

Evaluation plan

Short introduction

The consortium will, during the kick-off meeting, agree on an evaluation plan and evaluation questions which will be upheld continuously during the whole life of the project. The evaluation is carried out by project partners as self-evaluation; no external expert will be involved. The main responsibility is taken by the Hungarian partner, Progress Consult. The Hungarian partner will be in charge of the evaluation after each of the planned project meetings but all partners will have the opportunity to discuss and comment on preliminary outlines of conclusions from the evaluation.

Aim of the evaluation

Our aim is to draw lessons from negative and positive aspects of the implementation of the project in order to be able to make improvements continuously throughout the project. The evaluation also should give feedback about the overall progress of the implementation, how the desired outcomes are being achieved and how the individual partners could make benefit of the project.

Focus of the evaluation

Five main areas will be evaluated: relevance, effectiveness, efficiency, impact and sustainability of common activities. The understanding of these five main areas in relation to the project is the following:

Relevance

The evaluation criterion “relevance” can be approached in two ways: first of all in terms of the importance of the topics presented and discussed during the project meeting for the individual project partners and target countries concerned; secondly in terms of relevance in regards to project purpose and objectives as well as strategy indicated in the application.

Efficiency

The evaluation criterion “efficiency” is about obtaining results in the given framework of the project at a reasonable “cost”, about how well means and activities have been converted into results, and about the quality of the results achieved.

Effectiveness

The criterion “effectiveness” is about the contribution of the project results to the achievement of the project purpose or, in terms of this project, the extent to which the meetings, web log, partners’ reports of the meetings, presentations and articles will contribute to the development of recommendations and examples of good practice in the training of basic skills teachers for adults in Europe.

Impact

The evaluation criterion “impact” refers to the effect of the project on its wider environment. We expect the partnership to have substantial impact on the partner institutions' staff and also in their activities directed to a much wider target group of stakeholders in the field. The partners represent important policy providers and practitioners in the field of basic skills for adults, including also universities and research institutions which to a large degree will be able to implement the results of the project by taking into their own curricula the input resulting from the project.

Because most of the partners in this consortium are members of the European Basic Skills Network (EBSN) the impact of the project is expected to go far beyond the scope of the consortium and reach policy makers across Europe.

Sustainability

The evaluation criteria “sustainability” refers to the likelihood of a continuation in the stream of benefits produced by the project after the period of external support. The objective of the BASKET project envisages to achieve at its completion is to have a draft of guidelines and recommendations for further development of professional development of basic skills trainers. This will include policy recommendations and examples of good practices which could be implemented by the partners as well as other members of the EBSN. The guidelines and the examples of good practices could be updated and extended after the project period and shall be available on EBSN webpage.

Evaluation of process and outcome of the project

Beside the above mentioned project areas the process as well as the outcome of the project will also be evaluated. Evaluation of process covers areas like coordination, communication, co-operation and active participation of the partners. Evaluation of the process implies the ongoing understanding and assessment of how the project develops while evaluation of the outcome means whether the fulfilment of output and outcomes as stated in project plan has been achieved.

Tools of the evaluation

Questionnaire

A short questionnaire is developed which shall be filled out by each participants at the end of each project meeting. The questions refers to the organisational, technical as well as professional aspects of the project meeting.

Documentary analyses

The short reports partners are expected to write after each seminar will show the extent to which transferable approaches and models have been identified. For this reason the report will have a standardized structure and participants will have to reflect also on certain evaluation criteria.

The impact of the project will depend on the extent to which transferable policy and practice, pedagogical and didactic approaches and practical models have been considered for implementation in new settings. The partners will be asked to comment on this issue when the final internal evaluation report is compiled. The impact of the project will also be measured on the basis of

statistics on number of hits on the project’s web log, and possibly also on the extent to which other stakeholders have made use of the possibility to leave comments on the blog.

The EBSN network at large will be asked to comment on the degree to which they think the Basket consortium has achieved its goals.

Focus group interview

At the end of the third and the sixth meeting preliminary conclusions made on the basis of the evaluation of the previous meetings and the available documents will be discussed with the representatives of the partners present at the meeting. The conclusions shall be finalised based on the discussions and shall be integrated into the progress report and the final report.

Nevertheless our aim is not to overload the partners with evaluation tasks so we focused on the most essential parts of the project and try to keep it as simple as possible.

Evaluation plan

Each evaluation activity links to the project meetings. At the end of each meeting, all participants are asked to complete an evaluation questionnaire. Besides this interviews and document analysis will be carried out based on project documentation, partner’s report, web logs. In the evaluation report we have to describe the extent to which we achieved our aims and objectives and we provide specific information about the progress and impact.

Relevant indicators of the project, which will be monitored during implementation:

- Numbers of clicks on weblog
- Number of comments (as on the European Basic skills network weblog)

The proposed timing of evaluation activities:

First meeting	<ul style="list-style-type: none"> • Short presentation of the evaluation • Finalising evaluation plan and evaluation questions • Fill out the first questionnaires
Second meeting	<ul style="list-style-type: none"> • Questionnaires
Third meeting	<ul style="list-style-type: none"> • Questionnaires • Document analysis • Focus group interview- midterm report- Has all been done in time? Are the results satisfactory?
Fourth meeting	<ul style="list-style-type: none"> • Questionnaires
Fifth meeting	<ul style="list-style-type: none"> • Questionnaires
Sixth meeting	<ul style="list-style-type: none"> • Questionnaires • Document analysis • Focus group interview- was all in time? Are the results satisfactory? Finalising the report