Disability Inclusion – Monitoring, Evaluation & Learning (MEL) Framework

Purpose

To ensure that Lovemore Project's commitment to disability inclusion is actively measured, assessed, and improved over time, and that evidence of inclusion outcomes is available for donors, partners, and communities.

1. Key Evaluation Questions

- To what extent are people with disabilities participating in Lovemore Project activities, governance, and decision-making?
- How accessible are our programs, facilities, communications, and information?
- What barriers to participation remain, and how are they being addressed?
- How are disability inclusion practices influencing project outcomes?

3. Policy Statement

Area	Indicator	Data Source	Frequency
Participation	% of total project participants who identify as having a disability	Beneficiary registration forms; partner reports	Quarterly
Governance	# and % of governance/committee roles held by persons with disabilities	Board/committee records	Annually
Accessibility	% of project sites/facilities meeting basic physical accessibility standards	Accessibility audits	Annually
Information Access	% of key project documents or communications available in accessible formats (large print, plain language, captioned video, etc.)	Communications log; media review	Bi-annually
Capacity	% of staff/volunteers trained in disability inclusion	Training attendance records	Annually
Satisfaction	Satisfaction rating from participants with disabilities (scale 1–5)	Participant surveys, focus groups	Annually
Barrier Reduction	# of identified participation barriers addressed within project cycle	Project reports; barrier tracking log	Bi-annually

3. Data Collection Methods

- Registration & Monitoring Forms – include disability status question using Washington Group Short Set where appropriate.
- Accessibility Audits – checklist-based review of facilities and communication channels.
- Participant Feedback Mechanisms – complaints process, suggestion boxes, and surveys in accessible formats.
- Partner & DPO Feedback – structured interviews with partner organisations and Disabled Persons Organisations.

4. Analysis & Reporting

- MEL staff consolidate disability-related data into quarterly project performance reports.
- Annual report includes a disability inclusion section summarising:
  1. Progress against indicators.
  2. Examples of inclusive practice.
  3. Lessons learned and areas for improvement.
- Findings feed into organisational strategy reviews and future project designs.

5. Learning & Adaptation

- Hold annual disability inclusion reflection workshops with staff, volunteers, and partners to review findings and agree on changes.
- Document and share case studies internally and with partners to promote good practice.
- Update project designs and budgets to reflect lessons learned (e.g., improved venue selection, targeted outreach).

6. Roles & Responsibilities

- MEL Officer/Coordinator – Oversees data collection, quality assurance, and analysis for disability indicators.
- Project Coordinators – Ensure disability data is collected at activity level and fed into MEL systems.
- Partners/DPOs – Collaborate on inclusive practices and provide feedback on accessibility and participation.
- Board – Receives annual disability inclusion performance report for governance oversight.

7. Review Cycle

- Indicators and tools reviewed every three years alongside the Disability Inclusion Policy review.
- Adjust targets in line with strategic plan, donor requirements, and evolving best practice.