



**lawake**



Education and Culture DG

Lifelong Learning Programme

**Aging With Active Knowledge and Experience**

## **PROJECT MONITORING AND EVALUATION TOOLS**

During first meeting in Poland (October, 2011) was developed the project monitoring and evaluation systems which consists of three questionnaires:

1. **Questionnaire No.1:** “EVALUATION OF EFFICIENCY OF THE COMMUNICATION AMONG PARTNERS”. Purpose of this questionnaire is to assess the partner's views on communication methods and their effectiveness in order to implement successfully the project objectives, plan activities and promote cooperation.
2. **Questionnaire No.2:** “MEETINGS EVALUATION QUESTIONNAIRE”. Purpose of this questionnaire is to assess the meetings organization and its contribution to implement successfully the project activities and promote cooperation.
3. **Questionnaire No.3:** “PARTNERSHIPS EVALUATION QUESTIONNAIRE”. Purpose of this questionnaire is to know partners' views on participation in project activities, cooperation, the environment and opportunities.

To implement project successfully, partners have to answer to the questionnaire no.1 for the period between the meetings before the each next meeting. Meeting evaluation should be expressed (answer to the questionnaire no.2) after each meeting. Questionnaire no.3 to be completed only the first and last meeting. Responsible for the survey and data collection - Latvia.

**Questionnaire No.1**  
**EVALUATION OF EFFICIENCY OF THE COMMUNICATION AMONG PARTNERS**

*Purpose of this questionnaire is to assess the partner's views on communication methods and their effectiveness in order to implement successfully the project objectives, plan activities and promote cooperation.*

Kinds of ways of the communication with the coordinating partner:

*By phone*       *E-mail*       *Skype*       *Meetings*       *Other*

Frequency of communication with the coordinating partner:

*Every day*       *once a week*       *once a month*       *once a 3 months*

How effective was the communication with coordinating partner?

*effective*       *ineffective*       *sufficiently effective*

Kinds of ways of the communication with other partners and frequency of communication:

<i>Where are partners from?</i>	<i>Kinds of ways of the communication with other partners:</i>	<i>Frequency of communication:</i>	<i>How effective was the communication?</i>
<b>Poland</b>	<i>by phone</i> <input type="checkbox"/> <i>E-mail</i> <input type="checkbox"/> <i>Skype</i> <input type="checkbox"/> <i>Meetings</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/>	<i>every day</i> <input type="checkbox"/> <i>once a week</i> <input type="checkbox"/> <i>once a month</i> <input type="checkbox"/> <i>once a 3 months</i> <input type="checkbox"/>	<i>effective</i> <input type="checkbox"/> <i>ineffective</i> <input type="checkbox"/> <i>sufficiently effective</i> <input type="checkbox"/>
<b>Italy</b>	<i>By phone</i> <input type="checkbox"/> <i>E-mail</i> <input type="checkbox"/> <i>Skype</i> <input type="checkbox"/> <i>Meetings</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/>	<i>every day</i> <input type="checkbox"/> <i>once a week</i> <input type="checkbox"/> <i>once a month</i> <input type="checkbox"/> <i>once a 3 months</i> <input type="checkbox"/>	<i>effective</i> <input type="checkbox"/> <i>ineffective</i> <input type="checkbox"/> <i>sufficiently effective</i> <input type="checkbox"/>
<b>Lithuania</b>	<i>By phone</i> <input type="checkbox"/> <i>E-mail</i> <input type="checkbox"/> <i>Skype</i> <input type="checkbox"/> <i>Meetings</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/>	<i>every day</i> <input type="checkbox"/> <i>once a week</i> <input type="checkbox"/> <i>once a month</i> <input type="checkbox"/> <i>once a 3 months</i> <input type="checkbox"/>	<i>effective</i> <input type="checkbox"/> <i>ineffective</i> <input type="checkbox"/> <i>sufficiently effective</i> <input type="checkbox"/>
<b>Latvia</b>	<i>By phone</i> <input type="checkbox"/> <i>E-mail</i> <input type="checkbox"/> <i>Skype</i> <input type="checkbox"/> <i>Meetings</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/>	<i>every day</i> <input type="checkbox"/> <i>once a week</i> <input type="checkbox"/> <i>once a month</i> <input type="checkbox"/> <i>once a 3 months</i> <input type="checkbox"/>	<i>effective</i> <input type="checkbox"/> <i>ineffective</i> <input type="checkbox"/> <i>sufficiently effective</i> <input type="checkbox"/>
<b>Romania</b>	<i>By phone</i> <input type="checkbox"/> <i>E-mail</i> <input type="checkbox"/> <i>Skype</i> <input type="checkbox"/> <i>Meetings</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/>	<i>every day</i> <input type="checkbox"/> <i>once a week</i> <input type="checkbox"/> <i>once a month</i> <input type="checkbox"/> <i>once a 3 months</i> <input type="checkbox"/>	<i>effective</i> <input type="checkbox"/> <i>ineffective</i> <input type="checkbox"/> <i>sufficiently effective</i> <input type="checkbox"/>
<b>Spain</b>	<i>By phone</i> <input type="checkbox"/> <i>E-mail</i> <input type="checkbox"/> <i>Skype</i> <input type="checkbox"/> <i>Meetings</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/>	<i>every day</i> <input type="checkbox"/> <i>once a week</i> <input type="checkbox"/> <i>once a month</i> <input type="checkbox"/> <i>once a 3 months</i> <input type="checkbox"/>	<i>effective</i> <input type="checkbox"/> <i>ineffective</i> <input type="checkbox"/> <i>sufficiently effective</i> <input type="checkbox"/>

Do the types of communication, frequency and effectiveness contribute to meet the project objectives?

*contribute*       *does not contribute*       *partly contribute*

Your recommendations how to improve communication between partners

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Questionnaire No.2

MEETINGS EVALUATION QUESTIONNAIRE

Purpose of this questionnaire is to assess the meetings organization and its contribution to implement successfully the project activities and promote cooperation.

1. The meetings organization evaluation

Meeting date and agenda was announced in time to enable the partners' preparation for a meeting:

- Strongly agree, Agree, Disagree, Strongly disagree

The meeting agenda included all planned issues:

- Strongly agree, Agree, Disagree, Strongly disagree

Meeting organizers helped arrange the accommodation and leisure issues:

- Strongly agree, Agree, Disagree, Strongly disagree

Conduct of the meeting was well organized, well-prepared presentations and meetings

- Strongly agree, Agree, Disagree, Strongly disagree

2. To which degree were reached the meeting objectives?

Degree to which the meeting followed planned schedule:

- completely, partly, was not followed

Degree to which the meeting reached its planned objectives:

- completely, partly, was not reached

Please name what products were planned to produce during the meeting (e.g.g. reports, questionnaire, etc.):

- 1. ....
2. ....
3. ....

Degree to which the planned products were produced:

- completely, partly, was not product

To which extent the project had an impact on the partnership:

- contributed, was neutral, did not contribute

3. How do you evaluate your experience of participating in meeting?

How do you evaluate your experience of participating in meeting? Please write at least three things:

.....
.....
.....

Please write what impact the meeting will have on your institution/organisation:

.....
.....
.....

How the meetings' results will be disseminated in your country?

.....

**Questionnaire No.3**  
**PARTNERSHIP EVALUATION QUESTIONNAIRE**

*Purpose of this questionnaire is to know partners' views on participation in project activities, cooperation, the environment and opportunities.*

How do you evaluate the **cooperation between partners** to meet the project objectives?

- Partners are sufficiently aware of the importance of partnership and can work as a team until the end of the project*
- Partnership is not too important, the team is joined partly*
- There are no cooperation between partners*

**Co-operation assessment:**

	<i>agree</i>	<i>don't know</i>	<i>disagree</i>	<i>agree</i>	<i>don't know</i>	<i>disagree</i>	
Expectations that the obligations and responsibility will be determined from the coordinating partner							The division of responsibilities
Responsibility for the results of the project to transfer to the coordinating partner							Individual responsibility for project results
Refraining from participation in decision-making							Collective decision-making
Decisions are given by the coordinating partner							Discussions on the optimal decision
Authoritarian leadership							Cooperation and cooperative culture
Accusations of a lack of professional and personal competence							Professional and personal growth opportunities
Unusual business relationships							Friendly, good relations

**How to evaluate opportunities in the project?**

	<i>I have the opportunity</i>	<i>Do not think that there's a possibility</i>	<i>I have no options</i>
Balanced participation in decision-making			
Understand and strive for common goal			
Show initiative			
Apply your experience			
Express your views			
Share information			
Participate in project activities			
Consultation event of difficulties			
Make mistakes and errors correct			

Work independently			
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*Recommendations to improve the effective partnerships:*

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