

Project name:

Project ID:

QUESTIONNAIRE

I. RELEVANCE

1. Is the Work plan still feasible and relevant?

- ☐a. The Work plan is still feasible and relevant.
- ☐b. The Work plan is mostly feasible and relevant.
- ☐c. The Work plan is not feasible and relevant, due to the duly justified reason(s).

If you ticked answers b or c, please specify shortly (**1-2 sentences**) the following: *What parts of the Work plan are not relevant or feasible? What is the reason(s) for that (e.g. an external factor or change in the project circumstances, etc.)?*

2. Does the actions implemented respond to the needs of the target groups?

- ☐a. The actions implemented respond to the needs of the target groups, as planned.
- ☐b. The actions implemented respond to the needs of the target groups, but not as planned.
- ☐c. The actions implemented do not respond to the needs of the target groups.

If you ticked answers b or c, please specify shortly (**1-2 sentences**).

3. Has the Logical framework been revised in accordance with the changes of activities and action plan during project implementation?

- ☐a. The Logical framework has been revised on permanent bases, in accordance with the changes done in action plan and activities during project implementation.
- ☐b. The Logical framework has been revised once, at the beginning of the project's implementation.
- ☐c. The Logical framework has not been revised.

If you ticked answers b or c, please specify shortly (**1-2 sentences**) the following: *What is the reason(s) for that (e.g. there is no need to revise the logical framework, etc.)?*

4. Are the indicators¹ named in the Logical Framework and PROMAS relevant/viable for the project purpose and do they measure the project results and impacts objectively and verifiably?

☐ a. The indicators named in the Logical Framework and PROMAS are relevant/viable for the project purpose, and they measure the project results and impacts objectively and verifiably.

☐ b. Most of the indicators named in the Logical Framework and PROMAS are relevant/viable for the project purpose, and they measure the project results and impacts objectively and verifiably, but some of indicators must be specified/changed.

☐ c. The indicators named in the Logical Framework and PROMAS are not relevant/viable for the project purpose, and they do not measure the project results and impacts objectively and verifiably.

If you ticked answers b or c, please specify shortly (**1-2 sentences**) the following: *What is the reason(s) for that? What is planned to do in order to improve it?*

5. Are the related data available for indicators²?

☐ a. The related data are fully available for indicators.

☐ b. Only some data available for indicators.

☐ c. It appears that no data available for indicators.

If you ticked answers b or c, please specify shortly (**1-2 sentences**).

¹ COI, SOI, Project specific indicators, Result Indicators

² COI, SOI, Project specific indicators, Result Indicators

6. Are target values set for the indicators³ realistic or do they need to be updated?

- ☐ a. The target values set for indicators are realistic to achieve, no need to update.
- ☐ b. The target values set for some of the indicators are not realistic to achieve and need to be updated.
- ☐ c. The target values set for majority of the indicators are not realistic to achieve and need to be updated.

If you ticked answers b or c, please specify shortly (**1-2 sentences**).

7. Is the data for indicators⁴ collected and documented in the project on a regular basis?

- ☐ a. The data for indicators is collected and documented regularly.
- ☐ b. The data for indicators is collected and documented, but not on a regular basis.
- ☐ c. The data for indicators is not collected neither documented.

If you ticked answer b or c, please specify shortly (**1-2 sentences**) the following: *What is the possible reason(s)/obstacle for that (e.g. lack of money or human resources, etc.)? What would you require in order to improve that?*

³ *ibid.*

⁴ *ibid.*

8. Are all project actors, including project personnel, aware of the Work plan, RACI matrix (activities schedule) and budget of the project?

- ☐ a. All project actors are aware of the Work plan, RACI matrix (activities schedule) and budget of the project. It has been delivered by the Lead Partner to all project actors and they are kept updated.
- ☐ b. All project actors are aware of the Work plan, RACI matrix (activities schedule) and budget of the project. It has been delivered by the Lead Partner at the beginning of the project implementation.
- ☐ c. It appears that some of the project actors are not aware of the Work plan, RACI matrix (activities schedule) and budget of the project even though it has been delivered by the Lead Partner to all project actors.

If you ticked answer c, please specify shortly (**1-2 sentences**) the following: *What is the possible reason(s)/obstacles for that?*

9. Is the division of tasks and responsibilities of the project actors including project personnel appropriate/functional?

- ☐ a. The division of tasks and responsibilities are seen by all project actors as appropriate/functional.
- ☐ b. The division of tasks and responsibilities are seen by some of the project actors as inappropriate and not functional.
- ☐ c. The division of tasks and responsibilities need to be changed/reorganized due to the duly justified reason(s).

If you ticked answer b or c, please specify shortly (**1-2 sentences**) the following: *What is the possible reason(s) for that (e.g. the division of tasks and responsibilities have not been done properly, new project personnel have been employed, etc.)?*

10. Do all partners demonstrate commitment?

- ☐ a. All partners demonstrate fully commitment as planned in the Work plan and RACI matrix.
- ☐ b. Not all partners demonstrate fully commitment as planned in the Work plan and RACI matrix.
- ☐ c. Major challenges been identified in the commitment of partners by the Lead partner.

If you ticked answer b or c, please specify shortly (**1-2 sentences**).

II. EFFICIENCY

1. Have the project activities been implemented in accordance with the Work plan (activities schedule)?

- ☐ a. The action plan has been followed up precisely up to date.
- ☐ b. The project activities are 1 - 2 months behind the schedule.
- ☐ c. The project activities are 3 – 6 months (or more) behind the schedule.

If you ticked answer c, please specify shortly (**1-2 sentences**) the following: *What is the possible reason(s)/obstacle for that? What is required in order to implement all the planned activities within the project period? If there are delays, how important are they and what are the consequences? What are the reasons for the delays and what corrective measures been implemented?*

2. Have you been/will you be able to follow the approved project budget?

- ☐ a. The project budget has been followed precisely by the approved budget lines.
- ☐ b. The project budget has been followed in most of the budget lines. Only minor changes have been made.
- ☐ c. The actual costs exceeded/probably will exceed the budgeted costs OR the actual costs are significantly less/probably will be significantly less than budgeted.

If you ticked answer b or c, please specify shortly **(1-2 sentences)** the following: *What is the possible reason(s) for that? What is required in order to manage this issue?*

3. How would you rate the cooperation between the Partners within the project up to date?

- ☐ a. The cooperation within the project is working very well between all Partners.
- ☐ b. The cooperation within the project is working well with some of the Partners.
- ☐ c. The cooperation within the project is not so good as we would like to/as was planned.

If you ticked answer b or c, please specify shortly **(1-2 sentences)**.

4. Have the Internal monitoring and evaluation activities been implemented by LP and Partners?

- ☐a. Our project has developed monitoring and evaluation activities and they have been implemented as planned.
- ☐b. Our project has developed monitoring and evaluation activities, but they have not been implemented yet.
- ☐c. Our project has not developed the monitoring and evaluation activities.

If you ticked answer b or c, please specify shortly **(1-2 sentences)**.

5. What is the usual way for your project to get support during project implementation?

- ☐a. To contact MA.
- ☐b. To contact Branch Offices.
- ☐c. To contact other ongoing projects.
- ☐d. To visit programme web-page
- ☐e. To use Programme manual for ongoing projects
- ☐f. Other

Please specify shortly **(1-2 sentences)** the following: *What kind of information/support do you usually ask for?*

6. Has the project had possibility to disseminate information about the project activities and results in accordance with the project communication plan?

- ☐ a. Communication actions within the project have been done up to date and in accordance with the project communication plan.
- ☐ b. Communication actions within the project have been done/planned to be done in the future, but project communication plan has not been produced yet.
- ☐ c. Communication actions within the project are not needed.

If you ticked answer b or c, please specify shortly **(1-2 sentences)** the following: *What is the possible reason(s)/obstacle for that (e.g. visibility plan was not planned or planned not properly, too less money budgeted for visibility actions, etc.)? What would you require in order to improve the information activities?*

7. How systematically do you follow Kolarctic CBC Programme communication instructions (*manual for ongoing projects*)?

8. Are the reporting materials/data collected systematically during the project implementation?

- ☐ a. The material/data needed for reporting is collected systematically and responsible persons for it have been nominated in each partner organization (including the Lead Partner).
- ☐ b. The material/data for reporting is collected and responsible person for it has been nominated only in the Lead Partner organization.
- ☐ c. The material/data for reporting has not been collected yet and responsible persons for it have not been nominated.

If you ticked answer b or c, please specify shortly **(1-2 sentences)** the following: *What is the possible reason(s)/obstacle for that (e.g. we haven't planned to collect the materials for reporting systematically, etc.)? What would you require/ what is required in order to improve the situation (e.g. more project personnel is required, etc.)?*

9. Have the activities that are necessary for the closure of the project been planned and prepared in advance (e.g. *final report, dissemination of information about the project results, publications, dissemination and further use of project impacts/results after the project (sustainability) etc.*)?

- ☐ a. We have already planned and scheduled the activities that are necessary for the project closure.
- ☐ b. We are going to make a plan and schedule the activities that are necessary for the project closure in the nearest time.
- ☐ c. We will do it at the end of the project.

IV. EFFECTIVENESS

1. Are there any possible internal and/external risks that might prevent the implementation of the project activities or the achievement of the expected project results?

- ☐ a. Possible internal and/external risks have been analyzed and no major risks are expected to occur OR possible risks have been identified and we are prepared to manage them.
- ☐ b. Possible internal and/external risks have been identified, but we have not prepared a plan how to manage them.
- ☐ c. Possible internal and/external risks have not been analyzed yet.

If you ticked answer a or b, please specify shortly **(1-2 sentence)** the following: *What kind of risks have been identified (e.g. required expertise will not be available for the project, the legislation will be changed, etc.)?*

If you ticked answer c, please specify shortly **(1-2 sentence)** the following: *Are you going to analyze possible risks in the future?*

2. Is the progress of each output still lead to the Specific objectives named in the Logical Framework (In other words, are the outcome of all implemented activities brought/will bring expected results)?

- ☐ a. The progress of each output still lead to the Specific objectives named in the Logical Framework.
- ☐ b. The progress of not each output still lead to the Specific objectives named in the Logical Framework
- ☐ c. The progress of majority outputs do not still lead to the Specific objectives named in the Logical Framework.

If you ticked answer b or c, please specify shortly **(1-2 sentence)**.

3. Is the quality is satisfactory? (this question refers to the previous question (2))

- ☐ a. The quality is satisfactory
- ☐ b. The quality is not satisfactory

If you ticked answer b, please specify shortly **(1-2 sentence)**.

VI. SUSTAINABILITY

1. Have any activities been implemented to enhance the sustainability of the project impacts (e.g. financial, institutional, professional capacity, policy support) after the project end?

- ☐ a. We have already implemented some activities in order to enhance the sustainability of the project impacts after the project end.
- ☐ b. We are trying to implement some activities in order to enhance the sustainability of the project impacts after the project end.
- ☐ c. We haven't planned to implement/ we have no plans to implement any activities to enhance the sustainability of the project impacts after the project end.

If you ticked answer c, please specify shortly **(1-2 sentences)** the following: *What is the possible reason(s)/obstacle for that (e.g. lack of time, lack of resources, etc*

2. Is the access to the project results is available for the target groups in the long term?

- ☐ a. The access to the project results is available for the target groups in the long term
- ☐ b. The access to the project results is available for the target groups, but not in the long term
- ☐ c. The access to the project results is not available for the target group

If you ticked answer b and c, please specify shortly **(1-2 sentences)** the following:
What is the possible reason(s)/obstacle for that (e.g. lack of time, lack of resources, etc

3. Has the private sector been involved to ensure the sustainability?

- ☐ a. The private sector has been involved to ensure the sustainability.
- ☐ b. The private sector has not been involved to ensure the sustainability.

If you ticked answer b, please specify shortly **(1-2 sentences)**.

4. Have the necessary measures been taken into account to ensure the gender equality?

- ☐ a. The necessary measures been taken into account to ensure the gender equality.
- ☐ b. The necessary measures has not been taken into account to ensure the gender equality.

If you ticked answer b, please specify shortly **(1-2 sentences)**.

5. Have the necessary measures been taken into account to ensure the environmental sustainability?

- ☐ a. The necessary measures been taken into account to ensure environmental sustainability.
- ☐ b. The necessary measures has not been taken into account to ensure environmental sustainability.

If you ticked answer b, please specify shortly **(1-2 sentences)**.

6. Have your project activities generated any unforeseen positive or negative results?

Please describe shortly.

7. Provide a summary of the problems and measures taken to overcome them.

Please describe shortly.

8. Provide a short description of a success story.

A success story is to be understood as a project with a clear cross-border impact (concrete benefits for each side of the land/sea border), a strong partnership, a good sustainability perspective (e.g. signature of cooperation agreement in specific area between participating countries) and easily communicable results.