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**EYE OF THE CHILD
POLICY ON
MONITORING AND EVALUATION**

DATE: 4 August 2006

POLICY: MONITORING AND EVALUATION

PURPOSE:

The Policy is aimed at providing guidelines for EYC consistent process of assessing its progress and compliance with agreed upon strategic indicators. The qualitative result of such monitoring is the development of an effective partnership between the EYC and its Partners.

PROCEDURES:

- A. Programmes monitoring
 - 1. As part of the MONITORING AND EVALUATION process, EYC will shall:
 - a. Develop and adopt systems for Monitoring and Evaluation for each activity and programme,
 - b. Monitoring and Evaluation will base on assessing the impact and indicators as adopted before the commencement of the activity or programme and
 - c. All staff will be required to participate in self and organization activity monitoring, evaluation, reporting and documentation.
 - 2. Periodic review, not to exceed six months in duration, by the Programmes Coordinator and/or management team will meet with each beneficiary or partners to discuss progress in meeting the indicators, assess needs, and consulting on corrective actions.
- B. Monitoring of grants and contracts
 - 1. Monitoring shall be based on the success indicators cited in the grant proposal.
 - 2. Any problems will be discussed with the management of EYC and a corrective action formulated.
 - 3. The problem will be reported to the Programmes Coordinator, if it is complex and/or may affect the organization's ability to fulfill all or part of its goals stated in the grant or activity.
 - 4. Notes of each monitoring visit or significant information shared, e.g. through a phone call, will be made in the project/activity files. This pertains to all staff, as well as the Project Coordinator.
- C. Monitoring of EYC's general success indicators
 - 1. EYC will have a set of monitor indicators.
 - 2. Such monitoring indicators will be discussed with staff, Partners or beneficiaries before entering into a partnership involving an grant. Acceptance of these indicators is not mandatory, but strongly encouraged, and they may be modified as needed to satisfy both partners.
 - 3. General indicators will be collected at the start of the contract with the partner and upon agreed intervals, not to exceed a one-year interval.
 - 4. Consultation and training of the EYC management team will be done by Hired consultants on system development, monitoring, evaluation and the use of the data derived from such measurements of their program from time to time.
 - 5. EYC will review annually the validity and reliability of its general indicators.

APPROVALS:

Executive Director
Date:

Board Chairperson
Date:

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