the impact of Heartprint programs.
- Heartprint will evaluate and monitor all programs and projects to measure progress in how they address the following;
 - The needs, rights and inclusion of those who are vulnerable marginalised and excluded
 - The promotion of inclusion of all physically and intellectually disabled
 - The promotion of gender equality and equity
 - The promotion and empowerment of all
 - The consideration of how those who are vulnerable, marginalised and excluded have participated and what strategies have been used to address their needs, rights and inclusion.
 - Analysis of whether the needs, rights and inclusion of those who are vulnerable have been met and the barriers and enablers to doing so.
 - The inclusion of children with programs that target them.
- Evaluations and monitoring will be undertaken within programs and projects to measure the participation of primary stakeholders to actively become involved in processes to change their lives and circumstances in the following ways:
 - Review participation in identifying their strengths, aspirations, the areas for concern
 - Review the available resources, defining goals, planning, implementing and managing project activities and contributing financially (including in kind).
- Project MEL plans must consider expected outputs and outcomes and indicators that explicitly relate to the needs, rights and inclusion of vulnerable, marginalised and excluded groups.
- Project MEL plans will consider the project/program relevance, effectiveness, efficiency, impact and sustainability as well as performance against its original intention /objectives.
- Evaluations will be undertaken at least once every two years on larger projects or at the completion of all shorter projects.
- Heartprint may undertake evaluation activities internally or externally. Evaluation specialists may be used where appropriate or as requested by a funding organisation.
- Evaluations will be documented and reports prepared. Outcome results and lessons will be made available to primary stakeholders, the Heartprint board, senior management and project funders, donors or sponsoring organisations
- Evaluation reports will detail how Heartprint is assessing our strategies and approaches, learning from our experience and demonstrating change and development of our approach.
- Heartprint will undertake / provide training to ensure staff and volunteers have the required skills to undertake MEL activities required.
- Heartprint will undertake regular reviews and evaluation of its internal operations and approaches to program planning, design and delivery to enable continuous improvement of its operations.