

# MONITORING FRAMEWORK

## Community Action for Rural Development (CARD)

### 1. Purpose of Monitoring:

The monitoring framework is designed to:

- a) Track progress against project goals and objectives
- b) Ensure efficient use of resources
- c) Improve program quality and effectiveness
- d) Support timely decision-making
- e) Ensure accountability to donors, beneficiaries, and stakeholders

### 2. Key Monitoring Principles:

Participatory: Involving community members and beneficiaries

Evidence-based: Using reliable data and indicators

Transparent: Clear documentation and reporting

Adaptive: Flexible to improve based on findings

### 3. Monitoring Structure:

#### a. Governance:

Program Director: Overall supervision

Project Manager: Monitoring oversight and reporting

Field Coordinators: Data collection and field verification

M&E Officer : Data analysis and quality assurance

### 4. Results Framework:

Level	Description	Example
Impact	Long-term change	Improved quality of life in rural communities
Outcome	Medium-term results	Increased school retention of girls
Output	Immediate results	STEM labs established, training sessions conducted
Activities	Actions taken	Workshops, awareness programs

## **5. Key Indicators:**

Education (STEM Focus):

Number of students enrolled (disaggregated by gender)

Attendance rate

Improvement in learning outcomes (test scores)

Number of STEM labs established

Number of teachers trained

Health & Sanitation

Number of health camps conducted

Number of beneficiaries accessing services

Reduction in water-borne diseases (proxy indicators)

Livelihood

Number of beneficiaries trained

Number of income-generating activities started

Increase in household income

Gender & Inclusion

Participation of women and marginalized groups

Leadership roles taken by women

## **6. Data Collection Methods:**

Baseline and endline surveys

Monthly field reports

Attendance registers

Beneficiary interviews and case studies

Photographic and video documentation

Digital tools (if available)

## **7. Monitoring Tools:**

Structured reporting formats

Mobile data collection (Google Forms / apps)

Checklists for field visits

Progress tracking dashboards

## **8. Monitoring Frequency:**

Activity      Frequency

Field visits    Monthly

Progress review meetings    Monthly/Quarterly

Data reporting      Monthly

Internal evaluation    Mid-term & End-line

## **9. Reporting System:**

Monthly Reports: Activity progress, challenges, outputs

Quarterly Reports: Outcome-level progress and analysis

Annual Reports: Impact and sustainability

Donor Reports: As per donor requirements

## **10. Feedback & Learning Mechanism:**

Community feedback meetings

Suggestion boxes / grievance mechanisms

Beneficiary satisfaction surveys

Periodic learning workshops with staff

## **11. Risk Monitoring:**

Risk    Mitigation

Low participation    Community mobilization

Staff turnover      Training & documentation

Data quality issues    Regular audits and training

External factors (climate, policy)    Flexible planning

**12. Evaluation Plan:**

Baseline Study: Before project start

Midline Evaluation: To assess progress

Endline Evaluation: Measure outcomes and impact

External Evaluation (if required by donors)

**13. Documentation & Evidence:**

Case studies and success stories

Before/after comparisons

Photos and videos

Testimonials

**14. Use of Monitoring Data:**

Improve program design

Inform stakeholders and donors

Scale successful models

Support future funding proposals

**SAMATHUVAPURAM****10.03.2026****P.VEDACHALAM****SECRETARY & PROGRAM DIRECTOR**