AUSTRALIAN RESPIRATORY COUNCIL

PLANNING, MONITORING, EVALUATION AND LEARNING STATEMENT

1. Introduction

The ARC has been committed to building expertise and sustainable capacity within the Asia Pacific Region by supporting and/or delivering projects that promote TB elimination and respiratory health. The projects that ARC funds and delivers utilise an approach that builds capacity in imbedded systems through partnership and engagement with local providers and communities, with an emphasis of ensuring sustainability of the project outcomes.

Underpinning ARC's project portfolio and engagement is the principle that funding for project activities contributes towards the global targets to eliminate TB as a public health threat by 2030 through partnerships, community engagement, the provision of technical assistance to National TB Programs, and advocacy for accelerating the implementation for innovation and research.

In program and project management activities ARC utilises an approach that encompasses; planning; monitoring; evaluation; and learning (PMEL). This approach promotes accountability for activities undertaken, consideration of the need to share and disseminate information and the ability to reflect, learn and adapt approaches based on the outcomes of the activities undertaken. Project and program management should be planned and designed with consideration on how the performance and results of projects will be monitored, measured, evaluated, reflected on and shared with partners and stakeholders.

The following principles underpin project work and activities that are undertaken by the ARC:

- Developing meaningful collaborations with respected partners with whom ARC shares a compatible vision

- Consultative and participatory practices - ensuring that all stakeholders are given equal opportunity for inclusion and participation at all stages of activities

- Collaborating with partners to develop, implement, monitor and evaluate sustainable, cost effective and achievable projects that promote respiratory health

- Maintaining a development based focus

- Accountability to stakeholders

- Ethical and sustainable practice
- Implementing evidence based practices and activities that are community led, innovative, efficient, caring, compassionate and respectful
- Evaluating activities to determine the effectiveness, impact, sustainability and replicability
- Outcomes should contribute to intellectual and professional development.

2.   Key features of PMEL

The ARC supports the inclusion of the following key features and processes articulated by the Australian Council for International Development (ACFID) Code of Conduct in program and project work and activities of the organisation:

Planning:
- Is undertaken in collaboration with all relevant stakeholders
- Is grounded in an analysis of the relevant context
- Includes an analysis of risk
- Recognises that most contexts and development challenges are complex
- Is evidence based and draws on and references relevant research
- Links with and builds on existing programs
- Leverages lessons learned from other projects and experience
- Articulates a clear shared vision that can be communicated with others
- Establishes a clear framework against which progress can be measured
- Establishes roles, responsibilities and accountabilities for partners and key stakeholders
- Outlines protocols for communications, feedback and conflict-resolution processes.

Monitoring:
- Is undertaken in collaboration with key stakeholders
- Generates data to make an assessment of progress
- Draws on reliable data sources wherever possible
- Ensures that risks are being actively identified and mitigated
- Identifies areas of implementation that need to change to meet overall objectives or goals
- Generates findings, recommendations and learnings that are shared with stakeholders.

Evaluation:

- Is undertaken in cooperation with partners and stakeholders

- Is undertaken with as much impartiality and independence as possible

- Assesses the extent to which objectives have been achieved

- Identifies factors that lead to success or failure

- Identifies areas for improvement

- Identifies learning.

Learning:

- Identifies outcomes and findings

- Recognises success and failures

- Is shared with relevant stakeholders

- Is documented and recorded for future reference

- Informs and influences future strategies and approaches

- Promotes innovation.

For further information on PMEL please see the following link to the ACFID Code of Conduct PMEL Guidance Note, 2017: https://acfid.asn.au/sites/site.acfid/files/resource_document/PMEL%20Guidance%20Tool%20FINAL%201%20Oct%202017.pdf

3.   Implementing PEML

Proposals submitted to ARC for funding and/or projects developed by ARC are assessed by a committee using an evaluation matrix assessing the following criteria: strength of project design, sustainable development, fit with ARC's mission, impact for investment, deliverables and outcomes, community engagement, project or activity governance and management, inclusion of monitoring and evaluation and the potential to share outcomes and learnings.

The ARC uses a project matrix and project scoring rubric as tools and templates to design, plan and evaluate projects and activities submitted for funding. These tools ensure consistency in approach to stakeholder and risk analysis, assessment of community participation and engagement, assessment of the project design, evaluation of the objectives and expected outcomes, evidence of monitoring and evaluation activities and plans to share knowledge gained.

ARC utilises Deeds of Agreement or Memorandum of Understanding and/or Agency Donor Agreements for funding grants or work undertaken with other agencies. These documents are developed jointly with partners and include indicators of success or effectiveness which

can be tracked and measured over time. These documents also articulate partners and stakeholders roles and responsibilities, timeframes, objectives and expected outcomes, use of and accountability of funds, monitoring and evaluation, reporting requirements, dispute resolution and termination.

Outcomes, achievements and relevant recommendations are reported to stakeholders by the following methods; direct reports to partners, Committee reports to quarterly ARC's Board of Directors, publication of activities in ARC's Annual Report and where appropriate shared on ARC's website. Donors are informed of the outcome of activities through by fundraising campaigns and through the annual report.

4.   Other Policies

This Statement is to be read in conjunction with the following;
ARC Code of Conduct
ARC Strategic Plan
ARC Business/Operation Plan
ARC Research Funding Policy and Procedures
ARC Project/Program Policy and Procedures
ARC Risk Management Policy

5.   Implementation

The Executive Director is responsible for the implementation of this Statement.

6.   Evaluation and Review

The Statement will be evaluated and reviewed every year from date of adoption.

Adopted by the Board of Directors on: 21st June 2018.

For review annually from June 2019.