



Lifelong Learning Programme 2008-2013

Leonardo da Vinci

ASSESSMENT FORM

Multilateral Projects Transfer of Innovation

Version 2010

Expert name:

Project number:

Project Title:

Applicant name:

Short project summary

Assessment grids and scoring mechanism for the selection of Transfer of Innovation applications in the LLP-Leonardo da Vinci programme 2010

The assessment grids below show the scoring mechanism that will be used by the evaluators assessing the Transfer of Innovation (TOI) applications submitted to the National Agencies (NA) under the LLP general call for proposals 2010.

European award criteria for Leonardo da Vinci Transfer of Innovation project applications are specified in the LLP Guide 2010, Part IIb – Explanations on the Action, File Nr 36: LEO-TOI. For each award criterion, the assessment grids list a number of points that the evaluators assessing the submitted proposals will be asked to address and comment upon. The list of points to be addressed in the assessment is however not to be considered as exhaustive and, when writing the comments on a specific award criterion, evaluators will be free to address any other issue they feel relevant for this specific award criterion. The column "Score" in the assessment grid has a built-in scroll-down menu where the evaluator can select scores from "No evidence" to "Very good".

Scores are defined as follows for sections 1, 3, 4, 6 and 8:

0: No evidence: fails to include a minimum amount of evidence to enable the criterion to be evaluated
1-2: Very weak: addresses the criterion but with significant or many weaknesses
3-4: Weak: addresses the criterion but with some weaknesses
THRESHOLD: 5
5-6: Acceptable: addresses the criterion satisfactorily
7-8: Good: addresses the criterion with some aspects of high quality
9-10: Very good: addresses the criterion with all aspects of high quality

Scores are defined as follows for section 2 and 7:

0: No evidence: fails to include a minimum amount of evidence to enable the criterion to be evaluated
1-3: Very weak: addresses the criterion but with significant or many weaknesses
4-6: Weak: addresses the criterion but with some weaknesses
THRESHOLD: 7
7-9: Acceptable: addresses the criterion satisfactorily
10-12: Good: addresses the criterion with some aspects of high quality
13-15: Very good: addresses the criterion with all aspects of high quality

Scores are defined as follows for section 5:

0: No evidence: fails to include a minimum amount of evidence to enable the criterion to be evaluated
1-4: Very weak: addresses the criterion but with significant or many weaknesses
5-8: Weak: addresses the criterion but with some weaknesses
THRESHOLD: 9
9-12: Acceptable: addresses the criterion satisfactorily
13-16: Good: addresses the criterion with some aspects of high quality
17-20: Very good: addresses the criterion with all aspects of high quality

The total score for the proposal is the sum of the scores given to the award criteria.

The assessment grids also show the threshold (minimum number of points) that an application must attain to be considered for funding. Failure to reach the threshold in any criterion will exclude the application. It is therefore important that applicants ensure that their application complies fully with each of the relevant criteria. Once the evaluation procedure is completed, applicants will receive as feedback, in addition to the total score of their proposal, comments and score for each award criterion.

Assessment grid Leonardo da Vinci programme Multilateral Projects for Transfer of Innovation

| | |
|------------------------|--|
| Project Number: | |
| Project Title: | |

| | Award Criteria | Max Score | Score | Threshold | Total | Comments |
|--|----------------|-----------|-----------------|-----------|-------|----------|
| 1 | RELEVANCE | 10 | 00. No evidence | 5 points | | |
| <p>The grant application is clearly positioned in one of the priority areas of the Call for Proposals. The results are relevant to the specific, operational and broader objectives of the Programme.</p> <p><i>Points to be addressed in the assessment (non-exhaustive list):</i></p> <ul style="list-style-type: none"> ➤ The proposal clearly falls within the scope of the Leonardo da Vinci programme. ➤ The proposal clearly addresses one of the European priorities set out in the Leonardo da Vinci section of the Call for Proposals 2009. ➤ Project results are relevant to the target beneficiaries, to the sector/s and/or the geographical area. ➤ Problems / challenges addressed by the proposal are clearly described and documented (published research findings, surveys, consultation, background information), and the proposed solutions are clearly described and appropriate. | | | | | | |

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|------------------------|--|
| Project Number: | |
| Project Title: | |

| | Award Criteria | Max Score | Score | Threshold | Total | Comments |
|---|---|-----------|-----------------|-----------|-------|----------|
| 2 | INNOVATIVE CHARACTER AND IMPROVEMENT OF NATIONAL VET SYSTEMS THROUGH TRANSFER OF INNOVATION | 15 | 00. No evidence | 7 points | | |
| <p>The proposal seeks to find solutions to clearly identified needs of the target groups identified, by offering innovative solutions as regards training and competence development. These solutions will result from adapting and transferring innovative approaches which already exist in other countries or sectors of the economy.</p> <p><i>Points to be addressed in the assessment (non-exhaustive list):</i></p> <ul style="list-style-type: none"> ➤ Clear and convincing description of how the proposal offers something new to targeted beneficiaries (learners / user-groups and / or their educators and / or decision-makers) in terms of learning opportunities, skills development, access to information, etc., by adapting and/or transferring new processes or products, good practices, new ways of delivering existing learning opportunities to new target groups, sectors or geographical areas. As the proposal is based upon innovative content or previous project results, it represents a significant innovative added value towards a new target group, economic sector or a new geographic area and will contribute to improving the quality of vocational training and education and/ or the VET system in the country/ies of implementation. ➤ The proposal should contribute to the national VET system. Please note: if the National Agency has published a/ national priority/ies and if the proposal addresses it/one of/them do note rate it/them here. Follow the instructions of the National Agency. ➤ Are the innovative aspects of the content and products to be transferred evident and relevant for the targeted beneficiaries? ➤ The quality of the products being transferred is established and can be clearly identified such as through evidence of successful implementation and sustainability ➤ If the initial developer of the chosen content and product(s) is not part of the current partnership, is there a clear description of the relationship that the consortium partners will establish with the initial developer (intellectual property rights etc.) | | | | | | |

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| Project Number: | |
| Project Title: | |

| | Award Criteria | Max Score | Score | Threshold | Total | Comments |
|----------|--|-----------|------------------------|-----------------|-------|----------|
| 3 | QUALITY OF THE CONSORTIUM | 10 | 00. No evidence | 5 points | | |
| | <p>The consortium brings together all the skills and competences required to carry out the work programme, and there is an appropriate distribution of tasks across the partners.</p> <p><i>Points to be addressed in the assessment (non-exhaustive list):</i></p> <ul style="list-style-type: none"> ➤ The consortium is a multi-actor consortium, possessing the skills and competences required to ensure that the work programme can be undertaken efficiently, effectively and professionally. ➤ There is an appropriate distribution of tasks and a balanced involvement of the different partners with complementary competencies and countries in the implementation of the work programme. ➤ Individual tasks are allocated on the basis of the specific know-how of each partner. The expertise of the partners must be convincingly demonstrated. ➤ To your knowledge the different consortium partners have not shown a bad performance in past international or European projects. ➤ The consortium has adequate networks in transfer countries to ensure the successful implementation and valorisation of the transferred products. | | | | | |

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|------------------------|--|
| Project Number: | |
| Project Title: | |

| | Award Criteria | Max Score | Score | Threshold | Total | Comments |
|---|----------------------|-----------|-----------------|-----------|-------|----------|
| 4 | EUROPEAN ADDED VALUE | 10 | 00. No evidence | 5 points | | |
| <p>The benefits and need for European cooperation are clearly demonstrated.</p> <p><i>Points to be addressed in the assessment (non-exhaustive list):</i></p> <ul style="list-style-type: none"> ➤ The proposal should demonstrate why this work should be undertaken within a trans-national partnership rather than on a national basis. ➤ The proposal should explain how the European cooperation will add value to the activities of the consortium. In other words, the proposal should demonstrate which benefits (trans-national, interdisciplinary, trans-sectoral) it brings to the consortium partners to work together – also in the long run, after Leonardo funding. ➤ The Leonardo programme encourages development of products that can be further adapted/customised so that they can be used in wider European contexts (different countries, target groups, sectors). The proposal will effectively exploit products and add value to another context. ➤ Linguistic and cultural aspects to ensure successful transfer and a maximum exploitation are addressed appropriately. | | | | | | |

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| | |
|------------------------|--|
| Project Number: | |
| Project Title: | |

| | Award Criteria | Max Score | Score | Threshold | Total | Comments |
|----------|--|-----------|------------------------|-----------------|-------|----------|
| 5 | QUALITY OF THE WORK PROGRAMME | 20 | 00. No evidence | 9 points | | |
| | <p>The objectives are clear, realistic and address a relevant issue; the methodology is appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget.</p> <p><i>Points to be addressed in the assessment (non-exhaustive list):</i></p> <ul style="list-style-type: none"> ➤ The work programme provides a good overview of the project management, a clear description of the objectives and results, and an adequate methodology for achieving the objectives stated in the proposal, such as adequate division of tasks and responsibilities between partners. ➤ Work programme is broken down into clear and measurable work packages (measurable in quantitative and qualitative terms), including a valorisation (dissemination / exploitation of results) and quality management plan. ➤ Each work package is coherent and balanced with respect to the overall timetable, adequate and realistic to carry out the planned activities and consistent with the financial framework of the project. ➤ Individual work packages include identifiable indicators to measure the progress of the project as well as a quality management plan. ➤ Solid management arrangements are foreseen as well as appropriate communication structure within the partnership. | | | | | |

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| | Award Criteria | Max Score | Score | Threshold | Total | Comments |
|---|---|-----------|-----------------|-----------|-------|----------|
| 6 | QUALITY OF THE VALORISATION PLAN (DISSEMINATION AND EXPLOITATION OF RESULTS) | 10 | 00. No evidence | 5 points | | |
| <p>The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the project, during and beyond the lifetime of the project.</p> <p><i>Points to be addressed in the assessment (non-exhaustive list):</i></p> <ul style="list-style-type: none"> ➤ The proposal includes a strategy for the dissemination / exploitation of results using appropriate and adequate resources. ➤ The valorisation strategy: <ul style="list-style-type: none"> - identifies the target group(-s), sector (-s) and their needs - clearly identifies interested sectors and end-users, and their needs - ensures consultation and involvement of relevant stakeholders / end-users during the project term - demonstrates clear activities to ensure that the results / benefits will be spread beyond the consortium partner organisations and ensures sustainability. ➤ The exploitation plan includes measures to ensure that the benefits will endure beyond the life of the project and assures sustainability of project results. | | | | | | |

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|------------------------|--|
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| Award Criteria | Max Score | Score | Threshold | Total | Comments |
|---|-----------|------------------------|-----------------|-------|----------|
| 7 IMPACT | 15 | 00. No evidence | 7 points | | |
| <p>The impact on vocational education and training approaches and systems is likely to be significant.</p> <p><i>Points to be addressed in the assessment (non-exhaustive list):</i></p> <ul style="list-style-type: none"> ➤ The project results adequately address actual needs of partners, of specific sectors/areas of training provision, of target groups, i.e. the beneficiaries are clearly identified. ➤ The proposal includes "product" or result testing with experts and direct target groups. ➤ The proposal involves relevant stakeholders. ➤ The proposal demonstrates a clear and concrete contribution – in terms of its impact on the target beneficiaries – to achieve the objectives of the Leonardo da Vinci programme, of the Lifelong Learning Programme and of relevant Community policies referred to in the Call. ➤ The foreseeable impact of the project on the target groups is significant. There are clear and concrete indicators for impact on the target group/s and/or sector/s; a clear explanation is provided of the basis on which these indicators have been established. ➤ The proposal explains which project activities and results are supposed to be continued respectively maintained or further developed after the end of the EU funding and how and with which resources other than from the EU this will be done (i.e. continuation of new courses, up-dating of new tools...). | | | | | |

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| | Award Criteria | Max Score | Score | Threshold | Total | Comments |
|---|---|-----------|-----------------|-----------|-------|----------|
| 8 | THE COST-BENEFIT RATIO | 10 | 00. No evidence | 5 points | | |
| | <p>The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.</p> <p><i>Points to be addressed in the assessment (non-exhaustive list):</i></p> <ul style="list-style-type: none"> ➤ There is a consistency between the work programme and the financial plan; all aspects of the budget are clearly related to justified activities in the work programme. ➤ The budget provides for adequate resources (personnel, equipment, travel, financial, etc.) necessary for success, it is neither overestimated nor underestimated. ➤ The proposal demonstrates overall an efficient and effective use of resources to implement the project and guarantees value for money. | | | | | |
| | Total (points) | | | | | |
| | Total (%) | | | | | |

Feedback form

Project Number: _____

Project Title: _____

Applicants will receive feedback on their proposal in the following format, which includes – in addition to the total score – comment and score for each award criterion.

| | Award Criteria | Total | Max Score | Threshold |
|---|---|-------|-----------|-----------|
| 1 | RELEVANCE | | 10 | 5 points |
| | <i>Comments:</i> | | | |
| | | | | |
| 2 | INNOVATIVE CHARACTER AND IMPROVEMENT OF NATIONAL VET SYSTEMS THROUGH TRANSFER OF INNOVATION | | 15 | 7 points |
| | <i>Comments:</i> | | | |
| | | | | |
| 3 | QUALITY OF THE CONSORTIUM | | 10 | 5 points |
| | <i>Comments:</i> | | | |
| | | | | |
| 4 | EUROPEAN ADDED VALUE | | 10 | 5 points |
| | <i>Comments:</i> | | | |
| | | | | |
| 5 | QUALITY OF THE WORK PROGRAMME | | 20 | 9 points |
| | <i>Comments:</i> | | | |
| | | | | |
| 6 | QUALITY OF THE VALORISATION PLAN (DISSEMINATION AND EXPLOITATION OF RESULTS) | | 10 | 5 points |
| | <i>Comments:</i> | | | |
| | | | | |
| 7 | IMPACT | | 15 | 7 points |

Feedback form

| |
|-----------------|
| Project Number: |
| Project Title: |

Applicants will receive feedback on their proposal in the following format, which includes – in addition to the total score – comment and score for each award criterion.

| | Award Criteria | Total | Max Score | Threshold |
|---|------------------------|---------------|-----------|---------------|
| | <i>Comments:</i> | | | |
| | | | | |
| 8 | THE COST-BENEFIT RATIO | | 10 | 5 points |
| | <i>Comments:</i> | | | |
| | | | | |
| | Total (points) | | 100 | |
| 9 | NATIONAL PRIORITIES | #WERT! | 15 | |
| | <i>Comments:</i> | | | |
| | | | | |
| | Total (points) | #WERT! | 115 | #WERT! |

I hereby declare to the best of my knowledge that I have no conflict of interest (including family, emotional life, political affinity, economic interest or any other shared interest) with the organisation(s) or any of the persons having submitted this grant application. Furthermore, I confirm that I will not communicate to any third party any information that may be disclosed to me in the context of my work as an evaluator.

Signature:

Date:

| | | |
|-----------------|-----------------|-----------------|
| 00. No evidence | 00. No evidence | 00. No evidence |
| 01. Very weak | 01. Very weak | 01. Very weak |
| 02. Very weak | 02. Very weak | 02. Very weak |
| 03. Weak | 03. Very weak | 03. Very weak |
| 04. Weak | 04. Weak | 04. Very weak |
| 05. Acceptable | 05. Weak | 05. Weak |
| 06. Acceptable | 06. Weak | 06. Weak |
| 07. Good | 07. Acceptable | 07. Weak |
| 08. Good | 08. Acceptable | 08. Weak |
| 09. Very good | 09. Acceptable | 09. Acceptable |
| 10. Very good | 10. Good | 10. Acceptable |
| | 11. Good | 11. Acceptable |
| | 12. Good | 12. Acceptable |
| | 13. Very good | 13. Good |
| | 14. Very good | 14. Good |
| | 15. Very good | 15. Good |
| | | 16. Good |
| | | 17. Very good |
| | | 18. Very good |
| | | 19. Very good |
| | | 20. Very good |