



# EVAL Module v. 2.0

## User Manual for Contractors

### *EVAL step-by-step user manual for evaluation contractors and experts*

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 DEVCO, 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 DEVCO IT Knowledge Base. If you have any methodological questions, please refer to the Capacity4Dev [Evaluation Methodological Approach](#) website. Do not hesitate to write to [DEVCO APPLICATION SUPPORT](#) 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.

#### **Before starting**

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

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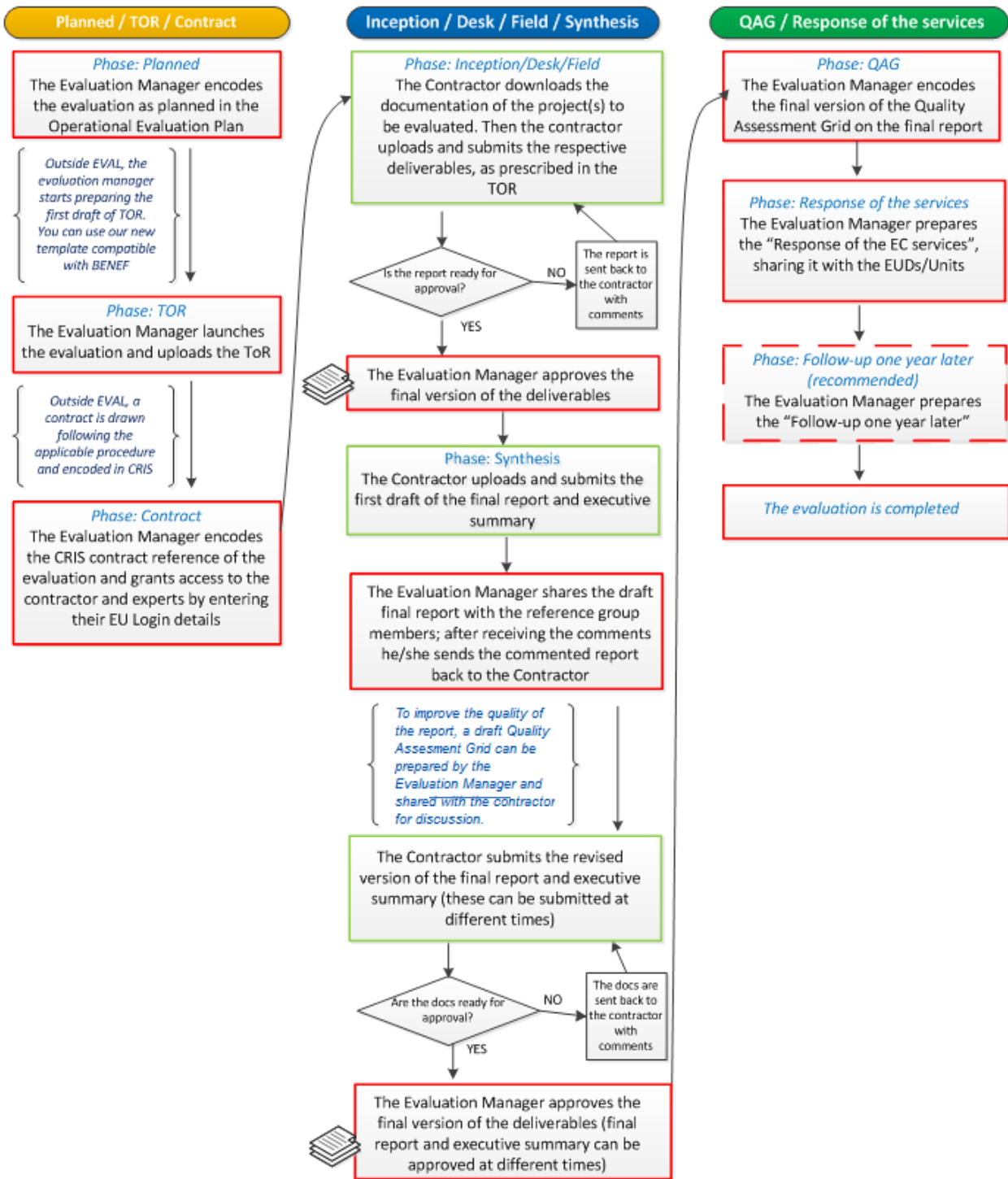
# 1 Overview of the EVAL workflow

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 **bold red**, the actions to be taken by the Evaluation Managers

	Phase	Actions	Person in charge
3.	Contract	<p><b>After the signature of the contract, the Evaluation Manager encodes contractual information. He/She:</b></p> <ul style="list-style-type: none"> <li>• <b>Enters the CRIS reference of the evaluation contract</b></li> <li>• <b>Adds the EU login details of the Contractor, team leader and expert(s) to the respective fields under the stakeholders tab</b></li> </ul> <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 <a href="#">this tutorial</a>. Once the EU LOGIN is created, the contractor must communicate it to the EM.</p>	Evaluation Manager / Contractor
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"> <li>• Download project documentation from the EVAL module, which is linked to the CRIS library of the project</li> <li>• When ready, upload the draft Inception/Desk/Field report(s) in the module (you can upload multiple versions)</li> <li>• After uploading the final version of the report(s), set the report(s) as final and submit them to the Evaluation Manager</li> </ul> <p><b>The Evaluation Manager approves each report. He/She:</b></p> <ul style="list-style-type: none"> <li>• <b>Receives the first version of the report and shares it with the reference group members for their comments</b></li> <li>• <b>Approves the report or sends it back for revision with comments</b></li> <li>• <b>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</b></li> </ul>	Contractor / Evaluation Manager
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 <b>separately</b>. <u>Please note that the executive summary must be drafted using the form available in the system. This is mandatory.</u></p> <p>You:</p> <ul style="list-style-type: none"> <li>• Upload a draft of the final report and, when ready, set it as final</li> <li>• Upload a draft of the executive summary and, when ready, set it as final</li> <li>• When ready, submit the final report and executive summary to the Evaluation Manager</li> </ul> <p><b>After collecting comments from the reference group, the Evaluation Manager sends back the first version of the draft Final report with comments for revision.</b></p> <p><b>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.</b></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>	Contractor / Evaluation Manager

	Phase	Actions	Person in charge
		<b>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.</b>	
7.	QAG	<p><b>The Evaluation Manager prepares the final QAG in the EVAL module and shares it with the Contractor by e-mail.</b></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>	<b>Evaluation Manager</b>
8.	Response of the Services/ Follow-up one year later	<p><b>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.</b></p> <p><b>The evaluation is completed.</b></p>	<b>Evaluation Manager</b>



## 2 Contract phase

1. After signing the evaluation contract, the Evaluation Manager will ask you to provide him/her with the **EU Login details** of your company or department, as well as of the evaluation team leader and expert(s)<sup>1</sup>. You will need to use the EU Login details of your company or department to upload the evaluation deliverables.
2. You can create an EU Login following these steps:
  - a. Access the EVAL module page at <https://webgate.ec.europa.eu/europeaid/eval/> in **Mozilla Firefox** or **Google Chrome**;
  - b. in the login screen, click on "Create an account":

europeaid requires you to authenticate

Sign in to continue


Use your e-mail address

Next

[Create an account](#)

Or

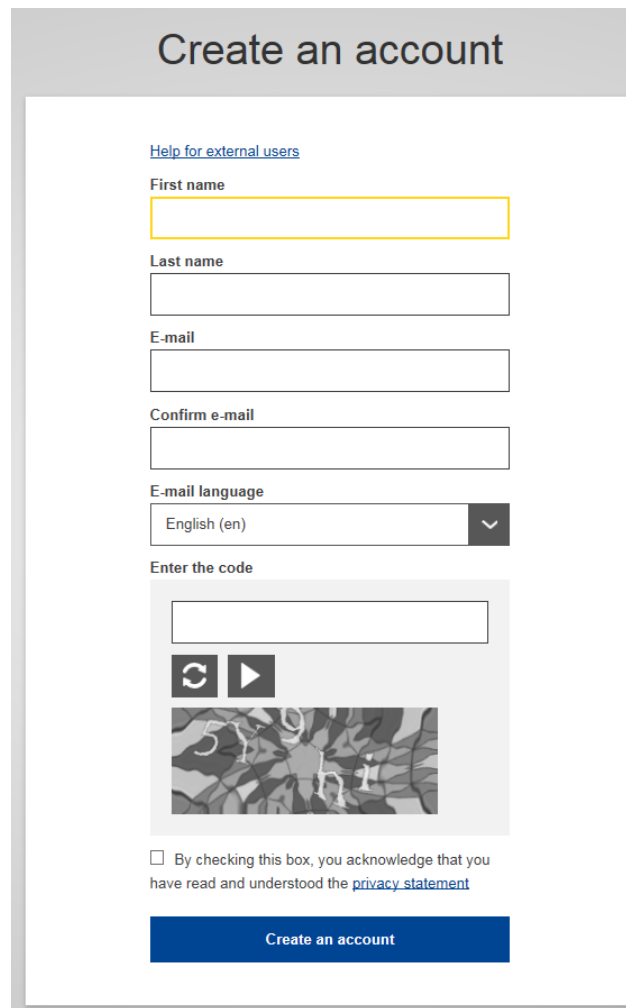
Or use the eID of your country

 [Select your country](#)

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<sup>1</sup> The EU Login is mandatory for the team leader but not for the individual experts. However, if an expert is registered with his/her e-mail address only, without EU Login, he/she will not have access to the EVAL module.

- c. Enter the required information in the fields displayed:



The screenshot shows a registration form titled "Create an account". At the top left, there is a link for "Help for external users". The form contains the following fields and elements:

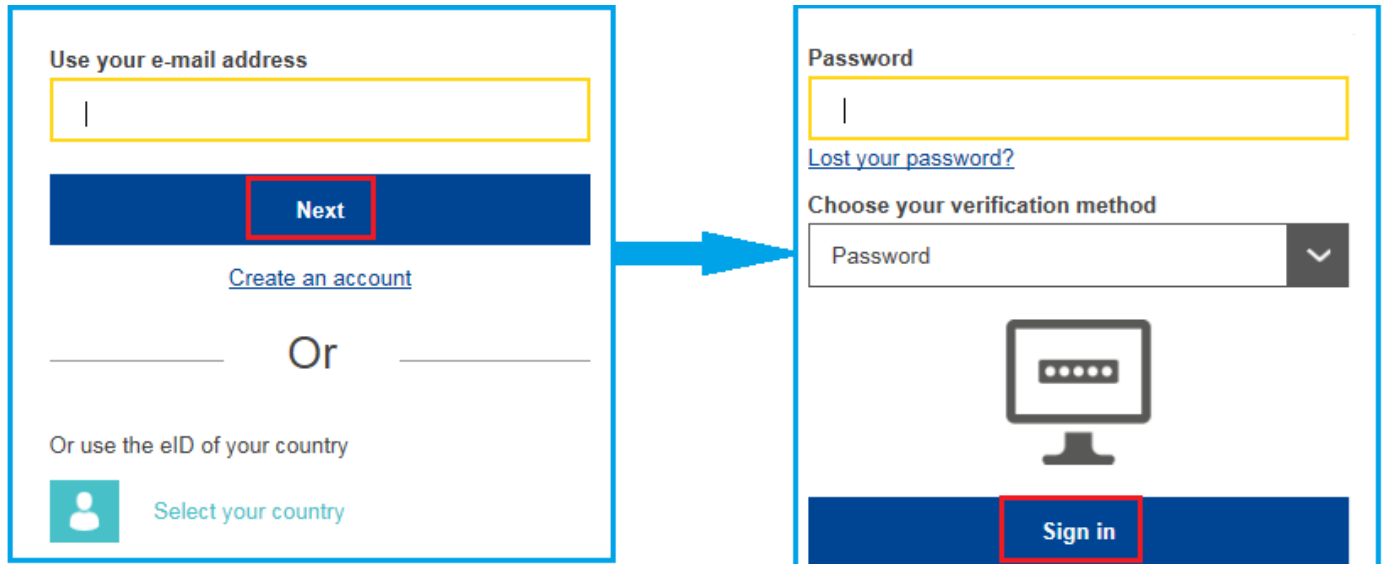
- First name:** A text input field with a yellow border.
- Last name:** A text input field.
- E-mail:** A text input field.
- Confirm e-mail:** A text input field.
- E-mail language:** A dropdown menu currently set to "English (en)".
- Enter the code:** A section containing a text input field, a refresh button (circular arrow), a play button (right-pointing triangle), and a CAPTCHA image showing numbers and letters.
- Privacy statement:** A checkbox followed by the text: "By checking this box, you acknowledge that you have read and understood the [privacy statement](#)".
- Create an account:** A blue button at the bottom.

- d. Tick the privacy statement acceptance box and then click on the "Create an account" button
- e. You will receive an automatic notification to the e-mail address you have provided above. Click on the link in this e-mail to confirm your registration.
3. 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.

### 3 Inception phase

 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.



- 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.

Documentation | Eval Methodological approach | Legal Notice | Logout | English

Lot ENI ROM CONTRACTOR (romcolc)

**EVAL MODULE**  
My Evaluations

European Commission > Directorate-General for Informatics > EVAL Module > My Evaluations

MY EVAL MY NOTIFICATIONS IT/METHOD HELP





**My Evaluations timeline**

Phases: ToR/Contract Inception/Desk/Field/Synthesis QAG/Response of the services/Follow-up one year later

Year Semester Trimester

	2017												2018											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Final Evaluation of the Regional Economic Integration...																								
Interim Evaluation of EVET SRC and Feasibility of Ed...																								
Final Evaluation of TRTA II																								
Evaluation Final DR&M&C																								

**My Evaluations**

Evaluation Reference	Evaluation title	Action	Phase	Start date	End date	ROM report	Geo scope	DIAC 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	Pilot Project and Preparatory Action	Project/Programme	Ex Post	European Commission	fr-x55b242 In-x55b242
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 (PEAR)	Project/Programme	Mid Term	European Commission	Donka PRODANOVA



6. 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/METHODS HELP

2017-E-101 - test

Level of evaluation: Project/Programme 05/04/2017 05/12/2018  
 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

ToR Contract Inception Synthesis QA Response of the services

General Evaluation stakeholders Management Library

**Evaluation data**

Evaluation Title\* test

Evaluation Budget\* 136,610.00 Language\* English

Start date of activities\* 06/01/2014 End date of activities\* 30/09/2014

Geographical Scope Thailand

DAC Sector Code covered (retrieved from CRIS) 43010 - Multisector.aid

Complementary Keywords

Comments

**Evaluation schedule\***

Start preparatory phase 05/04/2017

Terms of reference 05/04/2017

Planned start date of evaluation activities 05/04/2017

Inception report 27/06/2017

Desk report 23/02/2011

Field report 23/03/2011

Synthesis report 23/10/2017

Quality Assessment 17/01/2018

Response of the services 05/12/2018

Follow-up one year later 23/06/2012

Skip

7. 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.

8. 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. **Note that only the final versions of the ROM reports are shared via EVAL.**

**PROJECT Basic Data**

Project title\*

**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
<a href="#">C-335149</a>	CS 12245 CC DI/06775	ACP Countries	91010 - Administrative co...	Administrative costs not i...
<a href="#">C-335159</a>	CS 12244 CC DI/06775	Belgium	91010 - Administrative co...	Administrative costs not i...
<a href="#">C-335524</a>	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*

9. For an overview of the parties involved in the evaluation, consult the “Evaluation stakeholders” tab.

General Evaluation stakeholders Management Library			
<b>European Commission and Reference Group</b>			
	Last & first name	Email	ECAS login
<b>Evaluation Manager*</b> {Project/Programme Manager}	fn-x55b242 ln-x55b242	arommail@yahoo.fr	x55b242
<b>Evaluation Manager Back up*</b>			
<b>Head of Unit/Head of Cooperation</b>	fn-x55b255 ln-x55b255	arommail@yahoo.fr	x55b255
<b>Head of Section</b>	fn-x55b247 ln-x55b247	arommail@yahoo.fr	x55b247
<b>Reference Group Members*</b>			
	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
<b>Evaluation correspondent</b>	Gudrun MAHLBERG	Gudrun.Mahlberg@ec.europa.eu	mahlbgu
<b>Thematic correspondent</b>			
	Valerie SZKUDLARSKI	Valerie.SZKUDLARSKI@ext.ec.europa.eu	szkudva
	Guido BILANCERI	Guido.BILANCERI@ext.ec.europa.eu	bilangu
<b>International Aid / Cooperation Officer</b>	Fabienne DE PAUW	Fabienne.DE-PAUW@ext.ec.europa.eu	pauwffa
<b>Functional mailbox of EUD/Unit in charge*</b>			
Please fill in, to ensure the notifications will be received for FOLLOW UP YEAR+1		<input type="text" value="aa@yy.fr"/>	
<b>GRUPEMENT SNCMBA/SEMENCE ASSOCIATI</b>			
	Last & first name	Email	ECAS login
<b>Evaluation contractor*</b>	Lot Asia ROM CONTRACTOR	lot3.romcontractor@yahoo.fr	nromlota
<b>Evaluation team leader*</b>	Lot Africa EXPERT TWO	lot2.expert2@yahoo.be	nexlotaf
<b>Evaluation experts*</b>	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

10. 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.
11. 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.

The screenshot displays the 'Library' tab in a software interface. It features a navigation menu on the left with 'Evaluation library' and 'CRIS Library' tabs. A search box is present at the top. The main content area is divided into two sections: 'Available Documents' and 'Selected Files'. The 'Available Documents' table lists a document with a checked checkbox. The 'Selected Files' table shows the document has been added to the selection. At the bottom, there are buttons for 'Select All', 'Unselect All', 'Remove Selection', and 'Download'.

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"/> <b>2.</b>

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

12. 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
<b>ToR</b>								
	<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/field reports

13. 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.

14. 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 **Managed by** European Commission  
**Level of evaluation** Project/Programme **Evaluation phase** Inception  
**Type of evaluation** Mid Term **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 Catego

No documents yet

Download selected documents

**Upload document**

Document details

**TITLE\*** Inception report for ongoing evaluation

**PHASE\*** Inception

**Category\***

The mandatory document is marked with asterisk (\*)

Fields marked with asterisk (\*) are mandatory

- Report\*
- Annex
- Rider
- Minutes
- Comments document
- Response documents

15. 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.

16. 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.

17. In the "Management" tab, click on the "Submit for approval" button to send the report to the Evaluation Manager.

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

18. 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.

19. 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.

20. 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.

## 4 Synthesis phase



Watch the [e-learning video](#) for this step


21. 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.
22. Upload and submit the final report as described [in Chapter 3.2 – Upload and submit the inception/desk/field reports](#).
23. 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'.

24. 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:
  - a. 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.
  - b. 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.
  - c. Upload the filled template to the system by clicking the  button.

25. If you opt for the web form, all information provided will be saved directly in the system:
  - a. 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.
  - b. 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".

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
<b>Description of the project</b>	Background to the project	3000
	Description of the project and its objectives	3000
<b>Evaluation Methodology</b>	Purpose and scope of the evaluation	3000
	Evaluation questions	3000
	Methodology	3000
	Limitations	3000
<b>Key findings</b>	Answer to the evaluation questions	6000
<b>Conclusions and lessons learned</b> 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
<b>Recommendations</b> Error! Reference source not found.	Minimum 1 and up to 10	1500 per recommendation

26. 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	fr-x55b242	ln-x55b242
<input checked="" type="checkbox"/>	<input checked="" 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

UPLOAD PDF VERSION

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

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

28. 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.

General Evaluation stakeholders

Evaluation Management

Phase Inception Deadline 28/05/2017

Methodology Tips

Documents

Select EN Title

inception re...

Share selected documents with your stakeholders

Download selected documents

The evaluation is currently under Inception phase. If you consider this phase as completed, you may want to advance to the next phase. Click on the button 'Next phase'.

Upload document

Document details

TITLE\*

PHASE\*

Category\*

The mandatory document is marked as

Fields marked with asterisk (\*) are mandatory

Annex

Comments document

Minutes

Response documents

Other

Approver

Comments

Upload Documents

Next phase

29. 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.

30. 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"<sup>2</sup>) 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..

<sup>2</sup> 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.

General Evaluation stakeholders Management Library

Evaluation Management

Phase Synthesis

E-learning User guide  
Deadline 11/08/2018

**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 checked="" type="checkbox"/>		Final Report	1	Report	Jerome DELDYCKE	10/04/2018	Not agreed	10/04/2018	10/04/2018	- USER TEST	Not agreed
<input checked="" type="checkbox"/>		Executive S...	1	Executive Summary	Jerome DELDYCKE	10/04/2018	Submitted	10/04/2018	10/04/2018	- USER TEST	
<input checked="" 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.

- 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:
- The revised version can be uploaded and submitted as described [in Chapter 3.2 – Upload and submit the inception/desk/field reports..](#)
- 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.

## 5 QAG phase

34. 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.

**Note that if no other ongoing evaluation is assigned to you, you will not have access to the EVAL module at all.**

The evaluation will be completed with the response of the EC services and follow-up one year later.

## 6 FAQ

### 1. Are deadlines blocking?

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

### 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 [DEVCO APPLICATION SUPPORT](#) or [NEAR APPLICATION SUPPORT](#) for assistance (they can revert the document to status draft)

### 3. I am preparing the executive summary of my evaluation using the online form. Can I continue at another time?

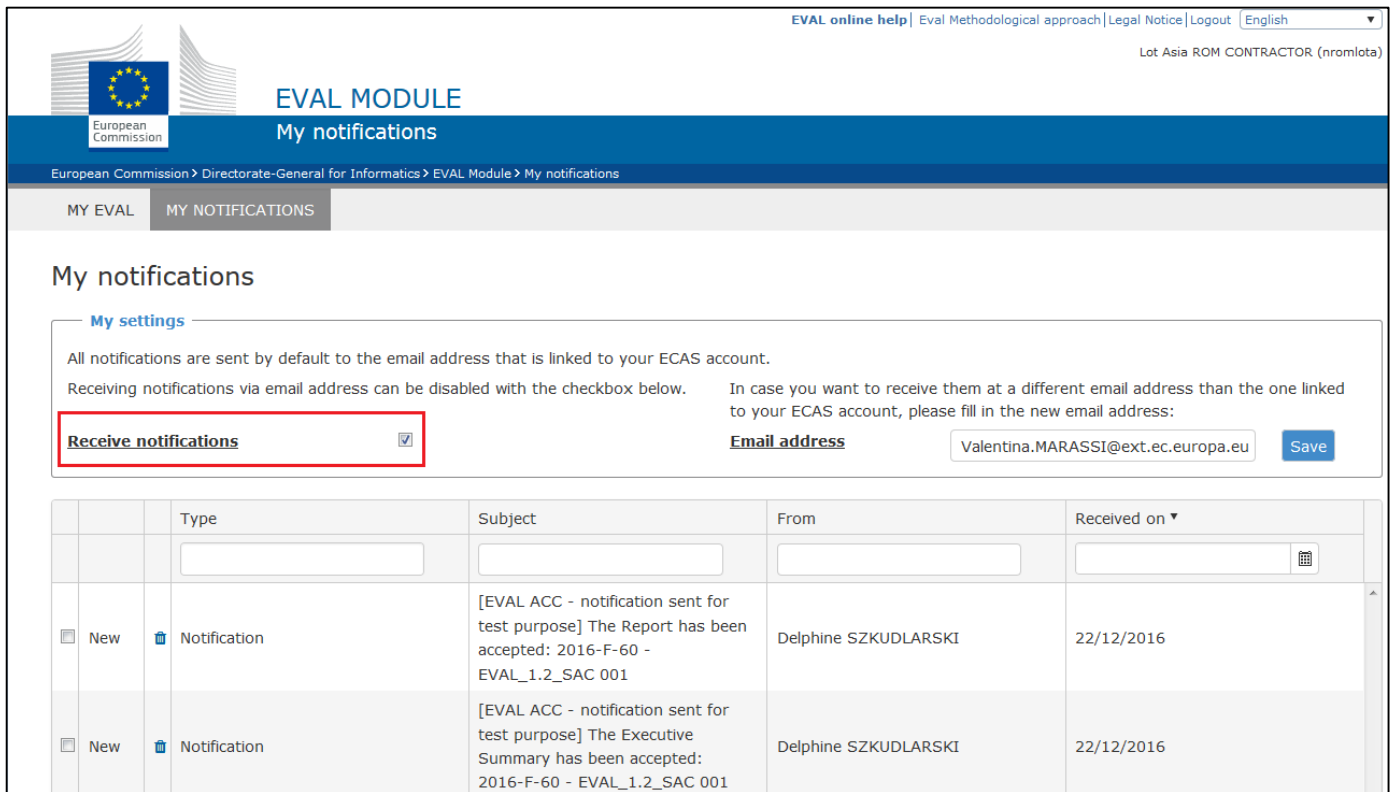
Yes. You can save the information that you entered so far and continue at another time.

### 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 [DEVCO APPLICATION SUPPORT](#) or [NEAR APPLICATION SUPPORT](#), as applicable.

## 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 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="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 [DEVCO APPLICATION SUPPORT](#) and [NEAR APPLICATION SUPPORT](#).