

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]	COMP project team provided guidance
	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]	COMP project team provided guidance
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: <ul style="list-style-type: none"> ▪ 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 	[Y]	
	c. all required annexes	[Y]	
3. Data collection	Check that data is accurate and complete		
	a. data is accurate:	[Y]	COMP project team provided feedback and guidance
	<ul style="list-style-type: none"> ▪ data is free from factual and logical errors ▪ the report is consistent, i.e. no contradictions ▪ calculations are correct 		
	b. data is complete	[Y]	COMP project team provided feedback and guidance
<ul style="list-style-type: none"> ▪ 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	Check that analysis is sound and relevant		

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judgments	a. analytical framework is sound: <ul style="list-style-type: none"> ▪ 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 	[Y]	The methodology adopted is coherent throughout the study, as the same evaluation process is adopted for all the evaluation questions and sub-questions. Input from different stakeholders has been used. The analysis relies on two or more independent lines of evidence (i.e. questionnaire, literature, EU documents.
	b. conclusions are sound: <ul style="list-style-type: none"> ▪ 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 	[Y]	Conclusions tackle the evaluation questions, they rely on well-referenced sources. They evaluate and provide the answers submitted by the respondents thus corroborating the existing knowledge and the conclusions drawn. Furthermore, whenever

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			there are any limitations in respect to a conclusion (such as: few respondents), this is pointed out.
5. Usefulness of recommendations	a. recommendations are useful:	[N/A]	The study was not intended to provide recommendations, but only replies on the evaluation questions and factual presentation of the responses.
	<ul style="list-style-type: none"> ▪ 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]	The study was not intended to provide recommendations, but only replies on the evaluation questions and factual presentation of the responses.
	<ul style="list-style-type: none"> ▪ recommendations cover all relevant main conclusions 		
6. Clarity of the report	a. The report is easy to read:	[Y]	
	<ul style="list-style-type: none"> ▪ 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]	Prior delving into analysing the respective question, immediately points out the Quantitative and
<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"> ▪ the report provides a proper focus on main 			

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	<p>issues and key messages are summarised and highlighted</p> <ul style="list-style-type: none"> ▪ 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 		<p>Qualitative evidence adopted, findings and conclusion. This makes it easy to get an overview of the key results. Furthermore, a nice balance of descriptive and analytical information is incorporated into the text.</p>

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]	