

Quality Assessment for Final Report

DG/Unit *AGRI E.4*

Assessment carried out by^(*):

Steering group []

Evaluation Function []

Other (please specify) study manager

(*) Multiple crosses possible

Date of assessment 03.04.2024

CHECKLIST – Quality Assessment for Final Evaluation Report

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	
	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	
	b. Main report with required components <ul style="list-style-type: none"> ▪ Title and Content Page; ▪ An introductory chapter describing the methodology, the case studies, the livestock sector, the feed protein supply and demand and the policy context; ▪ Analytical chapter answering the 12 study questions identified in the terms of reference; ▪ The main conclusions of the study and recommendations. 	Y	
	c. All required annexes	Y	
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	Yes, to the extent possible, in line with the methodology agreed for the study. Data collection was partially based on interviews and surveys that are relevant tools for collecting qualitative data more than quantitative data.
	b. Data is complete	Y	Yes, to the extent

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	<ul style="list-style-type: none"> ▪ Relevant literature and previous studies have been sufficiently reviewed; ▪ Each case studies included desk research, interviews, modelling, and workshops with stakeholders, resulting in a huge amount of data to be analysed; ▪ To complete the data collection at cluster level, interviews and surveys were used to gather qualitative information from several types of stakeholders at EU level; ▪ The modelling of 22 diversification scenarios provided essential evidence for answering a number of study questions; ▪ The limitations of the data sources used for the study are described. 		<p>possible, in line with the methodology agreed for the study. The completeness is assessed considering the very large thematic and geographical scope of the study.</p>
4. Analysis and judgments	Check that analysis is sound and relevant		
	a. Analytical framework is sound	Y	
	<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; ▪ Inputs from different stakeholders are used in a balanced way; ▪ Findings are reliable enough to be replicable. 		
	b. Conclusions are sound	Y	
5. Usefulness of recommendations	a. Recommendations are useful	Y	
	<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. 		
	b. Recommendations are complete	Y	
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). 		

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	