



**Telepsychiatry Research  
and Innovation Network**

# **Monitoring and Evaluation Policy**

Telepsychiatry Research Innovation Network (TRIN) Ltd follows results-based management (RBM) approaches and an organized monitoring and evaluation process to achieve realistic expected results. TRIN exercise a systematic and distinct monitoring and evaluation process involving multiple people to oversight and ensure accountability.

### **1. Aims and Scope of Monitoring and Evaluation Policy:**

The overall aim of this policy is to establish common structures and standards across TRIN management that govern the application of effective monitoring and evaluation (M&E) systems with a view to ensure successful implementation of the programs and projects.

### **2. Monitoring and Evaluation Definition**

#### *2.1 Monitoring*

Monitoring is the continuous collection and analysis of information used by management to determine and visualize progress on the implementation of activities, achievement of objectives and use of resources.

#### *2.2 Evaluation*

Evaluations are activities from management that provide evidence of the achievement of results and institutional performance. Evaluation is systematic assessment conducted in an impartial manner to assess efficiency and relevance.

### **3. Roles and responsibilities**

Monitoring responsibilities are described in the job descriptions of relevant staff members and specific monitoring tasks should be included in their performance appraisal.

3.1 The **Managing Director** is responsible for overseeing the work of the departments. All the Head or assigned Executive is responsible to provide a quarterly and annually monitoring reports.

3.2 **Officers** responsible for the implementation of projects or activities under the department and should provide a monthly written report on the progress of the program to the Managing Director.

### **4. Monitoring and Evaluation Time Frame:**

4.1 **Annual work plan and reporting:** TRIN fixes a set of its own program for the implementation in the next fiscal year and also create a monitoring and evaluation framework for the program. The monitoring and evaluation system will include staff involvement, finance and logistic support.

#### **4.2 Monthly workplan and reporting:**

The project staff members are responsible for the day-to-day delivery of outputs, they are best placed to determine how much time is needed for each activity, and to set realistic deadlines. As such, the annual work plan preparation can be used as a basis for the e-performance document plan for individual staff members.

**4.3 Accomplishment accounts:** Staff members can provide an update on the delivery of outputs, achievements against preset indicators, constraints encountered and how these are managed, and lessons learned and suggestions for follow-up and improvement. It can also be used to update the annual work plan and for the review of staff performance in e-performance document.

**4.3 Project monitoring and evaluation:** Program Manager or Head of Divisions are responsible for monitoring the progress of projects on a day-to-day basis and prepare the monthly report to the Managing Director. This could include, for example, tracking the preparation of funds committed and spent, and the delivery of outputs by staffs and external communication to project partners where applicable.

#### **4.4 Accountability**

TRIN is accountable to its board members, partners, grantors and users on whether its policies, programs and projects are having the intended results. TRIN also needs to demonstrate that resources are used efficiently and effectively.

**4.5 Training and Capacity Building:** Based on the Monitoring and Evaluation TRIN organize regular training program and organizational system strengthening.