

Assessment of the project support system by project partners and by the external expert

At the end of the project, the Lead Partner sends the Joint Secretariat an “assessment form” to express his view and the views of his partners on the project support system (methodological tools, points of attention, external expert).

His comments will be taken into account to improve these tools for the next call for projects, if needed.

At the end of his mission, the external expert must also send the Joint Secretariat an “assessment form” to give his comments and suggestions for improvement.

Assessment by the Lead Partner and the partnership

Methodological tools for the preparation and implementation of MED projects

- Have the methodological guidelines been useful for the preparation and the implementation of your project (*specify*)
- Did you use a “GANTT diagram” or another project planning tool to organise your activities? What are your comments related to the tool used?
- Did you use a logical framework model, a SWOT analysis or a “sociogram” for your project? What are your comments related to the tool(s) used?

List of points of attention

- Has the list of points of attention been useful for the preparation and implementation of your project? (*specify*)
- What aspects could be completed or added to help the project partners?

Projects monitoring form

Multi-module projects

- How did you use the monitoring form? (frequency and type of use...)
- Has this form been useful for the implementation of your project? (*specify*)

Projects composed of one module

- Did you use the monitoring form? If not, why? (duration of the project, types of activities...)
- If you did use this form, was it useful for the implementation of your project? (*specify*)

Mobilisation of the external expert

Multi-module projects

- What was the main contribution of the expert to the implementation of your project?
- On what aspect could the external support be improved, strengthened?

Projects composed of one module

- Did you ask for the support of an external expert for the preparation or implementation of your project? If not, why? (duration of the project, types of activities...)
- If you did ask for the support of an external expert, what were his main contributions to the implementation of your project?

Assessment by the external expert

- Did you find the methodological tools proposed by the programme useful and relevant for the implementation and good operation of the project? (planning of activities, points of attention, monitoring form...)
- What are the main positive and negative aspects that you could highlight concerning the use of these tools?
- What was your main contribution to the implementation and good operation of the project?
- In which way could the contribution of external experts be strengthened, improved?