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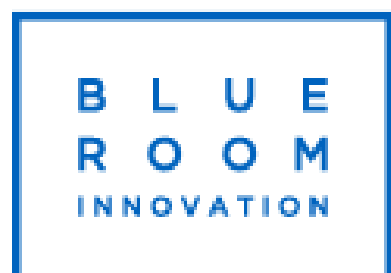


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# A9 Quality Assurance and Evaluation plan

May 2022

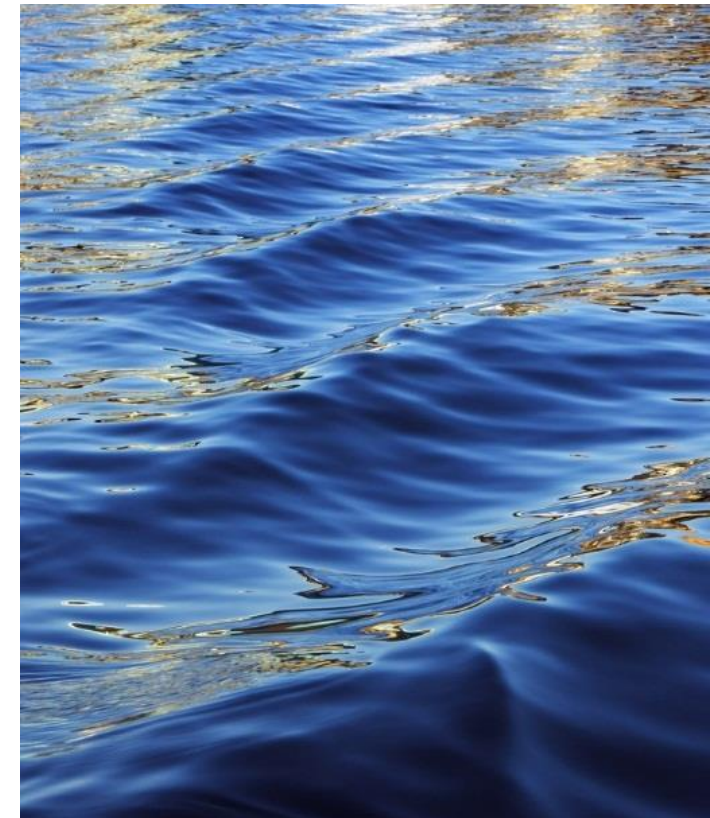
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# Greener Green Quality Assurance Plan

Partner name: IDEC  
February 2023



Co-funded by the  
Erasmus+ Programme  
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# Partners

1. BLUE ROOM INNOVATION – SPAIN
2. IDEC – GREECE
3. FEDERATION DES ASSOCIATION DE PARENTS D'ELEVES DU LUXEMBOURG
4. UNIVERSITE DE LIEGE – BELGIUM
5. PRIMARY SCHOOL OF VAREIA - GREECE
6. Instituto Agrario Bell-lloc del Pla SA - SPAIN
7. Scuola Europea di Varese – ITALY



# Quality Assurance Plan – CONTENTS

*The quality plan covers all activities of the project life-cycle and includes quality criteria, quality processes and procedures, quality documents, monitoring process and improvements of outputs.*

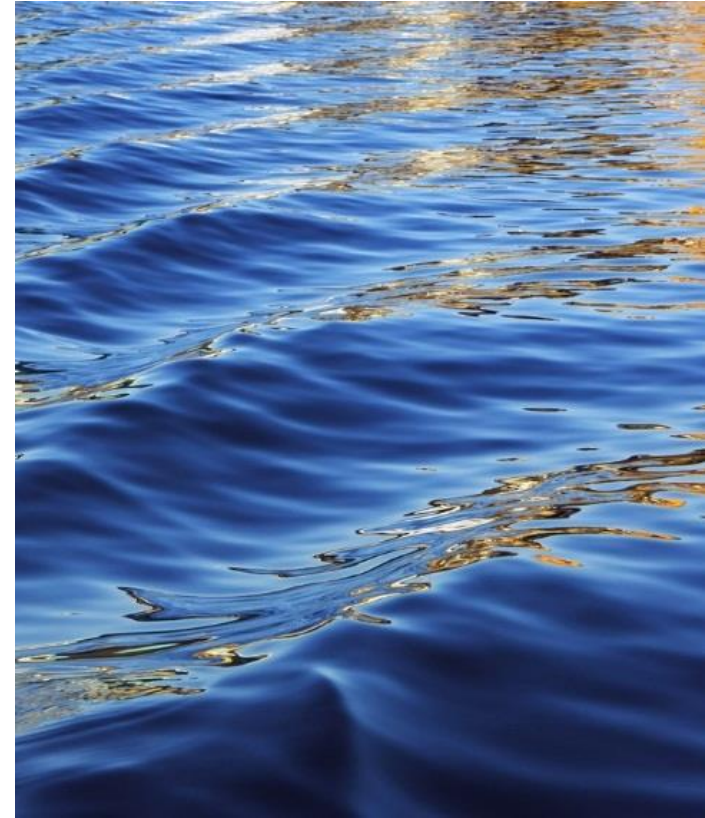
*The Contents will follow the structure:*

1. EVALUATION OF THE PROJECT PROCESS
2. EVALUATION OF THE PROJECT RESULTS
3. EVALUATION OF DISSEMINATION ACTIVITIES
4. EVALUATION OF PROJECT MEETINGS
5. EVALUATION DELIVERABLES
6. TIMETABLE





# 1.EVALUATION OF THE PROJECT PROCESS



# EVALUATION OF THE PROJECT PROCESS includes:

- ✓ Semester Evaluation Reports
- ✓ Evaluation of outputs
- ✓ Evaluation of all Transnational Meetings – after their conclusion
- ✓ Evaluation of Training Courses C1 and C2
- ✓ Final Evaluation Report



# EVALUATION OF THE PROJECT PROCESS: semester reports (1)

IDEC will design and distribute questionnaires to partners. The reports examine all project management aspects, during each evaluation period:

- Management,
- Activities implementation,
- Cooperation between partners,
- Resolution of possible conflicts,
- Dissemination (as directed by the Dissemination Plan),
- Sustainability and impact.

# EVALUATION OF THE PROJECT PROCESS: semester reports (2)

## Indicators:

Questionnaires (as planned for all project aspects)

Completed by all partners,

80% overall satisfaction regarding cooperation and management,

90% implementation of planned tasks





# EVALUATION OF THE PROJECT PROCESS: Evaluation of Transnational Meetings (1)

## Evaluation of all Transnational Project Meetings

Through questionnaires created by IDEC

### Aim:

Increase the effectiveness of partners' collaboration,

Improve the face-to-face collaboration between partners,

Identify potential problems and implement corrective actions.



# EVALUATION OF THE PROJECT PROCESS

## Evaluation of Transnational Project Meetings (2)

### *Indicators:*

Full attendance of project meetings,

Above 80% satisfaction,

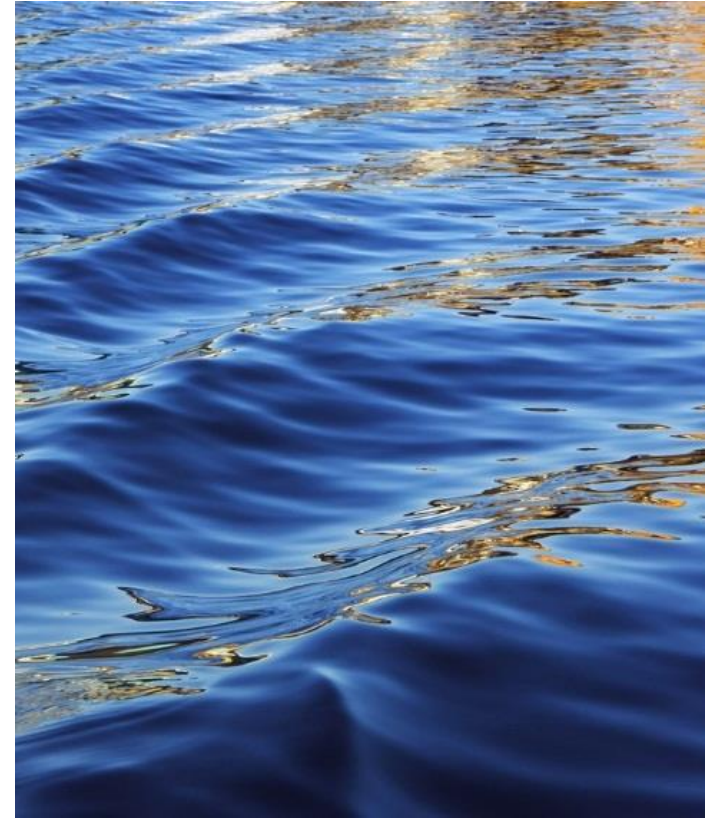
Number of issues identified,

Number of corrective actions taken after etc.





## 2. EVALUATION OF THE PROJECT RESULTS



# EVALUATION OF THE PROJECT RESULTS

PR1 The Greener Green training program (e-learning)

PR2 The Greener Green Assessment Tool

PR3 The Greener Green platform

Learning Activity in Liege



# Evaluation of the PRs

## ✓ PR1 Training Course:

IDEC, as a leader of evaluation activities, will draft the questionnaires in English and summarise the feedback from all partners in an overall evaluation report (PR1/A8 Peer Review).

PR1 will be updated/ improved based on the results and recommendations of this report.

## ✓ PR2 The Greener Green Assessment Tool:

IDEC will draft the questionnaires in English, partners will translate them into their languages and every teachers following the Pilot testing will provide his/her feedback (PR2/A6 Pilot Testing)

IDEC then will create an evaluation report based on which Blue Room Innovation, the leader of this PR, will implement the necessary changes to the Assessment Tool.

## ✓ PR3 The Greener Green platform

IDEC will provide a questionnaire so that partners will be able to perform PR3/A4 Beta testing and improvements .

# Evaluation of the PRs (2)

## Learning Activity in Liege:

IDEC will provide a questionnaire to evaluate the learning process, the skills and knowledge acquired and the competence of participating teachers to use all the PRs.

The questionnaire must answer to aspects such as:

Qualitative:

Quality of training

Quality of the structure and context of the training

Overall satisfaction of the participants

Quantitative:

2 teachers/trainers per partner organisation (14 participants in total) must participate.

At least 80% overall satisfaction

# Evaluation of the PRs- Quantitative Indicators

## PR1 Training Course:

20 surveys per partner (140 filled surveys in total). 1 Focus Group with 5 teachers per partner (35 teachers) 1 Focus Group with 5 pupils + 5 parents per partner (70 participants)

5 Best practices per partner (35 best practices)

Pilot delivery: 10 teachers per country (50 total)

7 Modules of e learning x 4 hours each (28 hours of training)

Translation in all partner languages

## PR2 The Greener Green Assessment Tool:

Translation of the Tool in all partner languages

During the Training of Trainers on how to use the training programme and the Assessment Tool 2 teachers/trainers per partner organisation (14 participants in total) must participate.

## PR3 The Greener Green platform:

The platform is required to host both the e-learning course and the assessment tool/

# Evaluation of the PRs- Qualitative Indicators

Quality indicators used (benchmark 80%):

Satisfaction of partners' staff performing project activities.

Satisfaction of partners' staff participating in official meetings and the Learning Activity.

Satisfaction of participants to the multiplier events.

Quantitative indicators: Number of registered users in the eLearning training and the assessment tool.

Number of new schools which decide to implement project results.

Number of new collaborations created as a consequence of the project.





### 3. EVALUATION OF DISSEMINATION ACTIVITIES



# Dissemination indicators

- ✓ Delivery of 3 webinars with 20 participating teachers each (60 teachers total)
- ✓ Stakeholders database: 200 contacts per partner (total 1400)
- ✓ 1000 visits to the project website
- ✓ 5 newsletters with 1400 recipients (total 7.000)
- ✓ 4 presentations per partner in workshops/meetings
- ✓ (total 28) Followers in Facebook account 500
- ✓ 2 posts per month on the Facebook account
- ✓ 180 participants in the project's multiplier events

# EVALUATION OF dissemination activities: Multiplier Events

## Evaluation of Multiplier Events

### Aims

Short questionnaire, addressed to local events participants exploring their opinion about the project results, if they will be able to use them and in which ways.

Provide a critical insight on the impact potential & sustainability of the project.

### Indicators

#### Qualitative:

Quality of the event

Participation of targeted stakeholders

Express of interest for exploitation of the project results

#### Quantitative

80 % Satisfaction of attendants

180 participants in the project's multiplier events (one event in each partner country with 30 participants each).



## 4. EVALUATION OF PROJECT MEETINGS



# Project Meetings

Project meetings will be evaluated by a questionnaire distributed by IDEC to all participants on the basis of:

- Participation
- Venue
- Organisation of meeting
- Understanding of partners regarding future tasks
- SWOT analysis of work done and future dissemination and exploitation prospects

The meetings foreseen by the proposal are:

Kickoff – Girona, SP (Blue Room Innovation organizing)

End of project – Luxembourg (FAPEL organizing)





## 5. EVALUATION DELIVERABLES



## Deliverables:

PR Evaluation Reports

Semester Quality Assurance Reports

Final Evaluation Report



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# EVALUATION deliverables: Semester Quality Assurance Reports (1)

## Semester quality reports

Will summarise the results of:

- ✓ The meetings evaluation
- ✓ The partners semester reports
- ✓ The IOs evaluation results



# EVALUATION deliverables: Semester Quality Assurance Reports (2)

Semester Quality Assurance Reports will focus on:

The vital parts of the project that will be closely monitored, will be:

- ✓ The productivity of the partnership's members
- ✓ The course of the activities according to the Project Plan
- ✓ The efficiency and motivation provision of the project meetings
- ✓ Qualitative and qualitative indicators regarding project activities
- ✓ The reach of the dissemination activities
- ✓ The training of teachers on the implementation of the course and the assessment tool
- ✓ The appeal of the multiplier events



# Evaluation deliverables: Final Evaluation and Impact Report (1)

The final Evaluation report will evaluate project implementation and results according to the evaluation plan. It will include feedback from:

- The pilots.
- The Learning activity
- Multiplier events and dissemination activities.
- Partner semester reports regarding the impact on their organisations.

# Evaluation deliverables: Final Evaluation and Impact Report (2)

The *contents* of the Final Evaluation and Impact Report will focus on:

Impact on partners' staff that is involved in the project

Impact on partners' organisations

Impact at a local level such as schools, students, parents, organisations

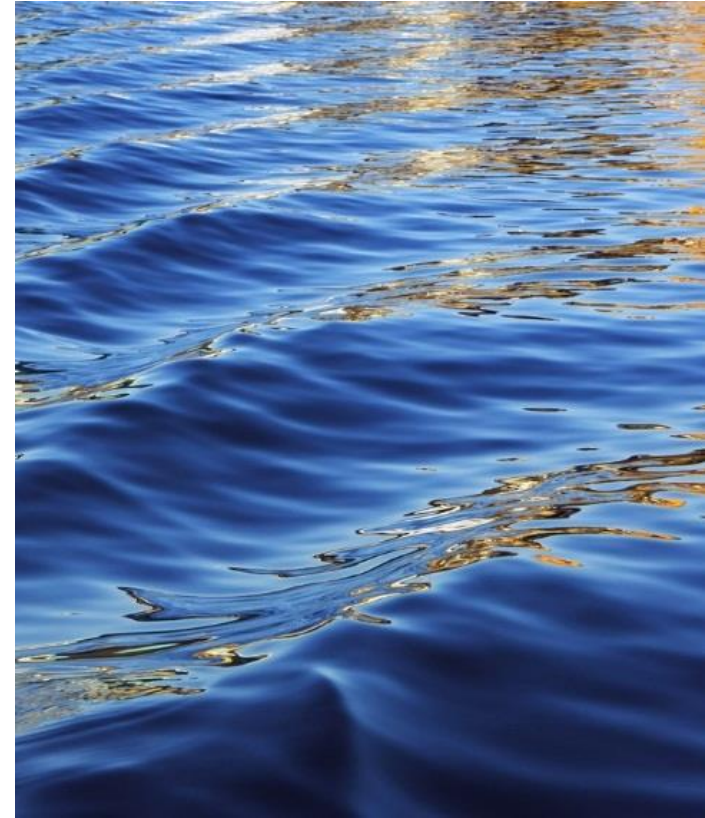
Impact of dissemination and exploitation activities at a national level, as stated by partners

Impact of dissemination and exploitation activities at a European level





## 6. TIMETABLE



# TIMETABLE

Activity	Partner	Action	When
Quality Assurance Plan	IDEC	Development of the QA Plan – methodology and Tools	Dec 2021
	ALL	Review and approve	Jan 2022
Evaluation of the Kickoff Meeting	IDEC	Development of the Questionnaire	Dec 2021
	ALL	Fill-in the Questionnaire	End of May 2023
First Semester Report	IDEC	Send out the Questionnaire	May 2022
	ALL	Fill-in the Questionnaire	End of May 2022
First Year Report	IDEC	Send out the Questionnaire	Nov 2022
	ALL	Fill-in the Questionnaire	Dec 2022
3 <sup>rd</sup> Semester Evaluation Report	IDEC	Development and send out the Questionnaire	Nov 2022
	ALL	Fill-in the Questionnaire	Nov 2022
Evaluation of C1	IDEC	Development of the Questionnaire	April 2023
	ALL	Fill-in the Questionnaire	May 2023

# TIMETABLE (2)

Activity	Partner	Action	When
	ALL	Fill-in the Questionnaire	May 2023
Evaluation of 2 <sup>nd</sup> Meeting	IDEC	Send out the Questionnaire	Sept 2023
	ALL	Fill-in the Questionnaire	End of Oct 2023
Evaluation of Multiplier Events	IDEC	Send out the Questionnaire	Oct 2022
		Fill-in the Questionnaire	End of Oct 2022
Final Report	IDEC		Oct 2023



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Project 2021-1-ES01-KA220-SCH-000032687

