

PLAN FOR EVALUATION



Gitanjali Foundation



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Plan for Evaluation

Overview:

The Evaluation Plan of Gitanjali Foundation delineates a meticulous approach to evaluating the effectiveness, efficiency, relevance, and impact of our programs and initiatives. This plan ensures alignment with our strategic goals, addresses the needs of target communities, and contributes to sustainable development.

1. Purpose:

The purpose of this evaluation plan is to:

- Establish a structured framework for evaluating programs and projects.
- Ensure accountability to stakeholders, including beneficiaries, donors, and partners.
- Identify best practices, lessons learned, and areas for improvement.
- Support evidence-based decision-making and strategic planning.

2. Scope:

This plan applies to:

- All programs, projects, and initiatives undertaken by Gitanjali Foundation.
- All stages of the program cycle, including planning, implementation, monitoring, and completion.
- All stakeholders involved in the foundation's activities, including employees, volunteers, beneficiaries, and partners.

3. Principles:

- **Inclusivity:** Engage all relevant stakeholders in the evaluation process to ensure diverse perspectives and comprehensive insights.
- **Transparency:** Maintain openness and clarity throughout the evaluation process, including sharing findings and methodologies.
- **Accountability:** Ensure that evaluations hold the foundation accountable for its commitments and use of resources.
- **Utilization:** Focus on producing actionable recommendations that can inform decision-making and improve program outcomes.
- **Ethical Standards:** Conduct evaluations ethically, respecting the rights, dignity, and confidentiality of all participants.



4. Evaluation Objectives:

1. Assess Program Effectiveness:

- Determine whether programs and projects achieve their intended outcomes and objectives.
- Evaluate the overall impact of the foundation's interventions on target communities.

2. Measure Efficiency:

- Assess the cost-effectiveness and resource utilization of programs and projects.
- Identify opportunities to enhance operational efficiency and reduce costs.

3. Ensure Relevance:

- Evaluate the alignment of programs with the needs and priorities of target communities.
- Ensure that programs remain relevant and responsive to changing contexts and needs.

4. Support Learning and Improvement:

- Identify best practices and lessons learned from program implementation.
- Provide recommendations for improving program design, delivery, and sustainability.

5. Evaluation Framework:

5.1 Key Evaluation Questions:

- What are the intended and unintended outcomes of the program?
- To what extent have the program objectives been achieved?
- How efficiently have resources been used to achieve program goals?
- How relevant is the program to the needs and priorities of the target communities?
- What are the best practices and lessons learned from the program?

5.2 Evaluation Criteria:

- Relevance: The extent to which the program addresses the needs and priorities of the target population.
- Effectiveness: The degree to which the program achieves its intended outcomes and objectives.
- Efficiency: The optimal use of resources to achieve desired results.

- Impact: The broader effects of the program on individuals, communities, and systems.
- Sustainability: The likelihood of program benefits continuing after the project ends.

6. Evaluation Methodologies:

6.1 Data Collection Methods:

- Quantitative Methods: Surveys, questionnaires, and statistical analysis to collect numerical data on program outputs and outcomes.
- Qualitative Methods: Interviews, focus group discussions, and case studies to gather in-depth insights and contextual understanding.
- Mixed Methods: Combining quantitative and qualitative approaches to provide a comprehensive evaluation.

6.2 Data Sources:

- Primary Data: Data collected directly from beneficiaries, staff, and other stakeholders through surveys, interviews, and observations.
- Secondary Data: Existing data from program reports, administrative records, and external sources.

6.3 Sampling:

- Random Sampling: Selecting a representative sample from the target population to ensure generalizability of findings.
- Purposive Sampling: Deliberately selecting specific individuals or groups based on their relevance to the evaluation questions.

7. Evaluation Process:

7.1 Planning and Design:

- Evaluation Plan: Develop a detailed evaluation plan outlining objectives, questions, criteria, methodologies, and timelines.
- Stakeholder Engagement: Involve stakeholders in the planning process to ensure their perspectives and needs are considered.
- Baseline Data Collection: Collect baseline data at the beginning of the program to enable comparison with endline data.

7.2 Implementation:

- Data Collection: Conduct data collection activities as per the evaluation plan, ensuring accuracy and reliability of data.
- Data Analysis: Analyze collected data using appropriate analytical methods to derive meaningful insights.
- Validation: Validate findings through triangulation, peer reviews, and feedback from stakeholders.

7.3 Reporting and Dissemination:

- Evaluation Report: Prepare a comprehensive evaluation report detailing findings, conclusions, and recommendations.
- Presentation: Present evaluation findings to the Executive Committee, Board of Trustees, and other relevant stakeholders.
- Dissemination: Share evaluation results with donors, partners, beneficiaries, and the public through reports, presentations, and publications.

8. Roles and Responsibilities:

8.1 Board of Trustees:

- Provide oversight and ensure that evaluation activities align with the foundation's strategic objectives.
- Review and approve significant evaluation plans and reports.

8.2 Executive Committee:

- Implement the evaluation plan and ensure compliance with policies and procedures.
- Monitor the progress of evaluations and report to the Board.

8.3 Evaluation Team:

- Conduct evaluations, including data collection, analysis, and reporting.
- Ensure that evaluations are conducted ethically and professionally.
- Provide regular updates to the Executive Committee on the status of evaluations.

8.4 Program Managers:

- Facilitate the evaluation process by providing necessary information and access to program activities.
- Implement recommendations from evaluations to improve program outcomes.

9. Monitoring and Continuous Improvement:

9.1 Regular Monitoring:

- Monitor program implementation continuously to track progress against objectives and identify any issues or deviations.
- Use monitoring data to inform ongoing program adjustments and improvements.

9.2 Feedback Mechanisms:

- Establish feedback mechanisms to gather input from beneficiaries, staff, and other stakeholders on program performance and evaluation processes.

- Use feedback to refine evaluation methodologies and enhance program quality.

9.3 Learning and Adaptation:

- Foster a culture of learning within the organization by sharing evaluation findings and lessons learned.
- Encourage staff and stakeholders to apply insights from evaluations to inform future program design and implementation.

10. Ethical Considerations:

10.1 Informed Consent:

- Ensure that all evaluation participants provide informed consent before data collection.
- Explain the purpose, methods, risks, and benefits of the evaluation to participants.

10.2 Confidentiality:

- Maintain the confidentiality and privacy of evaluation participants and their data.
- Use data only for the intended purpose of the evaluation and protect it from unauthorized access.

10.3 Respect and Sensitivity:

- Conduct evaluations with respect and sensitivity to the cultural, social, and emotional context of participants.
- Avoid any harm or discomfort to participants during the evaluation process.

Conclusion:

The Evaluation Plan of Gitanjali Foundation provides a comprehensive framework for assessing the effectiveness, efficiency, relevance, and impact of our programs and initiatives. By adhering to the principles, methodologies, and processes outlined in this plan, we aim to ensure accountability, promote learning and improvement, and enhance the overall quality and sustainability of our work. This commitment to rigorous and ethical evaluation supports our mission of social upliftment and community development.