



INTERNATIONAL FEDERATION FOR ARBITRATION



P-19 Monitoring and Evaluation Policy

International Federation of Arbitration (IFA)

1. Definition

This Policy establishes the framework governing monitoring and evaluation (M&E) processes within the International Federation of Arbitration (IFA), ensuring systematic tracking of performance, assessment of outcomes, and continuous improvement of programs and operations.

2. Objective

The objective of this Policy is to measure effectiveness, enhance accountability, support evidence-based decision-making, and ensure that activities align with strategic objectives and deliver measurable results.

3. Scope of Application

This Policy applies to all programs, projects, departments, activities, and operations undertaken by the Federation at all levels.

4. Governing Principles

This Policy is based on the principles of transparency, accountability, accuracy, objectivity, and continuous improvement.

5. Monitoring Framework

A structured monitoring framework shall be established to track progress against defined objectives, indicators, and timelines.

6. Key Performance Indicators (KPIs)

Performance shall be measured using clearly defined KPIs aligned with strategic and operational goals.

7. Data Collection

Relevant and reliable data shall be collected systematically to support monitoring and evaluation processes.

8. Evaluation Processes

Periodic evaluations shall be conducted to assess the effectiveness, efficiency, impact, and sustainability of programs and activities.

9. Reporting Mechanisms

Monitoring and evaluation results shall be documented and reported through structured reports to support decision-making and accountability.

10. Performance Analysis

Collected data shall be analyzed to identify trends, strengths, weaknesses, and areas for improvement.



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11. Feedback and Learning

Feedback from stakeholders and participants shall be incorporated to improve programs and institutional performance.

12. Integration with Strategic Planning

Monitoring and evaluation findings shall inform strategic planning and future program development.

13. Accountability and Oversight

All departments and responsible personnel shall be accountable for performance and reporting in accordance with this Policy.

14. Use of Technology

Digital tools and systems shall be utilized to enhance data collection, analysis, and reporting processes.

15. Compliance with Standards

M&E practices shall align with recognized international standards and best practices.

16. Violations

Violations include falsification of data, failure to report, manipulation of results, or non-compliance with monitoring procedures.

17. Sanctions

Sanctions may include corrective measures, disciplinary action, or other appropriate consequences depending on the severity of the violation.

18. Review and Amendment

This Policy shall be reviewed periodically to ensure effectiveness and alignment with evolving monitoring and evaluation practices.

19. Annexes

Annexes may include M&E frameworks, KPI templates, reporting formats, and evaluation tools.