

Monitoring, Evaluation and Learning (MEL) Framework

1. Purpose

The Monitoring, Evaluation, and Learning (MEL) Framework outlines the processes to systematically track, assess, and improve the impact of Vets Beyond Borders initiatives in providing volunteer veterinarians and vet nurses to animal welfare groups in the Asia Pacific Region, in addition to building capacity through training and mentoring of local veterinary personnel.

This MEL framework underscores our commitment to accountability, transparency, and continuous learning in delivering high-quality veterinary services to animal welfare groups in the Asia Pacific region.

2. Scope of the policy

The scope of the MEL Framework includes evaluating broader impacts on socio-economic conditions, environmental sustainability, and public health. It promotes continuous learning and adaptation through stakeholder engagement, capacity building in MEL practices, and transparent reporting to enhance program effectiveness and accountability.

3. Policy Statement

3.1 Principles

- 3.1.1 **Accountability:** We are committed to being accountable to our stakeholders, including donors, partner organisations, volunteers, and the communities we serve.
- 3.1.2 **Transparency:** We will maintain transparency in our MEL processes, sharing findings, lessons learned, and impact assessments with relevant stakeholders.
- 3.1.3 **Learning:** We view monitoring and evaluation as opportunities for organisational learning and adaptation. We will use findings to inform decision-making and improve program effectiveness.
- 3.1.4 **Ethical Considerations:** We will adhere to ethical principles in data collection, analysis, and reporting, ensuring the protection of participants' rights and confidentiality.
- 3.1.5 **Collaboration:** We recognise the importance of collaboration with partners and stakeholders in conducting MEL activities and interpreting findings.

3.2 Monitoring and Evaluation Framework

Our MEL framework consists of the following components:

- 3.2.1 **Indicators:** We will identify relevant indicators to measure the outputs, outcomes, and impact of our interventions. These indicators will be specific, measurable, achievable, relevant, and time-bound (SMART).
- 3.2.2 **Data Collection:** We will collect both quantitative and qualitative data through various methods, including surveys, interviews, focus group discussions, and document reviews.
- 3.2.3 **Data Analysis:** Data will be analysed using appropriate techniques to assess progress towards objectives, determine effectiveness, and identify areas for improvement.
- 3.2.4 **Reporting:** Regular reports will be generated to communicate MEL findings to internal and external stakeholders. Reports will include both successes and challenges encountered, along with recommendations for action.

3.3 Learning and Improvement

- 3.3.1 **Reflection:** We will encourage regular reflection and debriefing sessions among staff and volunteers to identify lessons learned, successes, and areas for improvement. This will be done through the completion of feedback forms and conducting face to face interviews at the each of each deployment.
- 3.3.2 **Adaptation:** Based on MEL findings, we will adapt our strategies, interventions, and approaches to better meet the needs of beneficiaries and improve program effectiveness.
- 3.3.3 **Capacity Building:** We will invest in building the capacity of staff, volunteers, and partner organisations in MEL concepts and techniques to strengthen our collective ability to monitor, evaluate, and learn from our initiatives.

4. Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Program Committee Chair	Responsible for overseeing the implementation of the MEL policy, allocating resources, and ensuring compliance with MEL processes.
Volunteer Coordinator/ MEL Officer	Responsible for coordinating MEL activities, including data collection, analysis, and reporting. They will also provide guidance and support to program staff in MEL-related tasks.

VBB Staff	VBB Staff will contribute to MEL activities by providing relevant data and information, participating in evaluation exercises, and using MEL findings to improve program implementation.
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5. Related documents and links

- Vets Beyond Borders [Partnership Committee Policy](#)
- Vets Beyond Borders [Code of Conduct](#)
- Vets Beyond Borders [Risk Policy](#)
- Vets Beyond Borders [Complaints Handling Policy](#)

6. Definitions

Partner organisation refers to animal welfare, One Health, or Government Organisations who have been granted Partner Organisation status by the Programs Committee of Vets Beyond Borders.

Approved By	Board of Directors
Policy Owner	Program Committee Chair
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