QUALITY CRITERIA TO JUDGE THE FINAL REPORT OF THE EVALUATION

Objective of the assessment	Aspects to be assessed	Fulfilled? Y, N, N/A	Comments
1. Scope of the evaluation	Check against the technical specifications and the work plan that the contractor:		
	a. has addressed the evaluation issues and specific questions	[Y]	
	b. has carried out the tasks described in the work plan	[Y]	
	c. has covered the requested scope for the time period, geographical areas, target groups, aspects of the intervention, etc.	[Y]	
2. Overall contents of the report	Check that the report includes:		
	a. An executive summary, in the right format and in the three languages	[Y]	
	b. A main report with all required components:	[Y]	
	▪ title and contents page ▪ a description of the policy being evaluated, its context, the purpose of the evaluation, contextual limitations, methodology, etc. ▪ findings, conclusions, and judgments for all evaluation issues and specific questions ▪ list of required outputs and deliverables ▪ recommendations as appropriate		
	c. all required annexes	[Y]	
3. Data collection	Check that data is accurate and complete		
	a. data is accurate:	[Y]	
	▪ data is free from factual and logical errors ▪ the report is consistent, i.e. no contradictions ▪ calculations are correct		
	b. data is complete	[Y]	
	▪ relevant literature and previous studies have been sufficiently reviewed ▪ existing monitoring data has been appropriately used ▪ limitations to the data gathered have been pointed out and explained ▪ measures have been taken to address any problems encountered in the process of data gathering		
4. Analysis and judgments	Check that analysis is sound and relevant		
	a. analytical framework is sound:	[Y]	

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	▪ methodology used for each area of analysis is clearly explained, and has been applied consistently and as planned ▪ judgments are based on transparent criteria ▪ analysis relies on two or more independent lines of evidence ▪ inputs from different stakeholders are used in a balanced way ▪ findings are reliable enough to be replicable		
	b. conclusions are sound:	[Y]	
	▪ conclusions properly address the evaluation questions and are coherently and logically substantiated ▪ no relevant conclusions are missing, based on the evidence presented ▪ findings corroborate existing knowledge; differences or contradictions with existing knowledge are explained ▪ critical issues are presented in a fair and balanced manner ▪ limitations on the validity of the conclusions are pointed out		
5. Usefulness of recommendations	a. recommendations are useful:	[N/A]	No recommendations were requested form the contractor
	▪ recommendations flow logically from the conclusions, are practical, realistic, and addressed to the relevant Commission team(s) or other stakeholders		
	b. recommendations are complete:	[N/A]	
	▪ recommendations cover all relevant main conclusions		
6. Clarity of the report	a. The report is easy to read:	[Y]	
	▪ written style and presentation is suitable for the various relevant target readers ▪ quality of language is sufficient for publishing ▪ specific terminology is clearly defined ▪ tables, graphs, and similar presentation tools are used to facilitate understanding; they are well commented with narrative text		
	b. The report is logical and focused:	[Y]	
	the report's structure is logical and consistent, information is not unjustifiably duplicated, and it is easy to get an		

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	overview of the report and its key results. ▪ the report provides a proper focus on main issues and key messages are summarised and highlighted ▪ the length of the report (excluding appendices) is proportionate, with a good balance of descriptive and analytical information ▪ detailed information and technical analysis are left for the appendix, avoiding information overload in the main report		

Overall conclusion		
The report can be approved in its current state, as it complies with the overall contractual conditions and relevant professional evaluation standards.	[Y]	