

Guidelines mid-term evaluation Institutional Collaboration Projects

Orange Knowledge Programme (OKP)

Introduction

For projects with a duration of more than two (2) years and four (4) months, the grant recipient must submit a mid-term evaluation.

The mid-term evaluation must comply with these guidelines (reference Grant Obligations & Conditions for Institutional Collaboration Projects).

The Country Plan of Implementation for your country concerned, gives you all the details about the desired impact, outcomes and indicators of the Orange Knowledge Programme for your Country. Please keep this document in mind, as well as the Theory of Change (ToC) during the evaluation and when working on your project.

The Mid-Term Evaluation (MTE) does not have to be done exactly half-way the project. It has to be done before report two at a moment in time that it is useful for you, the project implementers. Please start immediately with implementing the lessons learned and recommendations of the MTE and do not wait until you have sent the report to Nuffic and have received a reaction. You only have to wait for an approval of Nuffic if you want to change the output and outcomes. In that case, please use the form "Changes in outcomes and outputs – OKP Institutional collaboration projects".

Amendment of the Grant Obligations & Conditions (GoC) for Institutional Collaboration Projects due to Covid-19

Due to Covid-19 article 4.6.3 of the GoC for Institutional Collaboration Projects is amended as follows:

- Projects that last up to two years do not need to perform a mid-term evaluation;
- For projects with a duration of more than two years but less than or equal to two years and four months, the grant recipient may decide in consultation with the project partners, whether a mid-term evaluation is taking place. If a decision is made to hold a mid-term evaluation, the results have to be shared with Nuffic.
- For projects with a duration of more than two years and four months, the grant recipient is obliged to carry out a mid-term evaluation. The grant recipient may, in consultation with the project partners, determine whether it will be an internal or external mid-term evaluation. The results have to be shared with Nuffic.

Objectives of the evaluation

The objectives of Mid-Term Evaluation (MTE) are:

1. to assess the continued relevance of the project;
2. to assess the actual efficiency and effectiveness of the institutional collaboration project – fundamental is the question if the project has gained sufficient levels of progress and confidence that planned outcomes and outputs will be achieved within the duration of the project;
3. to identify factors that have had a positive or negative impact on project implementation;
4. to assess the potential to accomplish medium-term and long-term-level impact effects as stipulated in the grant application;
5. to formulate an opinion about sustainability of the project's final outputs and outcomes and the quality of the project's strategy to achieve sustainability;
6. to assess the quality of the monitoring system developed for the project and the measures taken for the envisaged impact monitoring to be conducted 1, 3 and 5 years after the external intervention has ended;
7. to check whether implementation of the project is contributing to realising the ToC of the OKP programme and to what extent;
8. to formulate lessons-learned and recommendations, if appropriate, on adjustments that may be required in the project and in the impact monitoring.

Components of the MTE report

As a guideline the MTE report should give insight in the following aspects:

1. Project background and local and regional context;
2. Internal and external developments that will or may have an influence on the project;
3. Contributions to the Theory of Change (ToC) and medium and long-term outcomes;
4. Evaluation approach (methodology, data collection and limitations);
5. Project achievement findings;
6. Reflection on measures taken to mitigate risks and external factors that could impact the project;
7. Presentation of lessons-learned and recommendations. This should be linked to adjustments and actions that will be taken to ensure that the project will achieve its planned results, outcomes and impact;
8. Sustainability of the project outputs at organisational, financial, technical and educational level and of the partnership between the project partners after the project has ended;
9. Quality of developed mechanisms and measures for impact monitoring 1, 3 and 5 years after the project has ended;
10. Momentum and quality of the institutional collaboration between the partners;
11. The functionality of co-financing (arrangements, reliability, sustainability of co-funding);
12. Alignment with other projects, group trainings and individual scholarships supported by OKP and harmonization and complementarity with other donor programmes;

Under point 5. Project achievement findings please pay attention to the following aspects:

- a) Effectiveness of the project: Progress made on the (sub)outputs as indicated in the approved logical framework and progress made towards planned outcomes;
- b) Efficiency of the project: timely execution of the project and appropriate use of project funds for implementation and organisation of project management;
- c) Progress made on gender equality and opportunities for marginalised and vulnerable groups;
- d) Levels of achievement to address labour market needs and entrepreneurship development;
- e) Relevance of the project for the prioritised thematic/sectoral areas as identified in the CPI;
- f) Progress on the 5 core capabilities compared to the 5C Scoring Visualisation which was part of the bid (per capability)ⁱ;

These components are not intended as an exhaustive list of elementary issues which pretends to cover the project in all its aspects. It is intended to serve the evaluators as a basic checklist. The evaluation team should feel free to address.

ⁱ The Orange Knowledge Programme uses the 5 Capabilities (5C) approach as a tool to assess the capabilities of an institution and to assist in evaluating organisational development over time. This tool is beneficial in clarifying and visualising the strengthening of a partner organisation during self-assessment, reflection and planning. It will also assist the mid-term evaluation to gain insight in how the institutional collaboration project has been instrumental in developing core capabilities to realise the objectives of the participating organisations. Strengthening these core capabilities correlates with a stronger and sustained embedding of project results within the organisation and the strengthening of ownership. It is therefore strongly recommended that a Mid-Term Evaluation also analyses the progress on these 5 Capabilities in comparison with the baseline 5C scan that was presented as part of the application.