

Lifelong Learning Programme 2007-2013
 Leonardo da Vinci
 TRANSFER OF INNOVATION
 Model: ASSESSMENT FORM for FINAL REPORT
 Content Assessment (for external expert)
 Numer szkicu: 000124182 formularz: LDV/2013/TOI/RKC

IDENTIFICATION OF THE PROJECT

Grant Agreement number:		Grant Agreement period:
Year:	Country:	Project duration (months):
Title:		
Beneficiary:		
Name of Beneficiary's legal representative:		
Period covered by the report:		
From:	To:	

I. REPORT ASSESSMENT

Evaluation Guidelines

The evaluator should judge the Final Report against the Application but also against the principles of objective-oriented project planning and management. What does that mean?

The implementation of the project activities should lead to the accomplishment of the project results. A project result can be either a product respectively output, that means tangible and quantitatively measurable, or can be an outcome, that means intangible and therefore only qualitatively measurable. The accomplishment of all project results should lead to the achievement of the project objective/s or, in other words, the intended improvement/s or solution/s (to initially clearly identified problems). The achieved improvement or solution objective/s should be sustainable. Sustainability means that crucial activities and results are maintained and continue to deliver benefits to the target group, structure, sector or system after the end of the EU funding. Ideally, the sustainability of a project also generates impact that means direct or indirect long-term effects on actors, structures, sectors or systems beyond the original project environment.

Examples:

- manual for a new training programme with ECVET drafted (product)
- Training course for trainers for the new programme developed (product)
- x courses for trainers have been given (output)
- trainers have acquired the necessary skills to run the new programme (outcome)
- x test courses with trainers and test trainees have been given (output)
- adaptations after testing (outcome)
- the new training programme is operational and ECVET is applied (project objective achieved)
- resources (finance, staff, facilities, equipment) are there to keep it running after EU funding (sustainability)
- the training programme with ECVET is adopted by other VET schools (impact)
- trainees are very sought after on the labour market because of their state-of-the-art skills (impact) and make/keep enterprises competitive (impact).

On the following pages please provide an assessment and detailed comments for each section (or sub-section) while referring to the corresponding sections of the Final Report, the Grant Agreement, the Application Form and Amendments (when applicable).

In order to help evaluators to navigate between Final Report and Application Form a comparative table has been annexed to the content assessment part (annex 1).

In the following tables (sections I.1-7) you should give ratings from 0-10 to each of the issues addressed (just to **tick boxes is wrong!**). The following ratings apply:

Weak:	Fair:	Good:	Very good:
0-4	5-6	7-8	9-10

A rating between 0-10 should also be applied for the „Overall rating” at the end of each section. The „Overall rating” should be coherent with the individual points **and** the comments given in this section. If, for example, the Overall rating deviates from the individual ratings, **this should be explained in the comments!**

Likewise, the „Global rating” should be coherent with the „Global comments” on the project (section I.8).

Furthermore, the „Global rating” and „Global comments” in section I.8 should be coherent with the „Overall ratings” and „Comments” given in the individual sections I.1-7.

Question	Points
1. Results (section F of Final report)	/10
1.1 All expected results were achieved <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10

1.2 Comments:

1.3 Suitable and relevant methods were applied for quality control, evaluation and testing <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
1.4 Relevant partners participated in evaluation and testing <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
1.5 Relevant target groups were involved in evaluation and testing <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
1.6 Lessons were learned from evaluation and testing <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
1.7 If applicable: changes to the originally foreseen result/s were necessary and relevant <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10

Comments:

2. Conformity (section F of Final Report)	/10
2.1 Results/Products are available in all languages as planned and contractually agreed <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
2.2 Results/Products have been produced to the appropriate number of copies as planned and contractually agreed <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
2.3 Results/Products has been introduced across the consortium (beyond, see below) as planned and contractually agreed <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
2.4 Results/Products comply with the current state-of-the-art as regards vocational training in the sector / of the target group <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10

Comments (note any changes to originally agreed quality, quantity and other parameters):

3. Purpose (see section F and also section I.1-4 of Final Report)	/10
3.1 The results meet the needs of the target groups as described in the application <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
3.2 Results have the appropriate pedagogical quality for use with the target group/s <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
3.3 The results are user friendly for the target group/s <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
3.4 The context for use is clearly described <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10

3.5 Results can be easily and consistently used across the involved partner countries (as foreseen and contractually agreed) <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
3.6 If applicable: the consortium partners use the project results themselves <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
3.7 The project objective/s were achieved <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10

Comments:

4. Type of Transfer (section G of Final Report)	/10
4.1 The transfer methodology was suitable to adapt the existing innovation to the needs of the target groups/end-users <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
4.2 Adaptations to the existing innovation are clearly demonstrated and appropriate to the needs of the target group <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10

Comments (please explain why the transfer was successful or why it was not):

4.3. Description of the permission for use is provided	
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General Comments on sections I.1-4. Please structure your comments around the issues below:

Obstacles overcome or deficiencies addressed and lessons learned

indicators that show results relative to what was planned

Strengths and weaknesses of each result

Content quality

Overall significance of each result for target audience (user friendliness), structures or systems

Overall rating sections I.1-4:	/10
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5. Dissemination and Exploitation of Results (section H of Final Report)	/10
5.1 Activities for dissemination and exploitation of results were carried out in relevant partner countries (as a minimum) as planned and contractually agreed <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
5.2 Methods for dissemination and exploitation of results were relevant to the target groups <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
5.3 Target sectors/target groups that were concerned or even involved in dissemination and exploitation activities gave positive feed-back <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
5.4 If applicable: changes to the originally foreseen activities were necessary and relevant <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10

Comments:

6. Impact and Sustainability (section I of Final Report)	/10
6.1 The project has an impact on the target groups/end-users <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
6.2 The project has an impact at geographical level (local, regional, national European) (the higher the level the more points are to be given) <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
6.3 If applicable: the project has an impact at sector level <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10

6.4 Quantitative indicators have been achieved <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
6.5 Qualitative indicators have been achieved (see above in this form I.1.3-6 evaluation and testing) <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
6.6 The plan for sustaining certain activities and results is realistic (staff, equipment, finance available) <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
6.7 The project has institutional, regional/national and or socio-economic support <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10
6.8 The project has an impact on the national VET system of the beneficiary and/or on the national VET systems of the partners <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10

Comment. Try to evaluate the value or significance of the project to the target group, VET structure or system. If the project has an impact on a sector please indicate whether the economic sector indicated in section I.4. Impact Statistics of the Final Report is the same as the economic sector indicated in C.4.5 Expected Impact of the Application Form or not, and comment as appropriate:

7. Contribution to EU Policies (section J of Final Report)	/10
7.1 The project has effectively contributed to the EU policies, in particular to the Leonardo da Vinci Strategic Priorities, specifically targeted in the project proposal <i>Weak (0-4); Fair (5-6); Good (7-8); Very good (9-10)</i>	/10

7.2 Comments. In particular comment on how far the project has really contributed to the LdV priority that had been indicated in section European Priorities of Leonardo da Vinci in the Application Form:

8. Report Assessment - Global Comments
Please provide a global assessment of the project as a whole, in which you refer to strengths and weaknesses as well as to sustainability and impact, and in which you justify the global rating:

8.1 Global Comments:

8.2 Strengths:

8.3 Weaknesses:

8.4 Recommendations for Sustainability and Impact:

8.5 Immediate information/action necessary to complete the current assessment

GLOBAL RATING - Read the guidelines for global rating on the next page:	/10
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GUIDELINES FOR GLOBAL RATING

A **global rating of 0-2 (weak)** should only be applied where project results (products / outputs / outcomes) have not been delivered and the contractual objectives have not been achieved. Where a rating of 0-2 is awarded, assessors should provide full detailed justification both within each section and in the final comments.

A **global rating of 3-4 (weak)** should be applied where reductions in the planned activities led to considerable reductions in the project results (products / outputs / outcomes) or where the content of certain products / outputs have little or no relation to the original proposal without evident explanation, i.e. changes in technology, consequences of adaptations in work plan. The project objective/s have hardly been achieved. Where a rating of 3-4 is awarded, assessors should provide full detailed justification both within each section and in the final comments.

A **global rating of 5-6 (fair)** should be given if there is a global respect of the work programme, i.e. if the core of the planned project results (products / outputs / outcomes) has been achieved and is usable but where the project objective/s have nevertheless not completely been achieved.

A **global rating of 7-8 (good)** should only be awarded where the planned project results (products / outputs / outcomes) and the project objective/s have been achieved, and where the Final Report demonstrates a high probability that the achieved project objective/s will be sustained. The Final Report must demonstrate that crucial activities and results will be maintained after the end of the EU funding and that the appropriate resources are available. A project is sustainable when it continues to deliver benefits to the project beneficiaries and/or other constituencies for an extended period after the EU financial assistance has been terminated.

A **global rating of 9-10 (very good)** should only be awarded where the planned project results (products / outputs / outcomes) and the project objective/s have been achieved with a high quality, and where the Final Report demonstrates not only a high probability that the achieved project objective/s will be sustainable but also first indicators for impact or "mainstreaming". Impact is for example an increased employability, while mainstreaming is when programmes, systems, practices or tools are adopted in a wider context beyond the original project environment.

Further information

Summary (EN)

Expert's Declaration of Non-conflict of Interest and Declaration of Confidentiality Final Content Assessment

I (Name) declare that I have no link with the project or any personal interest in its success or otherwise that could influence my impartiality. I will not disclose any information concerning this project or my assessment or any other matter relating to it outside the agreed assessment procedure.

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Date:

.....
Signature:

Name of the Expert's Organisation (where applicable):

Address:

Telephone:

Fax:

E-mail: