

Project Number: **JUST/2015/RDAP/AG/SEXV/8513**
Project Acronym: **STOP-SV**
Project Title: **STOP-SV – Staff training on prevention of sexual violence:
developing prevention and management strategies for
the nightlife workplace**

Deliverable reference number: **4.1**
Deliverable title: **Project Evaluation Plan**
Partner responsible for this deliverable: **CUNI**



Project Evaluation Plan

Due date of deliverable: **M4 – January 2017**
Submission date: **27th January 2017**

This project has been produced with the financial support of the Rights, Equality and Citizenship (REC) Programme (2014-2020) of the European Union. The contents of this document are the sole responsibility of the STOP-SV partnership and can in no way be taken to reflect the views of the European Commission.

Project co-funded by the Rights, Equality and Citizenship (REC) Programme (2014-2020) of the European Union.



1. About the Evaluation Manuals

Evaluations are conducted to support organisational learning and to improve the quality of any operation. Only well managed evaluation can help to reflect, explore and capture reality and produce scientifically sound, useful and credible results.

The purpose of this manual is to outline concepts, steps and methods for evaluations of activities within the StopSV project.

There are three manuals that contain three different evaluation efforts:

Part I Evaluating StopSV Project (EvP) addresses the evaluation of the project itself: from its initiation to the management and follow up of outcomes of the actual project.

Part II Evaluating Training (EvTr) addresses issues centered around the training tools and delivery of training to the target groups.

Part III Evaluating Coalitions (EvCo) is about the most complex mapping of the process of formation, maintenance and institutionalization of Coalitions in the individual countries.

This manual is devoted to:

Part I **Evaluating StopSV Project (EvP)** addresses the evaluation of the project itself: from its initiation to the management and follow up of outcomes of the actual project.

2. Evaluating StopSV Project (EvP)

This evaluation is focused on mapping the StopSV project work progress, if timeline and delivery of outcomes are delivered as planned.

2.1. Focus of EvP

The evaluation of the StopSV project is focused on:

1. Monitoring each project partner sticks to the schedule and how the work progresses in the individual work packages for every partner
2. Development and collection of the deliverables and outcomes as foreseen in the project proposal
3. Satisfaction of the individual partners with the project consortium and with the quality and heading towards the overall success of the project

2.2. Tools used for evaluation

Regarding the tools please refer to 2.1.

1. Focus 1 of EvP will be monitored through the StopSV Log.
The StopSV Log is basically adjusted Timeline of the project developed by ES-Irefrea.
The StopSV Log is designed to help the project team keep track of project tasks, who is responsible for them, and by when.
The StopSV Log is placed on OneDrive (1drive) – each project partner will receive invitation.
The folder is called „StopSV Log“ and the document is called the same „StopSV Log“.
Do not share the 1Drive link with anyone outside of the project teams!
2. Focus 2 of EvP (refer to 2.1) will be uploaded and stored in the StopSV Project folder on 1drive.
The StopSV Project folder is placed on OneDrive (1drive) – each project partner will receive invitation.
3. Focus 3 of EvP (refer to 2.1) will be addressed through the assessment of the views concerning proces, outcome of the whole project and involvement of all the consortium partners (all registered and voluntary staff involved in the project).
It will be conducted by using standardized interviews in the live meetings of the project partners twice during the project (in Prague and Palma).

2.3. Focus 1 and 2 (1drive)

2.3.1. Instructions

What to fill in

- **Make sure you are filling in the right Excel sheet!!!** There is sheet for every partner.
- When filling information in please refer to the Timeline of the project developed by ES-Irefrea – that was adjusted to serve as the StopSV Log.
- For all relevant tasks in all workstreams (Column D) fill in a brief description of what happened, what was done by your national team in a given month.
- Fill information in the cells starting with Column F and Row 7!
- Keep the message simple. Describe your work progress for a given month in keywords, use abbreviations. But make sure it will make sense to others and especially you even after a few months 😊

Examples:

Meeting with proFem – possible coalition partner

Work on legislation overview

When to fill in

- **All relevant information must be inserted in the *StopSV Log* the 10th of next month.**
- However, it is recommended to use the ***StopSV Log*** as you go along – continuously during the month. The StopSV Log is really intended to be used for logging work.

2.3.2. Responsibilities

The evaluation of the project will be coordinated by the CUNI team, Czech Republic.

Each project partner is responsible for conducting the EvP following the instructions below.

Every project team

- Uses 1drive folders to upload all documents related to the project
- Mark the monthly progress of their work in the ***StopSV Log*** (placed on 1drive)

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- Maintains the 1drive space
- Makes periodic backups every 14 days
- Adds folders to 1drive (in order to maintain clear arrangement)

ES-Irefrea

- Uses the ***StopSV Log*** to monitor the work progress

2.4. Focus 3

Conducted by using standardized group interviews.

Setting: in the live meetings of the project partners twice during the project (in Prague and Palma).

Participants: all present

Interviewer: one person from CUNI

Focus of the group interviews:

- Progress of work packages regarding retrospective/prospective objective attainment, milestones, deliverables, timeline and cooperation with partners and other parties;
- Project as a whole regarding coordination of the project, organisation and administration, financial proceedings and cooperation within/outside the consortium;
- Meetings regarding organisation and logistics, satisfaction with results and orientation (state of the art / next steps)
- Assessment of the deliverables for formative purposes.