

Symbiosis International – Monitoring and Evaluation Policy

4.3.2	Monitoring and Evaluation
Policy	To implement a program of monitoring, evaluation and learning for each program as agreed with project partners to ensure effectiveness of program and key objectives are met within acceptable timeframes.
Basis for Policy	To ensure that programs are effective and efficient and actually achieve their objectives and that this information is provided to stakeholders.
Process	<ul style="list-style-type: none"> ▪ Submission of Quarterly reports which includes progress to date on all key indicators for the project, including information on the implementation of programs, statistics on participation, indicators on the actual progress of participants, such as formation of self-help groups, completion of functional education course, commencement of savings, amount of savings, social advocacy sessions, including issues of gender and equity. ▪ Preparation of Evaluations to assess the progress of the project and the achievement of all objectives. The evaluation will demonstrate the progress of the project over time against the projections provided in the Project proposal and identify any specific issues or opportunities arising from the implementation of the project, and evidence of progress to address social issues include child marriage, dowry payments and gender and equity issues. ▪ Symbiosis Bangladesh head office staff to regularly visit Symbiosis projects to assess the project and talk to project staff and identify any particular issues with the project, or areas where further support may be required. ▪ Symbiosis Bangladesh staff work with the project staff and funding partner to ensure the evaluation of the project is undertaken effectively and accurately provides information on the operation of the project, its strengths, weaknesses and opportunities, so any issues can be addressed in the next planning period. The outcomes from the evaluation are shared with the all stakeholders, to partners and primary stakeholders, as well as the broader Symbiosis community through our Communications media, across all mediums to ensure appropriate and effective communication of the outcomes of the evaluation to all parties. ▪ The project team will develop strategies to implement recommendations in the project planning for the next period to develop effective, sustainable outcomes for the beneficiaries in each project, and delivering a process of continual improvement. ▪ Outcomes of evaluations in one project are used to assess delivery of other projects and refine development programs of new projects or the extension of existing projects.

Approved by	Symbiosis International Board		
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