

MONITORING, EVALUATION & LEARNING (MEL) POLICY

1. PURPOSE

This policy establishes the framework through which the Wilson Erhun Foundation for Pharmacy Administration (WEFPA) monitors performance, evaluates outcomes and impact, and systematically learns from its programmes, research, partnerships, and institutional activities. The policy ensures accountability to beneficiaries, donors, partners, and governing bodies, while promoting evidence-informed decision-making and continuous improvement.

2. SCOPE

This policy applies to:

- All WEFPA programmes and projects
- Research, training, and capacity-building activities
- Partnerships and funded initiatives
- Organisational performance where relevant

It applies to Board members, management, staff, consultants, and partners involved in programme delivery or oversight.

3. GUIDING PRINCIPLES

WEFPA's MEL system is guided by:

- **Accountability:** Demonstrating responsible use of resources
- **Learning:** Using evidence to improve practice and strategy
- **Participation:** Engaging stakeholders where appropriate
- **Transparency:** Clear and credible reporting
- **Proportionality:** MEL approaches scaled to programme size and risk

4. MEL FRAMEWORK

WEFPA shall implement a structured MEL framework that includes:

- Clear objectives and intended outcomes
- Logical frameworks or results chains
- Indicators and targets
- Data collection and analysis methods
- Reporting and learning mechanisms

The level of detail shall be proportionate to programme complexity and donor requirements.

5. MONITORING

Monitoring shall:

- Track progress against approved plans and indicators
- Identify risks, challenges, and implementation gaps
- Support timely corrective actions

Monitoring data may include quantitative and qualitative information.

6. EVALUATION

Evaluations may be:

- Formative (during implementation)
- Summative (end-of-project or post-completion)
- Internal or external, depending on scope and donor requirements

Evaluations shall assess relevance, effectiveness, efficiency, impact, and sustainability, where appropriate.



7. LEARNING & ADAPTATION

WEFPA is committed to:

- Using MEL findings to improve programme design and delivery
- Sharing lessons learned internally and, where appropriate, externally
- Encouraging a culture of reflection, innovation, and adaptive management

Learning shall be integrated into planning, reporting, and decision-making processes.

8. DATA QUALITY & ETHICS

- MEL data shall be accurate, reliable, and ethically collected.
- Safeguarding, confidentiality, and data protection requirements shall be observed.
- Research and evaluation activities involving human participants shall comply with ethical standards.

9. REPORTING

- Regular progress reports shall be prepared for management and the Board.
- Donor reports shall comply with grant agreements and reporting formats.
- Public reporting may be used to communicate impact and accountability.

10. ROLES & RESPONSIBILITIES

Board of Trustees

- Oversight of organisational performance and impact

Executive Management

- Implementation of the MEL system
- Use of findings for strategic and operational decisions

Programme Leads & Staff

- Collection and analysis of MEL data
- Reporting and learning integration

Partners & Consultants

- Compliance with MEL requirements as agreed

11. RESOURCES & CAPACITY

- WEFPA shall allocate appropriate resources for MEL activities.
- Capacity-building may be provided to strengthen MEL competencies.

12. COMPLIANCE & ACCOUNTABILITY

Failure to comply with MEL requirements may:

- Affect programme approval or continuation
- Trigger corrective actions
- Impact funding or partnerships

13. MONITORING & REVIEW OF THIS POLICY

This policy shall be:

- Reviewed every three (3) years or earlier if required
- Updated to reflect organisational learning and donor expectations

14. RELATED POLICIES

- Financial Management & Accountability Policy
- Research Ethics & Publications Policy
- Data Protection & Privacy Policy
- Partnership & Collaboration Policy

