

Quality Assessment for Final Report

Synthesis and analysis of the public consultation and evaluation reports of Member States pertaining to the EU School fruit, vegetables and milk Scheme 2017-2022

DG/Unit *Directorate general for Agriculture and Rural Development, Unit E3-Animal Products*

Assessment carried out by(*):

Steering group [X]

Evaluation Function []

Other (please specify) []

(*) Multiple crosses possible

Date of assessment **09 August 2023**

CHECKLIST – Quality Assessment for Final Evaluation Reports

Objective of the assessment	Aspects to be assessed	Fulfilled? Y, N, N/A	Comments
1. Scope of evaluation	Confirm with the Terms of Reference and the work plan that the contractor :		
	a. Has addressed the evaluation issues and specific questions	[Y]	
	b. Has undertaken the tasks described in the work plan	[Y]	The study technical manager checked that all the tasks included in the interim and final deliverable were duly executed
	c. Has covered the requested scope for time period, geographical areas, target groups, aspects of the intervention, etc.	[Y]	
2. Overall contents of report	Check that the report includes:		
	a. Executive Summary according to an agreed format, in the three required languages (minimum EN and FR)	[Y]	Only required in EN and FR
	b. Main report with required components <ul style="list-style-type: none"> ▪ Title and Content 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 ▪ The 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]	In this synthesis support study data input consisted in the replies to the Public Consultation and the Evaluation Reports of Member States as well as the Eurobarometer. The contractor
	<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 		

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			was not tasked with additional data collection.
	b. Data is complete <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 retrieved are pointed out and explained. ▪ Correcting measures have been taken to address any problems encountered in the process of data gathering 	[Y]	The UK did not submit the Evaluation Report. A completeness check of the other Evaluation Reports was carried in the study.
4. Analysis and judgments	Check that analysis is sound and relevant		
	a. Analytical framework is sound <ul style="list-style-type: none"> ▪ The methodology used for each area of analysis is clearly explained, and has been applied consistently and as planned ▪ Judgements are based on transparent criteria ▪ The 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 used for each assignment of the study is clearly described in a dedicated section of the final report.
	b. Conclusions are sound <ul style="list-style-type: none"> ▪ Conclusions are properly addressing the evaluation questions and are coherently and logically substantiated ▪ There are no relevant conclusions missing according to 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 validity of the conclusions are pointed out 	[Y]	
	a. Recommendations are useful <ul style="list-style-type: none"> ▪ Recommendations flow logically from the conclusions, are practical, realistic, and addressed to the relevant Commission Service(s) or other stakeholders 	[N/A]	The study did not require issuing recommendations
5. Usefulness of recommendations	b. Recommendations are complete <ul style="list-style-type: none"> ▪ Recommendations cover all relevant main conclusions 	[N/A]	
	6. Clarity of the	a. Report is easy to read	[Y]

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report	<ul style="list-style-type: none"> ▪ Written style and presentation is adapted for the various relevant target readers ▪ The 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. Report is logical and focused	[Y]	
	<ul style="list-style-type: none"> ▪ The structure of the report is logical and consistent, information is not unjustifiably duplicated, and it is easy to get an overview of the report and its key results. ▪ The report provides a proper focus on main issues and key messages are summarised and highlighted ▪ The length of the report (excluded appendices) is proportionate (good balance of descriptive and analytical information) ▪ Detailed information and technical analysis are left for the appendix; thus information overload is avoided in the main report 		

Overall conclusion			
The report could be approved in its current state, as it overall complies with the contractual conditions and relevant professional evaluation standards		[Y]	