

## **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 ]	Since the evaluation is retroactively, the study does not include any future recommendations.
	<ul style="list-style-type: none"><li>▪ title and contents page</li><li>▪ a description of the policy being evaluated, its context, the purpose of the evaluation, contextual limitations, methodology, etc.</li><li>▪ findings, conclusions, and judgments for all evaluation issues and specific questions</li><li>▪ list of required outputs and deliverables</li><li>▪ <del>recommendations as appropriate</del></li></ul>		
	c. all required annexes	[ Y ]	
3. Data collection	Check that data is accurate and complete		
	a. data is accurate:	[ Y ]	The methodological framework includes a detailed description of the data used for the evaluation.
	<ul style="list-style-type: none"><li>▪ data is free from factual and logical errors</li><li>▪ the report is consistent, i.e. no contradictions</li><li>▪ calculations are correct</li></ul>		
	b. data is complete	[ Y ]	The different data/ research methodologies are subject to limitations, which are clearly described in the study.
	<ul style="list-style-type: none"><li>▪ relevant literature and previous studies have been sufficiently reviewed</li><li>▪ existing monitoring data has been appropriately used</li><li>▪ limitations to the data gathered have been pointed out and explained</li><li>▪ measures have been taken to address any problems encountered in the process of</li></ul>		

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	data gathering		
4. Analysis and judgments	Check that analysis is sound and relevant		
	a. analytical framework is sound:	[ Y ]	The evaluation criteria are assessed by using the different evaluation methods and the related results.
	<ul style="list-style-type: none"><li>▪ methodology used for each area of analysis is clearly explained, and has been applied consistently and as planned</li><li>▪ judgments are based on transparent criteria</li><li>▪ analysis relies on two or more independent lines of evidence</li><li>▪ inputs from different stakeholders are used in a balanced way</li><li>▪ findings are reliable enough to be replicable</li></ul>		
	b. conclusions are sound:	[ Y ]	Limitations to the results of the different methodologies are clearly described. To offset any limitations, the evaluation questions are observed based on different results.
	<ul style="list-style-type: none"><li>▪ conclusions properly address the evaluation questions and are coherently and logically substantiated</li><li>▪ no relevant conclusions are missing, based on the evidence presented</li><li>▪ findings corroborate existing knowledge; differences or contradictions with existing knowledge are explained</li><li>▪ critical issues are presented in a fair and balanced manner</li><li>▪ limitations on the validity of the conclusions are pointed out</li></ul>		
5. Usefulness of recommendations	a. recommendations are useful:	[ N/A ]	The study does not include recommendations for future changes of the guidelines, only an evaluation based on different evaluation questions.
	<ul style="list-style-type: none"><li>▪ recommendations flow logically from the conclusions, are practical, realistic, and addressed to the relevant Commission team(s) or other stakeholders</li></ul>		
	b. recommendations are complete:	[ N/A ]	-/-

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	<ul style="list-style-type: none"> <li>recommendations cover all relevant main conclusions</li> </ul>		
<b>6. Clarity of the report</b>	a. The report is easy to read:	[ Y ]	The study report includes the essential elements to allow readers a proper understanding, including a table of content and figures and tables.
	<ul style="list-style-type: none"> <li>written style and presentation is suitable for the various relevant target readers</li> <li>quality of language is sufficient for publishing</li> <li>specific terminology is clearly defined</li> <li>tables, graphs, and similar presentation tools are used to facilitate understanding; they are well commented with narrative text</li> </ul>		
	b. The report is logical and focused:	[ Y ]	
	<p>the report's structure is logical and consistent, information is not unjustifiably duplicated, and it is easy to get an overview of the report and its key results.</p> <ul style="list-style-type: none"> <li>the report provides a proper focus on main issues and key messages are summarised and highlighted</li> <li>the length of the report (excluding appendices) is proportionate, with a good balance of descriptive and analytical information</li> <li>detailed information and technical analysis are left for the appendix, avoiding information overload in the main report</li> </ul>		

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