**Internal evaluation questionnaire: PROGRESS OF THE PROJECT**

This questionnaire will be distributed to partners about every 6 months, in order to allow self-reflection and evaluation. The questionnaires will be treated confidentially by UNIBO as WP4 leader and the results merged in the Evaluation report in an anonymous way.

Instruction for completing the questionnaire: the questionnaire wants to collect feedback from the whole team of the partner organisation working in the project and to give occasion to meet and discuss about the project implementation. Therefore we suggest that all persons of the partner organisation working in the BUGI project meet and fill in the questionnaire all together. Suggested procedure: One person reads aloud the questions and the team members discuss on what answer to give to each ones, as to best represent the different opinion of the individuals. In case of non homogeneous opinions team members share the different points of view until they agree on the score to be given. Relevant discrepancy in individual opinions within the team should be described in the free comment section of the questionnaire.

**PARTNER ORGANISATION (1 questionnaire per partner organisation)**

**Date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HOW MUCH DO YOU AGREE WITH THE FOLLOWING STATEMENTS?** | **I don’t agree at all** | **I don’t agree** | **I neither agree nor disagree** | **I agree** | **I fully**  **agree** |
| I (we) have a clear understanding of the overall project aims and objectives, as well as of the expected results |  |  |  |  |  |
| The work plan is feasible |  |  |  |  |  |
| The tasks are well distributed among partners |  |  |  |  |  |
| I (we) know and understand the task and the role assigned to my organisation in the different WPs and I’m (we’re) working accordingly |  |  |  |  |  |
| Project governance (e.g. decision-making, consultation, problem-solving) is smooth and transparent |  |  |  |  |  |
| The administrative and financial matters are handled efficiently by the coordinator |  |  |  |  |  |
| I (we) have been given clear instructions and guidelines on financial and administrative management procedures and rules |  |  |  |  |  |
| There is accord and shared visions among partners regarding activities and outputs |  |  |  |  |  |
| The internal communication flows is fluent and regular and I (we) actively contribute to it |  |  |  |  |  |
| I (we) regularly receive updates from WP leaders about deadlines and instruction on activities to carry out |  |  |  |  |  |
| I (we) can rely on the support of the coordinator and WP leader in case of problems |  |  |  |  |  |
| I (we) feel that my work is appreciated by partners and by the coordinators |  |  |  |  |  |
| I’m (we’re) satisfied with the quality of the outcomes and results achieved so far by the project |  |  |  |  |  |
| I (we) think my (our) organisation is actively contributing to the progress of the project |  |  |  |  |  |

* Did you encounter any problem in the last period? Please describe with clear reference to the WP and the tasks concerned. Please also explain how did you solve them or how do you plan to solve them
* Is there anything you would like to change / improve / be different? Please explain with clear reference to the WP concerned.
* Other comments (please highlight here if there are discrepancy in the team about any answer above).