

Navneet Foundation Monitoring, Evaluation, and Quality Policy

1. Purpose

This policy outlines Navneet Foundation's commitment to ensuring that all its programs in education, healthcare, community development, and environmental sustainability are effective, accountable, and aligned with our mission. It defines the principles, processes, and responsibilities for monitoring, evaluation (M&E), and quality assurance across all projects and initiatives.

2. Objectives

- To ensure all programs are result-oriented, evidence-based, and responsive to community needs.
- To support learning and continuous improvement through systematic assessment of outcomes and impact.
- To promote accountability to stakeholders, including communities, donors, and partners.
- To ensure the highest quality of service delivery through transparent, consistent standards.

3. Scope

This policy applies to all programs, projects, field activities, and partnerships implemented by Navneet Foundation, including staff, volunteers, and implementing partners.

4. Key Principles

- **Participation:** Engage communities, beneficiaries, and partners in defining goals and assessing impact.
- **Transparency:** Maintain openness in reporting methods, findings, and decision-making.
- **Inclusivity:** Ensure all voices, especially marginalized groups, are represented in evaluation processes.
- **Learning-Oriented:** Use insights to inform future planning and strategic direction.
- **Ethical Standards:** Maintain data confidentiality and informed consent in all evaluations.

5. Approach and Methods

- Establish clear **Theory of Change** and **logical frameworks** at the project design stage.

- Use both **quantitative and qualitative tools** (e.g., surveys, focus groups, case studies, MIS).
- Set measurable **Key Performance Indicators (KPIs)** aligned with program goals.
- Conduct **baseline, midline, and endline assessments** as appropriate.
- Implement **regular field monitoring**, spot checks, and **annual internal reviews**.
- Encourage **third-party evaluations** where needed to ensure objectivity.

6. Roles and Responsibilities

- **Program Teams:** Integrate M&E in planning and execution; collect and report data.
- **Monitoring & Evaluation Lead (or equivalent role):** Oversee implementation of this policy; ensure data quality and analysis.
- **Management:** Ensure adequate resourcing, compliance, and review of findings.
- **Partners and Field Staff:** Participate actively in monitoring processes and feedback loops.

7. Data Use and Reporting

- All data collected will be used to inform strategic decisions, adapt interventions, and improve community outcomes.
- Reports will be shared with stakeholders at regular intervals and stored in a secure, centralized system.

8. Review and Adaptation

This policy will be reviewed annually and updated based on learnings, stakeholder feedback, and emerging best practices in the development sector.

This policy has been approved by trustees of Navneet Foundation at its meeting held on 29th August, 2025.