



PERCY

European Strategic Cluster Partnership for PolymER reCYcling

Deliverable D.1.1 Evaluation plan – 25.05.2021

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1. Introduction

During the project period it is scheduled to implement an Evaluation Plan of the PERCY project. This is needed in order to ensure the monitoring and evaluation of the project, its deliverables, outputs and outcomes at short, medium and long term.

The Evaluation Plan contains internal quality monitoring measures that aim to guarantee that the quality of the project processes and results will meet the predetermined plans.

The Evaluation Plan gives all parties involved a guideline for a successfully and timely implementation of all project activities. In addition, it supports the measuring of the overall satisfaction of the consortium within the project as well as the overall project management performed by the leading partner.

The Evaluation Plan will be a recurring topic on the agenda of the steering committee meetings and by the end of the project period.

The Evaluation Plan contains 3 parts:

Process Evaluation:

A process evaluation focuses on the implementation process and attempts to determine how successfully the project followed the project plan.

Output assessment:

Outputs are the direct products of program activities. Outputs become your quantitative measurements to monitor and report in the evaluation plan. Outputs are evidence that the grant-funded program's activities were performed as planned.

The outputs are assessed by approaching the performance indicators already formulated in the proposal.

Impact Assessment:

An impact assessment focuses on the longer term consequences of the intervention.

“positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended.” (OECD-DAC 2010).

Process Evaluation			
Where the deliverables related to all WPs implemented as expected?			
<p>For the measurement of quality during the project, the work package leading partner is going to produce a survey after each period on which all project partners value the quality and satisfaction of work and teamwork. The survey secures a general measurement of all activities and actions during the project and gives the possibility to adopt countermeasures if necessary. This survey must include the following four parts:</p> <ul style="list-style-type: none"> • Quality and satisfaction of the tasks • Quality and satisfaction of the workflow and work organization • Quality and satisfaction within the teamwork • General feedback – Were the deliverables appropriate? <p>After completion of each deliverable the WPL distributes a satisfaction questionnaire to all involved partners.</p>			
Deliverable		Delivered on time Yes/no	Comments:
D1.1 WP1	Evaluation Plan		
D1.2 WP1	1 st Technical Progress Report		
D1.3 WP1	2 nd Technical Progress Report		
D1.4 WP1	3 rd Technical Progress Report		
D1.5 WP5	Signed Partnership Agreement		
D2.1 WP2	Market Survey on SME Needs		
D2.2 WP2	Market Survey on the target markets		
D3.1 WP3	3 Memoranda of Understanding with at least 2 different sectors' clusters		
D4.1 WP4	SWOT analysis		
D4.2 WP4	Joint Internationalization Strategy		
D4.3 WP4	Strategic road map towards joint internationalization		
D5.1 WP5	Dissemination, Outreach and Communication Plan		
D5.2 WP5	Presentation in seminars in the Cluster Partners' countries		
D5.3 WP5	Newsletter/website Content 1		
D5.4 WP5	Newsletter/website Content 2		

Output Assessment

Outputs are the direct products of program activities. Outputs become your quantitative measurements to monitor and report in the evaluation plan.

The monitoring will be carried out on the basis on the performance indicators already formulated in the proposal:

	Target/threshold
Indicator 1 – Quarterly reports	8/6
Indicator 2 – Effectiveness of risk management	Continuously/-
Indicator 3 – Number of events (workshops/matchmaking events/working group meetings)	4/3
Indicator 4 – Number of cluster and business matchmaking meetings supported	5/4
Indicator 5 – Number of SMEs participating in workshops	50/40
Indicator 6 – Number of SMEs having participated in the survey	150/115
Indicator 7 – Number of countries covered in the desk top studies	5/4
Indicator 8 – Number of identified partners (clusters or business networks)	6/4
Indicator 9 – Number of partner missions	4/3
Indicator 10 – Number of cluster and business matchmaking meetings	8/6
Indicator 11 – Number cooperation agreements (letters of intent about corporation)	4/3
Indicator 12 – Number of partner workshops (steering committee workshops)	1/1
Indicator 13 – Number of internationalization strategies	1/1
Indicator 14 – Number of roadmaps	1/1
Indicator 15 – Number of cluster organizations and business networks from different COSME participating countries having benefitted from the supported actions	20/15

	Target/threshold
Indicator 16 – SMEs having directly or indirectly benefitted from the supported actions, resulting in cooperation projects.	5/4
Indicator 17 – Number of newsletter editions	3/2
Indicator 18 – Number of talks at seminars about the learnings from the project	4/3

The progress in fulfilling these indicators will be addressed on project meetings taking place every month. If severe problems occur corrections must be agreed upon. Actions will be taken immediately if the project indicators are below 75- 80% as stated above.

Each WPL is responsible for implementing the corrections agreed upon in relation to his/her WP.

Impact Assessment	
<p>Impact evaluations should be focused around answering a small number of high-level key evaluation questions (KEQs) that will be sought answered through interviews with the participating clusters and companies and the PERCY partners. These interviews will be carried out online towards the end of the project period.</p>	
Did the project produce the intended outcomes in the short term?	Comments:
If the project did not produce the expected outcomes in short term, how likely is it that it will do it in the medium or long term?	Comments:
What unintended outcomes (positive and negative) were produced during the project period?	Comments:
What were the particular features of the project that made a difference to the participants?	Comments:
Was there an influence of other factors?	Comments:
Do the outcomes of the project represent value for money for the participating companies?	Comments:
Do the outcomes of the project represent value for money for the consortium partners?	Comments: