



Special EU Programmes Body
Foras Um Chláir Speisialta An AE
Boord O Owre Ocht UE Projects

Guidance Note 12 – *Monitoring, Reporting and Evaluation*

Information for Lead Partners

21 September 2011

Sarah Reid
Managing Authority



European Union
European Regional
Development Fund
Investing in your future



Purpose of Guidance Note



Special EU Programmes Body
Foras Um Chláir Speisialta An AE
Boord O Owre Ocht UE Projects

- Outline key elements of reporting calendar
- Outline responsibilities in relation to Systems 2007
- Reporting requirements for Lead Partners
- Evaluation requirements
- Process for approval for External Independent Evaluators



European Union
European Regional
Development Fund
Investing in your future

Reporting Requirements for Lead Partners

- Quarterly reports
 - should be cumulative for the projects
 - should report on previous quarters
- Aid for Peace Reporting
 - should be based on the 4 stages of the Aid for Peace Approach



Lead Partners requirements under Aid for Peace

- Development of indicators – used to monitor and evaluation the operation
- Ensuring that monitoring information is gathered effectively
- Lead Partner responsible for producing 3 concise evaluation reports:
 - *Evaluation Report 1 - within 6 months*
 - *Evaluation Report 2 – mid-term stage*
 - *Evaluation Report 3 – on completion*

What is the information used for?

- Reporting progress to Monitoring Committee – at least twice a year
- Annual Implementation Report – required yearly by Commission
- Assembly Questions, Parliamentary Questions, Freedom of Information requests
- Reports for the North South Ministerial Council
- Adhoc information requests

What is Evaluation?

The European Commission in 2006, defined evaluation as:

‘Judgement on the value of a public intervention with reference to criteria and explicit standards. The judgement usually concerns the needs which have to be met by the intervention, and the effects produced by it’

Types of Evaluations

- Strategic/Programme level
 - carried out in line with the M&E Plan
 - at the request of the Monitoring Committee
 - in line with the work of the MEWG
- Operational/Project level
 - Every project is required to have a PPE
- Current economic climate

Operational / Project level Evaluations

- Every project is required to have a Post Project Evaluation (PPE)
- For the majority of projects, this will be carried out by the Lead Partner (PPE template)
- Projects with full Green Book Economic Appraisals – ‘independent’ evaluator

The Post Project Evaluation Template

- Questions linked to the 4 stages of the Aid for Peace Approach:
 - Assessment of Need (Stage 1)
 - Relevance (Stage 2)
 - Risk Assessment (Stage 3)
 - Impacts/Outcomes (Stage 4)
 - Added Value
 - Synergy
 - Sustainability

Assessment of Need (Stage 1)

- Should have already been identified through application process
- Other needs analyses carried out during project should be highlighted
- Focus on the peace building need

Relevance (Stage 2)

- How relevant is the operation/project to the identified need?
- Should include a description of the projects main activities and intended objectives – linked to the theme and programme objectives

Risk Assessment (Stage 3)

- The conflict related risks identified for the operation/projects
- Have any of these had an impact on the outcome?
- These will have been identified as part of the application process
- In addition, include analysis carried out during the lifetime of the operation/project

Impacts/Outcomes of the Operation/Project (Stage 4)

- Key achievements and impact by reporting against targets, milestones and project plan (set out in LOO)
- Has the project achieved what it set out to do?
- Have any 'assumptions' been proved accurate?
- Added Value/Value for Money of the project
- Synergy
- Sustainability

Use of External Consultants

- There is no requirement for external consultants to produce the PPE
- Where deemed necessary – agreement must be sought from the Managing Authority
- Principle of Proportionality
- It is envisaged that costs should be in the range of €3,000 - €6,000

Process for Approval of External Consultants

- **Step 1:** A project level evaluation will have been approved by the Steering Committee and detailed in the LOO
- **Step 2:** Terms of Reference forwarded to the Case Officer – consultation with the MA and NISRA
- **Step 3:** When all relevant approvals have been granted – the Lead Partner may proceed to the tendering process

Summary

- The Guidance Note aims to assist with effective Monitoring and Evaluation
- The Systems 2007 database is key to accurate reporting
- Lead Partner reports are crucial for reporting at the theme and programme level
- Evaluations highlight best practise and inform and direct future planning
- The Aid For Peace Approach should be interlinked with all Monitoring, Reporting and Evaluation (PEACE III)