BUGI

Western Balkans Urban Agriculture Initiative

**EVALUATION PROJECT PROCESS REPORT**

**WP Leaders and coordinator**

(Annex 3 D4.1 QUALITY PERFORMANCE FRAME WORK)

Project Period

Month 1-6 2018

Short report elaborated by: UNIBO

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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 11

Is there anything you would like to change / improve / be different? Please explain with clear reference to the WP concerned. 11

Other comments (please highlight here if there are discrepancy in the team about any answer above). 12

# Introduction

The BUGI project intends to develop a new Urban Agriculture master study curriculum and LLL programme, based on national strategies as well as on a needs analysis regarding farmers and the entrepreneurial sector. It will provide modern teaching tools and foster the transfer of knowledge, skills and technologies to five Western Balkan HEIs.

Furthermore, BUGI offers a study visit programme that provides grants to HEI professionals to go abroad and meet other colleagues and experts for an intensive learning week. BUGI foresees 6 study visits with training for participants from 5 HEIs.

Evaluation assesses how well planning and managing for future impact is being done during the project cycle. Because BUGI is a collaborative effort, WP leaders and co-leaders have a co-responsibility for achieving outcomes and, ultimately, impact.

This is why they are directly involved in evaluation. This strategy is to reinforce accountability and transparency of the whole evaluation process.

Their feedback is treated confidentially.

The report provides valuable information to allow the Project coordinator and the Quality Committee to monitor the project. It captures strong and weak point to be taken into account for an efficient and smooth Project implementation.

6 leaders and 5 co-leaders answered the questionnaire.

|  |
| --- |
| P1 UNAS - University of Sarajevo:2 |
| P2 UNMO - University “Džemal Bijedić” of Mostar:1 |
| P3 UDG - University Donja Gorica:1 |
| P4 UP - University of Prishtina:1 |
| P5 UHZ - University “Haxhi Zeka” of Peja:1 |
| P6 UNIBO - University of Bologna :2 |
| P7 SWUAS - South Westphalia University of Applied Sciences:1 |
| P8 UL -University of Lubljana:2 |

# CONCLUSIONS and recommendations for the next project period

All work package leader **have a clear understanding** of their work package in terms of aims and activities (satisfaction rate 81,82 %).

For the majority (9 out of 11) the **agreed work plan is feasible and the work well distributed among partners**. The leaders consider results and outcomes of the work package feasible. Only 1 person has a slight doubt (neither agree or disagree).

According to WP leaders and co-leaders **not all partners do contribute to the same extend** (satisfaction rate 68,18 %) and not all partners have a clear idea of what the expected activities and results of the WPs are and how to contribute in first person (satisfaction rate 68,18 %).

**Communication represents a real pitfall**: only 4 leaders agree that partners regularly communicate with them and among each others on a specific WP (satisfaction rate 52, 57 %) and the half of the work package leaders complain about lacking feedback in case of delay.

10 out of 11 leaders feel confident that they are efficient and provid partners with clear instructions and guidelines on activities, roles, tasks and expected results of their WP.

**All have a critical look on their own communication style** and admit that they did not exchange with the partners via email as much as they would have liked.

8 out of 11 leaders feel that their work is appreciated by the partnership. (satisfaction rate 72, 73 %)

8 WP leaders out of 11 are happy with the results achieved so far.

**Problems encountered:**

Cooperation with the co-ordinator but the problem was solved

Delays in WP1

Equipment purchase in WP3 that limits the role of the wp leader

Some partners to not respect EACEA payment framework

Slow communication and information flow and engagement

**Suggestions for improvement (some project shortcomings)**

Simplification of procedures

Respect of deadlines

Tighter cooperation within the single WP

Communication flow

Publish WP5 data on Facebook

Skype calls to enhance monitoring and exchange

Improve planning, administrative and technical capacity, creation of project identification units, better coordination and distribution of responsibility to project implementation staff.

**Recommendations**

**The results of the evaluation indicate that communication about goals, responsibility, performance, expectations and feedback should be improved.**

**Poor communication could affect the project management.**

**We strongly encourage to make a conscious effort to engage all partners and wp leaders in a effective communication strategy with regular skype calls or short summary emails with a state of the art work plan and structured feedback.**

# ANNEX

| I (we) have a clear understanding of the overall project aims and objectives, as well as of the expected results | | | | |
| --- | --- | --- | --- | --- |
|  | | | **Response %** | **Response Total** |
| 1 | I don’t agree at all |  | 0.00% | 0 |
| 2 | I don’t agree |  | 0.00% | 0 |
| 3 | I neither agree nor disagree |  | 0.00% | 0 |
| 4 | I agree | |  | | --- | |  | | 72.73% | 8 |
| 5 | I fully agree | |  | | --- | |  | | 27.27% | 3 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Analysis** | Mean: | 4.27 | Std. Deviation: | 0.45 | Satisfaction Rate: | 81.82 | | Variance: | 0.2 | Std. Error: | 0.13 |  | | | | | answered | 11 |
| skipped | 0 |

| The work plan is feasible | | | | |
| --- | --- | --- | --- | --- |
|  | | | Response % | Response Total |
| 1 | I don’t agree at all |  | 0.00% | 0 |
| 2 | I don’t agree |  | 0.00% | 0 |
| 3 | I neither agree nor disagree | |  | | --- | |  | | 18.18% | 2 |
| 4 | I agree | |  | | --- | |  | | 81.82% | 9 |
| 5 | I fully agree |  | 0.00% | 0 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Analysis** | Mean: | 3.82 | Std. Deviation: | 0.39 | Satisfaction Rate: | 70.45 | | Variance: | 0.15 | Std. Error: | 0.12 |  | | | | | answered | 11 |
| skipped | 0 |

| The results and outcomes expected by this WP are feasible | | | | |
| --- | --- | --- | --- | --- |
|  | | | Response % | Response Total |
| 1 | I don’t agree at all |  | 0.00% | 0 |
| 2 | I don’t agree |  | 0.00% | 0 |
| 3 | I neither agree nor disagree | |  | | --- | |  | | 9.09% | 1 |
| 4 | I agree | |  | | --- | |  | | 72.73% | 8 |
| 5 | I fully agree | |  | | --- | |  | | 18.18% | 2 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Analysis** | Mean: | 4.09 | Std. Deviation: | 0.51 | Satisfaction Rate: | 77.27 | | Variance: | 0.26 | Std. Error: | 0.16 |  | | | | | answered | 11 |
| skipped | 0 |

| The tasks are well distributed among partners | | | | |
| --- | --- | --- | --- | --- |
|  | | | Response % | Response Total |
| 1 | I don’t agree at all |  | 0.00% | 0 |
| 2 | I don’t agree |  | 0.00% | 0 |
| 3 | I neither agree nor disagree | |  | | --- | |  | | 18.18% | 2 |
| 4 | I agree | |  | | --- | |  | | 72.73% | 8 |
| 5 | I fully agree | |  | | --- | |  | | 9.09% | 1 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Analysis** | Mean: | 3.91 | Std. Deviation: | 0.51 | Satisfaction Rate: | 72.73 | | Variance: | 0.26 | Std. Error: | 0.16 |  | | | | | answered | 11 |
| skipped | 0 |

| . All partners actively contribute to this WP | | | | |
| --- | --- | --- | --- | --- |
|  | | | Response % | Response Total |
| 1 | I don’t agree at all |  | 0.00% | 0 |
| 2 | I don’t agree | |  | | --- | |  | | 9.09% | 1 |
| 3 | I neither agree nor disagree | |  | | --- | |  | | 36.36% | 4 |
| 4 | I agree | |  | | --- | |  | | 54.55% | 6 |
| 5 | I fully agree |  | 0.00% | 0 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Analysis** | Mean: | 3.45 | Std. Deviation: | 0.66 | Satisfaction Rate: | 61.36 | | Variance: | 0.43 | Std. Error: | 0.2 |  | | | | | answered | 11 |
| skipped | 0 |

| All partners have a clear idea of what are the expected activities and results of this WP | | | | |
| --- | --- | --- | --- | --- |
|  | | | Response % | Response Total |
| 1 | I don’t agree at all |  | 0.00% | 0 |
| 2 | I don’t agree | |  | | --- | |  | | 9.09% | 1 |
| 3 | I neither agree nor disagree | |  | | --- | |  | | 27.27% | 3 |
| 4 | I agree | |  | | --- | |  | | 45.45% | 5 |
| 5 | I fully agree | |  | | --- | |  | | 18.18% | 2 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Analysis** | Mean: | 3.73 | Std. Deviation: | 0.86 | Satisfaction Rate: | 68.18 | | Variance: | 0.74 | Std. Error: | 0.26 |  | | | | | answered | 11 |
| skipped | 0 |

| All partners know what are their respective tasks and roles in this WP | | | | |
| --- | --- | --- | --- | --- |
|  | | | Response % | **Response Total** |
| 1 | I don’t agree at all |  | 0.00% | 0 |
| 2 | I don’t agree |  | 0.00% | 0 |
| 3 | I neither agree nor disagree | |  | | --- | |  | | 45.45% | 5 |
| 4 | I agree | |  | | --- | |  | | 36.36% | 4 |
| 5 | I fully agree | |  | | --- | |  | | 18.18% | 2 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Analysis** | Mean: | 3.73 | Std. Deviation: | 0.75 | Satisfaction Rate: | 68.18 | | Variance: | 0.56 | Std. Error: | 0.23 |  | | | | | answered | 11 |
| skipped | 0 |

| All partners regularly communicate with me and among each others on this WP | | | | |
| --- | --- | --- | --- | --- |
|  | | | Response % | **Response Total** |
| 1 | I don’t agree at all |  | 0.00% | 0 |
| 2 | I don’t agree | |  | | --- | |  | | 27.27% | 3 |
| 3 | I neither agree nor disagree | |  | | --- | |  | | 36.36% | 4 |
| 4 | I agree | |  | | --- | |  | | 36.36% | 4 |
| 5 | I fully agree |  | 0.00% | 0 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Analysis** | Mean: | 3.09 | Std. Deviation: | 0.79 | Satisfaction Rate: | 52.27 | | Variance: | 0.63 | Std. Error: | 0.24 |  | | | | | answered | 11 |
| skipped | 0 |

| All partners usually consult me in case of problems and delay | | | | |
| --- | --- | --- | --- | --- |
|  | | | Response % | **Response Total** |
| 1 | I don’t agree at all |  | 0.00% | 0 |
| 2 | I don’t agree | |  | | --- | |  | | 18.18% | 2 |
| 3 | I neither agree nor disagree | |  | | --- | |  | | 36.36% | 4 |
| 4 | I agree | |  | | --- | |  | | 45.45% | 5 |
| 5 | I fully agree |  | 0.00% | 0 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Analysis** | Mean: | 3.27 | Std. Deviation: | 0.75 | Satisfaction Rate: | 56.82 | | Variance: | 0.56 | Std. Error: | 0.23 |  | | | | | answered | 11 |
| skipped | 0 |

| I gave (I’m going to give) partners with clear instructions and guidelines on activities, roles, tasks and expected results of this WP | | | | |
| --- | --- | --- | --- | --- |
|  | | | Response % | **Response Total** |
| 1 | I don’t agree at all |  | 0.00% | 0 |
| 2 | I don’t agree |  | 0.00% | 0 |
| 3 | I neither agree nor disagree | |  | | --- | |  | | 9.09% | 1 |
| 4 | I agree | |  | | --- | |  | | 81.82% | 9 |
| 5 | I fully agree | |  | | --- | |  | | 9.09% | 1 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Analysis** | Mean: | 4 | Std. Deviation: | 0.43 | Satisfaction Rate: | 75 | | Variance: | 0.18 | Std. Error: | 0.13 |  | | | | | answered | 11 |
| skipped | 0 |

| I regularly send to partners emails and communications about approaching deadlines and activities, as to help them in planning the work | | | | |
| --- | --- | --- | --- | --- |
|  | | | Response % | **Response Total** |
| 1 | I don’t agree at all |  | 0.00% | 0 |
| 2 | I don’t agree |  | 0.00% | 0 |
| 3 | I neither agree nor disagree | |  | | --- | |  | | 12.50% | 1 |
| 4 | I agree | |  | | --- | |  | | 75.00% | 6 |
| 5 | I fully agree | |  | | --- | |  | | 12.50% | 1 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Analysis** | Mean: | 4 | Std. Deviation: | 0.5 | **Satisfaction Rate:** | **75** | | Variance: | 0.25 | Std. Error: | 0.18 |  | | | | | answered | 8 |
| skipped | 0 |

| I regularly ask partners to inform me on the state of advancement of the activities they are carrying out within this WP | | | | |
| --- | --- | --- | --- | --- |
|  | | | Response % | **Response Total** |
| 1 | I don’t agree at all |  | 0.00% | 0 |
| 2 | I don’t agree | |  | | --- | |  | | 18.18% | 2 |
| 3 | I neither agree nor disagree | |  | | --- | |  | | 18.18% | 2 |
| 4 | I agree | |  | | --- | |  | | 63.64% | 7 |
| 5 | I fully agree |  | 0.00% | 0 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Analysis** | Mean: | 3.45 | Std. Deviation: | 0.78 | Satisfaction Rate: | 61.36 | | Variance: | 0.61 | Std. Error: | 0.24 |  | | | | | answered | 11 |
| skipped | 0 |

| I’m satisfied with the quality of outcomes and the results achieved so far within this WP | | | | |
| --- | --- | --- | --- | --- |
|  | | | Response % | **Response Total** |
| 1 | I don’t agree at all |  | 0.00% | 0 |
| 2 | I don’t agree |  | 0.00% | 0 |
| 3 | I neither agree nor disagree | |  | | --- | |  | | 27.27% | 3 |
| 4 | I agree | |  | | --- | |  | | 72.73% | 8 |
| 5 | I fully agree |  | 0.00% | 0 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Analysis** | Mean: | 3.73 | Std. Deviation: | 0.45 | Satisfaction Rate: | 68.18 | | Variance: | 0.2 | Std. Error: | 0.13 |  | | | | | answered | 11 |
| skipped | 0 |

| 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 | | | |
| --- | --- | --- | --- |
|  | | **Response Percent** | **Response Total** |
| 1 | Open-Ended Question | 100.00% | 11 |
| |  |  | | --- | --- | | 1 | Cooperation with the project coordinator intensified and allowed to reach a common vision about the priorities and the tasks for the overall project and the next reporting period. | | 2 | - delays in WP1 | | 3 | WP3 in its large part relates to equipement purcahse which is done by Balkan partners individually and in connection with the project coordinator. Which is why WP coordinator has limited role with respect to some of the Wp3 tasks. Other task are yet to start and were discussed at the SM meeting. | | 4 | At the beginning of the work, we had some problems with communication. I think that we will solve the problem by identifying one operative person for each WB HEis. | | 5 | No, problem in last period. | | 6 | For the time being i did not face any problem in the WP 2, although, we are still at the initial state of the project. | | 7 | No problems so far | | 8 | No | | 9 | Some partners do not respect EACEA payment framework. | | 10 | WP5 Slow communication. WP5 slow engagement of partners On SC meeting in Bologna, partners results were presented with the aim to facilitate WP work | | 11 | Runs due to delays in project implementation, and delays in delivery of needed activity materials such as surveys and reports. Slow maintain of adequate information flows to indicate achievement of detailed performance targets. Not enough coordination among staff operating project. Implementing different projects in the same time with limited staff capacity and lack of time. Lack of training of personnel needed for completion and operation of projects activities. | | | | |
|  | | answered | 11 |
| skipped | 0 |

| Is there anything you would like to change / improve / be different? Please explain with clear reference to the WP concerned. | | | |
| --- | --- | --- | --- |
|  | | **Response Percent** | **Response Total** |
| 1 | Open-Ended Question | 100.00% | 11 |
| |  |  | | --- | --- | | 1 | Simplify the procedure as much as e can. | | 2 | - to be committed to deadlnes (WP1) | | 3 | The taskthat are yet to start and were discussed at the SM meeting will need tighter collaboration between WP memebrers in order to be completed as planned. | | 4 | We are working to improve communication. | | 5 | / | | 6 | Actually things are moving well. I do expect to continue in the same way and would like to encourage all partners in a fruitful cooperation during the whole project life. | | 7 | I would suggest live meetings to be held, skype conference or similar | | 8 | No | | 9 | Communication with partners to be improved | | 10 | WP5, all partners should have more freedom to publish WP5 data e.g. facebook | | 11 | Improve planning, administrative and technical capacity, creation of project identification units, better coordination and distribution of responsibility to project implementation staff. | | | | |
|  | | answered | 11 |
| skipped | 0 |

| Other comments (please highlight here if there are discrepancy in the team about any answer above). | | | |
| --- | --- | --- | --- |
|  | | **Response Percent** | **Response Total** |
| 1 | Open-Ended Question | 100.00% | 11 |
| |  |  | | --- | --- | | 1 | Many internal procedures have just been launched, this is why many feedbacks are "neutral". We are confident that the followed approach. will be successful. | | 2 | . | | 3 | no other comments | | 4 | Nothing. | | 5 | / | | 6 | There are no additional other comments | | 7 | I do not have them at the moment | | 8 | No comments | | 9 | No | | 10 | No | | 11 | No discrepancy of the team about answers above | | | | |
|  | | answered | 11 |
| skipped | 0 |