

FCDO MEL Standards and Safeguarding Practice Guidance (seed)

Purpose

MEL and safeguarding reference for FCDO proposal design. Not an official document.

MEL framework requirements

FCDO expects a Monitoring, Evaluation, and Learning (MEL) system that:

- Tracks indicators at all logframe levels with agreed frequency.
- Uses mixed methods (quantitative and qualitative) to capture change.
- Separates monitoring (routine data collection) from evaluation (causal assessment).
- Embeds adaptive management: regular data review, learning loops, programme adjustments.
- Uses disaggregated data (sex, age, disability, location) as standard.

Indicator quality standards

Good FCDO indicators are:

- Specific: unambiguous about what is measured and in which population.
- Measurable: quantifiable with agreed units of measurement.
- Achievable: realistic given programme scale and timeline.
- Relevant: directly linked to the logframe level they measure.
- Time-bound: with a clear measurement date or frequency.

Avoid proxy indicators that are easy to collect but weakly linked to change.

Means of verification

Each indicator must have:

- Primary data source (who holds the data).
- Collection method (survey, administrative data, observation, interview).
- Frequency (quarterly, annual, mid-term).
- Responsible party (programme team, government, independent evaluator).

Evaluation requirements

Major FCDO programmes require:

- Inception review.
- Annual reviews with logframe scoring.
- Mid-term evaluation (independent).
- End-of-programme evaluation (independent).

Evaluation TORs must be shared with FCDO for approval.

Safeguarding minimum standards

All FCDO-funded implementing partners must:

- Have a named safeguarding focal point.
- Maintain a safeguarding policy aligned with FCDO standards.
- Conduct safeguarding risk assessments for all programme activities.
- Train all staff and volunteers on safeguarding annually.
- Operate a confidential reporting mechanism accessible to beneficiaries.
- Report all safeguarding incidents to FCDO within 24 hours of becoming aware.
- Cooperate fully with FCDO investigations.

Community accountability mechanisms

- Feedback and complaints mechanisms must be established before programme start.
- Mechanisms must be accessible to women, children, and people with disabilities.
- Feedback loops must be documented and response timelines published.
- Programme teams must demonstrate how feedback influences programme decisions.