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| Final internal evaluation questionnaire  Saving Water |  |
| Ana Antonova, ECQ |  |

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| Introduction Dear Partners,  This questionnaire was developed to monitor the progress of the Saving Water project.  It aims to:   1. *evaluate the training activities conducted in the partner countries;* 2. *evaluate the following*:    1. project management and coordination    2. dissemination activities    3. partnership and involvement    4. communication and conflicts resolution   We are kindly asking you to answer the questions below. It should not take you more than 15 minutes. Please, return your answer sheets to us by e-mail at your earliest convenience. Your responses will help us identify areas for improvement and suggest ideas for better performance.  Thanking you for your cooperation,  Sincerely,  ECQ Team  **Evaluation Form**  *Please, rate each statement below using the scale:*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | ***Strongly agree*** | ***Agree*** | ***Neither agree nor disagree*** | ***Disagree*** | ***Strongly disagree*** | ***Not applicable*** | | | ***5*** | ***4*** | ***3*** | ***2*** | ***1*** | ***0*** | | | ***Statement*** | | | | | | ***Rate*** | | ***1. Training Activities*** | | | | | | | | 1.1. You were satisfied with the preparation of the training activities. | | | | | | 5 | | 1.2. All the training activities were well structured and easy to follow. | | | | | | 5 | | 1.3. Time allocated for the conduction of the training activities was sufficient. | | | | | | 5 | | 1.4. The topics included in the different training courses were relevant to the general idea of the project. | | | | | | 4 | | 1.5. You were satisfied with the level of participation during the training activities. | | | | | | 4 | | 1.6. Do you have any additional comments the training activities?  *Please, type in your answer here*: | | | | | | |  |  |  |  | | --- | --- | --- | | ***2. Project management and coordination*** | | | | 2.1 Project objectives are specific, measurable, time bound, and feasible. | | 5 | | 2.2 Work plan is adequate to project objectives. | | 5 | | 2.3 Activities are implemented in accordance with the timetable. Project partners are meeting the deadlines. | | 4 | | 2.4 Project management model and work methodologies are adequate. Procedures are clear. | | 5 | | 2.5 Distribution of roles and responsibilities is balanced. | | 4 | | 2.6 Support and control on behalf of project coordinator is sufficient. | | 5 | | 2.7 Monitoring and feedback provided is frequent and clear. | | 5 | | 2.8 Communication channels are efficient. | | 5 | | 2.9 Project meetings are fruitful. | | 5 | | 2.10 Do you have any concerns about project management and coordination?  *Please, type in your answer here*:  During the COVID 19 time was quite difficult to prepare mobility but we went through it really successfully. | | | | ***3. Partnership and involvement*** | | | | 3.1 Partners’ knowledge and experience help to implement project activities and achieve expected results. | | 5 | | 3.2 Relationship between partners is friendly and supportive. | | 5 | | 3.3 Partners’ communication and interaction is transparent. All partners are involved in information sharing and knowledge transfer. | | 5 | | 3.4 All partner organizations are actively involved in and committed to the project activities. | | 5 | | 3.5 Working together with the project partners, you often: | | | | 1. express your opinion | | 5 | | 1. suggest new ideas | | 5 | | 1. ask for additional information or advise | | 5 | | 1. help your partners | | 5 | | 1. provide feedback to your partners | | 5 | | 3.6 How do you evaluate the partners’ cooperation in the project so far?   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Very good | Good | Satisfactory | Poor | Very poor | | x |  |  |  |  |   …0 | | | | ***4. Dissemination activities*** | | | | 4.1 The project logo is recognizable and unique. | | 5 | | 4.2 The project promotional materials (newsletters, leaflet, etc.) are informative and attractive. | | 5 | | 4.3 Dissemination strategy is clear: you clearly understand “what, to whom, how and when to disseminate”. | | 5 | | 4.4. You are satisfied with the Saving Water brochure. | | 5 | | 4.5 You would use the EPALE platform in the future. | | Yes | | 4.6 Do you experience any difficulties in disseminating the project results to the project target group? If yes, what are they?  *Please, type in your answer here*: | |  |  | | --- | --- | | Yes | No | |  | x | | | | 4.7 Do you have any other concerns / any additional comments about dissemination activities?  *Please, type in your answer here*: | | | | ***5. Communication and conflicts resolution*** | | | | 5.1 How often do you communicate with:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Once a week | Once in two weeks | Once a month | Once in two months | Other (specify) | | 1. the project coordinator | x |  |  |  |  | | 1. the activity leaders |  | x |  |  |  | | 1. other project partners |  | x |  |  |  |   . | | | | 5.2 How do you evaluate the quality of communication with the project partners?   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Very good | Good | Satisfactory | Poor | Very poor | | 1. the project coordinator | x |  |  |  |  | | 1. the activity leaders | x |  |  |  |  | | 1. other project partners | x |  |  |  |  |   . | | | | 5.3 To what extent is communication effective?   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Very effective | Effective | Somewhat effective | Almost not effective | Not effective at all | | x |  |  |  |  |   . | | | | 5.4 How often is your opinion listened to and taken into account?   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Very often | Often | Somewhat often | Rare | Very rare | | x |  |  |  |  |   . | | | | 5.5 In your opinion, what (if any) were the major conflict points between the members of the consortium?  *Please, type in your answer here*:  There weren ´t any serious conflicts during a project implementation.  What was made / what could be made to overcome them?  *Please, type in your answer here*: | | | | 5.6 Do you have any additional comments and/or suggestions you want to share?  *Please, type in your answer here*: | | |  |  | | --- | | ***6. Additional questions*** | | Do have any other concerns / any additional comments about the project implementation?  *Please, type in your answer here*:  Do you have any further suggestions as to how we could improve the quality of our cooperation for successful project implementation?  *Please, type in your answer here*:  Our cooperation run very well in a friendly way so we decided to work together in new project. |   **Thank you for your time and cooperation!** |  |