

Concern Worldwide

Programme Monitoring and Evaluation Committee - Terms of Reference

Membership

The number of Board members elected to the Programme Monitoring and Evaluation Committee will be at least three (3). The elected members of the Committee will select a Chairperson from amongst their number. They may also co-opt a maximum of 5 additional individuals with expertise to join the Committee. Such co-optees need not be members of the Board or of Concern.

If vacancies arise on the Committee during the year, the remaining members may co-opt other members to fill vacancies. If a Board member stands down from the Committee they may only be replaced by another Board member. If a co-opted member stands down from the Committee they may be replaced either by a Board member or a co-opted individual.

Given the nature of the work on the PM&E Committee which involves organisational learning, a degree of continuity of service on this Committee is recognised as valuable. It is therefore recommended that people joining this Committee should be willing to serve on it for more than one year.

Meetings

The meetings are held on a quarterly basis though special meetings may be held to consider particular issues. The quorum for meetings is 3 members of the Committee, at least 1 of the members forming the quorum must be a Board member.

The Director of the *Strategy, Advocacy and Learning* in Concern is responsible for ensuring that members are fully briefed on all major issues and attends the meetings of the Committee. Relevant staff from the International Programmes Directorate, the Emergency Directorate and the Public Affairs Directorate will also be present, as required.

Role

The role of the Committee is to ensure that the organisation's programmes are of good quality. In order to ensure that this is the case it will oversee the development of high quality programme policies and strategies and monitor their implementation.

Tasks

The main specific tasks of the Committee are as follows:

1. To review newly developed organisational policies and make recommendations to the Board as to their adoption or need for revision before being approved.
2. To monitor through evaluations and other sources of programme information/intelligence the implementation of approved policies.
3. To ensure that the quality of different areas of Concern's programme is evaluated on a regular basis.
4. To seek to ensure that lessons are learnt from the evaluations with a view to improving the programme quality.
5. To undertake at the end of each Board year i.e. in May/June, an exercise to reflect on how well it has fulfilled its mandate and to consider whether different

approaches/information/practices may be required in order to meet its overall objective.

6. To consider any other appropriate or relevant matters referred to it by Board.

External/Specialist Advice

The Committee may seek any independent advice, authorised by the Chairperson, which it considers necessary to discharge its obligations. If it is felt that such advice is required it will be sourced in conjunction with the Director of the Strategy, Advocacy and Learning function within Concern.

Reporting

The Chairperson of the Committee reports to Officers and Board on its work.

The Committee will provide each Board meeting with a written report of any work which they have carried out since the last meeting. This report must be submitted to the Chief Executive's office no later than 10 days (where possible) before a Board meeting in order to facilitate the timely distribution of Board papers.

The Chairperson of the Committee is responsible for ensuring that accurate minutes are maintained of each meeting and that a signed copy of the most recently adopted minutes are held by the Chief Executive's office.