

ClusterPoliSEE Project
Smarter Cluster Policies for South East Europe
Cod. SEE/C/0008/1.3/X

WP 1 – Transnational project and financial management
act. 1.3 – Monitoring and evaluation system

PLAN FOR MONITORING AND EVALUATION

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INTRODUCTION

The activity of **monitoring** and **evaluation** is transversal to all the ClusterPoliSEE strategic project and its main **objective** is to develop a specific method for project internal assessment and allow constant monitoring during all phases, with the definition of monitoring and evaluation indicators for detecting potential critical elements and the possibility of modifying both activities and methodologies.

In particular, the monitoring and evaluation activities will start from the beginning of the project and involve the following points:

- the **time** and modality **of development** and completion of each **work package (WP)**;
- the **partners responsible for the execution** of each **work package (WP)** and the **relation** between the partners;
- the **budget allocated for each work package (WP)** and each **partner** with the analysis of coherence between the budget itself and the objectives declared and/or realized.

1. MONITORING ACTIVITY

Monitoring is an **ongoing analysis of project progress** towards achieving planned results with the purpose of improving management decision making.

Monitoring will be a regular overview of the project based reporting documentation and questionnaires to the partners, aiming at verifying the achievement of quality criteria such as:

- The project strategy and objectives remain relevant to the needs of beneficiaries.
- Project results are being delivered as planned, are of good quality and the project's target group find them relevant to their needs.
- The project is being well managed by those directly responsible for implementation.
- Sustainability issues are being clearly addressed.

The regular project reviews, every 6 months, provide a structured opportunity to discuss and agree on the content of progress reports, build a common understanding of key issues and of actions that need to be taken.

Monitoring is therefore the set of procedures, techniques and activities aimed at the detection of data related to the actuation state of a program.

Thus, **monitoring** is an information tool and function of the process of programming, management and evaluation of the project passing through **five types of monitoring**:

- a. Physical monitoring
- b. Qualitative monitoring
- c. Procedural monitoring
- d. Quantitative monitoring
- e. Financial monitoring

- a. **Physical monitoring** has the objective of verifying the correspondence of the activities performed by all partners and the **tools used to check the correlation of the performed activities** and the **timing** in order to respect the schedule of the activities considered as achieved.

The **outcome** is a **periodical updating of the activities/outputs table**.

- b. **Qualitative monitoring** has the objective of defining the **impact** of the project on the target groups in order to measure the good quality and relevance of the project's results for the needs of stakeholders. This quality monitoring will be managed all project work plan along. In particular, in the **act 3.3** it is foreseen that the representatives of regional/national institutions responsible for cluster policy development and implementation, academic and research departments, R&D transfer and innovation promotion bodies, cluster association/confederations and networks will be **associated members** in platform; international organizations, financing institutions and representative of civil society a **partner members** in the platform. They will be involved into the platform development through 6 cluster policy public consultations and 6 questionnaires (available in all the PPs languages and in EN) on the central topics will collect relevant data on innovative measures supporting cluster development, detect needs and feed the activities of the Working Group, thus guaranteeing the uptake of project results.

Thus, the **outcome** is the **collected questionnaires**.

Moreover, the qualitative monitoring will be guaranteed also indirectly by the other project activities that involve the stakeholders at different level (WP4/WP5/WP6).

- c. **Procedural monitoring** has as its purpose the correspondence to the developed activities with the budget lines financed by **ERDF/IPA** controlling the allocation of related funds in order to check also the spending level of all the project. This monitoring will be implemented besides the financial monitoring and jointly the Partner Report.

The **expected result** is a **periodical updating of the spending tables**.

- d. **Quantitative monitoring** refers to **physical monitoring and financial monitoring**.

The strategic objective of physical monitoring is to ensure the achievement of planned objectives, aiming at the control over programming processes and actuation of initiatives.

- e. **Financial monitoring** aims at controlling the exact development of the interventions by examining the budget lines for each partner as described in the financial tables attached to the application form, deriving from EU quotas, state, other public contribution and own public contribution ones as well which co-finance the project activities.

This set of monitoring activities will be regularly implemented all the project long, coordinated by the LP with the constant and active contribution of all the partnership following the deadlines given by the LP.

2. EVALUATION ACTIVITY

The evaluation activity aims at assessing the relevance, the performance, the efficiency and impact of the project, also taking into consideration the horizontal themes of SEE programme.

Specific indicators make up an important source of information on which evaluation should be based. At the same time, the indicators themselves are subject to specific evaluations in the different phases.

The activity of evaluation in the project will be realized by:

- a. **in-progress evaluation** of the project that deals with the relevance of the implementing mechanism. It verifies the way in which the planned objectives are achieved gradually; it allows to motivate the differences between accomplished matters and their realization and to make predictions on the results of the intervention.

It plans possible adaptations to the project, it allows to improve the performance of the system and procedures for the actuation of the work packages (**evaluation of performance**).

The **indicators** allow to keep under control the progress of the realization for each work package and the trend of the management.

The data collected allow to re-associate the work packages to the different objectives, verifying their progressive accomplishment and, if possible, perform comparisons in time and space between similar work packages.

The **in-progress evaluation** examines the evaluation of the structures and realization system of the project, the **evaluation of efficiency** (inexpensiveness of the intervention) and of **efficiency** (accomplishment of the expected results, ability of the measures in developing efficient synergic effects).

The **quantitative** and **financial** aspects of the evaluation will develop together with more qualitative approaches (descriptive/interpretative of the realizations).

It is also planned an **assessment loop** during the III SC meeting in order to evaluate the in progress ClusterPoliSEE results and eventually readapt the strategy adopted.

This activity will be realized by sharing at partnership level the data collected by each partner in a common template that summarizes the indicators and feedback on the main issue detected by each partner. Then, after the jointly discussion on the main problems and difficulties an assessment report will be redacted by the LP.

- b. **Final evaluation** will update the in-progress assessment loop report at the end of the project.

Examples of question for the evaluation process:

- Does the actuation correspond to the planned objectives?
- What should be modified and improved to obtain the expected results?
- Are costs increasing or are they still within the initial budget?
- Is the intervention 'reaching' its target groups?

3. RESPONSIBILITIES

The main **responsibility** for the realization of monitoring and evaluation activity is on Lead Partner and all the Project Partners are the cooperating partners.

Each partner, furthermore, will have to appoint a project manager, a communication manager and a financial manager, who are in direct contact with the Lead Partner for any prompt reply and involvement in any issue or problems.