

Summary of the EVAL Release 1.2

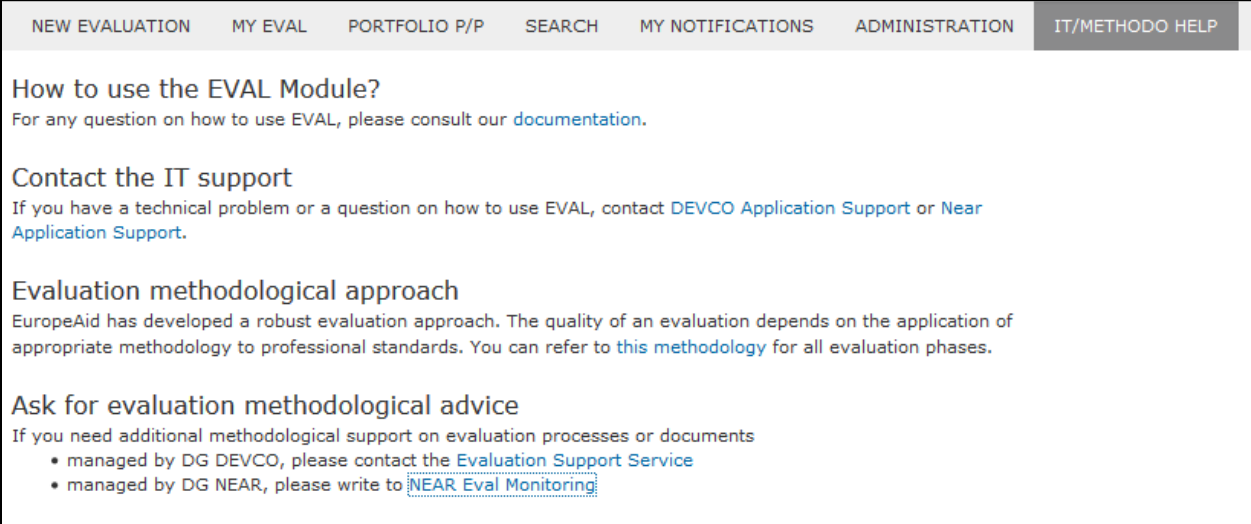
Release date 08/03/2017

With release 1.2, EVAL has an enhanced user interface and presents up-to-date information about available support services. The management of the DAC sector information has been improved to meet DEVCO / OECD reporting requirements.

Please find below a description of the major changes. Up-to-date user manuals and e-learning videos are available in the DEVCO APPLICATION Knowledge Base (for [internal](#) and [external](#) users).

1. IT and Methodology Support

A new tab titled "IT/Methodo Support" collects all the information about support available to users of the EVAL module.



NEW EVALUATION MY EVAL PORTFOLIO P/P SEARCH MY NOTIFICATIONS ADMINISTRATION **IT/METHODO HELP**

How to use the EVAL Module?
For any question on how to use EVAL, please consult our [documentation](#).

Contact the IT support
If you have a technical problem or a question on how to use EVAL, contact [DEVCO Application Support](#) or [Near Application Support](#).

Evaluation methodological approach
EuropeAid has developed a robust evaluation approach. The quality of an evaluation depends on the application of appropriate methodology to professional standards. You can refer to [this methodology](#) for all evaluation phases.

Ask for evaluation methodological advice
If you need additional methodological support on evaluation processes or documents

- managed by DG DEVCO, please contact the [Evaluation Support Service](#)
- managed by DG NEAR, please write to [NEAR Eval Monitoring](#)

2. Language

EVAL has been translated into French. Users can change the display language to their preferred language at any time using the pick list in the top menu:



3. User interface

The "Header", "General" tab, the "Stakeholders" tab, and the "Create new evaluation" form have an improved look and feel. The most important improvements in layout and functionalities are detailed below.

a) Header

The reference number attributed by EVAL to each evaluation is now displayed in the header. In addition, the header has been re-designed.

2014-M-7 - xxx - eval 006

Level of evaluation	Project/Programme	28/07/2016					18/11/2016
Type of evaluation	Mid Term						
Managed by	European Commission		Inception	Synthesis	QA	FU	
Evaluation phase	Inception						

b) "General" tab

The "General" tab has been fully re-designed.

- The "Evaluation data" and the "Evaluation schedule" are now displayed side-by-side at the top of the page.
- For clarity, the "Start date" field has been renamed "Start date of activities", and the "End date" field has been renamed "Final date for implementation".
- In addition, an information pop-up reminds the users that deadlines are automatically set (at 23:59, Brussels time, of the specified date), and that the Evaluation Manager can change them according to the actual schedule of the evaluation.

Evaluation data

Evaluation Title*
xxx - eval 006

Evaluation Budget* 10,000.00

Language* French

Start date of activities* 14/02/2014

Final Date for Implementation* 29/07/2016

Geographical Scope
Belgium

DAC Sector Code covered (retrieved from CRIS)
91010 - Administrative costs (non-sector allocable)

Complementary Keywords
Biological Biodiversity - RIO MARKER

Comments

Evaluation schedule*

Once a deadline has expired, the contractor cannot upload documents.

Start preparatory phase 28/07/2016

Terms of reference 28/07/2016

Contract signature 14/02/2014

Inception report 30/08/2016

Desk report 31/08/2016

Field report 01/09/2016

Synthesis report 18/09/2016

Quality Assessment 18/10/2016

Follow-up 18/11/2016

Follow-up (year + 1) 18/11/2017

PROJECT Basic Data

Project title*
CS 20 DI/07170

CRIS ref	Title	Zone benefiting from action	DAC Sector	Type of Aid
C-337166	CS 20 DI/07170	Belgium	91010 - Administrative cost...	Administrative costs not inc...

Operational Implementation dates 20/02/2014 - 30/04/2015

Total cost 126,800.00 €

Total EU contribution 126,800.00 €



CRIS ref	Title	Zone benefiting from action	DAC Sector	Type of Aid
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c) "Evaluation stakeholders" tab











The "Evaluation stakeholders" tab is now easier to use, thanks to usability improvements and better links with XSec.

All stakeholders can be registered either with their EU Login or with their e-mail address. **Autocomplete starts after two letters.**

New icons are available for adding and replacing stakeholders; tooltips with description of the available options are displayed when hovering with the mouse over each icon:

- If no stakeholder has been added yet for a specific role, or if the respective field allows adding multiple stakeholders, a new "Add" icon is displayed to the right: 
- If a stakeholder has already been filled in and the field does not allow multiple users (e.g. as is the case for reference group members, experts, and thematic experts), a new "Replace" icon is displayed to the right: 

The "European Commission" section has been renamed "European Commission and Reference Group":

General Evaluation stakeholders Management Library			
European Commission and Reference Group			
	Last & first name	Email	ECAS login
Evaluation Manager* {Project/Programme Manager}	Valentina MARASSI	Valentina.MARASSI@ext.ec.europa.eu	marasva 
Evaluation Manager Back up*	Ana MASALAGIU	Ana.MASALAGIU@ext.ec.europa.eu	masaana 
Head of Unit/Head of Cooperation			
Head of Section			
Reference Group Members*	Aurelie POINSOT (INT)	Aurelie.Poinsot@ec.europa.eu	poinsau 
	valentina MARASSI (EXT)	valentina.marassi@gmail.com	nmarasva 
Evaluation correspondent	Valentina MARASSI	Valentina.MARASSI@ext.ec.europa.eu	marasva 
Thematic correspondent			
International Aid / Cooperation Officer			
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="test@ec.europa.eu"/>	

The functional mailbox is now optional if in the evaluation schedule the phase "Follow-up after one year" is skipped.

4. DAC sector codes improvements

The DAC sector information displayed in the "Evaluation data" is now retrieved from CRIS and not editable. This includes the DAC sector code for each project to be evaluated. The label for this field has been changed into "DAC Sector Code covered (retrieved from CRIS)".

**DAC Sector Code covered
(retrieved from CRIS)**

91010 - Administrative costs (non-sector allocable)

In the "Project data" section, the DAC sector code is now displayed next to the DAC sector label.

PROJECT Basic Data

Project title*
CS 20 DI/07170

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-337166	CS 20 DI/07170	Belgium	91010 - Administrative cost...	Administrative costs not inc...

5. Complementary keywords pick list

New complementary keywords corresponding to the Sustainable Development Goals are available in the EVAL module.

A new pop-up allows an easier selection of the complementary keywords:

- When the user clicks on the "Add" button next to "Complementary keywords", a pop-up is displayed, reflecting the situation of the complementary keywords previously selected, if any.
- In order to select one or more complementary keywords, the user should click on the "v" next to it. The selected choice will be displayed at the bottom of the pop-up. The user can confirm the selection and close (clicking on "Save selection"), or remove one or more keywords by clicking on "x".

Complementary keywords

Asylum	Biological Biodiversity - RIO MARKER	Budget support
Capacity development	Children	Climate change adaptation - RIO MARKER
Climate change mitigation - RIO MARKER	Co-management	Combat Desertification - RIO MARKER
Democratic principles	Development education and awareness raising	Dialogue
Economic Cooperation	Emerging Diseases	Employment
Equality	Equity	Essential elements
Economic growth		

Save selection

6. "Management" tab – accept / send back mandatory documents

The text on the frame "accept / send back mandatory documents" has been improved. It is indicated that the user has to select the documents first. The label "Accept or send back selected documents" has been renamed to "Accept or send back mandatory documents".

7. Contract phase

a) Improvement of the autocomplete functionality

The auto-complete functionality now allows searching for contracts based on their reference number, irrespective of the EVAL nomenclature "C-xxxxxx" or "D-xxxxxx".

b) Possibility to upload complementary documents

Although in EVAL there is no mandatory document at Contract phase, users can now upload documents, if they require so. The document categories available are: "Annex", "Minutes", "Rider", and "Other".

This functionality is available in the "Management" and in the "Evaluation library" tabs.

- In the "Management" tab, a "Complementary documents" section has been added;
- In the "Evaluation library" tab, a "Contractual documents of the evaluation" section is displayed on top of the evaluation library as soon as the contract information is retrieved from CRIS. **This section is only visible for internal staff.**

8. Follow-up after one year

More flexibility has been introduced in the management of the "Follow-up after one year" phase. Evaluation Managers (and their backups) can now decide whether to schedule a follow-up after one year any point in time until the end of the evaluation workflow.

- In the "General information" tab of the evaluation, the option to skip the FU+1 phase is available until the evaluation reaches the follow-up phase.
- Users will be reminded to make a selection at "Follow-up" phase when clicking on "Next phase".

9. SEARCH improvements

In the search page, a pop-up allows an easy selection of the DAC sectors object of the research. When users click on "Add", a selection tree is displayed. Users can also opt for a search by code.

Sectoral Scope

Search in tree

- ▶ 11000 - EDUCATION
- ▶ 12000 - HEALTH
- ▶ 13000 - POPULATION POLICIES/PROGRAMMES AND REPRODUCTIVE HEALTH
- ▶ 14000 - WATER SUPPLY AND SANITATION
- ▶ 15000 - GOVERNMENT AND CIVIL SOCIETY
 - 15064 - Demobilisation
 - 15066 - Land mine clearance
 - 15110 - Economic and development policy/Planning
 - 15140 - Government administration
- ▶ 16000 - OTHER SOCIAL INFRASTRUCTURE AND SERVICES
 - 16100 - * Employment (invalid code)
 - 16200 - * Housing (invalid code)
 - 16300 - * Other social services (invalid code)
 - 16320 - General government services
 - 16330 - Settlement
- ▶ 21000 - TRANSPORT AND STORAGE
- ▶ 22000 - COMMUNICATIONS
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Search by code

Selection