



EVAL Module

Manual for Evaluation Contractors

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Manual for Evaluation Contractors - EVAL

Manual for Evaluation Contractors - EVAL

If you have a slow internet connection, or if you wish to read this manual offline, then you can download it in a [PDF format](#), or just click on the thumbnail below to view it online.



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Chapter 1 - Introduction to the EVAL Module

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- 1. Introduction to the EVAL Module
 - 1.1 Overview of the EVAL Workflow
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1. Introduction to the EVAL Module

The IT module e-Evaluation Tool & Library (EVAL) is used for **all Project/Programme, Country Sector Level, Budget Support and Thematic Evaluations** contracted from 2016 onwards by DG INTPA, DG NEAR and FPI, both in Headquarters and in Delegations.

For EC services launching and managing evaluations, EVAL serves both as a process management tool and as a repository/knowledge sharing tool. Using EVAL as a contractor, you can gain **remote access to project and programme documentation**, and you will have a **single place to upload all your deliverables and verify their approval status**.

You can find more information about EVAL in the [EVAL documentation section](#) of the RELEX Wiki. If you have any methodological questions, please refer to the Capacity4Dev [Evaluation Methodological Approach](#) website. Do not hesitate to write to [INTPA SUPPORT SERVICES](#) or [NEAR APPLICATION SUPPORT](#) for IT support.

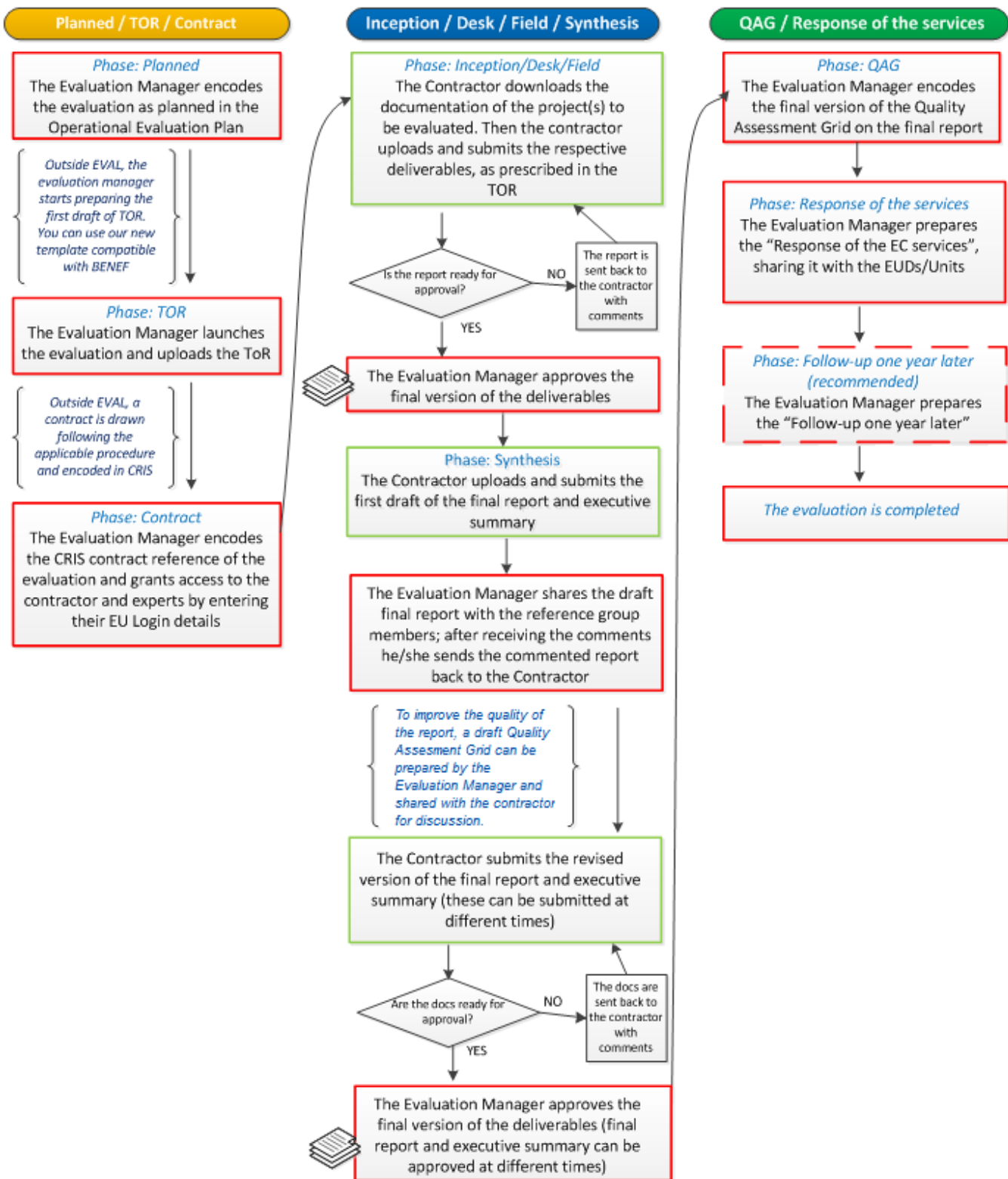


Note that as a Contractor, Evaluation Team Leader or Expert, you will have access to EVAL only for the duration of the evaluation(s) you are working on.



For easy and fast access: check that you have created a profile in [EU Login](#). If this is not the case, please see the [EU Login Guide](#).

1.1 Overview of the EVAL Workflow



1.2 Detailed table of the EVAL Workflow

As an introduction, please find below an overview of the various phases and actions to be performed in the EVAL module:

- In green, the actions to be taken by the Contractors
- In *italic red*, the actions to be taken by the Evaluation Managers

	Phase	Actions	Person in charge
3.	Contract	<p><i>After the signature of the contract, the Evaluation Manager encodes contractual information. He/She:</i></p> <ul style="list-style-type: none"> • <i>Enters the CRIS reference of the evaluation contract</i> • <i>Adds the EU login details of the Contractor, team leader and expert(s) to the respective fields under the stakeholders tab</i> <p>Make sure that you have a valid EU login as soon as the contract is signed. For details on how to create an EU Login account, you can consult this tutorial. Once the EU LOGIN is created, the contractor must communicate it to the EM.</p>	<p><i>Evaluation Manager / Contractor</i></p>
4.	Inception /Desk/ Field	<p>An automatic notification is sent by EVAL when the Inception phase starts.</p> <p>You:</p> <ul style="list-style-type: none"> • Download project documentation from the EVAL module, which is linked to the CRIS library of the project <ul style="list-style-type: none"> ◦ When ready, upload the draft Inception/Desk/Field report(s) in the module (you can upload multiple versions) ◦ After uploading the final version of the report(s), set the report(s) as final and submit them to the Evaluation Manager <p><i>The Evaluation Manager approves each report. He/She:</i></p> <ul style="list-style-type: none"> • <i>Receives the first version of the report and shares it with the reference group members for their comments</i> • <i>Approves the report or sends it back for revision with comments</i> • <i>If the report is approved, short comments can be added into the comments field. If the report is sent back for revisions, more extensive comments may be shared by uploading them using a separate Word file</i> 	<p><i>Contractor / Evaluation Manager</i></p>
6.	Synthesis	<p>As soon as the Evaluation Manager has approved the report, EVAL sends you an automatic notification.</p> <p>You draft and submit the synthesis documents. These include a final report and an executive summary, which in EVAL can be submitted and approved separately. Please note that the executive summary must be drafted using the form available in the system. This is <u>mandatory</u>.</p> <p>You:</p> <ul style="list-style-type: none"> • Upload a draft of the final report and, when ready, set it as final • Upload a draft of the executive summary and, when ready, set it as final • When ready, submit the final report and executive summary to the Evaluation Manager <p><i>After collecting comments from the reference group, the Evaluation Manager sends back the first version of the draft Final report with comments for revision.</i></p> <p><i>To improve the quality of the report, the Evaluation Manager can prepare a DRAFT Quality Assessment Grid (QAG) outside of the EVAL module, in which the quality of the draft final will be assessed. Improvements are requested if necessary. The first version of the QAG is shared with the Contractor for discussion.</i></p> <p>You discuss the quality assessment grid with the Evaluation Manager, responding to the QAG in EVAL in the boxes assigned to the contractor.. After revision of the draft final report, you upload a revised draft of the final report and/or executive summary, and submit the documents.</p> <p><i>If the report is approved, short comments can be added into the comments field. If the report is sent back for revisions, more extensive comments may be shared by uploading them using a separate Word file.</i></p>	<p><i>Contractor / Evaluation Manager</i></p>
7.	QAG	<p><i>The Evaluation Manager prepares the final QAG in the EVAL module and shares it with the Contractor by e-mail.</i></p> <p>You will receive the final QAG via e-mail. You will also be able to consult the scoring of the QAG on the quality of the final report in EVAL.</p> <p>You will have access to EVAL for your evaluation until the end of the QAG phase included.</p>	<p><i>Evaluation Manager</i></p>
8.	Response of the Services/ Follow-up one year later	<p><i>The Evaluation Manager will be responsible for filling and sharing with the relevant EC services the templates "Response of the Services", and "Follow-up one year later", if foreseen.</i></p> <p>The evaluation is completed.</p>	<p><i>Evaluation Manager</i></p>

Chapter 2 - Contract Phase

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- [2. Contract Phase](#)

2. Contract Phase

After signing the Evaluation Contract, the Evaluation Manager will ask you to provide them with the **EU Login details** of your company or department, as well as of the Evaluation Team Leader and Expert(s). The EU Login is mandatory for the Team Leader, but not for the individual Experts. However, if an Expert is registered with their e-mail address only, without EU Login, they will not have access to the EVAL module. You will need to use the EU Login details of your company or department to upload the evaluation deliverables.

If you are a **new user** and you **do not have an EU Login account**:

1. Open the EVAL Module application in **Mozilla Firefox** or **Google Chrome** by clicking on the following link:

<https://webgate.ec.europa.eu/europeaid/eval/>

The EU Login sign-in screen will be displayed.



If you already have an EU Login, just sign in directly. If you need to setup your **2-factor verification method** for EU Login, please follow the step-by-step instructions in the [EU Login Guide](#).

Sign in to continue

Enter your e-mail address or unique identifier

[Create an account](#)

[Next >](#)

Or



[Sign in with your eID](#)



[Sign in with Facebook](#)



[Sign in with Twitter](#)



[Sign in with Google](#)

Easy, fast and secure: download the **EU Login app**



2. Click on the "Create an account" link and fill in all the fields to create your account.

Create an account

[Help for external users](#)

First name

Last name

E-mail



Confirm e-mail

E-mail language

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

Cancel

Field	Description
First name	Enter your first name
Last name	Enter your surname
E-mail	Enter your e-mail address; it is the e-mail address used during registration that you will be requested to provide when logging into the EVAL Module.
Confirm e-mail	Confirm the e-mail address entered above.
E-mail language	Select the language in which you prefer to receive notifications related to your account; the default is English, but all the EU languages are available for selection.
Enter the code	Type the code displayed in the picture underneath the field. You can click on the "refresh" button  to display a new code (if required), and/or you can press "play"  to listen to the sound.

3. Tick the privacy statement acceptance box before clicking on the "Create an account" button.
4. You will receive a **confirmation e-mail** in the inbox of the e-mail address provided during the EU Login account registration.
5. Follow the instructions in the [EU Login Guide](#) to confirm your EU Login account, and create your required **2-factor verification method**.



Once you have created an EU Login account, you will **need to communicate your username or e-mail address associated to the account to the Evaluation Manager**. The Evaluation Manager will grant you access to the EVAL module.

[Chapter 1 - Introduction to the EVAL Module](#)
[Chapter 3 - Inception, Desk and Field Phases](#)

Chapter 3 - Inception, Desk and Field phases

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 - 3.2 Upload and submit the Inception, Desk and Field Reports

3. Inception, Desk and Field phases



Watch the e-Learning video for this step

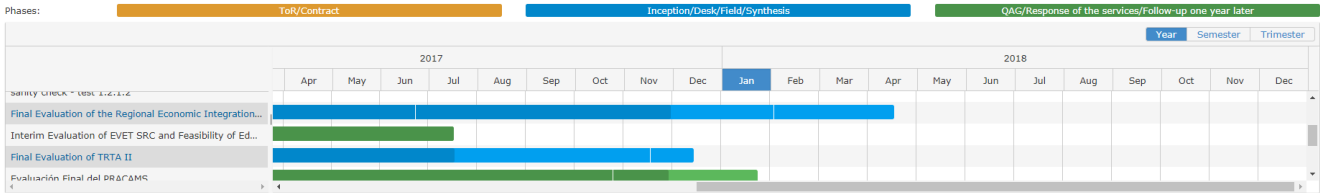
- First, log into the **EVAL** module using Mozilla Firefox (if you do not have access to Mozilla Firefox (recommended browser), you may use Google Chrome instead. You will be automatically directed to the "MY EVAL" page, which displays all ongoing evaluations for which you are a Contractor or Expert. If you are not immediately redirected to the EVAL homepage, you can copy and paste the EVAL link in the address bar of your browser.

The diagram illustrates the login process flow. On the left, the registration page is shown with a text input field for 'Use your e-mail address', a blue 'Next' button, a 'Create an account' link, and an 'Or' separator. Below the separator, there is a link for 'Or use the eID of your country' and a 'Select your country' button. A blue arrow points from the 'Next' button to the right, where the password verification page is shown. This page includes a 'Password' input field, a 'Lost your password?' link, a 'Choose your verification method' dropdown menu (set to 'Password'), a computer icon with a password field, and a blue 'Sign in' button.

- In the "MY EVAL" page, click on the evaluation reference – blue hyperlink. The page of the respective evaluation will open and the general tab will be displayed by default.



My Evaluations timeline



My Evaluations

Evaluation Reference	Evaluation title	Action	Phase	Start date	End date	ROM report	Geo scope	DAC Sector	Domain	Level	Type	Managed By	Evaluation Manager
2017-E-101	test		Inception	06/01/2014	23/10/2017	24/11/2015	Thailand	43010 - Multisector aid	Rilot Project and Preparatory Action	Project/Programme	Ex Post	European Commission	fnv55b242 In- v55b242
2017-M-118	Evaluation of the impact o...		Inception	30/01/2017	14/04/2018	15/03/2016	The former Yugoslav Republic of Macedonia	31140 - Agricultural water resources, 31110 - Agricultural policy and administrative management, 31194 - Agricultural co-operatives, 31130 - Agricultural land resources	Pre-accession instrument (PEAF)	Project/Programme	Mid Term	European Commission	Donka PRODANOVA

- In the upper part of the general tab you can find an overview of the evaluation information (budget, title, DAC code etc.) and of the evaluation schedule.



Note that deadlines are not blocking; you may still provide deliverables after the date of the phase has passed.

MY EVAL MY NOTIFICATIONS IT/METHOD HELP

2017-E-101 - test

Level of evaluation: Project/Programme
 Type of Evaluation: Ex Post
 Managed By: European Commission
 EUD/Unit in charge: M14_DEVCO E - Development Coordination West and Central Africa
 Evaluation Phase: Inception

05/04/2017 ToR Contract Inception Synthesis QA Response of the services 05/12/2018

General Evaluation stakeholders Management Library

Evaluation data

Evaluation Title*

Evaluation Budget* Language*

Start date of activities* End date of activities*

Geographical Scope

DAC Sector Code covered (retrieved from CRIS)

Complementary Keywords

Comments

Evaluation schedule*

Start preparatory phase Skip

Terms of reference

Planned start date of evaluation activities

Inception report

Desk report

Field report

Synthesis report

Quality Assessment

Response of the services

Follow-up one year later

- Scroll down to review the CRIS data of the project(s) to be evaluated as well as a list of additional project(s) that can be relevant to the evaluation (if applicable). These projects are listed in the box "Additional CRIS references for documentation" and the related documents are retrieved from the CRIS library and shared via the module.
- In the bottom part of the general tab you may find previous evaluations reports concerning the project(s) to be evaluated, Results-Oriented Monitoring (ROM) reports and results datasets. Click on the links to consult the evaluations or ROM reports.



Only the final versions of the ROM reports are shared via EVAL.

PROJECT Basic Data

Project title*

CS 12245 CC DI/06775

CRIS reference(s) of the project(s) or programme(s) to be evaluated

CRIS ref	Title	Zone benefiting from action	DAC Sector	Type of Aid
C-335149	CS 12245 CC DI/06775	ACP Countries	91010 - Administrative co...	Administrative costs not i...
C-335159	CS 12244 CC DI/06775	Belgium	91010 - Administrative co...	Administrative costs not i...
C-335524	CS 12521 CC DI/06775	Belgium	91010 - Administrative co...	Administrative costs not i...

Operational Implementation dates 26/12/2013 - 31/10/2014

Total cost 102,904.46 €

Total EU contribution 102,904.46 €

Additional CRIS references for documentation

CRIS ref	Title	Zone benefiting from action	DAC Sector	Type of Aid
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Related ROMS and EVAL reports

MODULE	Phase of EVAL	Title of report and/or reference
EVAL	no EVAL associated to this project.	
ROM	no ROM associated to this project.	

Fields marked with asterisk () are mandatory*

- For an overview of the parties involved in the evaluation, consult the "Evaluation stakeholders" tab.

General Evaluation stakeholders Management Library

European Commission and Reference Group

	Last & first name	Email	ECAS login
Evaluation Manager* {Project/Programme Manager}	fn-x55b242 ln-x55b242	arommail@yahoo.fr	x55b242
Evaluation Manager Back up*			
Head of Unit/Head of Cooperation	fn-x55b255 ln-x55b255	arommail@yahoo.fr	x55b255
Head of Section	fn-x55b247 ln-x55b247	arommail@yahoo.fr	x55b247
Reference Group Members*	Delphine SZKUDLARSKI (INT)	Delphine.SZKUDLARSKI@ext.ec.europa.eu	szkudde
	fn-x55b240 ln-x55b240 (INT)	arommail@yahoo.fr	x55b240
	Lot Africa EXPERT ONE (EXT)	lot2.expert1@yahoo.be	nexplota
Evaluation correspondent	Gudrun MAHLBERG	Gudrun.Mahlberg@ec.europa.eu	mahlbgu
Thematic correspondent	Valerie SZKUDLARSKI	Valerie.SZKUDLARSKI@ext.ec.europa.eu	szkudva
	Guido BILANCERI	Guido.BILANCERI@ext.ec.europa.eu	bilangu
International Aid / Cooperation Officer	Fabienne DE PAUW	Fabienne.DE-PAUW@ext.ec.europa.eu	pauwffa
Functional mailbox of EUD/Unit in charge* Please fill in, to ensure the notifications will be received for FOLLOW UP YEAR+1		<input type="text" value="aa@yy.fr"/>	

GRUPEMENT SNCMBA/SEMENCE ASSOCIATI

	Last & first name	Email	ECAS login
Evaluation contractor*	Lot Asia ROM CONTRACTOR	lot3.romcontractor@yahoo.fr	nromlota
Evaluation team leader*	Lot Africa EXPERT TWO	lot2.expert2@yahoo.be	nexlotaf
Evaluation experts*	Lot Asia EXPERT ONE	lot3.expert1@yahoo.be	nexlotas

Fields marked with asterisk () are mandatory*

3.1 Consult the CRIS Library and the Evaluation Library

- To download project and programme documents relevant to your evaluation, open the library tab, then select "CRIS library". On the left side of your screen, select a CRIS reference. The content linked to the selected CRIS reference is shown under the "Available Documents" section.
- Tick the checkbox on the right to select the files that you wish to download. The selected documents will be listed in the "Selected files" section. Click "Download"; a confirmation pops up. If you confirm, a ZIP file is generated and you will be able to download it through your browser.

General Evaluation stakeholders Management **Library**

Evaluation library CRIS Library

Please select decisions and contracts linked to this evaluation in order to get library documents

1. **Contract 335149 CS 12245 CC DI/06775**

Evaluation

- Decision
- Contract 335159 CS 12244 CC DI/06775
- Contract 335524 CS 12521 CC DI/06775

Available Documents

Title	Classification	Type	Size (kB)	Date Last...	Se...
Contrat Specificque signe par deux parties	CTR - Contract's Specific Conditions	PDF	0K	31/12/20...	<input checked="" type="checkbox"/> 2.

Select All Unselect All

Selected Files

Entity	Title	Classification	Type	Size (kB)	Date Last...
C-335149 Contract	Contrat Specificque signe ...	CTR - Contract's Specific Conditions	PDF	0K	31/12/20...

Total Size: 0k Remove Selection

3. Download

- You can browse the "Evaluation library" for an overview of contractual information and the final version of the Terms of Reference. As reports are uploaded and approved, their final versions will be available in this tab. This tab will be accessible to EC staff for consultation.

General Evaluation stakeholders Management **Library**

Evaluation library CRIS Library

Contractual documents of the evaluation

Contract number: C-334949 [Contract Summary](#) For all contract details please open CRIS

Select	FR	Title	Category	Updated date	Author
No documents yet					

List of documents of the evaluation

Phase	Select	FR	Title	Version	Category	Date - accepted version	Updated date	Author
ToR								
	<input type="checkbox"/>		Relevant docu...		Annex		02/03/2017	Lot Asia ROM CONTRACTOR
	<input type="checkbox"/>		dsd	1	ToR	23/08/2016	23/08/2016	Delphine SZKUDLARSKI

Download selected Upload documents

3.2 Upload and submit the Inception, Desk and Field Reports

- If your notifications are enabled, you will receive an e-mail reminding you to submit the reports. Please copy the link in the notification e-mail and paste it into Mozilla Firefox. Alternatively, open your evaluation in the EVAL module through 'My Eval' and go to the 'Management' tab.
- Click on the "Upload document" button on the bottom right side of your screen. A pop-up will be displayed. Fill in the document title and category selecting "Report" from the drop-down list – and click on "Save".

MY EVAL SEARCH MY NOTIFICATIONS

Evaluation title: Evaluation of several programmes test
 Level of evaluation: Project/Programme
 Type of evaluation: Mid Term

Managed by: European Commission
 Evaluation phase: Inception
 Evaluation start - end dates: 22/12/2015 - 05/09/2016

07/04/2016

Inception

General The evaluation stakeholders Ma

Evaluation Management

Phase: Inception

Documents

The mandatory document of the phase I

Select Title Version Category

No documents yet

Download selected documents

Upload document

Document details

TITLE*: Inception report for ongoing evaluation

PHASE*: Inception

Category*: Report*

The mandatory document is marked with asterisk (*)

Fields marked with asterisk (*) are mandatory

Report*
 Annex
 Rider
 Minutes
 Comments document
 Response documents

- Upload the report by clicking on the blue "Upload document" icon, then click on "Save" to validate. You can upload the same document in other languages by clicking on the "+ Add" button.

Upload document

Document details

TITLE*: Inception report for ongoing evaluation

PHASE*: Inception

Category*: Report*

The mandatory document is marked with asterisk (*)

File (upload one document for each of the languages)

EN

+ Add

Fields marked with asterisk (*) are mandatory

Save

- As soon as the document is saved, the pop-up will be automatically closed. At this stage, the document is in "Draft" status and can be still substituted with a new one. The Evaluation Manager cannot see documents in "Draft" status.
- In the "Management" tab, click on the "Submit for approval" button to send the report to the Evaluation Manager.

General The evaluation stakeholders Management Library

Evaluation Management

Phase: Inception

Deadline: 05/06/2016

Documents

The mandatory document of the phase Inception is the Inception Report. Please make sure you submit it for approval within the deadline.

Select	EN	Title	Version	Category	Author	Updated on	Status
<input type="checkbox"/>	<input type="checkbox"/>	Inception re...	1	Inception Report	Evaluation CONTRACTOR	08/04/2016	Draft

Submit for approval

- You can upload other documents choosing the appropriate category. Note that the button "Submit for approval" is only displayed for approval of mandatory reports. Complementary documents (such as Annexes) can be uploaded at any time during the phase.
- The report is submitted to the Evaluation Manager for approval. He/she will receive a notification. The report will be sent in consultation for comments to the reference group members.
- The report will be approved or sent back for modifications via the EVAL module. The Evaluation Manager may also upload a file with his/her comments as well as comments by the reference group members. If you are requested to submit an amended version of the report, please return to step 15. Note that the EVAL module has a versioning system: for mandatory deliverables (identified with the category "Report") only the latest version will be saved in the repository, and only the latest, approved version will be made available in the evaluation library.

Chapter 4 - Synthesis Phase

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- 4. Synthesis Phase

4. Synthesis Phase



Watch the [E-Learning video](#) for this step

- If your notifications are enabled, you will receive an e-mail reminding you to submit the final report and executive summary. Please copy the link in the notification e-mail and paste it into Mozilla Firefox. Alternatively, open your evaluation the EVAL module and go to the "Management" tab.
- Upload and submit the final report as described in Chapter 3.2 – Upload and submit the Inception, Desk and Field Reports.
- The executive summary must be submitted separately.

To make the executive summary fully searchable, this must be submitted via EVAL using the specific PDF or web form.

The screenshot shows the 'Evaluation Management' interface. At the top, there are tabs for 'General', 'Evaluation stakeholders', 'Management', and 'Library'. The 'Phase' is set to 'Synthesis' and the 'Deadline' is '01/02/2018'. A message states: 'The mandatory documents of the phase Synthesis are the Final report and the Executive Summary. Please make sure you uploaded them and submit them for approval within the deadline.' Below this is a table of documents:

Select	EN	Title	Version	Category	Author	Updated on	Status	Submitted on	Approved or not agreed on	Approver	Comments
<input type="checkbox"/>	<input type="checkbox"/>	Test	1	Report	Jerome DELDYCKE	19/12/2017	Final	14/12/2017	04/01/2018	fn-x55b242 In-x55b242	

Buttons include 'Download selected documents', 'Resend approval e-mail to contractor', 'Upload Documents', 'UPLOAD PDF VERSION', and 'Fill in the executive summary web version form'. A red arrow points to the 'Fill in the executive summary web version form' button. Another red arrow points to the 'EN FR' language selection options under 'Available Executive Summary PDF template'.

- If you opt for the PDF form – in this case, you will have to save the file on your computer and will be able to work on it even if you have no Internet connection:
- Download the PDF form to your computer by clicking on the PDF icon under "Available Executive Summary PDF template". The template is available in English and French – please select the language corresponding to the evaluation. If the language of the evaluation is Spanish or Portuguese, please download the template in English.
 - Save the file to your computer. The first page is pre-filled with data retrieved from CRIS and EVAL. All the other fields must be filled in.
 - Upload the filled template to the system by clicking the **UPLOAD PDF VERSION** button.
- If you opt for the web form, all information provided will be saved directly in the system:
 - Click on the "Executive summary web version" button (as illustrated above) and fill in the form directly in the module. Note that all fields must be filled in.
 - From time to time, save your work. **Note that the EVAL module allows you to save even if there is missing information:** in this case, the tabs and the fields with missing information will be displayed in red. When done, click on "Save" and then on "Close".

Executive Summary

Description of the project Evaluation Methodology Key findings Conclusions & lessons learned Recommendations

Description of project

Purpose and scope of the evaluation*

Evaluation Questions*

Methodology*

Limitations*

The field should not be empty

The field should not be empty

The field should not be empty

The field should not be empty

The field should not be empty

Fields marked with asterisk (*) are mandatory

Close Save

In the table below, you can see the maximum number of characters allowed per each section and subsection of the executive summary:

Section	Subsection	Allowed characters
Description of the project	Background to the project	3000
	Description of the project and its objectives	3000
Evaluation Methodology	Purpose and scope of the evaluation	3000
	Evaluation questions	3000
	Methodology	3000
	Limitations	3000
Key findings	Answer to the evaluation questions	6000
Conclusions and lessons learned Error! Reference source not found.	Conclusions – (minimum 1 and up to 10);	1500 per conclusion
	Lessons to be learned (minimum 1 and up to 10)	1500 per lesson to be learned
Recommendations Error! Reference source not found.	Minimum 1 and up to 10	1500 per recommendation

- Whether you have filled in the executive summary in PDF or web format, a PDF file is generated either way by EVAL and displayed in the documents table, as in the example below. You can download the file to check your work. You can edit the contents of the executive summary by clicking on the pencil icon.

General Evaluation stakeholders Management Library

Evaluation Management

Phase Synthesis Deadline 01/02/2018

Documents

The mandatory documents of the phase Synthesis are the Final report and the Executive Summary. Please make sure you submit them for approval within the deadline.

Select	EN	Title	Version	Category	Author	Updated on	Status	Submitted on	Approved or not agreed on	Approver	Comments
<input type="checkbox"/>	<input type="checkbox"/>	Test	1	Report	Jerome DELDYCKE	19/12/2017	Final	14/12/2017	04/01/2018	fn-x55b242 In-x55b242	
<input type="checkbox"/>	<input type="checkbox"/>	Executive S...	1	Executive Summary	Lot ENI ROM CONTRACTOR	04/01/2018	Draft				

Download selected documents Resend approval e-mail to contractor Upload Documents

The template for the Executive Summary can be downloaded below. Once filled in, it can be uploaded by clicking on "Upload pdf version". Alternatively, the Executive Summary can be filled in directly via this interface by clicking on "Fill in the executive summary web version form".

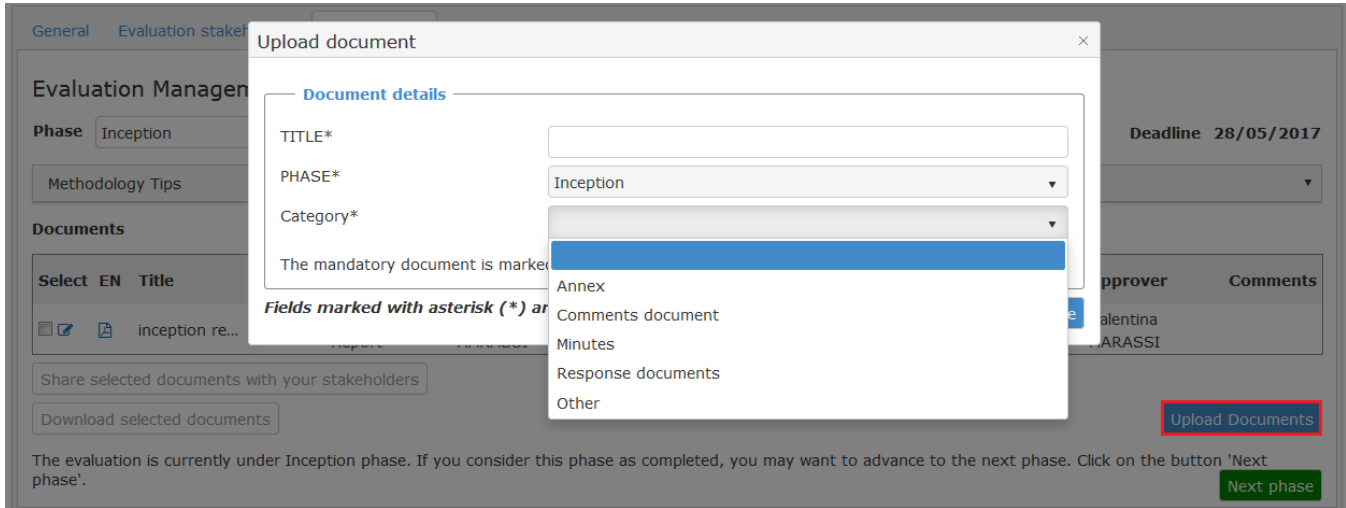
Available Executive Summary PDF template

EN FR
Executive summary

UPLOAD PDF VERSION

- When ready, submit the executive summary for approval by the Evaluation Manager.

- You may upload additional documents, such as Annexes to the final report, by using the "Upload documents" button and choosing the appropriate category and language.



- Once you have uploaded the final report, the Evaluation Manager will receive a notification. The first version of the final report will be sent in consultation for comments to the reference group members.
- The Evaluation Manager will assess the quality of the report by completing the draft QAG template in the module. The QAG template ("quality assessment grid It should be noted that the assessment of quality must enhance the credibility of the evaluation without diminishing its independence. Therefore, it focuses on how the conclusions are presented and explained and not on their content. The quality assessment should not be entrusted to the persons involved in the project / programme being assessed. ") is included among the terms of reference templates. This is a draft version of the QAG. The first draft version of the QAG is shared with the Contractor in EVAL. The Evaluation Manager and the evaluation Contractor discuss the quality assessment and the Contractor will also have the possibility to reply to the Evaluation Manager comments in the QAG itself..

General Evaluation stakeholders Management Library

Evaluation Management

Phase Synthesis

E-learning User guide
Deadline 11/08/2018

Documents

In order to proceed with the uploading of your next draft report, please accept the QAG or respond to the comments that have been formulated.

Select	EN	Title	Version	Category	Author	Updated on	Status	Submitted on	Approved or not agreed on	Approver	Comments
<input type="checkbox"/>		Final Report	1	Report	Jerome DELDYCKE	10/04/2018	Not agreed	10/04/2018	10/04/2018	- USER TEST	Not agreed
<input type="checkbox"/>		Executive S...	1	Executive Summary	Jerome DELDYCKE	10/04/2018	Submitted	10/04/2018	10/04/2018	- USER TEST	
<input type="checkbox"/>		QAG draft r...	1	QAG draft report	- USER TEST	10/04/2018	Draft	10/04/2018			

Download selected documents

Upload Documents

Accept the QAG

Reply to the QAG

Click on the "Accept the QAG" button if you agree with the Strengths and Weaknesses of the assessed topics or click on the "Reply to the QAG" button to comment on the QAG.

Action (Project/Programme) evaluation - Quality Assessment Grid Final Report

Legend: scores and their meaning
 Very satisfactory: criterion entirely fulfilled in a clear and appropriate way
 Satisfactory: criterion fulfilled
 Unsatisfactory: criterion partly fulfilled
 Very unsatisfactory: criterion mostly not fulfilled or absent

The evaluation report is assessed as follows

1. Clarity of the report

This criterion analyses the extent to which both the Executive Summary and the Final Report:

- Are easily readable, understandable and accessible to the relevant target readers
- Highlight the key messages
- The length of the various chapters and annexes of the Report are well balanced
- Contain relevant graphs, tables and charts facilitating understanding
- Contain a list of acronyms (only the Report)
- Avoid unnecessary duplications
- Have been language checked for unclear formulations, misspelling and grammar errors
- The Executive Summary is an appropriate summary of the full report and is a free-standing document

Strengths*	Weaknesses*	Score*
fds	fds	Very satisfactory
Contractor's comments		
<input type="text"/>		

2. Reliability of data and robustness of evidence

This criterion analyses the extent to which:

- Data/evidence was gathered as defined in the methodology
- The report considers, when relevant, evidence from EU and/or other partners' relevant studies, monitoring reports and/or evaluations

Add your comments in the blue "Contractor's comments" boxes found throughout the template. You can also upload a separate document with your comments in EVAL by choosing "Other" as document category.

1. If the Evaluation Manager does not agree with the Final Report and or executive summary, these will be sent back for review, you will have to upload a revised version:
2. The revised version can be uploaded and submitted as described in [Chapter 3.2 – Upload and submit the inception/desk/field reports](#).
3. After approving the final report and the executive summary, the Evaluation Manager will, if necessary, attach a note explaining the reasons why certain quality improvement requests have not been treated. He will then proceed to the QAG phase.

[Chapter 3 - Inception, Desk and Field Phases](#)
[Chapter 5 - QAG Phase](#)

Chapter 5 - QAG Phase

[EVAL Manual for Evaluation Contractors](#) > 5. QAG Phase

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- [5. QAG Phase](#)

5. QAG Phase

Once the QAG has been finalised, it will be sent to you by EVAL via e-mail.

You will also be able to consult the scoring of the QAG on the quality of the final report in EVAL as described in [Chapter 3.1 - Consult the CRIS Library and the Evaluation Library](#).

You will have access to the evaluation until the end of QAG phase included. The evaluation will be completed with the Response of the EC Services and Follow-Up one year later.



If no other ongoing evaluation is assigned to you, you will no longer have access to the EVAL module.

[Chapter 4 - Synthesis Phase](#)
[Chapter 6 - FAQs](#)

Chapter 6 - FAQs

[EVAL Manual for Evaluation Contractors](#) > 6. FAQs

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 - [6.5 How can I disable or re-direct my notifications?](#)

6. FAQs

6.1 Are deadlines blocking?

No - When the deadline has passed you will still be able to upload and then submit documents.

6.2 I have issues in submitting a report - What can I do?

- Check that the document category is "Report". The submit button will not appear if you select another category.
- If you uploaded the wrong document as "Report", you have two possibilities:
 - If the document is in status draft, click on the trash icon to delete it. Then, upload the new document
 - If the report has already been submitted, contact [INTPA SUPPORT SERVICES](#) or [NEAR APPLICATION SUPPORT](#) for assistance (they can revert the document to status draft)

6.3 I am preparing the Executive Summary of my evaluation using the online form - Can I continue at another time?


Yes. You can save the information that you entered so far and continue at another time.

6.4 I do not have access to my evaluation - What happened?

- Your access to EVAL is limited to your ongoing evaluations. After the approval of the final report and executive summary of an evaluation, you will no longer have access to the EVAL module for the documents of that specific evaluation. Note that if you have no other ongoing evaluations assigned to you, you will not have access to the EVAL module at all.
- In any other situation, please contact [INTPA SUPPORT SERVICES](#) or [NEAR APPLICATION SUPPORT](#), as applicable.

6.5 How can I disable or re-direct my notifications?

You can disable automatic notifications or forward them to another e-mail address by navigating to the "MY NOTIFICATIONS" page and choosing your preferred option. It is highly recommended that you keep the notifications enabled to be reminded via e-mail of upcoming deadlines, and to receive updates on the approval of deliverables.



EUROPEAN COMMISSION

[EVAL online help](#) | [Eval Methodological approach](#) | [Legal Notice](#) | [Logout](#) | English

Lot Asia ROM CONTRACTOR (nromlota)

EVAL MODULE

My notifications

[European Commission](#) > [Directorate-General for Informatics](#) > [EVAL Module](#) > [My notifications](#)

MY EVAL
MY NOTIFICATIONS

My notifications

My settings

All notifications are sent by default to the email address that is linked to your ECAS account.

Receiving notifications via email address can be disabled with the checkbox below. In case you want to receive them at a different email address than the one linked to your ECAS account, please fill in the new email address:

Receive notifications

Email address Save

		Type	Subject	From	Received on ▼
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	New	Notification	[EVAL ACC - notification sent for test purpose] The Report has been accepted: 2016-F-60 - EVAL_1.2_SAC 001	Delphine SZKUDLARSKI	22/12/2016
<input type="checkbox"/>	New	Notification	[EVAL ACC - notification sent for test purpose] The Executive Summary has been accepted: 2016-F-60 - EVAL_1.2_SAC 001	Delphine SZKUDLARSKI	22/12/2016

IT technical support is provided by [INTPA SUPPORT SERVICES](#) or [NEAR APPLICATION SUPPORT](#).