

Efficient 20.

IEE/09/764/SI2.558250

D6.1. Monitoring and Evaluation Framework

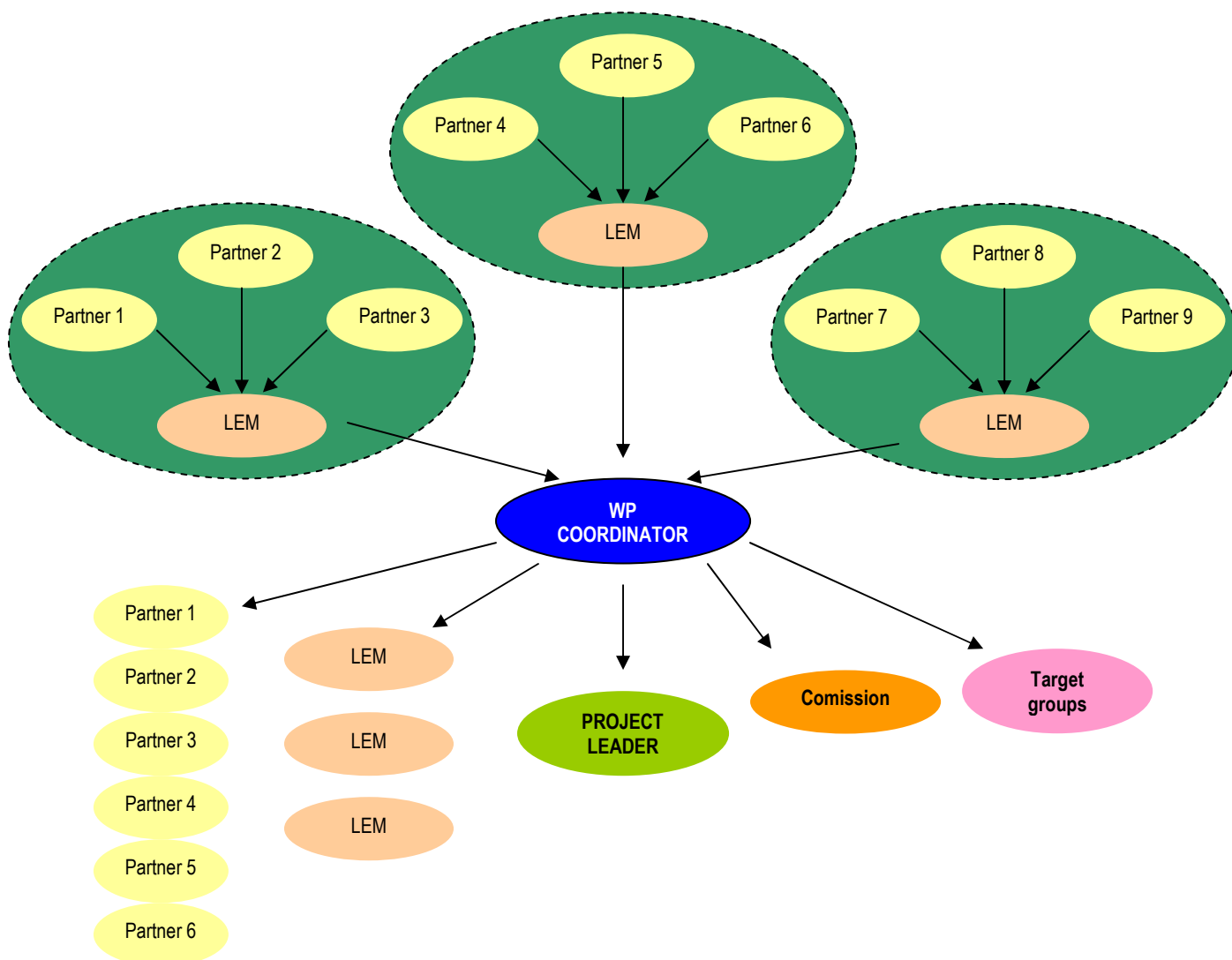
INTRODUCTION

The European project evaluation is a main task, which allows us to know and to measure the real impact of the group goals as well as to analyze what probable objectives will be fulfilled.

It is important to create evaluation reports during the project development, in order to know what aspects have been carried out properly, and to promote them; and also it is important to determine what aspects have not been developed properly and try to solve them in the correct way.

The evaluation and monitoring work, though it is coordinated by the Energy Agency of the Province of Avila (APEA), needs contributions from every Local Evaluation Manager (LEM's) foreseen in the project. The Local Evaluation Manager from each country will receive inputs from the project partners in his country and will let the work package coordinator know.

The work package coordinator, using the received information will carry out reports which will be sent to several organizations and stakeholders (Commission, Project Leader, Partners, LEM's...) depending on the information he gets from them.



EVALUATION GOALS

The main evaluation goal is to understand and to analyze the impacts of developed measures during the project; to allow monitoring and evaluating of the project results according to its goals; to create a European Network of companies and organizations and to contribute to the reduction of fuel consumption by 20 % in the pilot groups.

GENERAL METODOLOGY

General methodology on evaluations consists of sending reports from the work-package coordinator to the partners, who will send these completed reports to the coordinator.

The sending frequency tries to keep the contact consistent throughout time and this way make sure information is not lost during the project development.

EVALUATIONS TO CARRY OUT

According to the project offer, four different kinds of evaluation are proposed from which we will get information:

- ➔ Technical Evaluation
- ➔ Evaluation on dissemination and transferability
- ➔ Evaluation on raising awareness and knowledge
- ➔ Process Evaluation

Later each type of approved evaluation will be analyzed in accordance with its characteristics

TECNICAL EVALUATION

Goals

This evaluation will try to determine the degree of reduction in the fuel consumption obtained during the project, as well as initiatives which exist in every country that participates.

Indicators

The elements to analyze during the evaluation process are the following:

- Fuel consumption collected in the European Database from work package 2.
- Fuel consumption of 30 pilot groups according to data collection from the database of the work package 3
- Existing studies in every country that analyze statistics, legislation, good practices and barriers... and which show the initial state regarding fuel consumption.

Collection of information methodology

The collection of data in this evaluation will be carried out by the following methodology:

- **Fuel consumption from the European Database (WP2)** → A month before writing each evaluation report the existing data will be collected in the database, analyzing the changes regarding previous report.
- **Fuel consumption from 30 pilot groups (WP3)** → Two months before writing each evaluation report, every LEM will complete a report in which the data from the pilot groups appears from what they have prepared during the last period. They will send the report to the coordinator one month before.
- **Every country studies** → Two months before writing every report, the coordinator will request the LEM's information about studies that have been found in the last period, these should be sent a month before redacting above mentioned report.

Data report

Requested data by the coordinator to the LEM's will be asked for across some established files which could vary from one report to the other one in accordance with the recommendations of partners.

The evaluation coordinator will write a report using the results from every partner and analyzing them from a qualitative point of view. This report will be evaluated by the partners accepting the modifications that they consider appropriate.

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Periodic and final report

Using these modifications, a period report will be written (3 during the project) which will be sent to project partners as well as to the rest of organizations that are considered appropriate.

Using these three intermediate reports, a final one will be written and in it will be resumed the most important data and conclusions of the technical evaluation and it will be a part of the evaluation final report (D6.2.)

Chronogram

The following chronogram is proposed:

	2010						2011												2012												2013							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		
	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A		
Data collection from the Database (WP2)						■									■										■												■	
Report written by the LEM about the pilot groups consumption					■									■												■											■	
Report writing using every country studies					■									■												■											■	
Partial reports of evaluation					■	■									■	■										■	■											
Incorporation in the evaluation final report																																					■	■

EVALUATION OF THE PROJECT DISEMINATION AND TRANSFERABILITY

Goals

This evaluation will try to evaluate the success of the relationship activity (networking) developed in the project.

Indicators

Elements to analyze during the evaluation process are the following:

- Number of carried out contacts with external actors of the project.
- Number of participants in external events.
- Number of visitors in the web site (new and repeated ones)
- Number of consults and requests on information.
- Number of appearances in press media.

Collection of information methodology

The data collection of this evaluation will be carried out completing a report sent by the work package leader to every partner once a month and it will be replied in a week.

The report will be changed using the contributions and suggestions of partners, so it will be actualized monthly.

Intermediate and final report

Using received modifications intermediate reports will be written in order to be distributed during project meetings, and also conclusions of all of them will be a part of the evaluation final report (D6.2.)

Chronogram

The following chronogram is proposed:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36			
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On the request of monthly reports on dissemination and transferability																																							
Sending monthly reports on dissemination and transferability																																							
Writing intermediate reports																																							
Evaluation final report																																							

EVALUATION OF THE RAISING AWARENESS AND KNOWLEDGE

Goals

This evaluation will try to know the awareness level and the acquired knowledge during the project development.

Indicators

Elements to analyze during the evaluation process are the following:

- Awareness level about methods and monitoring equipment of fuel consumption.
- Awareness level about saving fuel.
- Number of trained people in the workshops on sustainable driving.

Collection of information methodology

This evaluation is carried out basing on some questions made to farmers before and after project development.

A question form has been carried out and it will be fulfill in the first phase of the project in order to obtain information about the previous knowledge and awareness state of project participants.

Previous questionnaires will be fulfill again at the end of the project adding certain modifications so they allow us to analyze how participants have been affected by the project.

The guide of the initial questionnaire is deliverable 6.3 of the project Efficient 20.

Regarding evaluation of training people in workshops on sustainable driving, partners who carry out these workshops, will send this information to the work-package leader according to a fixed annex.

Data report

Every partner should fulfill at least 50 initial questionnaires and 50 final ones, and they should send their conclusions to the project coordinator.

Period and final report

An intermediate report will be written using the results of the initial questionnaire, and another report will be written using the results of final questionnaire, as well as the valuation of both of them. This final report will be a part of the evaluation final report (D6.2.)

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	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A					
Sending modifications and definitive presentation of initial questionnaire	█	█																																							
Carring out initial questionnaires			█	█	█	█	█	█	█	█	█	█	█	█	█																										
Sending results to the coordinator															█	█																									
Writing the intermediate report using results of the initial one																█	█																								
Sending modifications and definitive presentation of the final questionnaire																					█	█	█	█																	
Carring out final questionnaires																								█	█	█	█	█	█	█	█	█	█	█	█	█					
Sending final questionnaire results to the coordinator																																					█	█			
Writing the final report using final questionnaire results and comparison of both																																								█	

PROCESS EVALUATION

Goals

The process evaluation tries to assure the quality of transnational cooperation within the project frame, evaluating the degree of measures implementation. This evaluation will be helpful mainly to know the obstacles and difficulties found and the way that they have been faced.

Indicators

Elements to analyze during the evaluation process are the followings:

- Attending to meetings
- Number of organized courses on training; number of attendants ...
- Number of pilot groups integrants
- Information about difficulties and obstacles found during the project.

Collection of information methodology

This evaluation lies in the data collection from all of partners about workshops and participants, using a monthly questionnaire fulfilled by participants, these questionnaires will be sent by partners.

Regarding difficulties and obstacles, there will be time during meetings to treat these matters.

Data report

Every partner should send the fulfilled questionnaire to the work-package leader, and also they should add their own experience in project meetings where have been treated difficulties and obstacles matters.

Periodic and final report

An intermediate report will be written using the results of received questionnaires up to that moment; as well as a final report will be written using the rest of results which will be included in the evaluation final report (D6.2.)

EVALUATION FINAL REPORT

Goals

All the previous work to the final report we would have done during the project development will try to get information and this way, we will have all the necessary data in order to write a final report of the project in which the obtained information about carried out evaluations will be included.

This report will be published and it will include not only the evaluation of mentioned matters in this file, but recommendations addressed to organizations interested in the project results, pointing out the external factors which would have made possible the measures implementation.