

UP&UP-EVALUATION PLAN

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| Project Title | UP&UP UPscaling trainers and educators' competencies on gender-based violence to UPscaling awareness among young people against violence. |
| Task/Responsibility | Evaluation and Quality Assurance |
| Date of delivery | November 2019 |
| Author(s) | INCOMA |

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1. INTRODUCTION

UP&UP (2019-1-IT01-KA202-007795) is funded by the Erasmus+ programme (KA2 – Strategic Partnerships) and its Consortium is composed of 8 institutions from 6 EU countries (Spain, Italy, Greece, Bulgaria and Belgium – hereinafter as partners' countries) that have a vast experience in EU-funded projects and are active actors in topics such as respect for diversity, with particular reference to gender difference.

Throughout the project lifecycle (October 2019 to September 2022), UP&UP would define a new methodology and a training package available online with the aim of increasing skill's educators, teachers, tutors, trainers and citizenship skills of young (especially those living in outskirts and internal areas) on a specific topic concerning respect for diversity, with particular reference to gender differences. The project departs from the assumption that only teaching of teachers and realization of a joint path with young people is possible breaking down stereotypes.

2. OBJECTIVES OF THE PROJECT & TARGET GROUPS

1. Preventing and combating of violence through the improvement of education to respect for gender differences among younger generations.
2. Exchanging good practices of training of educators to contrast hate speech and stereotypes gender-based violence.
3. Raising awareness among girls and boys about sexist stereotypes that influence attitudes and behaviour between males and females.
4. Increasing knowledge and skills of the teachers of schools and training organizations (not just schools) on the discrimination issues and violence linked to gender differences.
5. Encouraging networking between schools and training organizations of different levels, associations and organizations that are engaged in the social and work reintegration of young people at risk

Target groups:

- Educators, trainers, company tutors, operators working with young people at risk
- Young people included in the age group between 14 and 18 years.

3. METHODOLOGY

Starting from the experience and good practices put in place by the partners, the project is focused on the exchange and strengthening of methodologies and techniques aimed at counteracting the emergence

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of phenomena of violence and bullying of a sexist character within the schools and VET organizations, through actions addressed:

- Training trainers in order to increase their skills and abilities to prevent and combat violence among young people at schools and training organisations;
- Increasing the awareness of young people of sexist stereotypes that influence negatively of the desires and choices boys and girls, developing proactive attitudes in girls in the social and cultural development of the country, even in areas considered traditionally and erroneously unattractive for women.
- Supporting the teachers in developing critical tools that make them able to recognize and counteract attitudes and behaviours that form the basis for phenomena of violence and abuse (including aggression, hate speech, bullying and cyberbullying) that can develop in friendship and amorous relations in all contexts of social and family life, in real and virtual places of exchange.

4. PROJECT MANAGEMENT

All partners commit to actively participate in the project activities. They will guide by the project management plan and implementation grant rules. The partnership will support the coordinator project with detailed information about realised activities. A Steering Committee (SC) will be appointed, composed of representatives of all partners who will be responsible for the operation of the activities. The SC will have the task of coordinating the activity and ensuring the correct communication between the partners. Main decisions will be taken during the transnational meetings.

The Steering Committee will be informed through the monitoring of any deviations from the work plans and will adopt the related corrective measures.

| NAME OF THE ORGANIZATION | CONTACT PERSON | E-MAIL |
|---|---------------------------------|--|
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| European Center for Quality (ECQ) | | |
| SYNDESMOS MELON GYNAIKEION IRAKEIOU& NIRAKLEIOU | | |
| SUSTAINABLE COMMUNICATION AISBL | | |

5. EVALUATION AND QUALITY ASSURANCE STRATEGY

INCOMA, as Evaluation & Quality Assurance leading organization, will be responsible for carrying out the quality control strategy, guaranteeing the correct fulfilment of project tasks, and establishing procedures to face delays in the development of the outcomes or in the event of inappropriate partners' performance. Nevertheless, all remaining partners will be involved in the activities and will provide appropriate support to the activity leader.

This document will define the project milestones, as well as activity indicators, communications and coordination policies, and procedures and reports.

The aim of this document is to clearly define the quality expectations the project must achieve, as well as to establish the monitoring tools that UP&UP partners will make use throughout the 36 months of the project lifetime in order to ensure the satisfactory fulfilment of every product and objective.

This plan describes:

- the qualities that must be possessed by the project outputs in order that the desired outcomes are achieved;
- the expected impact of project results, that is value of results;
- partners' roles and responsibilities relating to such processes and results.
- Risks' management plan

This document is meant as a tool to support the Coordinator and the Co-beneficiaries in carrying out project activities successfully.

INCOMA will produce the Evaluation Plan that will be updated throughout the project lifecycle according to the project needs.

This plan is set in the streamline of, and in compliance with, the project grant agreement and the administrative and financial guidelines for Erasmus+ projects.

On the other hand, it aims to achieve project EVALUATION, aimed at assuring the effectiveness of project actions in terms of attainment of project goals, focusing on project results, outcomes and impact and on the implementation of project activities, as well as the key drivers for project impact fulfilment.

UP&UP will include an internal and external evaluation approach, with the purpose of ensuring: the correct

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achievement of project indicators, the quality of project activities and events and the relevance of project outcomes and results.

For that purpose, INCOMA prepared a set of standardised questionnaires that all Consortium members will apply when implementing the activities. Indeed, whereas INCOMA is the institution leading and coordinating the project Evaluation and Quality Control, all project partners will contribute to its implementation, by acting as an intermediate with participants and beneficiaries.

Indeed, each partner institution will be responsible for distributing and ensuring the collection of questionnaires during local events and project activities according to the templates provided and for sending INCOMA the answers obtained for further analysis and valorisation. One report will be produced after each activity/event/meeting assessed, apart from a mid-term and a final evaluation report.

Whenever possible, online surveys and questionnaires will be favoured. In such case, INCOMA will be responsible for providing the link to the relevant survey/questionnaire to partners. Even though INCOMA will have exclusive access to survey results, partners organising the activity/event will ensure that feedback is collected, contacting the beneficiaries of the activity.

Partners are free to translate surveys and questionnaires, provided that they respect the contents of the templates. In such case, they must ensure a bilingual version of the document is provided (English as per the original version and a translation into the national language) and provide the answers in English in order to facilitate the analysis.

On the other hand, INCOMA will permanently monitor the compliance of project indicators, such as deadlines and expected number of participants, according to the indicators provided in section 7.

6. INTERNAL EVALUATION

Internal evaluation refers to the measures and actions put forward by Consortium members and will include:

- The collection of feedback from Consortium members participating in transnational project meetings, multiplier events and other activities within the project;
- The collection of feedback on project implementation and management and Consortium relationship (mid-term and final evaluation).

After each project meeting, partners will be invited to complete a survey about their satisfaction, the accomplishment of the project objectives, etc. Once all the answers are gathered, INCOMA will prepare a report with the main conclusions.

At the end of the project, INCOMA will prepare a final evaluation report based on feedback collected from Consortium members.

Regarding the monitoring and evaluation of results, a responsible partner and a partner jointly responsible will be designated for each outcome.

The responsibilities will be distributed as follows:

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|---|--|
| IO1 Stereotypes analysis and good practices to break them down | Responsible partner: Associazione Nazionale Telefono Rosa |
| IO2 GBV training for educators | Responsible partner: SYNDESMOS MELON GYNAIKEION IRAKEIOU & NIRAKLEIOU + INCOMA support |
| IO3 UP&UP Model for ALL | Responsible partner: ECQ |
| IO4 Evaluation toolkit | Responsible partner: INCOMA |

The assessment of the project performance and achievement of interim results will be made during each transnational meeting and when required, through Skype or other Webinar meetings in order to quickly find a solution regarding any problem that should arise.

7. EXPECTED IMPACT

In order to ensure the effective progress towards the project's goals and assess its final success, since the very beginning of the activities, the partners agreed on the definition of some indicators to measure performance and assess the activities to be carried out.

Some qualitative and quantitative achievement indicators have been outlined to support project management, control and evaluation processes, as follows:

| QUALITATIVE INDICATORS |
|--|
| 1. Design of tools for the self-evaluation of educators |
| 2. Transfer of good practices |
| 3. UP&UP brochure translated in all partner's language |
| 4. Creation and reinforcement of a trainers/educator's network regarding the project goals |
| 5. Improvement of trainers/educator's knowledge regarding the project outputs. |
| 6. Satisfaction of participants |

| QUANTITATIVE INDICATORS |
|---|
| 1. 6 transnational meetings organized by project partners |
| 2. 3 Multiplier Events (1 st : Belgium, 2 nd : Spain and 3 rd : Italy) |
| 3. 1 Toolkit |
| 4. At least 1 Skype and/or webinar meeting per month with project partners |
| 5. Over 400 subjects involved in project activities in general (50 per country) |
| 6. 3 Newsletters |

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| 7. At least 10 Educational and Training organizations involved in the project events |
| 8. Creation, recording and use of UP&UP materials |
| 9. Number of visits to the project's website |
| 10. Number of educator's self-evaluation |
| 11. Active involvement of other stakeholders |

In addition to these quantitative and qualitative indicators, Evaluation and Quality Assurance will also include some key performance indicators, outlined afterwards, which will help the Consortium assess the success of the different project activities (technical and transversal).

8. RISK MANAGEMENT METHODOLOGY

In order to ensure the needs of supervision related to budget and timings management and with the aim of ensuring the flexibility in the implementation of the planned activities, Associazione Nazionale Telefono Rosa with the support of INCOMA, will implement a specific methodology of risk analysis (Risk Management Methodology) for the pre assessment of the impact of potential events (external and/or internal within the project) which, in case these happen, could seriously impede the achievement of some of the objectives defined by the project itself.

The current section provides an overview of the different events that might endanger project implementation and impact, according to their nature, as well as some preventive and corrective measures to be implemented in case of deviations.

Indeed, risks may be:

1. Controllable internal risks. Causes are controllable by the Consortium, such as quality and cost of project actions;
 2. Partially controllable internal risks. Causes are partially controllable by the Consortium, such as for example the withdrawal of a partner institution;
 3. Controllable risks with external causes, but under the control of a partner (e.g. the quality of the suppliers' efficiency);
 4. Partially controllable risks with external causes, including for example the assessment of results of actions by beneficiaries, or requests by the Spanish National Agency;
 5. Uncontrollable external risks, dependent on the activity of external suppliers, over whom preventive control is not possible (e.g. failures in internet connections, unannounced strikes by transport services, unpredictable events that might cause delays or cancellation of activities).
- Preventive and corrective measures described in the current section are not extensive and other measures may be adopted in accordance with the project coordinator, the Consortium and/or the Italian National Agency.

| RISK | PROPOSED ACTION | LEVEL OF RISK |
|--|---|---|
| No respect of timelines | INCOMA and the SC will oversee the internal quality of the project. Together will work closely with the coordinator to ensure the quality of project activities. They will act on the quality briefings from the appointed external evaluator. INCOMA and the coordinator of the project will be responsible for ensuring the tasks are completed on time. | Controllable internal risks |
| Annual breaks/ teaching and professional commitments that could limit the staff in taking part in their tasks and duties | a) Inform the project coordinator b) The project coordinator will discuss the situation with the partner, trying to find a solution as soon as possible. | Partially controllable with external causes |
| Relevance of the quality of the Toolkit | The Toolkit will be tested before its final validation and dissemination | Controllable internal risks |
| Disagreement between partners | a) In case of disagreements within the consortium the coordinator will act to mediate discussion and locate a solution that may require compromise. b) In case of disagreement between the coordinator and another partner of the consortium then another member of the partnership will be asked to assist in the process of resolution. | Controllable internal risks |
| Replacement of project representative of a partner organisation | a) Inform the project coordinator immediately b) Identify a suitable staff member that is able to replace the project manager (permanently or temporarily). | Controllable internal risks |

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| Improper use of budget by one partner | <ul style="list-style-type: none"> a) Advice from the project financial manager to partners' financial managers; b) Cut of ineligible/excessive expenditure before submitting reports to NA; c) In case of expenditure much lower than planned, re-allocation of unspent budget among other partners; d) If all other means prove useless, send request of budget to NA. | Controllable internal risks |
| Withdrawal of a partner institution | <ul style="list-style-type: none"> c) The project coordinator will discuss the situation with the defecting partner, trying to find a solution (name a possible replacement); d) In case a solution proves impossible, the project coordinator will immediately report to NA and proceed according to provisions set out in the Grant Agreement and in the agreement with partners. | Partially controllable risks |

For any information related to quality management plan please contact project quality manager to the following contacts:

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9. ANNEXES

The following documents are attached and form integral part of this quality plan:

- Annex 1 – Questionnaire for the evaluation of Transnational Partner Meetings template
- Annex 2 – Questionnaire for the evaluation of KOM template
- Annex 3 – Questionnaire for the evaluation of events template
- Annex 4 – Attendance list template
- Annex 5 – Certificate of participation template