

## Quality Assessment for Final Report

**DG/Unit** *DG AGRI – Unit B.1 & Unit E.1*

**Assessment carried out by(\*):**

Steering group  [X]

Evaluation Function  [ ]

Other (please specify)  [ ]

(\*) Multiple crosses possible

**Date of assessment**

CHECKLIST – Quality Assessment for Final Reports

Objective of the assessment	Aspects to be assessed	Fulfilled? Y, N, N/A	Comments	
1. Scope of Study	Confirm with the Terms of Reference and the work plan that the contractor :			
	a. Has addressed the study issues and specific objectives	[ Y ]		
	b. Has undertaken the tasks described in the work plan	[ Y ]		
	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 ]	EN, FR and DE	
	b. Main report with required components <ul style="list-style-type: none"> <li>▪ Title and Content Page</li> <li>▪ A description of the policy being evaluated, its context, the purpose of the project, contextual limitations, methodology, etc.</li> <li>▪ Findings and conclusions for specific questions</li> <li>▪ The required outputs and deliverables</li> </ul>	[ Y ]		
	c. All required annexes	[ N/A ]		
3. Data collection	Check that data is accurate and complete			
	a. Data is accurate	[ Y ]		
	<ul style="list-style-type: none"> <li>▪ Data is free from factual and logical errors</li> <li>▪ The report is consistent, i.e. no contradictions</li> <li>▪ Calculations are correct</li> </ul>			
	b. Data is complete	[ Y ]		
<ul style="list-style-type: none"> <li>▪ Relevant literature and previous studies have been sufficiently reviewed</li> <li>▪ Existing monitoring data has been appropriately used</li> <li>▪ Limitations to the data retrieved are pointed out and explained.</li> <li>▪ Correcting measures have been taken to address any problems encountered in the process of data gathering</li> </ul>				
4. Analysis and judgments	Check that analysis is sound and relevant			
	a. Analytical framework is sound	[ Y ]		

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Objective of the assessment	Aspects to be assessed	Fulfilled? Y, N, N/A	Comments
	<ul style="list-style-type: none"> <li>▪ The methodology used for each area of analysis is clearly explained, and has been applied consistently and as planned</li> <li>▪ Judgements are based on transparent criteria</li> <li>▪ The analysis relies on two or more independent lines of evidence</li> <li>▪ Inputs from different stakeholders are used in a balanced way</li> <li>▪ Findings are reliable enough to be replicable</li> </ul>		
	<p data-bbox="427 516 976 552"><b>b. Conclusions are sound</b></p> <ul style="list-style-type: none"> <li>▪ Conclusions are properly addressing the project objectives and are coherently and logically substantiated</li> <li>▪ There are no relevant conclusions missing according to the evidence presented</li> <li>▪ Findings corroborate existing knowledge; differences or contradictions with existing knowledge are explained</li> <li>▪ Critical issues are presented in a fair and balanced manner</li> <li>▪ Limitations on validity of the conclusions are pointed out</li> </ul>	[ Y ]	
5. Usefulness of recommendations	<p data-bbox="427 957 976 1003"><b>a. Recommendations are useful</b></p>	[ Y ]	
	<ul style="list-style-type: none"> <li>▪ Recommendations flow logically from the conclusions, are practical, realistic, and addressed to the relevant Commission Service(s) or other stakeholders</li> </ul>		
6. Clarity of the report	<p data-bbox="427 1234 976 1281"><b>a. Report is easy to read</b></p>	[ Y ]	
	<ul style="list-style-type: none"> <li>▪ Written style and presentation is adapted for the various relevant target readers</li> <li>▪ The quality of language is sufficient for publishing</li> <li>▪ Specific terminology is clearly defined</li> <li>▪ Tables, graphs, and similar presentation tools are used to facilitate understanding; they are well commented with narrative text</li> </ul>		
	<p data-bbox="427 1524 976 1570"><b>b. Report is logical and focused</b></p>	[ Y ]	
	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ The report provides a proper focus on main issues and key messages are summarised and highlighted</li> <li>▪ The length of the report (excluded appendices) is proportionate (good balance of descriptive and analytical information)</li> <li>▪ Detailed information and technical analysis are left for the appendix; thus information overload is avoided in the main report</li> </ul>		

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