

Quality Assessment for Final Evaluation Reports

According to the Commission **Better Regulation Guidelines and toolbox** the Quality Assessment (QA) by the Inter Service Group judges the external contractor's report and its overall process. It is the final "sign off" by the ISG of the contractor's work and includes a judgement on whether key aspects of the work conducted meet the required standards and provides any related comments.

If the evaluation is selected for review by the Regulatory Scrutiny Board, this QA and minutes of the last ISG meeting will form part of the package submitted to the RSB.

In compliance with the above, this documents provides a **Quality Assessment checklist** to be completed **for all interim and ex-post evaluations**, in order to:

- give a structured feedback to the Evaluator on the draft report, and
- support and justify the approval of the final version of the report.
- Provide stakeholders and citizens with an overview of the strengths and weaknesses of the evaluation.

The assessment criteria included should be applied also with reference to the specific Terms of Reference for the evaluation to be assessed and specific agreements made between the evaluation Steering Group and the Evaluator during the execution of the contract.

The checklist can be quickly filled out by ticking boxes, but becomes most useful when also including comments in the open fields.

Quality Assessment for Final Report

DG/Unit Economic sustainability

Assessment carried out by(*):

Steering group

Evaluation Function

Other (please specify)

(*) Multiple crosses possible

Date of assessment November 2022

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]	Each of the 17 evaluation questions was answered.
	b. Has undertaken the tasks described in the work plan	[Y]	Yes, the tasks prescribed in the TORs were undertaken.
	c. Has covered the requested scope for time period, geographical areas, target groups, aspects of the intervention, etc.	[Y]	The assessment is entirely based on the information and data collected from the evaluation reports from the MSs for the 2013-2018 period. It covers the requested scope of the evaluation – Member States with the recognised producer organisations and operational programmes in the fruit and vegetable sector.
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]	The executive summary is available 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]	The components required - <i>overall conclusions</i> - were delivered. There were no other requirements to be provided.
	c. All required annexes	[Y]	Yes (three annexes)
3. Data collection	Check that data is accurate and complete		
	a. Data is accurate <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 	[Y]	The synthesis study of the evaluation reports is entirely based on information collected from

CHECKLIST – Quality Assessment for Final Evaluation Reports

Objective of the assessment	Aspects to be assessed	Fulfilled? Y, N, N/A	Comments
			evaluation reports. Based on the data collected, the synthesis study is consistent. No calculations were requested.
	<p data-bbox="425 443 972 485">b. Data is complete</p> <ul style="list-style-type: none"> <li data-bbox="451 485 1130 552">▪ Relevant literature and previous studies have been sufficiently reviewed <li data-bbox="451 552 1130 590">▪ Existing monitoring data has been appropriately used <li data-bbox="451 590 1130 657">▪ Limitations to the data retrieved are pointed out and explained. <li data-bbox="451 657 1130 724">▪ Correcting measures have been taken to address any problems encountered in the process of data gathering. 	[Y]	The synthesis study of the evaluation reports provided by MS covers all the sections apart from the annexes (only completed CY, ES, FI, PL and PT). Even if all relevant sections were included in all reports, the content and completeness of the reports varied across the Member States. For example, the summary of ToR and summary tables with take-up rates by OP and expenditures were missing for some MS.
4. Analysis and judgments	Check that analysis is sound and relevant		
	<p data-bbox="425 1230 972 1272">a. Analytical framework is sound</p> <ul style="list-style-type: none"> <li data-bbox="451 1272 1130 1373">▪ The methodology used for each area of analysis is clearly explained, and has been applied consistently and as planned <li data-bbox="451 1373 1130 1411">▪ Judgements are based on transparent criteria <li data-bbox="451 1411 1130 1478">▪ The analysis relies on two or more independent lines of evidence <li data-bbox="451 1478 1130 1545">▪ Inputs from different stakeholders are used in a balanced way <li data-bbox="451 1545 1130 1583">▪ Findings are reliable enough to be replicable 	[Y]	<p data-bbox="1143 1230 1421 1436">The synthesis study of the evaluation reports focused on a set of predefined evaluation synthesis questions (ESQs).</p> <p data-bbox="1143 1465 1421 1932">The synthesis study of the evaluation reports relied on the responses to evaluation questions provided by the 19 MS in the evaluation reports, including the analysis of common results and impact indicators, where available. In addition, the guidance developed</p>

CHECKLIST – Quality Assessment for Final Evaluation Reports

Objective of the assessment	Aspects to be assessed	Fulfilled? Y, N, N/A	Comments
			by the European Commission to support MS in preparing the evaluation reports was used as the basis for developing the data collection tool.
	<p>b. Conclusions are sound</p> <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]	The synthesis study of the evaluation reports reviewed operational programmes' contribution, efficiency, and coherence for a set of objectives. The main findings have been grouped by 1) objectives and 2) by evaluation synthesis questions 10 – 16.
5. Usefulness of recommendations	a. Recommendations are useful	[N/A]	Not relevant
	<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 		<i>Overall conclusions provided are useful for future policy initiatives and support for fruit and vegetables sector channelled through recognised producer organisations.</i>
6. Clarity of the report	a. Report is easy to read	[Y]	The report is of good quality.
	<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]	The final version of

CHECKLIST – Quality Assessment for Final Evaluation Reports

Objective of the assessment	Aspects to be assessed	Fulfilled? Y, N, N/A	Comments
	<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 		synthesis study of the evaluation reports is well-structured, easy to read and balanced.

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]	The synthesis study can be approved.