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Responsible Person	The Board

MONITORING, EVALUATION & LEARNING POLICY

For the purpose of this policy, 'CRSF' means the Cambodia Rural Students Foundation

1. POLICY STATEMENT

CRSF ensures that it has appropriate policies governing the monitoring, evaluation and learning (MEL) of CRSF programs and projects. The MEL enables effective reporting of the impact, effectiveness and efficacy and continuous improvement of CRSF and the programs that we deliver to our stakeholders, donors and funders.

2. PURPOSE AND SCOPE

2.1 Purpose

The purpose of this policy is to guide CRSF in its MEL framework and process, programs and projects undertaken.

CRSF has good quality monitoring and evaluation systems in place which collect and report against outcome data. CRSF will ensure the systems and processes operating within it are working towards increased development effectiveness.

2.2 Scope

This policy applies to CRSF Board members, other officer bearers and volunteers.

3. DEFINITIONS

Effectiveness is the measure of the extent to which a project achieves the specific objectives it sets.

Efficiency measures if the input into the work is appropriate in terms of the output.

Evaluation is the comparison of actual project impacts against the agreed strategic plans. It looks at what you set out to do, at what you have accomplished, and how you accomplished it.

Impact measures how the project made a difference to the problem it was aiming to address.

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

Monitoring is the systematic collection and analysis of information as a project progresses. It is aimed at improving the efficiency and effectiveness of a project or organisation.

Those who are vulnerable means 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.

4. GUIDING PRINCIPLES

- (a) Appointment of a MEL specialist within CRSF. The role oversees the MEL activities for CRSF programs and projects.
- (b) CRSF will implement a monitoring, evaluation and learning framework to guide the planning, implementation and review of CRSF programs and projects.
- (c) CRSF 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 CRSF programs.
- (d) Evaluations and monitoring will be undertaken within programs and projects to measure progress in addressing the following;
 - (i) the needs, rights and inclusion of those who are vulnerable marginalised and excluded people, promoting gender equality and equity and promoting the empowerment of people with disabilities;
 - (ii) consideration of how those who are vulnerable marginalised and excluded people 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;
 - (iii) the inclusion of children with programs that target them; and
 - (iv) evaluation 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. Evaluations will review participation in identifying their strengths, aspirations, the areas for concern, available resources, defining goals, planning, implementing and managing project activities and contributing financially (including in kind).
- (e) 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.
- (f) Project MEL plans will consider the project/program relevance, effectiveness, efficiency, impact and sustainability and performance against its original intention /objectives.
- (g) Evaluations will be undertaken at least once every 3 years on larger projects or at the completion of shorter projects.
- (h) CRSF may undertake evaluation activities internally or external evaluation specialists may be used where appropriate or as requested by a funding organization.
- (i) Evaluations will be documented and reports prepared. Information about results and lessons will be provided to primary stakeholders, other stakeholders including the CRSF board, senior management and project funders, donors or sponsoring organisations.
- (j) Evaluation reports will detail how CRSF are assessing our strategies and approaches, learning from our experience and demonstrating change and development of our approach.
- (k) CRSF will undertake / provide training to ensure staff and volunteers have the required skills to undertake MEL activities required.
- (l) CRSF will undertake regular review and evaluation of its internal operations and approaches to program planning, design and delivery to enable continuous improvement of its operations.