**Objective**

To enhance the capacities of the partner organizations for strategic development by strengthening their monitoring, evaluation and learning processes.

1. **Planning and Implementation** (effectiveness dimension of quality)

<table>
<thead>
<tr>
<th>N</th>
<th>Objective</th>
<th>Activity</th>
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<th>Tool</th>
<th>Person(s) responsible</th>
<th>Measurement to be done (frequency and/or time period)</th>
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<td>1</td>
<td>To enhance the capacities of the partner organizations for strategic development by strengthening their monitoring, evaluation and learning processes.</td>
<td>Output: Representatives of all six partner organizations attend the training (Yes/No).</td>
<td>Signed Participants list TNMs</td>
<td>Project Coordinator (UNOY)</td>
<td>After each project meeting</td>
<td>Completed</td>
<td>yes</td>
<td>See signed participant list of project meetings 1,2 &amp; 3</td>
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<td>Final evaluation form</td>
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<td>Skills assessment form (baseline, midterm and final version)</td>
<td>Project Coordinator (UNOY)</td>
<td>After each project meeting</td>
<td>In progress</td>
<td>It's problematic to check the change since we have used slightly different questions in the different forms.</td>
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<td>Final evaluation form (including final skills assessment form)</td>
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### Example of a Quality Assurance Plan Workdocument

#### 2. Assessment and Evaluation - Project Management (efficiency dimension of quality)

<table>
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<tbody>
<tr>
<td>2</td>
<td>Staying within planned budget and increasing cost efficiency whenever possible</td>
<td></td>
<td></td>
<td></td>
<td>Project Coordinator (UNOY)</td>
<td>A week before each Quality Assurance Committee meeting</td>
<td>On track</td>
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<td>UPDATE 3: We are still within the budget and have been cost-efficient by planning the second project meeting and the international multiplier event directly after each other.</td>
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<td>Outcome: Budgeted Cost / Actual Cost (additionally, please add an explanatory comment on it if relevant)</td>
<td>Budget tracking</td>
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<td>Number of deliverables submitted on time (target 100%)</td>
<td>Project diary and/or workplan</td>
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<td>3</td>
<td>Staying within a planned timeframe</td>
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<td>Project Coordinator (UNOY)</td>
<td>A week before each Quality Assurance Committee meeting</td>
<td>In progress</td>
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<td>2 changes have occurred so far 1. The 2nd TNM has been postponed from 2-5 October to 9-11 November. 2. The International Multiplier event has been postponed from October to November.</td>
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<td>Number of changes to the timeframe for each stage of the project (target &lt; 3)</td>
<td>Project diary and/or workplan</td>
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<td>Number of changes to a planned amount of project meetings, research visits, multiplier events and monthly meetings (target:0)</td>
<td>Project diary and/or workplan</td>
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<td></td>
<td>Evaluation of project meetings and research visits' food, accommodation and logistics (target average &gt;7 points out of 10)</td>
<td>project meetings and research visits evaluation forms</td>
<td>Project Partner (EIF)</td>
<td>After each project meeting and research visit</td>
<td>In progress</td>
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<td>1st project meeting: Average Score - 9,75</td>
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<td>Evaluation of the extent to which researchers feel project meetings' objectives were met (target average &gt;7 points out of 10)</td>
<td>Project meetings evaluation forms</td>
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<td>5</td>
<td>Project management procedures are adjustable for higher efficiency and effectiveness</td>
<td>Feedback questions on project management are included into the evaluation forms after each project meeting (Yes/No)</td>
<td>Evaluation forms</td>
<td>Project Partner (FCV)</td>
<td>After each project meeting</td>
<td>Completed</td>
<td>Yes</td>
<td></td>
<td>In all the evaluation forms the following question was included: “To what extent are you satisfied with the project management so far in the project?” With the following options to answer (Rate 1 till 10) and the space to explain the answer provided.</td>
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<td>Given feedback is incorporated into project setup (Yes/No; please add a comment on how)</td>
<td>Narrative reports, project diary</td>
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<td>Yes</td>
<td>Yes, we shared the research findings during a public presentation and had focused group discussions with the participants about the research.</td>
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<td>Space for discussion about the Research Report - Intellectual Output 1 provided at the Young Peacebuilders Forum (international multiplier event) (Yes/No)</td>
<td>International Multiplier Event (Young Peacebuilders Forum) agenda &amp; session outlines</td>
<td>Project Partner (CEIPES)</td>
<td>01/12/2015</td>
<td>Completed</td>
<td>Yes</td>
<td></td>
<td>Yes, we shared the research findings during a public presentation and had focused group discussions with the participants about the research.</td>
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<td>Collaboration over Intellectual outputs 1 and 2 is done online through open ICT platforms (Yes/No)</td>
<td>Google Drive monitoring</td>
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<td>Link to the agenda &amp; narrative report of the multiplier event</td>
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<tr>
<td>6</td>
<td>The Evaluation guidelines are adjustable and inclusive of stakeholders’ inputs</td>
<td>Given feedback is incorporated into the final draft of MEL guidelines (Yes/No; please add a comment on how)</td>
<td>Minutes of the Young Peacebuilders Forum section dedicated to MEL guidelines, project diary</td>
<td>Project Partner (CEIPES)</td>
<td>After the completion of the final draft of the Evaluation Guidelines</td>
<td>In progress</td>
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<td>We sent an on-line questionnaire to all the participants of the YPF and collected feedback from them. And we have summarized the feedback gathered during the discussion and consult that document while we are drafting the guidelines.</td>
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