

## **QUALITY CRITERIA TO JUDGE THE FINAL REPORT OF THE EVALUATION**

<b>Objective of the assessment</b>	<b>Aspects to be assessed</b>	<b>Fulfilled? Y, N, N/A</b>	<b>Comments</b>
<b>1. Scope of the evaluation</b>	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]	
<b>2. Overall contents of the report</b>	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]	
	<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>▪ recommendations as appropriate</li> </ul>		
	c. all required annexes	[Y]	
<b>3. Data collection</b>	Check that data is accurate and complete		
	a. data is accurate:	[Y]	
	<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]	
	<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 data gathering</li> </ul>		
<b>4. Analysis and judgments</b>	Check that analysis is sound and relevant		
	a. analytical framework is sound:	[Y]	

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	<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]	
	<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>		
<b>5. Usefulness of recommendations</b>	a. recommendations are useful:	[Y]	
	<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:	[Y]	
	<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]	
	<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]	
	the report's structure is logical and consistent, information is not unjustifiably duplicated, and it is easy to get an		

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	<p>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>		

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]	