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## EPD-NET

Filling the Gap: Development of Ecological Planning and Design Learning Network and Adaptive Smart Training Module for Disaster Resilient and Sustainable Cities

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# PROJECT EVALUATION STRATEGY PLAN

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*The EPD-Net digital learning network for disaster resilient and sustainable cities adopts a well-structured project evaluation strategy plan during the project evaluation process.*



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## EPD-Net Project Evaluation Strategy Plan

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## ABBREVIATIONS

AB	Accreditation Body
AI	Artificial Intelligence
AIJU	Asociacion De Investigacion De La Industria Del Juguete Conexas Y Afines
AU	Ankara University
BS	Basarsoft
CTLA	Turkish Chamber of Landscape Architects
CU	Cukurova University
EC	Evaluation Checkpoint
EQF	European Qualifications Framework
EQT	Evaluation Question Tracker
ESP	Evaluation Strategy Plan
ESRI	Environmental Systems Research Institute Türkiye Branch
ESTU	Eskisehir Technical University
GA	Grant Agreement
HEI	Higher Education Institution
HU	Harran University
IFLA	International Federation of Landscape Architects
IKU	Istanbul Kültür University
ITL	Impact Tracking Log
GIS	Geographical Information Systems
KEQ	Key Evaluation Questions
KPI	Key Performance Indicator
LAAA	Latvian Association of Landscape Architects
LBTU	Latvia University of Life Sciences and Technologies
LE	Large Enterprise
MENDELU	Mendel University in Brno
NC	NetCAD
NGO	Non-Governmental Organisation
NLP	Natural Language Processing
NMBU	Norwegian University of Life Sciences
OAT	Outcome Assessment Tables
PC	Professional Chamber
PI	Performance Indicator
PF	Previform - Laboratório, Formação, Higiene e Segurança no Trabalho, Lda
PMP	Project Monitoring Plan
PMS	Project Management System
QAP	Quality Assurance Plan
QMR	Quarterly Monitoring Reports

RI	Research Institute
RMP	Risk Management Plan
SC	Steering Committee
SK	Semantic Kernel
SME	Small and Medium Enterprise
SPU	Slovak University of Agriculture in Nitra
TAPLAK	Design and Planning Accreditation Board
THCA	Turkish Healthy Cities Association
VET	Vocational Education and Training
VSB	Technical University of Ostrava
WP	Work Package

## Executive Summary

The **Evaluation Strategy Plan (ESP)** of the EPD-Net Project defines a structured, data-driven, and participatory framework to assess the project's effectiveness, relevance, quality, engagement, and long-term impact. Developed under **WP1 – Project Management**, and fully aligned with the **Grant Agreement (GA)**, **Quality Assurance Plan (QAP) (D1.1)**, **Risk Management Plan (RMP) (D1.2)**, and **Monitoring Plan (D1.3)**, this document positions evaluation as a **strategic instrument for continuous learning, adaptation, and accountability**.

The strategy builds upon five core Evaluation Objectives:

1. **Effectiveness** – Are we achieving what we set out to do?
2. **Relevance** – Are our outputs meaningful to stakeholders?
3. **Quality & Coherence** – Are our deliverables consistent and high quality?
4. **Engagement** – Are partners and users fully involved and satisfied?
5. **Sustainability & Impact** – Will our results endure beyond the project?

To meet these goals, the strategy utilizes a suite of practical tools—including the **Evaluation Question Tracker (EQT)**, **Outcome Assessment Tables (OAT)**, and **Stakeholder Feedback Instruments**—which are embedded in the project's digital environment (**ClickUp**) and fully synchronized with monitoring and quality assurance cycles.

Six formal **Evaluation Checkpoints (ECs) (EC1–EC6)** are scheduled across the 36-month timeline, each linked to decision-making by the **Steering Committee**, mid-term and final **European Commission reviews**, and real-time project adaptation processes.

Evaluation findings are not treated as static reports but are actively fed into:

- **Quarterly Monitoring Reports (QMRs) based on the Steering Committee (SC) Meetings**



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- **Work Package (WP) adjustments and risk responses**
- **Sustainability and dissemination strategies**
- **EC technical reporting and audits**

To ensure resilience in implementation, the evaluation strategy also identifies key enablers and potential barriers. Preventive mechanisms—including early warning indicators (e.g., reporting delays), adaptive feedback loops, and WP-level contingency planning—are integrated to mitigate disruptions and support continuous project alignment. By embedding evaluation deeply into the project's governance, EPD-Net Project demonstrates a commitment to **excellence, transparency, and long-term transformation** in ecological planning and disaster resilience education. This strategy ensures that the project delivers not only on its objectives—but on its promise to catalyze real change.



# 1. INTRODUCTION

The EPD-Net Project ESP lays out the framework for systematically assessing the project's performance, progress, quality, relevance, stakeholder engagement, and long-term impact. Developed under WP1 – Project Management, this strategy is not an isolated set of review activities, but rather an integral, iterative, and intelligence-driven component of the project's overall governance ecosystem.

Evaluation in EPD-Net Project is understood not as a post-hoc review, but as a continuous process that supports learning, adaptation, accountability, and strategic foresight.

## 1.1 Purpose and Strategic Positioning

The primary purpose of this evaluation strategy is to:

- Establish a **consistent and strong mechanism** for assessing whether project activities are being implemented effectively and achieving their intended outcomes and impacts;
- Provide a **feedback loop** to WP Leaders, the Project Coordinator, PM Team and the SC for evidence-based decision-making and real-time course corrections;
- Enable the project to remain **responsive and adaptive** to internal and external dynamics (e.g., stakeholder expectations, pilot test outcomes, policy changes);
- Support **quality assurance (D1.1)**, **risk mitigation (D1.2)**, and **monitoring (D1.3)** with in-depth, value-based performance interpretation.
- Fulfil the **EC expectations** regarding internal evaluation, transparency, continuous improvement, and final reporting.

This strategy ensures that EPD-Net's ambition to create an intelligent, inclusive, and resilient ecological planning training framework is not only delivered but also validated and optimized through structured evidence.

## 1.2 Scope of Evaluation

The evaluation strategy applies to the full life cycle of the project, covering all:

- **Six WPs (WP1–WP6)**
- **Deliverables (D1.1–D6.3) and Milestones (MS1–MS16)**
- **Horizontal processes** such as management, communication, coordination, dissemination, and sustainability
- **Stakeholder-facing outputs**, including the smart training module, guidebooks, pilot testing, and engagement tools
- **Partner contributions**, including role performance, resource utilization, and inter-partner collaboration dynamics

Evaluation will focus on both the **formative** (developmental, adaptive) and **summative** (accountability, result-driven) dimensions of project performance.

## 1.3 Evaluation Integration with Other Project Instruments

This plan is tightly interwoven with the other core project management plans:

Plan	Integration Role in Evaluation Strategy
<b>D1.1 QAP</b>	Provides evaluation domains (e.g., coherence, accessibility, innovation); defines PIs and quality standards to be tested
<b>D1.2 RMP</b>	Identifies triggers for evaluation review (e.g., risk materialization → causes → effectiveness of mitigation)
<b>D1.3 PMP</b>	Supplies real-time performance data via ClickUp, WP reports, QMRs as the factual base for evaluations
<b>GA &amp; Proposal</b>	Define the logical framework, Theory of Change, and expected impact that evaluation must verify or adjust

The **ClickUp platform** serves as the **real-time data capture, task tracking, and evidence repository** supporting the evaluation cycle, ensuring traceability and rapid analysis.

## 1.4 Evaluation Levels and Purposes

EPD-Net's evaluation strategy is structured across **three interdependent levels**:

Evaluation Level	Purpose	Examples
<b>Output-level</b>	To check whether deliverables are of high quality, timely, and aligned with project goals	Quality assurance-reviewed guidebooks, training modules
<b>Outcome-level</b>	To verify if the target users/stakeholders are engaging with and benefiting from outputs	Pilot user surveys, stakeholder feedback, user adoption
<b>Impact-level</b>	To estimate the project's long-term value, policy relevance, and potential for sustainability	Institutional uptake, policy integration, reuse of modules

Each level builds on the previous one, and together they provide a **comprehensive picture of project effectiveness and strategic contribution**.

## 1.5 Evaluation as a Learning and Adaptation Engine

In line with the project's commitment to resilience, innovation, and eco-design, evaluation in EPD-Net Project is not about punishment or compliance—it is a structured, constructive, and transparent process for learning and adaptation. Findings from evaluations will feed directly into:

- WP adjustments
- Risk reclassifications and contingency actions



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- Quality assurance validations and improvements
- Dissemination and sustainability planning
- SC strategy decisions and EC reporting



## 2. EVALUATION OBJECTIVES AND KEY QUESTIONS

The evaluation strategy of EPD-Net Project is purposefully designed to go beyond assessing “what was done” by exploring **why, how, for whom, and with what effect** project activities have been implemented. To achieve this, the strategy is structured around **five core evaluation objectives**, each mapped to a cluster of **operational evaluation questions**.

These objectives ensure that evaluation serves not just as an accountability mechanism, but as a **strategic navigation tool** guiding the project’s learning and adaptation capacity.

### 2.1 Evaluation Objectives

Code	Evaluation Objective	Explanation
EO1	<b>Effectiveness</b>	Determine whether the project is achieving its stated objectives and delivering intended outputs and results
EO2	<b>Relevance</b>	Assess whether the project remains aligned with the needs of target groups, institutional contexts, and policy frameworks
EO3	<b>Quality &amp; Coherence</b>	Evaluate the scientific, pedagogical, and technical quality of project outputs
EO4	<b>Engagement &amp; Participation</b>	Examine the depth, inclusiveness, and responsiveness of partner and stakeholder engagement across all phases
EO5	<b>Sustainability &amp; Impact</b>	Explore the potential for long-term adoption, replication, policy alignment, and ecosystem integration of project results

#### 2.1.1 Strategic Integration of Project Outputs into Policy and Institutional Frameworks

The EPD-NET project aims not only to contribute to pedagogical innovation through its modules, platforms, and tools, but also to strategically influence policy frameworks and institutional planning. Its outcomes demonstrate strong alignment with both EU-wide and national strategies across multiple dimensions:

1. European Education Area & Digital Education Strategy  
The project supports the European Commission’s *Digital Education Action Plan (2021–2027)* by enhancing digital skills, integrating AI-based evaluation modules, and aligning with micro-credentialing approaches. These outcomes enable personalized learning and quality assurance at scale.
2. European Green Deal and Sustainability Goals  
Project content promotes nature-based solutions, climate resilience, and sustainable urbanism, thereby contributing to the educational dimension of the Green Deal. The learning modules serve as awareness-raising tools, particularly in climate action and disaster risk reduction.
3. National Educational Strategies & Curricular Integration  
The design of the modules is consistent with national vocational qualification frameworks

and is structured for integration into higher education curricula in partner countries. Pilot implementations ensure feedback-based alignment with existing educational systems.

#### 4. Institutional and Local Policy Impact

Through stakeholder engagement and feedback loops, the project informs disaster management and resilience strategies of local authorities, NGOs, and educational institutions. Several institutional partners have already initiated steps to incorporate EPD-NET modules into their strategic plans.

In addition, stakeholder groups will be further segmented (e.g., municipal typologies, institutional levels) and their evolving needs systematically assessed and periodically reviewed through targeted surveys, monitoring reports, and focus group feedback.

These efforts not only strengthen institutional and policy integration, but also reinforce the project's internal commitment to quality and accountability through a clearly defined evaluation policy.

The evaluation policy of the EPD-Net project is built upon principles of excellence, transparency, inclusiveness, and long-term impact. These principles are communicated to all partners and stakeholders through structured guidance, coordination meetings, and internal documentation. Alignment with the overall project vision is ensured by embedding the policy into each WP's monitoring and reporting routines, and stakeholder feedback is actively integrated to validate shared understanding.

### 2.1.2. Evaluation System Operational Enhancements

To strengthen the operational capacity and strategic value of the EPD-Net Project Evaluation Strategy, the following mechanisms will be implemented across WP evaluation cycles:

- **Communication Process Review:** The internal communication protocols defined in the Communication Management Plan will be reviewed biannually. Specific attention will be given to identifying gaps in partner response times, documentation versioning, and data access barriers. Improvements will be formalised through updated communication templates and feedback loops.
- **ClickUp Alerts and Calendar Use Optimization:** To maximise milestone tracking efficiency, ClickUp alerts (14-day pre-deadline reminders) will be reviewed for compliance and clarity. Partners will be offered micro-trainings to improve usage consistency.
- **Evaluation Checkpoint (EC) Follow-Up System:** All milestones will be monitored through a revised alert and action log system, linked to the main ClickUp calendar. A checklist will ensure WP leaders record progress, deviations, and proposed solutions.
- **Corrective Action Tracking System:** Deviations identified through evaluation will be recorded in a Corrective Action Tracker. Each item will include a timeline, responsible actor, verification step, and resolution evidence log.
- **Sustainability Feedback Loop:** Evaluation outputs will be directly cross-referenced in the updated Sustainability Action Tracker. This will include indicators of institutional uptake, post-project support plans, and long-term resource commitments.

## 2.2 Key Evaluation Questions by Dimension

For each objective, the following key evaluation questions (KEQs) will guide data collection, analysis, and synthesis:

### EO1 – Effectiveness

- Are the project's main objectives (as stated in the GA) being met on time and at expected quality levels?
- Which deliverables have contributed most directly to measurable outcomes?
- What are the key enablers and barriers affecting project implementation?

#### **EO2 – Relevance**

- Are the training content, smart module features, and dissemination products tailored to actual stakeholder needs?
- Have emerging external developments (e.g., disaster policies, digital education trends) been taken into account?
- To what extent do pilots reflect real-world ecological planning and disaster resilience scenarios?

#### **EO3 – Quality & Coherence**

- Are the outputs (training module, guidebooks, tools) internally coherent and technically/scientifically valid?
- How well do the content and delivery formats align with the principles defined in the QAP (D1.1)?
- Is there consistency in quality across WPs and partners?

#### **EO4 – Engagement & Participation**

- Are all partners contributing in a meaningful and balanced way to the WPs they are involved in?
- Have target stakeholders (planners, educators, public institutions, NGOs) been adequately reached and involved?
- What is the perceived usefulness of the project by external participants?

#### **EO5 – Sustainability & Impact**

- Are there indications that the outputs will be maintained or institutionalized beyond the project's lifetime?
- What policy, curriculum, or institutional changes are influenced by EPD-Net Project?
- How replicable is the training module in other regional or thematic contexts?

### 3. EVALUATION METHODOLOGY AND TOOLS

The evaluation methodology adopted in EPD-Net is structured, mixed-method, and deeply integrated with the project's real-time monitoring and QA ecosystem. It is designed to be suitable for informing:

- Internal decision-making (WP adaptation, SC resolutions)
- Formal project reviews (e.g., mid-term and final evaluations)
- Continuous reporting to the EC
- External communication of project achievements

This section describes the evaluation approaches, data sources, timing mechanisms, stakeholder involvement, and specific tools that will be used throughout the project.

#### 3.1 Overall Evaluation Approach

EPD-Net Project applies a layered and cyclical evaluation logic, informed by real-time data flows, performance indicators (PIs), and stakeholder feedback loops. This approach is structured into three methodological layers:

Layer	Purpose	Evaluation Perspective
<b>Formative Evaluation</b>	To improve project implementation through ongoing feedback	Continuous and adaptive
<b>Summative Evaluation</b>	To assess project results and impacts at specific stages	Periodic and retrospective
<b>Developmental Evaluation</b>	To observe innovation and stakeholder responsiveness in real time	Dynamic and learning-focused

Each layer is applied at specific points in the project lifecycle, using relevant tools and evidence streams.

#### 3.2 Data Sources for Evaluation

The evaluation strategy combines multiple data sources—both qualitative and quantitative—to enhance accuracy, depth, and reliability.

Data Source	Type	Generated by	Linked Plan
ClickUp task cards	Quantitative	All WP Teams	Monitoring Plan (D1.3)
WP Monitoring Sheets	Quantitative	WP Leaders	Monitoring Plan
QA Checklists	Mixed	PM Team	QA Plan (D1.1)
Risk Register	Mixed	Coordinator	Risk Plan (D1.2)
Contribution Logs	Quantitative	Coordinator	QA + Monitoring
Stakeholder Surveys	Qualitative	WP3, WP4	WP-specific
Pilot Test Feedback	Mixed	WP3 Lead (IKU)	QA + Evaluation

Data Source	Type	Generated by	Linked Plan
Focus Groups / Interviews	Qualitative	Relevant WPs	Evaluation-specific

### 3.3 Evaluation Instruments and Templates

The following tools and templates are standardized and used across the consortium to collect, analyze, and report evaluation findings:

Tool	Function	Used By	Output Format
EQT	Maps KEQs to data sources and answers	PM Team	Excel-based Matrix
Related PI/s	Evaluates training impact and behavioural change	WP4	Surveys – Qualitative feedbacks
Task Contribution	Visualizes partner activity and role engagement	Coordinator	Dashboard (ClickUp export)
Quality assurance - Enhanced Deliverable Checklist	Assesses coherence, accessibility, innovation	PM Team + WP Lead	PDF Checklist
Stakeholder Feedback Survey	Captures satisfaction, relevance, usability	WP3, WP4, WP5	Online form (Google/Microsoft)
Impact Tracking Log (ITL)	Records institutional uptake, policy influence, reuse	WP5, Coordinator	Cumulative Log

### 3.4 Data Collection and Analysis Timeline

Evaluation activities are sequenced and linked to the project calendar:

Period	Evaluation Activity	Purpose	Leads
M4–M6	Baseline assessment	Establish initial benchmarks and readiness	WP1, PM Team
M9	First QA + Evaluation Cross-Check	Align deliverables with early performance	PM Team
M12	Year-End Review	Internal summative evaluation of all WPs	Coordinator + PM Team
M15–M18	Pilot Test Evaluation	Analyse module performance, usability	WP3
M18	EC Mid-Term Review	Formal summative + strategic evaluation	Coordinator + SC
M24	Stakeholder Feedback Round	Gauge dissemination and engagement	WP4, WP5, WP6

Period	Evaluation Activity	Purpose	Leads
M30	Sustainability Readiness Evaluation	Assess institutional interest, replication plans	WP5
M34–M36	Final Evaluation Cycle	Full project impact and quality synthesis	PM Team + Coordinator

### 3.5 Participatory Evaluation Logic

Evaluation in EPD-Net Project is **participatory by design**. This means:

- Partners evaluate themselves and each other using common standards (peer reflection)
- Stakeholders (e.g., trainees, public institutions, NGOs) contribute feedback that shapes the module and dissemination

### 3.6 Use of ClickUp in Evaluation

The ClickUp platform, originally used for task management and monitoring, also serves as a core evidence infrastructure for evaluation.

ClickUp Element	Evaluation Use
Task status + progress	Inputs to effectiveness analysis
Subtask ownership	Used in participation/contribution review
Attachments + comments	Evidence of collaboration, responsiveness
Status changes (● ● ● ●)	Trigger evaluative deep-dives
Time logs (optional)	Effort validation for contribution analysis

Evaluation snapshots will be taken quarterly and stored as PDF reports to ensure traceability.

## 4. ROLES AND RESPONSIBILITIES IN EVALUATION

Effective evaluation in EPD-Net Project requires a **clearly defined, distributed, and collaborative structure of roles**, ensuring that evaluation is embedded at all levels of the project's governance. Responsibilities are not centralized in one body but are shared across the consortium, with **specific mandates for planning, data generation, analysis, validation, and decision-making**.

This section outlines **who does what, when, and how** in the evaluation cycle—ensuring transparency, accountability, and strategic integration with quality assurance, risk, and monitoring systems.

### 4.1 Consortium-Wide Evaluation Governance Structure

Actor / Body	Primary Role in Evaluation	Key Responsibilities
<b>Project Coordinator (ESTU)</b>	Overall orchestration of evaluation	Initiates evaluation calendar; synthesizes findings; prepares summaries for SC and EC; integrates with quality assurance and risk data
<b>PM Team</b>	Technical and content-level validation	Leads the development and application of quality checklists; conducts output-level evaluations; cross-validates with KEQs
<b>WP Leaders</b>	Operational evaluation at WP level	Collect data; answer WP-specific KEQs; interpret deviations; propose adaptations
<b>Task Leaders / Partners</b>	Primary data providers	Input into EQT, feedback forms, participation logs, pilot reflections
<b>SC</b>	Strategic oversight and response	Reviews major evaluation results; authorizes adjustments; resolves escalated issues
<b>Stakeholders / End-Users</b>	Participatory co-evaluators	Provide feedback on training modules, engagement tools, and perceived project value

### 4.2 Functional Responsibility Matrix

Function	Who Leads	Contributing Actors	Platform / Tools
<b>Designing evaluation tools (EQT, OAT, ITL)</b>	PM Team	WP Leaders, Coordinator	Templates (Google Docs / Excel)
<b>Collecting WP-level data</b>	WP Leaders	Task Leaders, Partners	ClickUp, WP Monitoring Sheets
<b>Stakeholder feedback capture</b>	WP3, WP4, WP5	NGOs, Pilot participants	Surveys, Interviews, Event Logs
<b>Data entry into ClickUp logs</b>	Task Leaders	All partners	ClickUp system
<b>Interpreting results per KEQ</b>	PM Team + WP Leaders	Coordinator, SC	EQT

Function	Who Leads	Contributing Actors	Platform / Tools
<b>Synthesizing evaluation reports</b>	Coordinator	PM Team	Evaluation Summary Reports (PDF)
<b>Reviewing and deciding on findings</b>	SC	All partners	SC Resolution Memos, Meeting Minutes
<b>Policy-level impact validation</b>	WP5	External advisors	Stakeholder Interviews, Impact Logs

## 4.3 Role of ClickUp in Role Execution

ClickUp is not only a task management tool but also an **evaluation interface**, supporting:

- **Data capture** → through progress fields, time logs, and status flags
- **Ownership tracking** → task cards tied to partner institutions and WPs
- **Internal dialogue** → through comments and documentation trails
- **Evidence archiving** → all outputs, quality assurance files, feedback reports uploaded and versioned
- **Evaluation timeline integration** → Evaluation of completed milestones will be aligned with the SC meetings, held quarterly. Each completed milestone will be reviewed during the first SC meeting following its completion.

WP Leaders and the PM Team have editing rights to generate customized **Evaluation Dashboards** within ClickUp.

## 4.4 Escalation and Accountability Pathways

Evaluation findings—especially when negative or inconclusive—may lead to **adjustments or escalations**.

Trigger	Escalated To	Possible Action
Output rated “Below Standard”	PM Team → SC	Deliverable revision required
Stakeholder dissatisfaction <3.5/5	WP Leader → Coordinator	User-centered redesign of materials
Partner inactivity in WP	QA + Monitoring → SC	Formal notice, role reallocation
Low sustainability readiness	WP5-6 → SC + Evaluators	Targeted policy workshops added

This structure ensures that **evaluation is not siloed or reactive**, but distributed, proactive, and strategically embedded into every layer of EPD-Net governance.

## 5. EVALUATION CALENDAR AND MILESTONES

The effectiveness of evaluation in EPD-Net Project depends not only on well-designed tools and responsibilities but also on a **clearly defined and synchronized timeline**. This section provides a structured **calendar of evaluation activities**, aligned with:

- Project deliverables and milestones
- Internal governance cycles (QMRs, SC meetings, QA reviews)
- Risk and deviation reporting flows
- European Commission review points

Evaluation timing ensures that **formative insights support adaptive learning**, and **summative findings inform strategic decision-making and reporting**.

### 5.1 Evaluation Activity Timeline

Month	Evaluation Activity	Purpose	Led By	Linked Plan
M4	Initial EQT + Baseline Status Mapping	Define evaluation scope and indicators	PM Team + WP Leaders	QA, Monitoring
M6	Evaluation Integration into First QMR	Early effectiveness signals	Coordinator	Monitoring
M9	First Output-Level QA–Evaluation Cross-Check	Test quality and coherence of early deliverables	PM Team	QA
M12	Internal Year-end Evaluation	WP-by-WP progress, stakeholder engagement	Coordinator + PM Team	Monitoring + Risk
M15–M16	Pilot Test Evaluation Phase	Gather data on usability, learner experience	WP3 + PM Team	QA + Evaluation
M18	<b>Mid-Term Evaluation</b>	Assessment; feedback for second half	Coordinator + PM Team	GA
M21	Partner Contribution Evaluation	Equity and effort analysis	Coordinator	Monitoring + QA
M24	Stakeholder Relevance and Impact Review	Analyze feedback from dissemination and engagement	WP4 + WP5	Dissemination Plan
M30	Sustainability Readiness Evaluation	Assess partner readiness for long-term use	WP5	Sustainability Plan
M34	Final Evaluation Data Consolidation	Synthesize outcome and impact-level evidence	QA + Coordinator	Evaluation Strategy
M36	<b>Final Evaluation / EC Review</b>	Final summative judgment and reporting	Coordinator + SC + Evaluators	GA Article 39

## 5.2 ECs and Gateways

In EPD-Net Project, **ECs** are defined as time-specific moments where formal synthesis, partner reflection, or strategic decisions are based on cumulative evaluation data.

Checkpoint	Timing	Purpose	Output
EC1	M6	Coherence review of initial outputs	Memo to SC
EC2	M12	Mid-year assessment of relevance, workload, risks	Internal Evaluation Summary
EC3	M18	External evaluation by EC	EC Review Feedback + Response Memo
EC4	M24	Dissemination and stakeholder reach impact	WP4/5 Evaluation Report
EC5	M30	Legacy pathway validation	Sustainability Readiness Memo
EC6	M36	Project impact and transferability assessment	Final Evaluation Report

Each checkpoint triggers optional **corrective actions**, SC resolutions, and risk mitigation updates.

## 5.3 Reporting Outputs and Delivery Formats

Evaluation findings will be reported in various formats, depending on audience and purpose:

Report Type	Target Audience	Format	Timing
Internal Evaluation Summary	Consortium	PDF + SC Brief	M12, M24
EC Evaluation Dossier	European Commission	EC Template	M18, M36
Evaluation Annex for Final Report	EC, Stakeholders	Word + Dashboards	M36
Stakeholder Feedback Summary	WP4/5 Users, Partners	Presentation + Memo	M24
Evaluation Presentation	SC	PowerPoint	M18, M36

All reports are stored within ClickUp and archived in the shared **/Monitoring/Evaluation/** folder of the MEGA cloud drive.

## 5.4 ClickUp Integration: Calendar and Alerts

- **Evaluation milestones** (EC1–EC6) are added to the shared ClickUp project calendar
- Evaluation-specific **task cards and checklists** are created for each WP
- Automatic alerts are configured 14 days prior to each checkpoint to ensure timely data entry and coordination

## 6. CONCLUSION

The **EPD-Net Project ESP** serves as a central pillar of the project's governance architecture, ensuring that performance, quality, stakeholder relevance, and impact are not only monitored but also critically and constructively evaluated. Developed in full alignment with the **GA**, and complementary to the **QAP (D1.1), RMP (D1.2)**, and **Monitoring Plan (D1.3)**, this strategy transforms evaluation from a reporting obligation into a **dynamic learning and adaptation engine** for the entire consortium.

Throughout its 36-month implementation cycle, EPD-Net Project relies on a **multi-layered, participatory, and evidence-driven approach** to evaluation:

- It combines **formative, summative, and developmental evaluation methods**, each tied to specific project phases and decision points.
- It uses a suite of robust tools—such as the **EQT, Outcome Assessment Tables (OAT)**, and **ITL**—to ensure that data collection and analysis are **systematic, structured, and strategic**.
- It benefits from seamless integration with the **ClickUp digital environment**, providing real-time data flows, dashboards, and version-controlled repositories.

By identifying **six formal EC (EC1–EC6)** and linking each to specific **governance decisions**, this strategy ensures that evaluation directly informs:

- **Course correction** at WP and partner levels
- **Quality reinforcement** through quality assurance cross-validation
- **Strategic decision-making** by the SC
- **Transparent reporting** to the EC
- **Evidence-based sustainability planning**

Moreover, the evaluation process is designed to be inclusive and responsive, with stakeholders playing key roles in assessing the value, usability, and replicability of project outputs—particularly the smart training module and institutional engagement tools.

In essence, this plan positions EPD-Net Project not only as a project that delivers, but as one that listens, learns, and evolves. It is a commitment to excellence, relevance, and long-term transformation in the field of ecological planning and disaster-resilient education.

## 7. ANNEXES

In this section, the annexes and supporting information about Project evaluation strategy is given.

The plan is supported by several annexes that provide practical tools, tables, diagrams etc.

### Annex 1. Evaluation Framework Matrix

#### Purpose

This matrix presents a structured overview of the **five core Evaluation Objectives (EOs)**, linking each to:

- Relevant **Key Evaluation Questions (KEQs)**
- Associated **Data Sources**
- Primary **Evaluation Tools**
- Assigned **Responsible Actors**

This provides a quick reference for internal reviewers, WP leaders, and external evaluators to understand **what is being evaluated, why, how, and by whom**.

#### a) Evaluation Framework Matrix

Eval. Objective (EO)	Key Evaluation Questions (KEQs)	Primary Data Sources	Evaluation Tools	Responsible Actors
<b>EO1 – Effectiveness</b>	Are the project's objectives being met as planned? What deliverables have directly led to outcomes?	ClickUp task progress WP Monitoring Sheets QA Checklists	EQT Deliverable QA Reviews Output Tracker	WP Leaders PM Team Coordinator
<b>EO2 – Relevance</b>	Are outputs aligned with real stakeholder needs? Have changing external conditions been addressed?	Stakeholder feedback Pilot evaluation forms Focus groups	OAT Feedback Survey Analysis Stakeholder Review Grid	WP3, WP4, WP5 PM Team
<b>EO3 – Quality &amp; Coherence</b>	Are outputs technically/scientifically sound? Do they align with QA criteria and internal logic?	QA checklists Deliverable reviews Peer comments	QA Evaluation Matrix Peer Reflection Notes OAT	PM Team Task Leaders
<b>EO4 – Engagement &amp; Participation</b>	Are partners and stakeholders actively involved? Is contribution balanced across consortium?	Partner time logs ClickUp contribution	Contribution Heatmap Engagement Scorecards	Coordinator WP Leaders

<b>Eval. Objective (EO)</b>	<b>Key Evaluation Questions (KEQs)</b>	<b>Primary Data Sources</b>	<b>Evaluation Tools</b>	<b>Responsible Actors</b>
		dashboard Event logs	WP Feedback Forms	
<b>EO5 – Sustainability &amp; Impact</b>	Are results likely to be adopted post-project? What institutional/policy shifts have occurred?	Dissemination reports Policy references Stakeholder pledges	ITL Uptake Scenarios Table	WP5 Leaders External Evaluators Coordinator

### b) Matrix Logic

- Each **Evaluation Objective** maps directly to **QA indicators** defined in **Annex 4 of D1.1 (QA Plan)**
- All evaluation tools feed into either:
  - **QMRs**
  - **Mid-Term (M18) or Final (M36) Evaluation Reports**
- Matrix rows serve as **evidence-building blocks** for the **EQT** template (Annex 7)

## Annex 2. Evaluation Activity Calendar (Gantt Table)

### Purpose

This annex outlines the **timing of all major evaluation activities** across the 36-month lifespan of the project, aligned with:

- Internal monitoring/reporting (QMRs, WP reviews)
- QA and Risk Plan checkpoints
- EC milestones (Mid-Term at M18 and Final Review at M36)
- Deliverable and pilot timelines
- EC (EC1 to EC6)

It functions as both a **planning tool** and a **compliance tracker** for partners, WP leaders, and reviewers.

### a) Evaluation Calendar Table

Month	Evaluation Activity	Linked WP / Deliverable	Responsible Actor(s)	Output Format
M4	Evaluation design finalization, EQT setup	WP1 / QA Plan D1.1	PM Team, Coordinator	EQT Matrix (v1)
M6	EC1: Coherence Check of Initial Outputs	WP2–WP4	PM Team	Evaluation Memo
M9	QA + Evaluation sync (Output-level)	All WPs	PM Team	QA/Evaluation Joint Report
M12	EC2: Mid-Year Evaluation (internal)	All WPs	PM Team + Coordinator	Internal Evaluation Summary
M15–M16	Pilot Evaluation Cycle	WP3 / D3.2	IKU + PM Team	OAT + Feedback Report
M18	EC3: <b>Mid-Term EC Review</b>	All WPs	Coordinator + Evaluators	EC Dossier
M21	Partner Contribution Review	WP1	Coordinator	Heatmap + SC Brief
M24	EC4: Stakeholder Engagement Impact	WP4, WP5	WP Leaders	Stakeholder Report
M30	EC5: Sustainability Readiness Eval.	WP5 / D5.2	WP5 Lead	Policy Uptake Memo
M34	Final Evaluation Preparation	All WPs	PM Team + Coordinator	Data Consolidation Log
M36	EC6: <b>Final Evaluation</b>	All WPs	Coordinator + SC	Final Eval Report

## Annex 3. Evaluation Tools Overview Table

### Purpose

This annex lists and describes the key tools and templates used in EPD-Net's evaluation strategy. Each tool is linked to a specific **evaluation purpose**, **data type**, **user group**, and **output format**, ensuring that all actors are equipped with **standardized, validated, and interoperable instruments** for data collection, synthesis, and reporting.

These tools form the operational backbone of the evaluation system and ensure consistency across all WPs and review cycles.

### a) Evaluation Tools Summary Table

Tool Name	Purpose	Data Type	Used By	Frequency	Output Format
<b>EQT – Evaluation Question Tracker</b>	Links KEQs to data sources, answers, and use cases	Mixed (mapped)	PM Team, Coordinator	Quarterly Updates	Excel Matrix
<b>OAT – Outcome Assessment Table</b>	Assesses outcomes (learning, engagement, change)	Quantitative + Qualitative	WP3, WP5	Post-pilot & EC Checkpoints	Scoring Table
<b>QA-Enhanced Checklist</b>	Quality validation of deliverables	Qualitative	PM Team + WP Leaders	Per deliverable	PDF/Word Template
<b>Contribution Heatmap</b>	Maps partner effort vs. planned roles	Quantitative	Coordinator	Bi-annually	ClickUp Export / Graph
<b>Feedback Surveys (Learners, Stakeholders)</b>	Measures satisfaction, usability, and perception	Quantitative + Free Text	WP3, WP4, WP5	M15, M24	Google/Microsoft Forms Summary
<b>Focus Group Protocol</b>	Collects qualitative input from stakeholders	Qualitative	WP5 + Evaluators	At M24–M30	Transcripts + Summary
<b>ITL</b>	Captures post-project uptake, replication, policy alignment	Quantitative + Documented Evidence	WP5	From M24 onward	Excel Table / Policy Log

Tool Name	Purpose	Data Type	Used By	Frequency	Output Format
<b>Evaluation Memo Template</b>	Documents results of EC (EC1–EC6)	Structured Narrative	Coordinator + QA + SC	M6, M12, M18, etc.	Word Memo Format
<b>Evaluator Report Dossier Template</b>	Used during EC Reviews (M18, M36)	Narrative + Scorecards	External Evaluators	Twice (M18, M36)	EC-Compatible Word Format

## b) Tool Governance and Access

- **Stored in:** /EPD Net ClickUp platform /5. Evaluation Tools/
- **Editable by:** PM Team, Coordinator, WP Leads
- **Read-only for:** All partners (except external evaluators during review periods)
- **Templates** **version-controlled** using naming conventions:  
[YearMonthDay]\_Tool\_[Name]\_vX.X.docx/xlsx

## Annex 4. Evaluation Data Sources Map

### Purpose

This annex visually maps the **flow of evaluation-relevant data** across EPD-Net. It illustrates:

- **What types of data** are used in evaluations
- **Where they originate** (who produces them)
- **How they are processed** (which tools and templates)
- **Where they are used** (which evaluation objectives or checkpoints)

This provides a clear and traceable logic for both internal reviewers and external evaluators, ensuring data **consistency, relevance, and accountability** throughout the evaluation lifecycle.

### a) Evaluation Data Flow Diagram

A[ClickUp Task Progress Logs] --> B1[Output Effectiveness Analysis]

A --> B2[Partner Contribution Heatmap]

B1 --> C1[EQT]

B2 --> C1

D[QA Checklists] --> C1

D --> B1

E[Stakeholder Surveys] --> B3[Relevance and Satisfaction Insights]

E --> C1

F[Pilot Feedback Logs] --> B3

F --> C1

G[Focus Group Transcripts] --> B4[Outcome Interpretation]

G --> C1

H[Policy Integration Logs] --> B5[Sustainability and Uptake Assessment]

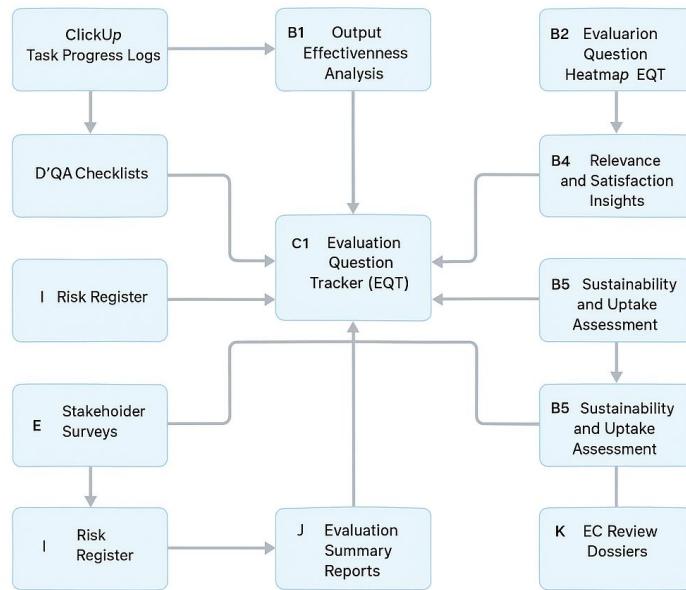
H --> C1

I[Risk Register] --> C1

C1 --> J[Evaluation Summary Reports]

C1 --> K[EC Review Dossiers]

## Evaluation Data Flow Diagram



### b) Legend for the Diagram

Node Type	Label Examples	Meaning
<b>Raw Data Source (A, D, E, F, G, H, I)</b>	ClickUp logs, surveys, checklists, policy pledges	Primary data generated during implementation
<b>Intermediate Analysis Block (B1–B5)</b>	Task analysis, satisfaction scores, outcome interpretation	Aggregated, WP-level, or tool-driven analysis
<b>Integration Engine (C1)</b>	EQT	Links all findings into a central logic
<b>Final Use Nodes (J, K)</b>	Evaluation reports, EC dossiers	Outputs of evaluation used in governance and reporting

### c) Summary Table of Data Sources

Data Source	Collected By	Frequency	Used In Tools	Supports Evaluation Objective(s)
ClickUp Logs	Task Leaders	Continuous	EQT, Heatmap	EO1, EO4
QA Checklists	PM Team	Per deliverable	QA Matrix, EQT	EO3
Surveys	WP3, WP4, WP5	M15, M24	OAT, Feedback Report	EO2, EO4
Focus Groups	WP5, Evaluators	M24–M30	Outcome Interpretation	EO2, EO5
Policy Logs	WP5	From M24	ITL, Uptake Scenarios	EO5
Risk Register	Coordinator	As needed	EQT Cross-check	EO1, EO4

## Annex 5. Evaluation Roles & Workflow Diagram

### Purpose

This annex illustrates the **operational flow of evaluation responsibilities** within EPD-Net. It defines:

- **Which actors** initiate, lead, and finalize evaluation activities
- **How information flows** between QA, WP Leads, the Coordinator, and the Steering Committee
- **Where decisions and escalations** occur, particularly in relation to Monitoring and Risk Management

The goal is to ensure that evaluation is **embedded, collaborative, and responsive**—not isolated or top-down.

### a) Evaluation Roles Swimlane Diagram

```
subgraph WP Leaders
    A1[Collect Task Data]
    A2[Submit Monitoring Sheet]
    A3[Review QA Feedback]
end

subgraph PM Team
    B1[Update EQT]
    B2[Cross-check Deliverables]
    B3[Synthesize Findings]
end

subgraph Coordinator
    C1[Integrate into QMR]
    C2[Trigger SC Discussion]
    C3[Report to EC]
end

subgraph SC
    D1[Review Evaluation Summary]
    D2[Approve/Adjust Strategy]
end
```

subgraph External Evaluators

E1[Access Key Data]

E2[Conduct Review at M18/M36]

E3[Submit Evaluation Dossier]

end

A1 --> A2 --> A3 --> B1

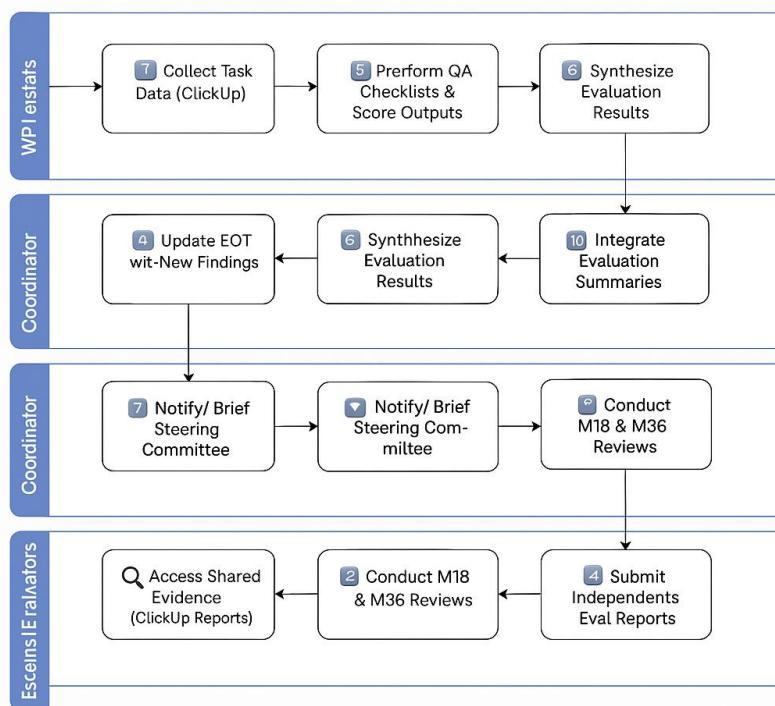
B1 --> B2 --> B3 --> C1

C1 --> C2 --> D1 --> D2

C1 --> C3

B3 --> E1 --> E2 --> E3 --> C3

**Evaluation Roles Swimlane Diagram**



**b) Roles Summary Table**

Actor	Key Tasks	Linked Tools	Reporting To
WP Leaders	Data collection, issue flagging, feedback loops	ClickUp, Monitoring Sheet	QA, Coordinator
PM Team	QA checks, EQT updates, evaluation synthesis	QA Checklist, EQT, OAT	Coordinator, SC
Coordinator (ESTU)	Oversight, SC briefings, EC reporting	QMR, Evaluation Memos	SC, EC

Actor	Key Tasks	Linked Tools	Reporting To
Steering Committee	Governance decisions based on evaluation	SC Briefings, Response Memos	Coordinator
External Evaluators/consultants	Independent validation and recommendations	EC Templates, Evaluation Dossier	EC, Coordinator

### c) Escalation Flow (If Issues Detected)

Trigger Event	Detected By	Escalated To	Action
Major deliverable misalignment	PM Team	Coordinator → SC	Re-review, adjust WP
Partner inactivity	WP Leader	QA + Coordinator	Role reassignment
Poor stakeholder feedback	WP3/WP4	Coordinator	Module redesign plan
Risk realization during eval	PM Team + WP Lead	Coordinator + Risk Officer	Risk mitigation activated

## Annex 6. ECs and Decision Triggers

### Purpose

This annex identifies the **six formal ECs (EC1–EC6)** defined within the EPD-Net Evaluation Strategy and outlines the corresponding **triggered decisions, outputs, and responsible actions**. It ensures that the evaluation system is not only reactive but also strategically embedded in the project's governance timeline.

By linking each checkpoint to **specific decision moments**, the annex provides a **clear bridge between evaluation data and project-level adaptation**.

### a) ECs and Triggers Table

Checkpoint (ECx)	Timing	Focus Area	Trigger Event / Data	Key Decisions / Outputs	Responsible Actors
<b>EC1 – Coherence Check</b>	M6	Output Quality & Consistency	QA reviews of first deliverables (e.g., D2.1, D4.1)	Revisions, QA reinforcement, partner mentoring	PM Team, WP Leaders
<b>EC2 – Mid-Year Internal Review</b>	M12	Effectiveness & Participation	ClickUp logs, WP sheets, contribution matrix	WP adjustments, risk flagging, SC Memo	Coordinator, SC
<b>EC3 – EC Mid-Term Evaluation</b>	M18	Global Performance, Risk, Impact	Consolidated evaluation dossier, EC site visit	EC feedback, action roadmap, consortium response	Coordinator, SC, External Evaluators
<b>EC4 – Stakeholder Impact Review</b>	M24	Relevance, Engagement, Uptake	Survey analysis, event logs, testimonials	Target audience shift, dissemination recalibration	WP4, WP5
<b>EC5 – Sustainability Readiness Check</b>	M30	Institutionalization & Policy Alignment	Policy logs, partner pledges, reuse scenarios	Prepare long-term integration strategy	WP5, PM Team, Coordinator
<b>EC6 – Final Evaluation Cycle</b>	M36	Full Impact & Learning Review	Final EQT results, OAT, ITL, focus groups	Final report, legacy tools, EC final submission	Coordinator, SC, PM Team, Evaluators

### b) Decision Triggers and Responses Matrix

Trigger	Detected During	Likely Response
Deliverable marked "Below QA Threshold"	EC1, EC3	Revision, QA coaching
Pilot feedback score <3.5	EC3	Module redesign or format change



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Trigger	Detected During	Likely Response
Underperforming partner in WP task	EC2	Task redistribution, partner mentoring
Stakeholder dissatisfaction or lack of interest	EC4	Target group re-prioritization
No institutional uptake emerging	EC5	Stakeholder workshop, policy advisory
Critical external evaluator finding	EC3, EC6	Consortium action plan, formal rebuttal

## Annex 7. Evaluation Reporting Templates

### Purpose

This annex presents structured templates and example layouts for the core evaluation reporting tools used throughout the EPD-Net project. These templates ensure that data collection and synthesis are:

- **Standardized** across WPs
- **Traceable** for audit and compliance
- **Actionable** for decision-making
- **Consistent** with Horizon Europe expectations and internal quality metrics

The templates are made available to all partners via the shared project repository and embedded in ClickUp where applicable.

### a) EQT Template

Evaluation Objective (EO)	Key Evaluation Question (KEQ)	Data Source(s)	Finding (Summary)	Use / Action Triggered	Responsible	Status
EO1 – Effectiveness	Are outputs delivered on time?	ClickUp, WP sheets	92% on time (M12)	Maintain trajectory	Coordinator	<input checked="" type="checkbox"/> Completed
EO2 – Relevance	Are stakeholder needs met?	Surveys, FGDs	Pilots rated 4.1/5	Adjust pilot content	WP4Lead	 Ongoing
EO5 – Sustainability	Any signs of institutional uptake?	Policy log, pledges	HU, CTLA initiated plans	Plan sustainability workshop	WP5	 SOON Scheduled

**Format:** Excel table

**Update Frequency:** Quarterly (prior to QMR)

**Owner:** PM Team

**Location:** /Shared/Evaluation/EQT/

### b) Outcome Assessment Table (OAT)

Used primarily for WP3 (training evaluation) and WP5 (stakeholder/policy impact).

Outcome Area	Indicator	Scoring Scale (1–5)	Score	Data Source	Comments / Observations
Learner Satisfaction	Average module rating	1–5 Likert	4.3	Exit survey	High scores for usability
Learning Outcomes	% of trainees who passed all modules	%	86%	EPD_Assist logs	Slight tech barrier in Module 3

Outcome Area	Indicator	Scoring Scale (1–5)	Score	Data Source	Comments / Observations
Institutional Interest	No. of letters of intent received	Count	5	Stakeholder log	CTLA, HU included

**Format:** Excel or Word table

**Owner:** WP3 and WP5 Leads

**Timing:** Post-pilot (M15–M18), Post-dissemination (M24–M30)

### c) Evaluation Summary Report Template

To be prepared at M12, M24, M36.

#### Cover Page

Project title, version, date, responsible author(s)

#### 1. Executive Summary

Summary of key findings and recommendations.

#### 2. Methodology

Sources, tools, respondents, frequency, scope.

#### 3. WP-Level Evaluation Snapshots

- WP2: Content quality
- WP3: Pilot feedback
- WP4: Engagement metrics
- WP5: Policy uptake  
(Tables + charts)

#### 4. Consortium Contribution Matrix

Visual summary of partner activity.

#### 5. Risk and Deviation Reflections

Triggers, escalations, mitigations applied.

#### 6. Recommendations & Actions

Actionable next steps, responsible actors, deadlines.

**Format:** Word + annexes

**Owner:** Coordinator + PM Team

**Submitted via:** EC Funding & Tenders Portal

### d) Evaluation Memo Template (Internal Checkpoints EC1–EC6)

**Header:** Checkpoint title, date, responsible WP

**Summary:** Key findings, alerts, deviations

**Data Reference:** Linked EQT items, OAT entries



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**Decision Points:** Required actions, SC review need

**Annex:** Attach any supporting tables or evidence

