Monitoring and Evaluation Policy

Social Research and Upliftment (SRU India)
New Delhi -110043

Social Research and Upliftment (SRU India) is a New Delhi based NGO, working across the 8 states of India from national level. The organization was established in 2018. Before that it was informally associated with Society for Reaching the Unreached (SRU), Kishanganj, Bihar.

The objective is to develop sustainable self-reliant community through active participation in development programmes. The organization believes that the community has the ability to successfully tackle the forces that exploit them. empowerment being the first step of development, it organizes groups and associations at the local level, which can gradually discharge the responsibilities of the regular functions and development activities on their own, thereby paving the way for the withdrawal of the organization.

SRU India envisions the creation of a society where the community is self-reliant and self-dependent in discharging its responsibility.

The mission of the organization is to promote development in all sphere based on the principles of participatory decision making and appropriate utilization of locally available resources.

SRU India commits to deliver results to our donors, stakeholders and community members we served. Through monitoring and evaluation (M&E), we collect, analyze and use data for evidence-based decision making to improve our program planning and implementation. We monitor and evaluate our program activities to: -

a) Learn how well we are doing according to plan,

b) Make corrective actions as needed during the implementation, and

c) Share lessons learned to repeat successes and overcome future challenges.

For each funded project, **SRU India** will comply with donor and national requirements as related to monitoring and evaluation. We will work with the donor to establish a required M&E system which may include M&E performance framework with baseline and targets, indicator reference sheets, data collection, analysis and reporting tools, data quality assurance, and data storage, retention and backup.

For routine advocacy activities, **SRU India** maintains a brief report of each advocacy activity detailing information such as objectives of the advocacy activity, participants, results,

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challenges, and lessons learned. A focal person of the activity is responsible to submit the activity report within 2 weeks after the activity ended.

SRU India conducts regular meetings at the organizational and project levels to review activities, discuss challenges and ways forward. A frequency of meetings is determined by responsible person in charge. President will determine how often to conduct all staff meetings whereas project meetings will be determined by project manager or coordinate.

Roles and Responsibilities: We will designate a project manager or coordinator to be in charge of M&E in addition to their assigned roles and responsibilities. This designated person will report to President of **SRU-India**. Should there be a large project with sufficient fund to have a dedicated M&E Officer, s/he will report to the project manager. Primary responsibilities of M&E.

- Coordinate with the donor to set up an appropriate M&E system,
- Implement monitoring and evaluation activities,
- Guide project staff to perform their respective M&E functions such as collecting and compiling data using standardized forms.
- Prepare reports related to M&E aspects and share lessons learned.

Data Storage, Backup and Retention: SRU India takes confidentiality issues seriously. All of sensitive and personally identifiable information is kept confidential. Paper documents are stored in locked file cabinet and accessible to only relevant staff. Each computer is password protected and backup regularly through *[Google Drive | Microsoft OneDrive | Box | Dropbox | external hard drive | etc.]* All the paper and electronic documents are maintained for at least 5 years or longer if required by donors.