
INITIATIVE FOR PEOPLE IN NEED (IPN)



MONITORING AND EVALUATION POLICY-2014

(Revised Edition-May 2024)

**IPN – An Agent for Social Change &
Development in Pakistan.**

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INTRODUCTION

Initiative for People in Need (IPN) is a non-government, not-for-profit and non-religious, impartial, research, relief & development organization established in January, 2012. IPN was officially registered on April, 04, 2013 under the office of the provincial registrar joint stock companies & societies Peshawar, KP, under the registration of societies act XXI of 1860, with registration no 134/5/7361.

Goal

The ultimate goal of the establishment and existence of IPN is human welfare through reaching the unreachable, the most vulnerable, and above all the neediest.

Vision

IPN envisages a developed & just society which is free from all kinds of discrimination based on race, color, religion, language & ethnicity.

Mission statement

To bring a positive change in the society while meeting the miseries of people and peoples' empowerment through peoples' participation, mobilization of available resources, a pool of professional humanitarian aid workers, & philanthropists leading to sustainable development.

IPN's Core Values:

Following are the core values of the organization which determines the way and direction of actions for those who are associated with it.

1. Professionalism.

We are professionalism in terms of organizational environment and delivery of services.

2. Team work.

We believe in team work for better, effective and efficient results of activities carried out.

3. Accountability.

We believe that we are accountable to all the stakeholders we are connected with or having any direct or indirect relationship.

4. Networking.

We believe in networking for reciprocal learning, sharing of experiences and delivering the better results.

MONITORING & EVALUATION POLICY

POLICY PURPOSE

The purpose of this policy is to provide guidelines for the M&E unit in IPN to be followed in undertaking Monitoring and Evaluation Activities. These guidelines will help achieve all or any of the following purposes;

- i. To be used as a tool to help planners initiate new projects, programs or policies.
- ii. To determine whether existing interventions should be strengthened or discarded.
- iii. To facilitate continuous improvement in services delivery.
- iv. To assess the overall effectiveness and efficiency of social interventions in terms of their outputs, outcomes, costs and impacts; and where necessary, to determine the catalytic effects and sustainability of such projects and programs.

POLICY OBJECTIVES

This monitoring and evaluation policy framework has five main strategic objectives:

- i. To promote the effective and efficient deployment of resources by IPN for the provision of social services to targeted populations in Target Areas.
- ii. To facilitate accountability at all management levels in the provision of social services.

- iii. To facilitate the utilization of reliable, timely and relevant information for the development of social Programs initiatives.
- iv. To disseminate best practice findings for improved project and Programs performance.
- v. To strengthen evaluation capacity.
- vi. To standardize processes and procedures used to monitor and evaluate social interventions.

POLICY STATEMENT AND STRATEGY

1. Monitoring

1.1. Every Project shall be monitored. A named person will be designated as the Monitoring Officer for each project.

1.2. A monitoring plan will be adopted for each project which sets targets for each impact, Outcome, output and input. The plan will specify what indicators will be used to measure progress against these targets; and who is responsible for collecting and reporting data on the indicators to the monitoring officer.

1.3. Projects of more than one year shall include interim targets for outcome, outputs and inputs which will not normally be longer than 6 months.

1.4. The monitoring officer will be responsible for ensuring that data is collected on all indicators.

1.5. The monitoring officer will be responsible for the preparation of reports to donors on progress against targets and will submit to the management for sharing with donors.

1.6. The monitoring officer will submit a report on progress against target for all indicators to the leadership at least once a month.

1.7. The monitoring officer will immediately highlight any targets which have been, or are likely to be, missed.

2. EVALUATION AND IMPACT ASSESSMENT

2.1. A formal internal Evaluation and impact Assessment will be completed at the end of every project implemented by IPN.

2.2. Mid Term, ex-post and external evaluations may also be commissioned at the leadership's discretion.

2.3. For each project, a member of the leadership Team will have overall responsibility for evaluation and impact assessment.

2.4. Evaluation will consider the following issues

2.4.1. Impact

What changes have there been in the community since the beginning of the project? Which of the changes are attributable for the project? What difference has these changes made in people's lives?

2.4.2. Relevance

Were the project outcomes in line with beneficiaries' needs? Did the project effectively address the core problem?

2.4.3. **Effectiveness**

To what extent have the objectives been achieved? And at what costs? If objectives were not met, then why?

2.4.4. **Strategies and Actions Used**

What were the strengths in the strategies/ actions? What were the weak points?

How effective was the project management? Should any changes be made in the project management practices of IPN?

2.4.5. **Efficiency:** Were the costs in proportion to the benefits?

_____ **POLICY DOCUMENT ENDS** _____

Approved by: Members Board of Directors