

## Monitoring & Evaluation Quality Policy

Global Institute for Circular Economy and Sustainable Development Goals (ICE&SDGs)

<b>Version</b>	1.0
<b>Effective date</b>	15 June 2026
<b>Next review</b>	15 June 2027
<b>Policy owner</b>	Head of Programmes / M&E Lead, ICE&SDGs
<b>Legal alignment</b>	Companies Act, 2013 (Section 135 & CSR Rules, 2014); SEBI BRSR framework; recognised national and global M&E standards
<b>Contact</b>	connect@ce-sdg.org

### 1. Purpose

This policy ensures that all monitoring and evaluation (M&E) carried out by ICE&SDGs — across its programmes, projects, CSR initiatives, social impact audits, certifications and research — is of high quality, credible, ethical and useful. Good M&E helps us learn, improve our work, demonstrate real impact, and remain accountable to communities, clients, partners and funders.

### 2. Scope

This policy applies to all ICE&SDGs staff, assessors, consultants, partners and contractors involved in designing, collecting, analysing or reporting M&E data for any ICE&SDGs activity.

### 3. Quality Principles

Every M&E activity at ICE&SDGs is guided by the following standards:

- **Relevance** — indicators and questions measure what genuinely matters to the programme's objectives and beneficiaries.
- **Validity & reliability** — methods and tools measure what they claim to, and produce consistent results when repeated.
- **Accuracy & data quality** — data is complete, timely, correctly recorded and verifiable, with clear evidence trails.
- **Objectivity & independence** — findings are based on evidence, free from bias or undue influence.
- **Transparency** — methods, assumptions, limitations and sources are clearly documented.
- **Ethics & confidentiality** — informed consent, privacy, dignity and safeguarding of participants are protected at all times.
- **Utility & learning** — results are shared in a usable way and feed back into decisions and improvement.

### 4. M&E Process & Standards

- Each programme defines clear objectives, indicators, baselines and targets at the design stage (a results/logframe approach).
- Data is collected using standardised, tested tools and trained personnel, drawing on credible quantitative and qualitative methods.

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- Data is validated through checks, triangulation across sources, and periodic spot audits.
- Analysis is documented with methodology, sample, limitations and confidence in findings clearly stated.
- Personal and sensitive data is handled in line with the ICE&SDGs Data Protection Policy.

## 5. Roles & Responsibilities

- **M&E Lead** — sets standards, reviews quality, and signs off evaluation reports.
- **Programme teams & field staff** — collect accurate data on time and follow approved tools and ethics.
- **External evaluators/assessors** — apply independent, evidence-based judgement and disclose any conflict of interest.
- **Management** — provides resources and uses findings for decisions and accountability.

## 6. Reporting, Review & Improvement

M&E reports are prepared honestly, presenting both successes and shortcomings. Findings and lessons are reviewed by management and used to improve ongoing and future work. This policy is reviewed at least annually.

## 7. Concerns

Any concern about the integrity or quality of M&E data or reporting may be raised confidentially to [connect@ce-sdg.org](mailto:connect@ce-sdg.org) and will be handled under our Whistle Blower and Grievance Redressal policies.

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*Approved by the Governing Council / Management of ICE&SDGs. For questions or to raise a concern under this policy, contact [connect@ce-sdg.org](mailto:connect@ce-sdg.org).*