

ANNEX 3 TO THE TERMS OF REFERENCE

QUALITY ASSESSMENT CHECKLIST

For an evaluation to be successful it is important that the contractor demonstrates ability to fulfil the requirements in the offer. The quality of the evaluation report will be assessed using the following criteria:

	Poor	Satisfactory	Good	Very good	Excellent
1) Relevance Does the evaluation respond to information needs, in particular as expressed in the terms of references?					
2) Appropriate design Is the design of the evaluation adequate for obtaining the results needed to answer the evaluation questions?					
3) Reliable data Are data collected adequate for their intended use and have their reliability been ascertained?					
4) Sound analysis Are data systematically analysed to answer evaluation questions and cover other information needs in a valid manner?					
5) Credible findings Do findings follow logically from and are justified by, the data/information analysis and interpretations based on pre-established criteria and rational?					
6) Valid conclusions Are conclusions non-biased and fully based on findings?					
7) Helpful recommendations Are areas needing improvements identified in coherence with the conclusions? Are the suggested options realistic and impartial?					
8) Clarity Is the report well structured, balanced and written in an understandable manner?					

NB: This checklist is subject to change, as the Commission may adapt its procedure