

**Guidance**  
**on mid-term self-evaluation of a project**  
of the Baltic Sea Region Programme 2007-2013

**Content**

- 1. What is the purpose?**
- 2. Who shall carry out the evaluation?**
- 3. When shall it be carried out?**
- 4. Which elements shall it include?**
- 5. Which method shall be used?**
- 6. How the outcome of the evaluation shall be used?**



**Operational Programme of European Territorial Co-operation  
financed by the European Regional Development Fund,  
European Neighbourhood and Partnership Instrument and  
the Government of Norway**

## **Guidance**

### **1. What is the purpose?**

The main purpose of the mid-term self-evaluation is to check the state of project implementation and estimate whether it leads to the achievement of the project objectives and results.

The outcomes of the mid-term self-evaluation shall be used to improve the project's work, especially the quality of outputs and planned results.

### **2. Who shall carry out the evaluation?**

The mid-term self-evaluation shall be carried out by the lead partner together with all project partners.

The expenditure related to the mid-term self-evaluation is eligible expenditure and can be financed from the project budget. In case the task shall be carried out by external service providers, all relevant rules e.g. public procurement rules have to be observed.

### **3. When shall it be carried out?**

The mid-term self-evaluation shall be carried out in the middle of the project's implementation phase.

Example: if the implementation phase of a project is 36 months (six reporting periods), the self-evaluation shall be done during the third or fourth reporting period.

The lead partner shall submit a mid-term self-evaluation report of 2-3 pages to the Joint Technical Secretariat (JTS) together with the third or fourth progress report.

### **4. Which elements shall it include?**

There is no specific template for the mid-term self-evaluation. An example of an evaluation report template is available on [eu.baltic.net](http://eu.baltic.net). It is not compulsory for the project to use this template. However, the evaluation report shall include the following aspects:

- How the project is proceeding in achieving
  - its milestones
  - its main outputs (including the expected quality of the outputs)
  - its expected common and priority specific results (if relevant also additional results);

- How the project follows the spending plan;
- How the project is achieving its targets of the publicity and communication indicators\*;
- In case of delays or non-achievements - what are the main reasons (internal and external factors); how the project partnership will cope with it;
- Is the project's management structure efficient;
- Assessment of the first level control;
- Outcomes of the evaluation e.g. lessons learned, how the outcomes of the evaluation will be taken into account;
- A short description of the method used in the evaluation, e.g. how the project partners were involved.

\*Please note that the schedule and measures for evaluation of communication activities are included in the project's Communication plan.

## **5. Which method shall be used?**

The lead partner may choose any evaluation method that is most appropriate for the project. However, the project shall base the evaluation on:

- the work so far done by the project partners (e.g. outputs so far produced, information provided within the regular progress reports);
- results and corresponding indicators defined in the annex to the first progress report;
- main outputs described in the section 3.5. of the project data form (PF);
- milestones described in the work packages (section 3.10 of PF);
- spending plan provided in the section 4.5. of the PF;
- project's management structure;
- first level control system.

## **6. How the outcome of the evaluation shall be used?**

The outcomes of the self-evaluation shall serve the lead partner and project partners to improve the project implementation and ensure that the expected results are achieved in a good quality. The lead partner shall ensure an open

discussion among the partners about the outcomes of the self-evaluation. It shall be agreed within the project partnership how the adjustments (if needed) to the further project implementation will be implemented (by whom and when).

If the outcomes of the evaluation indicate difficulties in reaching the planned results, the reasons for the situation shall be clarified and openly discussed among the partners. The possible solutions shall be agreed. The lead partner shall inform about possible solutions in the progress report (AR\_2, section "Overview of the project's progress"). In case needed, proposals for adjustments in the work plan shall be done in order to better achieve the results. Please note that any major changes in the project's work plan have to be approved by the JTS/MA or MC.