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| **Proportionality Principle:** in order to ensure a fair assessment of all applications, experts shall take due account of the size of the project and the experience of the participating organisations; the quality of each application shall thus be assessed for all award criteria considering this proportionality principle. | | | | **Project Number:** |  | |
| **Name of Expert:** |  | |
| *Note: this is only a working version of the assessment form; final comments and scores must be entered into the Online Expert Evaluation Tool (OEET):* [*https://eacea.ec.europa.eu/assessment/roundlist.do*](https://eacea.ec.europa.eu/assessment/roundlist.do) | | | | | | |
| **Award Criteria** | **Elements for Analysis** | **Interpretation of award criteria and Elements for Analysis** | **Expert Comments** | | **Maximum score** | **Expert Score** |
| **Relevance of the Project** | The relevance of the proposal to the objectives and priorities of the Action | The proposal corresponds to the objectives and the format of the Action, as well as to the priorities of the field as described in Part B and Annex I of the Programme Guide.  The application clearly falls within the scope of adult education and addresses target group(s) relevant for this action, i.e. staff in charge of adult education, in a working relation with the sending adult education organisation(s), as well as their staff involved in the strategic development of the organisation. |  | | **30** |  |
| The relevance of the proposal to the needs and objectives of the participating organisations and of the individual participants | The proposal identifies and addresses clearly specified needs and objectives of the participating organisations and of the individual participants.  Staff mobility contributes to the internationalisation and capacity building of the participating organisations and to the professional development of adult education staff (c.f. European Development Plan). |
| The extent to which the proposal is suitable of producing high-quality learning outcomes for participants | The expected learning outcomes of the participants are clearly explained and in line with the identified needs of adult education staff.  The proposal provides adult education staff with appropriate training opportunities in view of developing their professional knowledge, skills and competences. |
| The extent to which the proposal is suitable of reinforcing the capacities and international scope of the participating organisations | The proposal clearly supports the participating organisations in strengthening their capacity and ability to successfully cooperate with international partners in the field of adult education. |

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| **Award Criteria** | **Elements for Analysis** | **Interpretation of award criteria and Elements for Analysis** | **Expert Comments** | **Maximum score** | **Expert Score** |
| **Quality of Project Design** | The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities, and follow-up) | The proposal shows that all the phases of the project have been properly designed in order for the project to realise its objectives. The programme of activities is clearly defined, comprehensive and realistic. The project contains a clear and well-planned timetable. The proposal foresees a clear method and regular and concrete activities to monitor progress and address any problems encountered. |  | **40** |  |
| The consistency between project objectives and activities proposed | The proposed activities are appropriate to address the identified needs of the organisations and participants involved in the project. The type, number and duration of mobility activities applied for are appropriate, realistic and match the capacity of the participating organisations. The project provides good value for money. |
| The quality of the European Development Plan of the applicant organisation | The European Development Plan provides information on: the needs of the organisation in terms of quality development and internationalisation (e.g. as regards management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, organisation of teaching and learning, reinforcing links with partner institutions) and how the planned activities will contribute to meeting these needs; the impact expected on learners, teachers and other staff, and on the organisation overall; how the organisation will integrate the competences and experiences the staff will acquire through their mobilities into the curriculum and/or the organisation's development plan. |
| The quality of the practical arrangements, management and support modalities | The proposal demonstrates that efficient measures are put in place and appropriate resources are allocated by the participating organisations to ensure high quality mobility activities. |
| The quality of the preparation provided to participants | The proposal shows that participants will receive good quality preparation before their mobility, including linguistic, cultural and/or pedagogic preparation as necessary. |
| The quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools | The proposal shows that the learning outcomes of the participants will be appropriately recognised or validated.  Where possible, European recognition tools are used. Recommended EU recognition tool for adult education staff: Europass. |
| The appropriateness of measures for selecting and/or involving participants in the mobility activities | The proposal clearly defines the criteria on the basis of which each organisation will select staff to participate in mobility activities. The criteria are fair and transparent and allow for selecting individuals whom the project aims to address and with a high potential of achieving the intended learning outcomes. N.B. The mobility of adult learners cannot be supported. |
| If applicable, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders | The proposal shows that appropriate cooperation arrangements are established between the participating organisations. It indicates appropriate channels for communication between the participating organisations.  The proposal shows that the distribution of responsibilities and tasks of all participating organisations is balanced. |

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| **Award Criteria** | **Elements for Analysis** | **Interpretation of award criteria and Elements for Analysis** | **Expert Comments** | **Maximum score** | **Expert Score** |
| **Impact and Dissemination** | The quality of measures for evaluating the outcomes of the project | The proposal includes adequate measures for evaluating the outcomes of the project, in particular the quality of the learning outcomes of mobility activities and the effectiveness of support measures put in place by the participating organisations, as well as the outcomes of the project as a whole. |  | **30** |  |
| The potential impact of the project on participants and participating organisations during and after the project lifetime | The project is likely to have a substantial positive impact on the participating organisations and participants. The project results will be integrated into the management and/or pedagogical/curricular framework and practice of the participating organisations. The proposal describes the measures that will be taken to ensure lasting effects of the project, including after the end of the project. In the long-term perspective, the project will benefit learners of the participating organisation. |
| The potential impact of the project outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels | The project is likely to benefit individuals and organisations other than those directly participating in the project. Relevant potential beneficiary organisations and individuals are identified in the proposal. |
| The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations | The proposal includes a clear and good quality plan for the dissemination of the project results, concretely describes the dissemination activities and identifies the right target group(s) of these activities. The proposal includes proactive measures that will be taken to reach out to the target groups. If applicable, the project makes use of EPALE to disseminate project results in addition to use of the Erasmus+ Project Results Platform. |

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| **Overall Comments for the Applicant** | |
| [add summative assessment comments FOR THE APPLICANT, highlighting the strengths and weaknesses of the application] | |
| **General Comments to the National Agency** | |
| [add a short description of the planned mobilities (goals, duration, participants, etc.) as well as any other comments for the NA] | |
| **Budget Comments to the National Agency** | |
| [add comments FOR THE NA related to proposed grant reductions referring to specific areas of expenditure or mobility flows and providing clear justification for the proposed reductions] | |
| **Total Score:** |  |

**The table below is to be used only during the CONSOLIDATION PHASE (i.e. where quality assessment involves more than one expert):**

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| --- | --- | --- | --- | --- |
| **Name of Expert** | **Relevance** | **Quality of Project Design** | **Impact and Dissemination** | **Total Score (out of 100)** |
| [add name of expert 1] | [add original score] | [add original score] | [add original score] | [add original score] |
| [add name of expert 2] | [add original score] | [add original score] | [add original score] | [add original score] |
| [add name of expert 3] *where applicable* | [add original score] | [add original score] | [add original score] | [add original score] |
| **Consolidated Scores:** | **[add consolidated score]** | **[add consolidated score]** | **[add consolidated score]** | **[add consolidated score]** |