

# Evaluation Plan

## Quality validation / self-assessment of results

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*The evaluation activities are meant to provide a general view on the level to which the project has reached its objectives and targets both of a quantitative and qualitative nature. The evaluation plan is drawn starting from the various evaluation activities incorporated in the project activities.*



## **Section 1 - Self-assessment objectives assumed by partners in the application form**

In order to ensure effective management of resources a quality management system will be ensured through all project cycle phases planning, implementation and evaluation. Each partner appointed project manager will monitor progress of implementation of tasks foreseen under their responsibility in terms of timing, quality and resources used. The coordinating partner overall project manager will ensure overall compliance at the level of the partnership with the mutually agreed targets. Delays, as well as difficulties that may arise will be addressed immediately and corrective measures will be undertaken in order to ensure implementation within the agreed timeline and delivery of agreed outputs.

**Progress, quality and achievement of project activities** will be monitored by each partners' appointed project managers in **quantitative terms** (*such as staff time input*) and **qualitative terms** (*such as performance and outputs, by looking at indicators like number of participants in shared training activities and multiplier events, progress on developing intellectual outputs in terms of timeliness*).

Researchers and Senior teachers/trainers **will ensure the quality of the project outputs and overall quality of the project** will be evaluated by **the scientific coordinator of each output**.

In order to ensure **quality control of every output** the partner which has the most relevant experience has been appointed to coordinate the particular output and activities leading to it. The coordinating partner for each output is responsible with designing the detailed methodology and proposing it to partners for comments on initial versions of the intellectual outputs and finalization and dissemination at regional/national levels. This will be the management process which will ensure the quality of project activities and outputs (*see Implementation Plan*).

The partners **thorough their project manager and scientific coordinators** will regularly review progress against time and budget benchmarks and will take



measures accordingly (*see Risk Management Plan*). Also, for the intellectual outputs an evaluation form has been elaborated and will be filled in by project partners. In this way the project partners will be involved in the process of evaluation by sharing their views on lessons learnt through project implementation. This will involve **interim evaluation activities** to be conducted every 6 months. The Coordinator is in charge of gathering the required data from partners involved in that action. This periodical evaluation of the activities phases will support the management of the project both in terms of quality in the results achieved and in terms of a smooth development of activities.

Accordingly, for each session it has been foreseen a blank space for partners' comments and suggestions. This represents a useful mean of self-evaluation and awareness rising on the problems and opportunities to face in due time eventual risks (*see Risk Management Plan*).

**The quality of results** will be pursued through a constant monitoring of activities and a specific supervision of the activities concerning the design, development and dissemination of learning materials. The constant monitoring of the project will involve a regular and systematic flow of communications between partners that will include a balance of on-line and face to face meetings (*see Communication Plan*).

The project application foresees evaluation activities to be conducted for main outputs delivered to external stakeholders: ***evaluation questionnaires of multiplier events, follow-up questionnaires of satisfaction among users of all project outputs*** (teaching materials, information produced and disseminated on-line like case studies, on-line education kit, guide), etc.

Impact of multiplication events, joint training events, intellectual outputs will be evaluated using the evaluation instruments **prepared by ALS and approved and used by all project partners**.

**The main indicators** to be used are quantitative and qualitative, as follows: ***Number of teaching materials; Number of teachers and trainers that receive project outputs and access outputs disseminated online; Number of project***



*intellectual outputs viewed by their end-users on the project websites, and number of viewers and visits; Number of participants in multiplier events etc.*  
Quality, relevance to teaching, learning and information needs including training needs of less educated, innovative character as perceived by **end-users**  
**indicators: rate of participants assessing as relevant and very relevant useful the learning materials produced, etc.**



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## **Section 2 - Assessment instruments**

The developed tools, necessary to assess and monitor the project:

1. Interim evaluation activities FORM
2. Evaluation questionnaires of training / joint staff
  - a. Evaluation Training Almeria
  - b. Evaluation Training Berlin
  - c. Evaluation Training Bucharest (ISP)
3. Follow-up questionnaires of satisfaction
  - a. Feedback Teaching Materials after ISP
4. Evaluation questionnaires of multiplier events
  - a. Multiplier Event - Evaluation FORM (model)

