

ERASMUS+ KA210

What, When and Why to Assess



GUIDELINES FOR ERASMUS+ NAs

Section Title Page: it can be useful to have a space to breathe between the different sections (and sub-sections) of the training.



GUIDELINES FOR ERASMUS+ NAs

Useful graphical overview of the aspects that we consider for RELEVANCE at the point of reviewing a KA210 funding application.



GUIDELINES FOR ERASMUS+ NAs

Useful graphical overview of the aspects that we consider for QUALITY OF PROJECT DESIGN at the point of reviewing a KA210 funding application.

Lump Sum Handbook: KA210 FR Assessment



Not everything that is assessed in the project proposal is judged at the project end. Mid-term review is limited, mostly adopting a model of 80-20 financing for KA210.

RELEVANCE: how the project has effectively addressed the objectives and priorities of the action and proven to build capacity to engage in transnational cooperation bringing added value at both national and EU level.

QUALITY OF PROJECT IMPLEMENTATION: quality and results achieved with activities carried out in the project.

QUALITY OF PARTNERSHIP: quality of cooperation among partners during implementation of the project.

IMPACT: integration of project results into the work of participating organisations and transferability to other stakeholders and sectors.

GUIDELINES FOR ERASMUS+ NAs

Quick overview of what is written in the Erasmus+ Lump Sum Handbook relating to KA210 final report assessment. A useful starting point for wider discussion on what we need to review at the project end.

Lump Sum Handbook: KA210 FR Assessment



In addition, at the project end:

- beneficiaries are invited to carry out a self-assessment exercise and to reflect on the quality of project implementation, including successes, problems and lessons learned: not clearly addressed in final report form;
- project results and outcomes must be uploaded on the Erasmus+ Project Results Platform as proof of the quality of the project: distinctly mentioned at the end of the final report form but often just a project weblink;
- proof of expenses is not required at the final report stage: yet beneficiaries must keep all relevant documentation to demonstrate that activities have been carried out - in case of subsequent NA checks.

GUIDELINES FOR ERASMUS+ NAs

Continued overview of what is written in the Lump Sum Handbook relating to KA210 final report assessment. A useful starting point for wider discussion on what we need to review at the project end.

Beneficiary Agreement: Annex 2 - Article 6.4



The final report and project results will be assessed by the NA, using a common set of quality criteria focusing on:



- extent to which the project was implemented in line with the approved grant application;
- quality of activities undertaken and consistency with project objectives;
- quality of the products and results produced;
- learning outcomes and impact on participants;
- extent to which the project proved to be innovative/complementary to other initiatives;
- extent to which the project proved to add value at EU level;
- extent to which the project implemented effective quality measures as well as measures for evaluating the project's outcomes;
- impact on participating organisations;
- quality and scope of dissemination activities undertaken;
- potential wider impact of the project on individuals and organisations beyond the beneficiaries.

GUIDELINES FOR ERASMUS+ NAs

Quick overview of what is written in the Beneficiary Agreement relating to KA210 final report assessment. This is a useful starting point for wider discussion on what we need to review at the project end.

Online Assessment Tool (EESC)

Criteria	Quality Assessment Score
Relevance	[out of 20 points]
Quality of Project Implementation	[out of 30 points]
Quality of Partnership	[out of 20 points]
Impact	[out of 30 points]
FINAL SCORE	[out of 100 points]

GUIDELINES FOR ERASMUS+ NAs

Tabular overview of what the Online Assessment Tool (EESC) requires in terms of comments and scores for a KA210 final Report Assessment. It should be noted that the Online Assessment Tool does not include sub-criteria, relying mainly of the titles of the four assessment criteria plus boxes for scores.

FIELD-BASED GROUPWORK



GUIDELINES FOR ERASMUS+ NAs

After confirming the purpose and focus of final report assessment in a plenary session, assessors are invited to work in groups to discuss the different assessment criteria and sub-criteria, with each group invited to use a TRAFFIC LIGHT SYSTEM to confirm whether a sub-criterion is considered Green, Orange or Red. Green sub-criteria should include those which are definitely important to review again at the project end. Orange sub-criteria are those which are important to review either partially or in cases where there is a specific reference in the initial funding application (e.g. confirmed ambitions for engaging persons with fewer opportunities, for digital transformation and/or for addressing climate change and sustainable development through one or more targeted actions). Red sub-criteria are those which are judged solely at the point of application, and which do not need to be re-assessed at the project end. In STEP 1, groups should be formed, and rapporteurs appointed. Field-based groups can help to focus discussions, but mixed-field groups are also valid. In STEPS 2 and 3, all sub-criteria should be discussed and a single colour applied to each one, using the template for ACTIVITY 1. Feedback can be provided in plenary, sharing wider perspectives, or can be discussed within smaller groups if there are sufficient moderators.

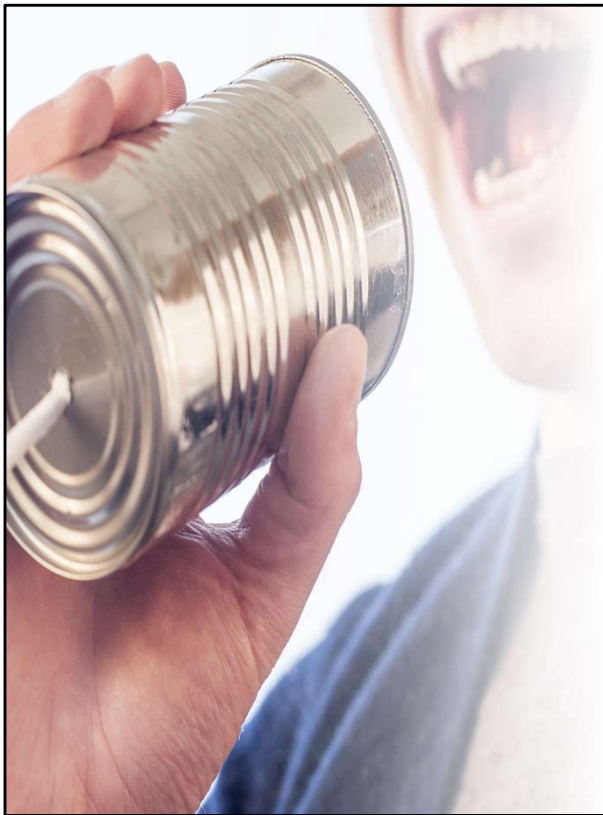
INSTRUCTIONS: Categorise each sub-criterion for KA210 as either **GREEN** (important to review during final report assessment); **ORANGE** (some aspects are important to consider during final report assessment) or **RED** (not to be considered during final report assessment).

KA210 ASSESSMENT SUB-CRITERIA FOR 'RELEVANCE'	SELECTED COLOUR
Proposal is relevant to the objectives and priorities of the funding action.	
Profile, experience and activities of the participating organisations are relevant to the field of the application.	
Proposal brings added value at EU level by building the capacity of organisations to engage in cross-border cooperation and networking: participating organisations are able to achieve results, together, that would not be reached by organisations from a single country.	
KA210 ASSESSMENT SUB-CRITERIA FOR 'QUALITY OF PROJECT DESIGN AND IMPLEMENTATION'	SELECTED COLOUR
Project objectives are clearly defined, realistic and address the needs and goals of the participating organisations and the needs of their target groups.	
Activities are designed in an accessible and inclusive way and are open to people with fewer opportunities.	
Proposed methodology is clear, adequate and feasible.	
Project work plan is clear, complete and effective, including appropriate phases for preparation, implementation and sharing project results.	
Project is cost-effective and allocates appropriate resources to each activity.	
Project incorporates the use of digital tools and learning methods to complement physical activities and to improve the cooperation between partner organisations.	
The project is designed in an eco-friendly way and incorporates green practices in different project phases.	



GUIDELINES FOR ERASMUS+ NAs

This slide shows the first page of the template that is to be used for ACTIVITY 1.



Plenary Review

1. Task Completed? Rapporteur Selected?
2. Did any group arrive at **GREEN** for every single assessment sub-criterion?
3. Honest Broker Method: hold card up to show what **COLOUR** you selected.

**RAPPORTEUR FEEDBACK
plus PG THOUGHTS**

GUIDELINES FOR ERASMUS+ NAs

This slide can be used as a prompt when undertaking a plenary review of ACTIVITY 1. It is important to confirm that all sub-criteria were reviewed and to see if any group considered that all sub-criteria should be GREEN and therefore re-assessed at the project end: this is obviously not the case with some sub-criteria also considered ORANGE and RED.

INSTRUCTIONS: Categorise each sub-criterion for KA210 as either **GREEN** (important to review during final report assessment); **ORANGE** (some aspects are important to consider during final report assessment) or **RED** (not to be considered during final report assessment).

KA210 ASSESSMENT SUB-CRITERIA FOR 'RELEVANCE'	SELECTED COLOUR
Proposal is relevant to the objectives and priorities of the funding action.	GREEN
Profile, experience and activities of the participating organisations are relevant to the field of the application.	RED
Proposal brings added value at EU level by building the capacity of organisations to engage in cross-border cooperation and networking: participating organisations are able to achieve results, together, that would not be reached by organisations from a single country.	ORANGE
KA210 ASSESSMENT SUB-CRITERIA FOR 'QUALITY OF PROJECT DESIGN AND IMPLEMENTATION'	SELECTED COLOUR
Project objectives are clearly defined, realistic and address the needs and goals of the participating organisations and the needs of their target groups.	ORANGE
Activities are designed in an accessible and inclusive way and are open to people with fewer opportunities.	ORANGE
Proposed methodology is clear, adequate and feasible.	GREEN
Project work plan is clear, complete and effective, including appropriate phases for preparation, implementation and sharing project results.	GREEN
Project is cost-effective and allocates appropriate resources to each activity.	ORANGE
Project incorporates the use of digital tools and learning methods to complement physical activities and to improve the cooperation between partner organisations.	ORANGE
The project is designed in an eco-friendly way and incorporates green practices in different project phases.	ORANGE



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

GUIDELINES FOR ERASMUS+ NAs

This slide provides an overview of a completed template for ACTIVITY 1 [page one] and categorises individual sub-criteria as Red, Orange or Green. Additional detail on the rationale behind these decisions is provided within the KA201 Briefing Sheet.

KA210 ASSESSMENT SUB-CRITERIA FOR 'QUALITY OF PARTNERSHIP'	SELECTED COLOUR
Project involves appropriate mix of participating organisations in terms of profile.	RED
Project involves newcomers and less-experienced organisations to the action.	ORANGE
Proposed allocation of tasks demonstrates the commitment and active contribution of all participating organisations.	GREEN
Proposal includes effective mechanisms for coordination and communication between the participating organisations.	GREEN
KA210 ASSESSMENT SUB-CRITERIA FOR 'IMPACT'	SELECTED COLOUR
Proposal includes concrete and logical steps to integrate the project results in the regular work of participating organisations.	GREEN
Project has the potential to positively impact on participants and participating organisations, as well as the wider community.	GREEN
Proposal includes an appropriate way of evaluating the project outcomes.	GREEN
Proposal includes concrete and effective steps to make results known within the participating organisations, to share the results with other organisations and the public, and to publicly acknowledge EU funding.	GREEN



GUIDELINES FOR ERASMUS+ NAs

This slide provides an overview of a completed template for ACTIVITY 1 [page two] and categorises individual sub-criteria as Red, Orange or Green. Additional detail on the rationale behind these decisions is provided within the KA201 Briefing Sheet.