



MEDILINGUA - Advancing vocational competences in foreign languages for paramedics
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Monitoring and Evaluation Plan

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Objective

To review, and comment and offer advice as appropriate, the implementation and results of the Medilingua project, so as to assist the partnership to:

- maximise the outputs and impact of the project; and
- draw appropriate lessons from experiences to inform further work in the future.

Focus

Within workpackage 7, monitoring and evaluation will focus primarily on assessing the implementation and results of all aspects of the Project – with particular emphasis on the activities and products relating to the following workpackages:

2. Research phase
3. Transfer of podcasting methodology
4. Development of content & delivery system
5. Testing phase

Activities

As the partner responsible for monitoring and evaluation (WP7) EEC will:

- Receive on a continuing basis, either directly from partners or via Danmar, reports and other information relating to planning and implementing the project.
- At Project Management Meetings, report on the results of evaluation activities; discuss progress in implementing the project and future plans; gather relevant feedback from partners; and, as appropriate, offer advice or suggestions.
- Prepare and circulate written reports to partners before each Management Meeting (starting Meeting 2) based on previously circulated questionnaires and, as appropriate, bilateral discussions with partners and with Danmar.
- Prepare relevant materials (e.g. questionnaires) for evaluating the project work process – to include an evaluation of output:
 - effectiveness;

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- potential impact on stakeholders.
- Review, and discuss with partners as appropriate:
 - the **research plan (D4)** and the **research report (D5)**;
 - the **podcast delivery system (D6 and D11)** and the **delivery system user guide (D7)**;
 - the **podcasts creation guide (D8)**;
 - the **plan of pilot testing (D9)** and the **Common report from testing (D10)**.
- Provide advice, as requested by the Project Co-ordinator, on the quality and/or appropriateness of any written or other project products, plans for activities, etc.
- Prepare the project's Evaluation Report (D16) for presentation to and discussion with partners at the final Management Meeting. This report will cover all aspects of the project; and will be based on an analysis of all the information, views, etc., collected as a result of all the activities described above. Particular attention will be paid to the impact of the project – including:
 - achievement of targeted results;
 - levels of satisfaction on project activities and products amongst all stakeholders (including partners; paramedics; and employers and employees who have received training during the project);
 - action taken or planned to valorise the work and outputs of the project; and
 - partner plans for further action in the area, based on membership of the Medilingua consortium.

Methodology

To develop formative (process) evaluation a quarterly questionnaire will be distributed to partners (starting 1 April 2014) to assess their views in relation to the project's development towards its aims and objectives, stakeholder involvement, impact, and value-addedness. The cumulative output from these questionnaires, along with input from any additional information gathering that may become necessary, will be presented as a report for discussion to each partnership meeting.

To develop summative (output and impact) evaluation summative questions will be completed by partners as part of the self-assessment process. To gather the views of those outside of the immediate partnership a similar set of questions will be distributed via partners to relevant project participants and stakeholders. Where appropriate the information will also inform the dissemination and exploitation workpackage (D6).

Additional Information

In order to ensure that the monitoring and evaluation process achieves its objectives and aims:

- An independent approach will be adopted by EEC which is 'objective but concerned', and which provides, at all stages, for feedback and advice that is based, primarily, on the views of partners and other stakeholders, together with reviews and analysis of progress against objectives, etc.
- Partners should respond to requests for information in a timely fashion, including gathering information from trainees and others where appropriate.
- In relation to reviews of deliverables, as above, partners should provide EEC with a final draft copy at least one month before the deliverable deadline in order to provide sufficient time for effective review and discussion.
- All reports and other feedback will be presented in clear and straightforward terms; and will, as appropriate, include recommendations to support the successful implementation of the project.