

Evaluation Plan Guidelines

State of play

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Contents

- Where do we stand?
- What is the structure and the content of Part 2 of the Guidelines?
- How can Part I and Part II of the Guidelines be used?
- What are the next steps?

Where do we stand?

Workflow

16th EXCO

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

17th EXCO

Part II
Recommendations on how to implement the EP

Should enable you to draft the EP as part of your RDP!

18th EXCO

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

Structure and content of Part II of the EP guidelines

Chapter 5. Governance and management of the evaluation

5.1 Governance issues to consider when setting-up a 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

Governance and management of evaluation

Governance issues

**Individual parts of the monitoring and evaluation system
For RDP should come together to make a logical,
well-functioning entity.**

Part II of the Guidelines provides recommendations on...

- How shall the set up of the monitoring and evaluation be organized?
- What are the roles and responsibilities of various stakeholders (MA, MC, PA, SG, beneficiaries, LAGs, NRNs, evaluators etc.)?
- How shall evaluation be coordinated with programme implementation?
- How shall RDP evaluation be coordinated with the evaluation of pillar I and other CSF funds?

Governance and management of evaluation

Timing

The complexity of the monitoring and evaluation system necessitates timely planning and appropriate sequencing of actions.

Part II of the Guidelines provides recommendations on...

- How shall the appropriate sequence of actions look like in order to help managers to anticipate tasks, deadlines and workloads?
- What is the purpose of an internal multi-annual work plan in setting up the timeline for actions divided into annual segments?
- What is retro planning?

Retro planning

Stage	Actions	Length (months)	Deadline
Dissemination	Date for which results needed		
	Approval of report, dissemination		
Implementation	Quality assessment of final report		
	Submission of final report		
	Submission of draft final report		
	Submission of interim report(s)		
	Independent and interactive evaluation process (structuring, observing, analysing, judging)		
Preparation	Contract with evaluator		
	Tendering procedure		
	Preparation of specifications and ToR		
	Establishment of evaluation mandate		
	Establishment of a Steering Group		
	Data collection and review, information gathering		
	Review of common and specific evaluation questions		
	Methodology development		

Governance and management of evaluation

Quality control

All aspects of the monitoring and evaluation system should be the subject of quality control.

Part II of the Guidelines provides recommendations on...

- Who is responsible for controlling the quality of evaluation?
- What shall be controlled: evaluation design, activities, processes, outcomes and findings?
- What are the quality criteria?

Governance and management of evaluation

Resources

Quality of monitoring and evaluation obviously depends on the allocated resources.

Part II of the Guidelines provides recommendations on...

- How to plan financial resources to conduct monitoring and evaluation during the programming period?
- What are major cost items: IT systems, monitoring and evaluation activities, studies, staffing, capacity building etc.?
- What human resources and administrative capacities shall be in place?

Governance and management of evaluation

Reporting and communication

Evaluation results can only be utilised and implemented if they are communicated to the target audience in a timely manner.

Part II of the Guidelines provides recommendations on...

- What are essential elements of the evaluation communication strategy?
- Who is responsible for communication evaluation results?
- What is the target audiences and what are their information needs?
- What is the right timing?
- Which communication means and channels are most effective?
- How to monitor the implementation of the evaluation communication strategy?

Evaluation topics and activities

Common and RDP evaluation elements



The EU rural development policy is implemented via RDPs, which are developed in Member States and regions and tailored to their specific needs and context.

Part II of the Guidelines provides recommendations on...

- What are the EU common evaluation elements?
- How are the common elements complemented with programme specific evaluation elements?

Evaluation topics and activities

Evaluation topics

Evaluation topics specify the evaluation focus and have consequences on evaluation governance, management, allocation of resources and planning of evaluation activities.

Part II of the Guidelines provides recommendations on...

- What are evaluation topics in relation to the RDP?
- How are they selected: according focus of RDP intervention logic, needs of rural development stakeholders, needs of general public?
- At which stage can evaluation topics be identified?

Evaluation topics and activities

Cross cutting and specific evaluation topics

Cross cutting rural development objectives and specific RD interventions represent specific evaluation topics.

- Innovation
- Environment
- Climate change
- Leader/CLLD
- National Rural Networks



- What is the legal basis?
- What are the key issues?
- What are the proposed approaches?

Evaluation topics and activities

Evaluation activities

**Evaluation during the programming period
accompanies the entire programme implementation and
concerns various evaluation activities.**

Part II of the Guidelines provides recommendations on...

- What activities should be conducted to prepare evaluation: e.g. review EQ, identify data needs and sources, prepare ToR?
- What activities should be carried out and reported during the programming period?
- Which activities relate to evaluation of achievements of the RDP, assessment of programme results and impacts?
- What are expected reporting activities: e.g. enhanced AIR, ex post?

How can the Guidelines be used?

How do we come from the Evaluation Plan to practice?

Part I

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

Tool box

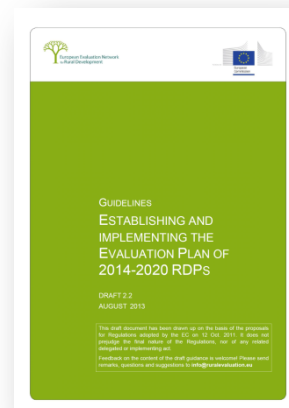
Provides additional **practical tools** for Evaluation Plan drafting, implementation and reporting.

What are the next steps?



Further
discussions

Legal acts



Final
Guidelines

Implementing
acts



Submission
and
approval of the
RDPs

Evaluation Plan
chapters
in the RDPs



Thank you for your attention!

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