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**PROJECT “SI.FO.R. Sistema FOrmativo al valore-lavoro del Riuso”**  
**TRAINING SYSTEM TO THE VALUE OF REUSE**

**Work package 9 Monitoring and assessment**

**Partner 5 – FOUNDATION PESTALOZZI**

**RESULT 20**

*Monitoring and assessment plan, including the tools for the assessment*

## **Monitoring and Assessment Plan**

<b>A) Background</b>
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**1. Information on the project**

***Background and actual situation of the project***

Due to its rapid growth, the waste problem is central to the European agenda of environmental issues. In order to face this problem, the waste sector requires a deep renewal both in terms of methods and of instruments. The renovation of the sector, in turn, offers great opportunities from the occupational point of view. Social economy enterprises are particularly sensitive and receptive to the social and market changes and are ready to take the challenge.

The Emilia-Romagna Region promotes active policies centred on the research and application of a new model of development accounting for environmental sustainability, social cohesion and access to training and work. This attitude allowed the Region to identify among the social enterprises an increasing need of training for the function of “Valorisator”, an expert in the

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waste prevention/management/recycling/reuse chain, capable of selecting and activating innovative processes of revitalization and market relocation. Such a role, which is today carried out informally, with little efficacy and no proper training, has now become mandatory and highly demanded.

The objective of the project is the transfer of an innovative multidisciplinary model of training and “learning by working” for entrepreneurs/managers/workers of social economy. As results of the process, we expect the promotion of a training system, the introduction of a new professional function in the “social-green” labour market, and finally the widest dissemination of the system at European level by means of the EQF and ECVET. The transferring partner, owner of the innovative know-how, is the French association ENVIE.

Among the participants, besides the project leader Emilia-Romagna Region, we have the Italian association Orius and the partners Trinirove Foundation (Spain), Rreuse (Belgium), Pestalozzi Foundation (Romania), all operating in the third sector. Furthermore there are the University of Modena-Reggio Emilia and AITA-ISWA Italia.

The main concrete results expected are:

- A work plan for testing the learning process and for the acknowledgement “at work” of the Valorisator profile;
- The validation/acknowledgement of the professional profile of Valorisator on the EQF-ECVET basis;
- Guidelines and modelling of the informal process and of the learning outcomes.

These results promote the workers' empowerment towards occupation and the competitiveness of social enterprises on the green economy market. The most relevant **impacts** are:

- Dissemination of the training model and the qualification of Valorisation professionals;
- Increase of green job offer in the waste sector;

- New institutional initiatives for transfer and collaboration (Memoranda of Understanding and transnational agreements);
- Feasibility plans focused on the Valorisator action for the development of the green sector;
- Reduction of the environmental impact of urban and special waste.

**Aims and objectives.** The aim of the project is to transfer to and disseminate in Italy and other partner countries, an innovative system designed in France for the development of a new job profile, the so-called “Waste valorisator” within the context of regional social economy. The Valorisator is an expert in the waste prevention/management/recycling/reuse chain, able to select items/materials that can be recovered and reused, even before becoming waste, and to start all of the processes needed to revitalize and relocate them on the market. The purpose of the system is the modelling and formalisation of an informal learning process (i.e. on-the-job training) for the development of both managerial/leadership skills and technical/operational skills. This, in turn, will make it possible to answer in a flexible way to the training needs of managers/entrepreneurs and of disadvantaged workers.

Therefore, the primary goals of the project are as follows:

- Implement the job profile of the Valorisator and develop innovative training methods (managerial and leadership skills), through the cooperation between vocational training institutions and the labour market – as well as through the transfer of know-how among partner countries – by using integrated on-the-job training and self-directed learning methods aimed at the recognition of prior informal and non-formal learning;
- Support participation and test the training method addressed to entrepreneurs, managers, workers in the field of social economy on the role/function of the “Valorisator” so as to create a new key player in the ever-changing field of waste prevention/management/recycling/reuse;
- Promote the transparency and enhancement of learning outcomes, by structuring the new job profile in units of learning outcomes and level of competence, in compliance with the ECVET and EQF systems, testing recognition and certification models and assessing its integration in regional qualification frameworks;

- Promote workers empowerment in the green economy sector in order to support the competitiveness of social economy and of the “waste chain” by creating green jobs.

The main **transfer processes** in the SIFOR project are as follows:

- Identification of the profile by setting up a Scientific and Educational Working Group, led by the Spanish partner, whose the task is to assess the background and carry out a preliminary analysis of the profile, as well as to identify training needs on the basis of the EQF and ECVET systems (WP3);
- Innovation transfer and support activities, coordinated by the French partner, through on-site observation and training support on the use of the Valorisator profile system (WP 4);
- Activities of validation and testing of this innovative profile, led by the Italian partners. Workers employed in social enterprises carry out the tasks of the Valorisator through two different approaches: horizontal (transversal skills) and vertical (specialist skills on three types of waste) in WPs 5 and 6;
- Methodological adaptation of the system according to the VET systems of the receiving countries, coordinated by the Emilia Romagna Region, with reference to European standards (WP7);
- Networking and dissemination, coordinated by the Belgian partner, through periodic communication, dissemination and institutional mainstreaming activities, also directed to stakeholders/enterprises/social partners, both transversal and tailored to each partner country (WP 8);
- Monitoring and assessment activities, led by the Romanian partner, with “self-directed learning” purposes addressed to all the partners who believe that they have to “learn from their own experience” so that they can get useful lessons while the project is still under way (WP 9).

## 2. Dimensions of the evaluation

### *Setting*

- Partner meeting (questionnaires to be completed after every partner's meeting during the project);
- WP evaluations (questionnaires to be completed for about the activities and partnership performance during the last working period in between two transnational meeting)
- Target groups evaluations (ex. Study visits, trainings etc.)

### *Type*

- Internal participative project monitoring and assessment, which is part of the project as WP 9 "Monitoring and assessment"

<b>B) Subject</b>
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**Monitoring and assessment objectives.** Build a knowledge base to support the improvement of the project governance by the partners responsible for general coordination and for individual WPs.

The assessment phase has "training" purposes towards the project players that, through this activity, should "learn from experience" while the project is still under way, identifying problems and motivation so as to timely act to improve or further develop their actions.

**Description of activities.** The monitoring and assessment plan is set out during the project start-up, together with the Project execution plan, and identifies operational details and deadlines for the implementation of each activity, the partners commitment to regularly provide data, and a set of indicators to be followed to assess the attainment of the project objectives. The proposed Monitoring and Assessment Plan's output will be a report containing:

- a synthesis of all available information on the project;
- the description of the evaluation methodologies used;
- the results of the evaluation process.

The information sources include project management documentation, materials produced, minutes of public events and of project meetings, as well as questionnaires or interviews to privileged witnesses, local stakeholders or the partners contact persons.

The purpose of monitoring tools is to identify and highlight the informal and experiential learning process, subsequent to the attainment of the project objectives by the project operators.

The evaluator shall draft at least 3 interim reports: one at the end of the first semester, one after 12 months and one after 18 months. At the end of the project, a final report shall be drafted including the assessment of the activities of the last semester.

### **Expected results**

- Monitoring and assessment plan, including the tools for the assessment;
- 3 interim and 1 final assessment reports.

## C) Organisation

The role assigned to a project monitoring and assessment is necessarily linked to the goals of the project itself. The process requires that the project objectives are clearly identified and will make possible to:

- Analyze the rationale and need for the project
- Estimate project planning
- Identify strengths and weaknesses of the experiment
- Assess the transferability of materials produced
- Estimate the new skills developed
- Analyze the operation of the partnership
- Analyze the project contribution to each institution
- Estimate the "added value" of European education project
- Review the evaluation process followed

Formative assessment procedures will be designed to allow successive adjustments in the development of the activities performed during the implementing of the Working Phases (WP). We will use the assessment as a means of regulation within the system of relations of production e experiments planned and developed in our project. This control function can take different forms depending on the time and /or intent, so we can recognize:

- Based prognostic assessment (at the beginning, it is access control system).
- Based summative (including partnership meetings and WP work);
- Based formative assessment (activities implemented with target groups).

## Methods

During the project, three interim reports will be elaborated as follow:

1. **First Interim Report** will be focused on project's meetings of the project (including Institutional Meetings, Steering Committees and Video Conferences) and will be addressed to the project participants;
2. **Second Interim Report** will be focused on study visits (in Belgium and Frances) and will be addressed to target group of the project;
3. **Third Interim Report** will be focused on general progress of the project activities and will be addressed to project participants, target group of the project and stakeholders.

All interim reports will follow the same methodology and structure:

- Elaborating the evaluation questionnaires for every specific event, accordingly with the agenda, the objectives and based on preparatory documents of the activity; The final format of every questionnaires has been adjusted to the specific context of every activity;
- Obtain final approval and questionnaires translation;
- Completion of questionnaires by the participants at activities;
- Develop a database for data entry and preliminary data processing;
- Quantitative and qualitative data analysis;
- Preparing Interim Evaluation Reports

Also, at the end of the project an **Final Report** will be elaborated which will cover all project in its development. The Final Report will represent an overall and compared elaboration of the results surveyed during the project execution, correlated with the situations analysed and the indicators used and it will be realized on the various evaluation areas (partners, stakeholders, target group of the project).

**Data collection.** There will be used a variety of methods like reviewing of documents, questionnaires and participative observations, etc. The main evaluation tool will be the

questionnaire submitted to de project's participants at the end at the every meeting. These will be supported by:

- Project documents
- Project implementation programme, accompanied by the documentation on the tools for the coordination of information, cooperation methods, tools for the management of organizational/bureaucratic/administrative coordination, as well as on the management of a reserved area on the web platform.
- Final project reporting, including minutes of the meetings of the Coordination Committee and reports on corrective actions.

### **Questionnaires**

The main evaluation tool adopted will be represented by a questionnaire submitted to the people involved in the different transnational activities at the end of each event.

Few principles will take in consideration in order to achieve a consistent and comprehensive tool:

- Every event/activity/action in the project will have a customize questionnaire;
- All questionnaires will have a common body of questions;
- The questionnaires have to be ready to follow and complete and, in this respect quantitative questions (close - ended) are required. In these respect, the participants have to express their agreement with a list of statements (no more than 25) concerning the activities performed. The main subjects of interest will be the quality of the activity organization, the quality of participants' involvement, the quality of working process, the quality of the outputs and the logistic quality. Also open questions (open - ended) will provide more illustrative information to complete the quantitative data and to gather consistent opinions from participants;
- Every statement will use A Likert Answering Scale with score ranging from 5 (express agreement in very large extent) to 1 (express agreement in very small extend). The participant will express their agreement in very large extent, in large extent, in relative extent, in small extent or in very small extent. For every item of the questionnaire an

aggregate indicator will be calculated in order to express participants' general tendencies. If the median value of the scale is 3, all indexes over three will illustrate positive appreciation and a high level of agreement with a specific statement and, all index under three will express a low level of agreement with a specific statement;

The table below illustrates the correspondence between ranges of the Likert measurement scale, ratings code to be used for aggregate indicators and qualitative significance attributed for every rate (operationalization of variables):

Category:	Ranges on Likert Scale	Ratings	Qualitative significances
Utility:	<i>On questionnaires forms:</i>	<i>Calculating aggregate indicators for every item</i>	<i>Qualitative description for the ranges on the measurement scale:</i>
	Agreement expressed in very large extent	5	<b>Strong agreement :</b> Excellent High level of satisfaction Impressive Enthusiasm
	Agreement expressed in large extent	4	<b>Agreement:</b> Good appreciation Contentedness
	Agreement expressed in relative extent	3	<b>Relative approach:</b> Unconcern Fair neutral Room for improvement Mean value on the measurement scale
	Agreement expressed in small extent	2	<b>Disagreement:</b> Discontent Displeasure Reluctance
	Agreement expressed in very small extent	1	<b>Strong disagreement:</b> Low level of satisfaction Disappointment

- For technical reasons the questionnaires will present a small introduction explaining the aim of the tool, the aspects of anonymity and confidentiality which are granted by the leader in charge of the data analysis, and some basic instructions on how to fill in the questionnaire.
- This questionnaire is going to be used during all steering committee meetings which the project has planned. During the last 10 minutes of the encounter, after all the working activities have been concluded, the questionnaire will be distributed to all participants who shall fill it in thoroughly. After completion, each respondent will leave his/her questionnaire on the working table. At the end the person in charge of the WP leader will collect them and number them so as to keep respondents anonymous, but at the same time being able to code them.
- The questionnaires will be submitted to the consortium for approval and to be translated in Italian before to be submitted to the participants at the various activities of the project. For video conferences, the questions will be submitted by e-mail and/or posted on the project dropbox platform in order to facilitate anonymity. Supplementary, for onsite activities/ meetings the questionnaires will be distribute directly to the participants at the end of the activity/meeting
- Once completed the phase of submission and collection of fulfilled questionnaires, gathered information will be processed and saved on informatics support, statistically elaborated and finally analysed.

The questionnaires will be adressed to:

- Partners: Senior staff, project coordinator and project staff;
- Interim target group: trainers;
- Final target groups: entrepreneurs, managers, workers

***Transnational Meetings Evaluation.*** The areas considered as significant to be evaluated during transnational meetings are:

- Quality of preparation of the meeting (Communication on behalf of the meeting organizer/host; Information shared with partners; Goals of the meeting; Expected

duties on behalf of each partner; Overall communication on behalf of the project coordinator)

- Personal preparation to the meeting on behalf of each participant
- Quality of personal participation during the meeting days (Involvement in discussion; Personal contributions)
- Working process (Speed; Opportunity given to participate; Active participation; Language knowledge; Effective task delivery; Working atmosphere)
- Outputs and results (Achievement of goals; Usability of meeting results and deliverables; Future tasks of the consortium as of the meeting termination;
- Logistics and practicalities of the encounter (Meeting room and working tools; Overnights accommodation; Food; Mobility; Timing)

**Working Phases Evaluation.** The questionnaire aims is to collect partners evaluation of different aspects of the overall management activity and partnership performance during the last working period in between two transnational meeting. Subjects of interests:

- Communication process of SIFOR as it is performed in the project by the coordinator, WP leaders and partnership in terms of frequencies, clearness, the timeliness and tools of communications
- Management capabilities and tools of the different SIFOR actors (project plan, the support received from various actors of the project, problem solving capacity, relationship management at partnership level, adaptability of the project work for partner's need, dissemination of the project activities)
- Achieved outcomes and products of SIFOR project so far (meeting deadlines in delivering reports, accuracy and the quality of the delivered reports, the relevance of the project products with the goals of the project and for the target population of the project)