Monitoring, Evaluation & Learning (MEL) Policy & Framework

1. Purpose

The purpose of this policy is to set out Lovemore Project's approach to monitoring, evaluation, and learning (MEL) to ensure:

- Accountability to communities, partners, donors, and regulators.
- Evidence-based decision making for program improvement.
- Compliance with ACNC governance standards, ACFID Code of Conduct, and DFAT/ANCP requirements.
- Learning that informs future programming and strengthens organisational capacity.

2. Scope

This policy applies to:

- All Lovemore Project staff, board members, volunteers, contractors, and implementing partners.
- All programs and projects funded or supported by Lovemore Project, regardless of location.
- All cross-cutting priorities, including disability inclusion, gender equality, environmental sustainability, safeguarding, and governance.

3. Policy Statement

Lovemore Project is committed to:

- Measuring results to assess effectiveness, efficiency, relevance, and sustainability.
- Engaging stakeholders — including beneficiaries — in the MEL process.
- Using evidence to improve decision-making, planning, and implementation.
- Ensuring transparency by sharing MEL findings with stakeholders, subject to privacy and safeguarding considerations.

4. Guiding Principles

- Participation – Involving communities and partners in monitoring and evaluation activities.
- Equity – Ensuring MEL processes capture the experiences of vulnerable and marginalised groups.
- Transparency – Sharing methods, findings, and lessons in accessible formats.
- Proportionality – Designing MEL systems that match the scale and complexity of the activity.
- Ethics – Collecting and handling data in line with privacy and safeguarding policies.

5. MEL Framework

Our MEL framework provides the structure for tracking performance and learning.

5.1 MEL Cycle

1. Plan
   - Define objectives, outcomes, outputs, and indicators.
   - Set baselines and targets.
   - Allocate MEL responsibilities and budget.
2. Monitor
   - Regularly collect data against indicators.
   - Track progress against budgets and timelines.
3. Evaluate
   - Conduct mid-term and end-of-project evaluations for larger projects.
   - Use mixed methods (quantitative and qualitative).
4. Learn & Adapt
   - Analyse results with stakeholders.
   - Identify lessons learned and integrate them into new plans.

5.2 Standard Indicator Categories

All projects will report against:

- Outputs – Activities delivered (e.g., number of participants trained, facilities built).
- Outcomes – Short- to medium-term changes (e.g., increased school attendance, improved access to clean water).
- Cross-Cutting Indicators:
- Disability inclusion (% participation of people with disabilities).
- Gender equality (% female participants in leadership roles).
- Environmental sustainability (number of activities with environmental safeguards).
- Safeguarding (number of reported and resolved safeguarding incidents).

5.3 Data Quality Standards

- Accuracy – Data must be correct and reliable.
- Timeliness – Collected and reported on schedule.
- Completeness – No major gaps in required data.
- Disaggregation – Where possible, data will be disaggregated by sex, age, and disability status (using Washington Group Questions if appropriate).

5.4 Roles & Responsibilities

- Board of Directors – Approves MEL policy; reviews annual MEL summary report.
- Project Coordinator/MEL Focal Point – Oversees MEL planning, data collection, analysis, and reporting.
- Staff & Volunteers – Participate in data collection and provide feedback.
- Partners – Comply with MEL requirements set out in partnership agreements.

5.5 Reporting Schedule

Report Type	Frequency	Audience
Activity/Progress Reports	Quarterly	Project Team, Partners
Annual MEL Report	Annually	Board, Donors, ACNC
Evaluation Reports	End of project / as required	Donors, Partners, Communities

5.6 Learning Activities

- Annual reflection workshop with staff, volunteers, and key partners.
- Post-project review meetings to capture lessons learned.
- Case studies of successful approaches and innovations.
- Sharing findings through reports, website, and community meetings.

6. Integration with Other Policies

This MEL Policy is linked to:

- Disability Inclusion Policy – Disability-related indicators integrated into MEL system.
- Environmental Sustainability Policy – Environmental safeguards monitored through MEL.
- Child Safeguarding Policy – Safeguarding indicators and incident tracking built into MEL reporting.
- Partnership Due Diligence Policy – MEL data informs partner performance reviews.
- Complaints Handling Policy – Complaints data feeds into MEL learning and improvement processes.

7. Review

- This policy will be reviewed every three years or sooner if required by donor requirements, legal changes, or organisational needs.

- Approved by: Board of Directors – Lovemore Project

- Date: 12/09/25

- Next Review: 12/09/28