



Lifelong Learning Programme 2007-2013

Leonardo da Vinci

ASSESSMENT FORM MOBILITY

VERSION 2012

EUROPEAN COMMISSION

ASSESSMENT FORM FOR LEONARDO DA VINCI MOBILITY PROPOSALS

A. PROJECT OUTLINE

Proposal number	
Title	

Applicant Organisation	
Type of participants (target group) <i>In case of IVT indicate also if apprentice or school-based (or both)</i>	
Programme objective addressed [1]	
National priorities addressed	
Total number of partners	
N. of countries involved	
Planned duration of stays (weeks) [2]	
Total funding requested €) [2]	
Host countries [2]	
Fields of Education [3]	

Proposal number	
Title	

PROJECT SUMMARY

Please provide a short summary indicating the proposal's objectives, target groups, content of the planned training placements or stays abroad and partnership (max. 10 lines).

[1] See Application form part E

[2] See application form tables in part H

[3] See application form tables in part E.2

DETAILED ASSESSMENT

Proposal Number:	
Proposal Title:	

Please complete the assessment form by giving comments and a score for each of the following sections Your assessment will be based on the key issues given for each section.

Each criterion should be rated on the scale proposed. The ratings of the quality criteria result in a total number of points out of a maximum of 100. Please note that applications scoring less than 50 points in the quality assessment will not be selected for funding

	Award Criteria	Max Score	Score	Total	Comments
B.	PARTNERSHIP <i>(part C of the application)</i>	15	05. Fair	5	
	<ul style="list-style-type: none"> • Does the partnership seem to be capable to implement the project? In your assessment please consider the respective roles of applicant, coordinating partner (if applicable), sending partners, receiving partners, intermediate organisations (if applicable), • Are the roles and responsibilities of the partners clearly described and is there an appropriate balance between the roles and tasks of the participating organisations? • Does the partnership include intermediate organisations and what is the degree of their commitment, i.e. their role in the project (to find enterprises, the follow-up of participants) ? • Do the partners seem truly involved and committed (see also letters of intent, if attached)? 				

DETAILED ASSESSMENT

Proposal Number:	
Proposal Title:	

C.	AIMS AND BACKGROUND <i>of the application</i>	<i>(parts D and E</i>	15	05. Poor	5
<ul style="list-style-type: none"> • Is there a clear description of the expected participants and their needs? (Apprentices, school- based IVT, PLM, special needs, type of VETPRO, etc) <i>(D.2)</i> • Does the application show a clear relevance of the project content for participants' professional training needs? <i>(D.2)</i> • Do the activities described in the proposal meet the participants' needs and provide added value in their education/training? <i>(D.3)</i> • Is the duration of the stays abroad and the choice of receiving partners reasonable to meet the aims? <i>(D.3)</i> • Is there a relevance of the project not only for the participants but also in other contexts (sectoral or national/regional or other)? <i>(E.1)</i> • Are the project objectives and activities in line with the Leonardo da Vinci programme objective(s) and the priorities of the Community Call addressed by the proposal? <i>(E.1)</i> <p>SPECIFIC NEEDS OR OTHER HORIZONTAL ISSUES (if applicable) <i>(PART E.3 OF APPLICATION FORM)</i></p> <p>In case of participants with a disability or other specific needs, are the measures intended to be taken sufficient to achieve successful placements?</p> <p>In case another horizontal issue as promoting equality and combating discrimination is specifically addressed, are the measures intended to be taken coherent to it?</p>					

DETAILED ASSESSMENT

Proposal Number:	
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D.	PROJECT ORGANISATION AND MANAGEMENT <i>(parts F and G of the application)</i>			
D1.	SELECTION, PREPARATION AND PRACTICAL SUPPORT	10	06. Good	6
<ul style="list-style-type: none"> • Are the plans of selection and preparation of the participants well elaborated, in order to give good bases for a good quality transnational training period? <i>(F.3)</i> • Is the planned pedagogical, cultural and linguistic preparation adequate and of satisfactory quality? <i>(F.4)</i> • Assess the planned quality of practical support given (information, arrangements for travel, insurance, visa, accommodation, identification of host organisation etc.) <i>(F.5)</i> 				
D2.	TRAINING CONTENT AND MONITORING	15	07. Poor	7
<ul style="list-style-type: none"> • Does the applicant explain how the training content (or content of the period abroad for VETPRO) has been or will be agreed with the receiving partners? <i>(F.2)</i> • Is the training content (or content of the period abroad for VETPRO) satisfactorily described? <i>(G.)</i> • If applicable, are the methods for tutoring and mentoring (supervision) and/or accompanying during the placement period clearly explained? <i>(F.5)</i> 				

DETAILED ASSESSMENT

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D3.	VALIDATION OF ACQUIRED SKILLS <i>(part D.4 of the application)</i>	10	09. Very good	9	
<ul style="list-style-type: none"> • Is there clear evidence about the strategy for efficient validation and/or recognition of the training period abroad? • Is this validation strategy adequate? • Is the Implementation of Europass – Mobility envisaged? 					
D4.	PROJECT MANAGEMENT AND EVALUATION <i>(part F of the application)</i>	15	13. Very good	13	
<ul style="list-style-type: none"> • Is the overall management of the placements organised in an efficient manner? • Assess the quality of management arrangements, including contractual and financial arrangements. <i>(F.5)</i> • Evaluate the adequacy and feasibility of workplan and timetable. <i>(F.1)</i> • Is an adequate process for evaluation at participant and project level foreseen? Is an evaluation follow-up and use of its results foreseen? <i>(F.6)</i> 					
TOTAL SCORE SECTION D		50		35	

DETAILED ASSESSMENT

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E.	DISSEMINATION OF RESULTS <i>(part F.7 of the application)</i>	10	07. Good	7	
<ul style="list-style-type: none"> • Are the expected results described in a satisfactory manner? • Assess the plan for dissemination of the results. • Evaluate the degree of sustainability of the activities. Table C.15. on similar projects finances previously can serve as an indicator. 					
F.	BUDGET AND FLOWS <i>(part H of the application)</i>	10	07. Good	7	
<ul style="list-style-type: none"> • Are the tables on the flows and the budget sheet completed? • Do they give a clear picture of the flows and the related costs? • Are minimum and maximum durations respected? • Are the amounts for scale of unit costs fixed at national level (for subsistence, management, preparation) respected? • Is there adequacy and consistency with the activities to be carried out • Adequacy and consistency with the number of participants planned 					
Total (points)				59	
Total (%)				59,0%	

Feedback form

Proposal Number:

Proposal Title:

G. OVERALL COMMENTS AND JUSTIFICATION OF FINAL RATING

Please provide an overall assessment summarising your conclusions on the proposal as a whole, and justify your final rating.

H. By making reference to the following table, please indicate:

1) the main strengths (+);

2) the main weaknesses (-) of the proposal

	[+]	[-]
Partnership		
<i>Comments (compulsory if you indicate + or -)</i>		
Aims and Background		
<i>Comments (compulsory if you indicate + or -)</i>		

Feedback form

Proposal Number:

Proposal Title:

Selection, preparation and practical support

Comments (compulsory if you indicate + or -)

Training content and Monitoring

Comments (compulsory if you indicate + or -)

Validation of acquired skills

Comments (compulsory if you indicate + or -)

Project management and evaluation

Comments (compulsory if you indicate + or -)

Feedback form

Proposal Number:

Proposal Title:

Dissemination of results

Comments (compulsory if you indicate + or -)

Budget and Flows

Comments (compulsory if you indicate + or -)

National priorities

Comments (compulsory if you indicate + or -)

Feedback form

Proposal Number:

Proposal Title:

I. Assessment (summary)

	Max Score	Total
B. Partnership	15	5
C. Aims and Background	15	5
D. Project Organisation and Management	50	35
D.1 Selection, preparation and practical support	10	6
D.2 Training Content and Monitoring	15	7
D.3 Validation of acquired skills	10	9
D.4 Project Management and evaluation	15	13
E. Dissemination of results	10	7
F. Budget and flows	10	7
Total (points)	100	59
E. National priorities	15	

Expert Identification
Declaration of non-conflict of interest and
Declaration of confidentiality

I (Name 1 _____) hereby declare to the best of my knowledge that I have no conflict of interest (including family, emotional life, political affinity, economic interest or any other shared interest) with the organisation(s) or any of the persons having submitted this grant application. Furthermore, I confirm that I will not communicate to any third party any information that may be disclosed to me in the context of my work as an evaluator.

Date: __/__/____

Signature: _____

Name of the expert's organisation:

[1] Please use block letters