

# Evaluation Plan Guidelines

## State of play

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# Contents

- Where do we stand?
- Why Evaluation Plan and for whom the Guidelines?
- What is in the Evaluation Plan Guidelines?
- What are the next steps?

# Where do we stand?

## Workflow

16<sup>th</sup> EXCO

**Part I**  
**How to fulfil the minimum requirements  
for drafting the EP**

17<sup>th</sup> EXCO

**Part II**  
**Recommendations on how to implement the EP**

18<sup>th</sup> EXCO

**Completed Guidelines (incl. Tool box)**  
**ESTABLISHING AND IMPLEMENTING  
THE EVALUATION PLAN**  
**Non binding!!!**

## Why Evaluation Plan?

Better planning and structuring  
of RDP evaluation

More targeted M&E activities

More effective use of  
evaluation results

## For whom the Guidelines?

Managing Authorities,  
programme bodies,  
evaluation units

Evaluators

EC Desk officers

Paying Agencies

Monitoring Committee members

# What is in the Evaluation Plan Guidelines?

How do we come from the Evaluation Plan to practice?

## Part I

Provides the  
**base for drafting**  
the 7 sections of the  
chapter on  
Evaluation Plan in  
RDP

## Part II

Provides  
**explanations and  
guidance**  
on the content and  
process of  
evaluation of the  
RDP in relation to  
minimum  
requirements.  
Facilitates drafting  
and implementing  
the Evaluation Plan

## Tool box

Provides additional  
**practical tools**  
for Evaluation Plan  
drafting,  
implementation and  
reporting.

# What is in the Part I of Evaluation Plan Guidelines?

**Chapter 1.** What are the benefits of having an evaluation plan?

**Chapter 2.** The legal framework

**Chapter 3.** Elements of the Evaluation Plan to be covered in the RDP

**Chapter 4.** Setting up and using the Evaluation plan

# What is in the Part II of Evaluation Plan Guidelines

## Chapter 5. Governance and management of the evaluation

5.1 Governance issues to consider when setting-up the monitoring and evaluation system

5.2 Timing

5.3 Quality control

5.4 Resources

5.5 Reporting and communication

## Chapter 6. Evaluation topics and activities

6.1 Common and programme specific elements of the evaluation system

6.2 Evaluation topics

6.3 Cross cutting and specific evaluation topics

6.4 Evaluation activities

# What is in the Toolbox?

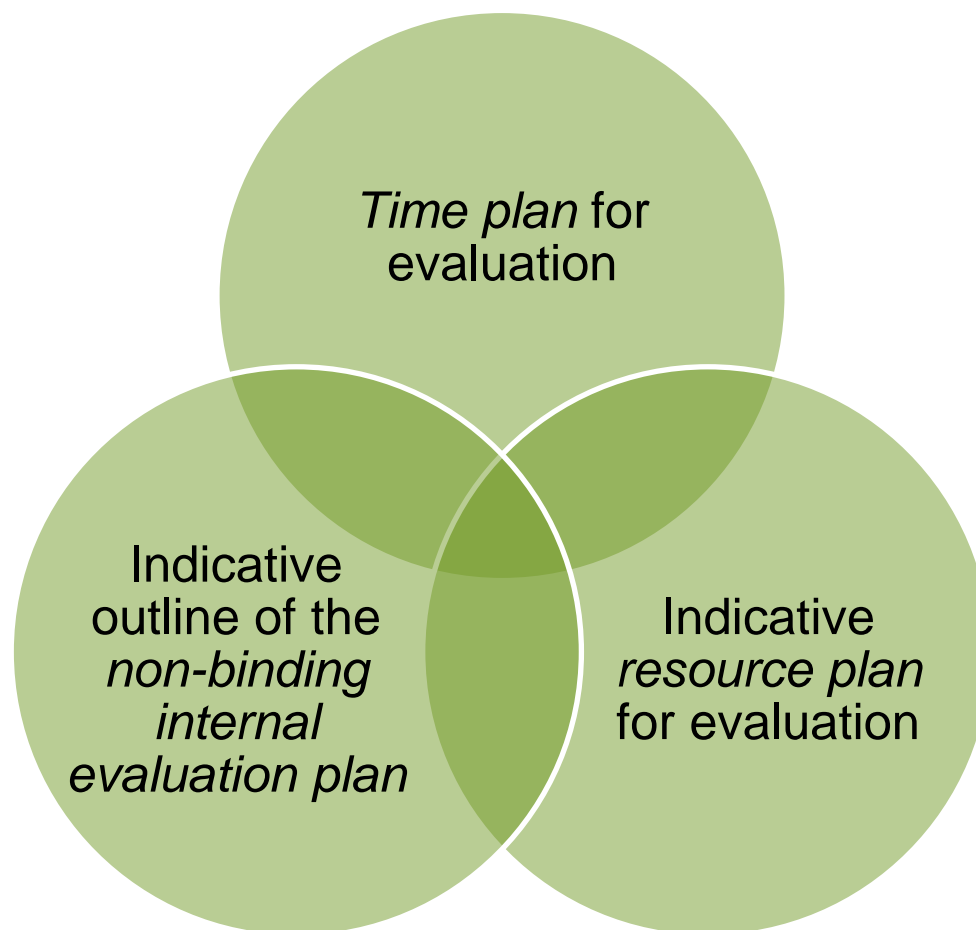
**Planning tools**

**Indicative template  
for ToR**

**Glossary of terms**




# Planning tools




## ***Time plan for evaluation***

- **Summarises** evaluation tasks and activities to be carried out from the start of the RDP implementation in 2014 until the submission of the Ex post evaluation report in 2024. Covers the following areas:
  - *Governance and coordination of evaluation*
  - *Preparation of evaluation (structuring)*
  - *Implementation of evaluation (observing, analysing, judging)*
  - *Reporting on evaluation*
  - *Disseminating of evaluation results*

EVALUATION	Stage	Evaluation during programming period																
		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024						
		30.6.2016		30.6.2017		30.6.2018		30.6.2019		30.6.2020		30.6.2021		30.6.2022		30.6.2023		30.6.2024 31.12.2024
ANALYSING & JUDGING	DISSEMINATION				Review and dissemination of evaluation findings		Review and dissemination of evaluation findings											Review and dissemination of evaluation findings
	REPORTING			Standard AIR	Enhanced AIR	Standard AIR	Enhanced AIR		Standard AIR		Standard AIR		Standard AIR		Standard AIR			Standard AIR and Ex Post Evaluation Report (EPE)
					Assessment of the administration and management of the programme, including TA, the cost of the programme outputs, results through specific economic analysis (cost-benefit analysis) (MA, Ev)		Relevance & coherence & external consistency of the RDP intervention logic (MA, Ev)										Assessment of the administration and management of the programme, including TA, the cost of the programme outputs, results and impacts through specific economic analysis (cost-benefit analysis) (MA, Ev)	
					Answering EQs and providing conclusion and recommendations in relation to programme design and implementation (MA, Ev)		Answering EQs and providing conclusion and recommendations in relation to programme design and implementation (MA, Ev)										Answering EQs and providing conclusion and recommendations in relation to programme design and implementation (MA, Ev)	
					Assessment of results of RDP interventions and contribution to FAs under RD Priorities (including to programme specific FAs) (MA, Ev)		Assessment of the administration and management of the programme, including TA, the cost of the programme outputs, results and impacts through specific economic analysis (cost-benefit analysis) (MA, Ev)										Assessment of the administration and management of the programme, including TA, the cost of the programme outputs, results and impacts through specific economic analysis (cost-benefit analysis) (MA, Ev)	
							Assessment of progress made in ensuring an integrated approach to the use of EAFRD and other EU funds to support territorial development, including LDS (MA, Ev)										Assessment of progress made in ensuring an integrated approach to the use of EAFRD and other EU funds to support territorial development, including LDS (MA, Ev)	
							Assessment of RDP contribution to achieving the EU 2020 headline targets and the Union strategy including CSF thematic objectives (MA, Ev)										Assessment of RDP contribution to achieving the EU 2020 headline targets and the Union strategy including CSF thematic objectives (MA, Ev)	
							Assessment of RDP effectiveness, efficiency and impacts (netting out impacts) and contribution to the three CAP general objectives (MA, Ev)										Assessment of RDP effectiveness, efficiency and impacts (netting out impacts) and contribution to the three CAP general objectives (MA, Ev)	
							Assessment of RDP contributions to Rural Development cross-cutting objectives (MA, Ev)											Assessment of RDP contributions to Rural Development cross-cutting objectives (MA, Ev)
							Assessment of results of RDP interventions and contribution to FAs under RD Priorities (target, complementary result and programme specific indicators) (MA, Ev)											Assessment of results of RDP intervention and contribution to FAs under RD Priorities (target, complementary result and programme specific indicators) (MA, Ev)
							Conducting ad-hoc evaluation studies (MA, Ev)											
							Processing and synthesizing relevant information in line with the selected evaluation methods (Ev)											
						Assessment of progress, achievements of RDP (MA, Ev)												
PREPARATION	Observing	Monitoring of the RDP progress in relation to target and output indicators (PA)																
							Observation of development trends and context analysis (Ev)										Observation of development trends and context analysis (Ev)	
		Collection and provision of information and data on non beneficiaries for designing control groups (Ev)																
		Set up an efficient IT system for data collection from beneficiaries (MA)	Arrange access to beneficiaries and non beneficiaries data to the evaluator (MA)		Review potential data collection sources; Identification of data needs and potential sources (MA, Ev)			Review potential data collection sources; Identification of data needs and potential sources(MA, Ev)										
		Review potential data collection sources; Identification of data needs and potential sources (MA, Ev)	Fill the gaps and address identified weaknesses in data collection (e.g. HNV, etc.) (MA, Ev)		Development of programme specific evaluation questions (prepare fiches for programme specific indicators) (MA)			Development of programme specific evaluation questions (prepare fiches for programme specific indicators) (MA)										
		Development of programme specific evaluation questions (prepare fiches for programme specific indicators) (MA)	Review of potential data collection methods (MA, Ev)		Identification of programme specific evaluation needs and decide evaluation topics (Ev)			Identification of programme specific evaluation needs and decide evaluation topics (Ev)										
		Identification of programme specific evaluation needs and decide evaluation topics (Ev)	Review of potential approaches for a robust assessment of results and impacts (Ev)		Reviewing CEOs, define judgement criteria and links to indicators (MA, Ev)			Reviewing CEOs, define judgement criteria and links to indicators (MA, Ev)										
		Reviewing CEOs, define judgement criteria and links to indicators (MA, Ev)																
		Prepare the ToR and tendering procedures and conduct a tendering procedure (if external evaluator is contracted) for the programming period (MA)	Prepare the ToR and tendering procedures and conduct a tendering procedure (if external evaluator is contracted) for the enhanced AIR 2017 (MA)	Prepare the ToR and tendering procedures and conduct a tendering procedure (if external evaluator is contracted) for the enhanced AIR 2019 (MA)	Monitoring the communication strategy (MA)		Monitoring the communication strategy (MA)		Prepare the ToR and tendering procedures and conduct a tendering procedure (if external evaluator is contracted) for the Ex post evaluation(MA)								Monitoring the communication strategy (MA)	
		Preparation of the communication strategy (MA)		Quality control of evaluation reports (MA)		Quality control of evaluation reports (MA)											Quality control of evaluation reports (MA)	
		Organizational set up of the M&E system (MA, MC, PA, evaluation Steering Groups, technical working groups, beneficiaries, LAGs, NFN, data providers, evaluators) (MA)			Presentation and discussion of AIRs at the Monitoring Committee (MA, Ev)													
		Agreement with data providers as to data availability (MA)			Ongoing coordination of evaluation activities with RDP implementation via establishing and running an evaluation Steering Group (MA)													
Planning resources for evaluation and capacity building (MA)			Revision of Evaluation Plan (MA)															
			Support common learning process (MA)															



See handout!



# Indicative *resource plan* for evaluation

- **Complements** the Time plan for evaluation and the Indicative outline of the non-binding internal evaluation plan;
- **Assists** in planning resources to conduct evaluation tasks and activities on annual basis in relation to:
  - governance and coordination,
  - preparation and implementation of the evaluation,
  - reporting and dissemination of evaluation results.
- **Provides** the overview table of all necessary resources for planning the Technical Assistance budget for M&E of 2014-2020 for the EP chapter in the RDP.

**Table 1: Indicative resources plan for evaluation tasks and activities in relation to governance and coordination**

EVALUATION TASKS AND ACTIVITIES - GOVERNANCE AND COORDINATION OF EVALUATION	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Planning resources for evaluation and capacity building											
Agreement with data providers as to data availability											
Organizational set up of the M&E system (MA, MC, PA, evaluation Steering Groups, technical working groups, beneficiaries, LAGs, NRN, data providers, evaluators)											
Preparation and monitoring the communication strategy											
Prepare the ToR and tendering procedures and conduct a tendering procedure (if external evaluator is contracted) for the programming period, enhanced AIR 2017, 2019, and <i>ex post</i> evaluation											
Support common learning process											
Revision of Evaluation Plan											
Ongoing coordination of evaluation activities with RDP implementation via establishing and running an evaluation Steering Group											
Presentation and discussion of AIRs at the Monitoring Committee											
Quality control of evaluation reports											
<b>Total</b>											

Source: Helpdesk of the European Evaluation Network for Rural Development

# Indicative outline of the non-binding internal evaluation plan

- **Complements** the table of the Time plan for evaluation and the Indicative resource plan for evaluation;
- **Describes** in detail all evaluation steps, tasks and activities to be conducted each year of the programming period and in 2021, 2022, 2023 and 2024, in relation to:
  - governance and coordination,
  - preparation and implementation of the evaluation,
  - reporting and dissemination of evaluation results.

## Year 2014

### *Governance of evaluation*

The Managing Authority, sets up the RDP monitoring and evaluation system and coordinates the evaluation in collaboration with other evaluation stakeholders, e.g.:

- **Screen** evaluation stakeholders and define their roles, responsibilities and expected contributions to evaluation;
- **Establish** evaluation capacities;
- **Set up** the evaluation Steering Group to **steer** monitoring and evaluation activities;
- .....

### *Preparation of evaluation*

The Managing Authority ensures that all the necessary preparatory activities in relation to evaluation take place, e.g.:

- **Agree** with decision makers and key stakeholders on the focus of evaluation and selection of evaluation topics;
- **Review** the Common Evaluation Questions and indicators, identify data needs and screen data sources;
- **Identify** programme specific evaluation needs, define programme specific evaluation questions and indicators, identify evaluation data requirements and screen data sources;
- .....

### *Implementation of evaluation*

Managing Authority or/and Paying Agency:

- **Monitor the RDP progress** in relation to target and output indicators as the key information for programme steering.
- **Collect** and provide information and data on non-beneficiaries for designing control groups

# Indicative template for ToR for evaluation during the programming period

## Contains recommendations to develop ToRs:

- Context, objective and purpose of the intended evaluation tasks
- Main stakeholders and users of the evaluation
- Management of the evaluation contract
- Scope and tasks of evaluation
- Evaluation Questions
- Requested methods
- Available sources of data and information
- Time schedule and reporting
- Indicative budget
- Required qualification of the team
- Submission rules
- Exclusion, selection and award criteria



# Glossary of terms

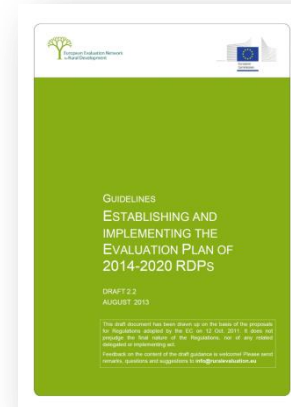
**Contains 83 terms** (of which 32 are new):

- Linked to the monitoring and evaluation of rural development policy
- Used in the Evaluation Plan Guidelines and not explained directly in the text

# What are the next steps?



Adoption of  
Legal acts



Final  
Guidelines!



Adoption of  
Implementing  
acts



Evaluation Plan  
chapters  
in the RDPs

Submission  
and  
approval of the  
RDPs

# Thank you for your attention!

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