THE ACADEMIC ALLAINCE FOR RECONCILIATION
PEACEBUILDING STUDIES IN
THE MIDDLE EAST AND NORTH

AARMENA

Co-funded by the
Erasmus + Programme
of the European Union

Erasmus+ Capacity Building projects in the field of Higher Education
Call 2020

PROJECT QUALITY ASSURANCE AND MONITORING PLAN

OUTLINEs

1) Introduction
2) Quality Expectations (Standards)
3) Internal Monitoring
4) External Monitoring and Evaluation
5) Partners' technical and financial reporting
6) ANNEXES

Introduction

Work package (WP) 4 of the project is "Project Quality and Evaluation". The aim of this **WP** is to ensure that adequate tools are in place to evaluate and monitor the project progress and the quality of deliverables.
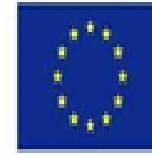
It describes the procedures to follow-up the progress of the project's various **WPs** and their associated activities and outputs. UoJ as leader of this **WP** is in charge of conducting continuous monitoring of the project in coordination with the project leader, but is supported by all partners (in form of feedbacks, different reports etc.

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1. Introduction (cont..

The quality plan will answer the questions:

What can the project achieve? what are the expected results?

How can we ensure if the project is carried out in accordance with the project action plan and LFM so that the expected outputs/ outcomes are achieved?

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Quality Expectations (Standards)

Quality of the project implementation

Quality of the project deliverables-outcomes and outputs
- Quality of document-based deliverables
- Quality of the project events
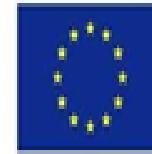- Quality of promotional materials
- Quality of websites

Quality of the work of the project team (project management)

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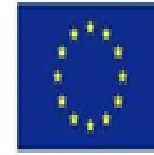## 2.1 Quality of the project implementation

Quality in the project means that the achievement of the objectives is very important and the consortium must exert efforts and take decisions to ensure their achievements. These decisions can be postponed a deadline or changing some aspects of an activity.

2.1 Quality of the project implementation (cont..)

This project aims at supporting the modernization, internat., and research quality of HEIs in the MENA region. More specifically, it contributes to strengthening the role of HEIs in political decisions and policy-making processes through the development of HEIs' research capacities and potential in fields related to Reconciliation, conflict transformation and peace studies/

Main objectives of the project include:

Develop researchers' skills and capabilities on conflict resolution and reconciliation.

Strengthen strategic partnerships and networking with leading conflict resolution centers, political strategists and institutions.
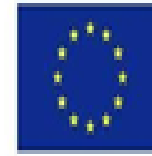
Promote Transdsciplinary research related to conflict resolution & reconciliation (e.g. conflict, political science, law).

The deliverables of **AARMENA** project can be classified into tangible deliverables such as reports, publications, manuals, methodology, plans, printed and electronically available promotional material, as well as intangible deliverables in the form of organized events (training, conference, seminar, info days, etc.).

The quality expectations for all deliverables are their relevance to achieve the overall objective and the specific objectives and timely delivery according to the project work plan as identified in the project list of deliverables Annex 1. In more details, the quality expectation will focus:
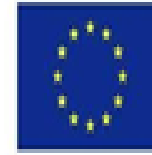
a. Quality of document-based deliverables   c. Quality of promotional materials

b. Quality of the project events   d. Quality of websites

2.2.1. Quality of document-based deliverables

Project documents should be consistent in terms of appearance and style to reflect the project identity. Therefore, all project documents of the same type should have a consistent structure. All partners must use the templates of the project and the procedures for document reviews.

The document-based deliverables can be a report, power point presentation, attendance sheet, meetings minutes, participants feedback forms, news templet, and event report template (Annex 2-8).
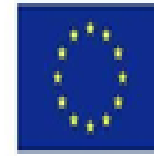
2.2.1. Quality of document-based deliverables (cont..)

All documents produced within the AARMENA project framework must hold the project logo, E+ logo consisting of the sentence "Funded by Erasmus+ Programme of the European Union" on the cover or the first page and the EACEA disclaimer.
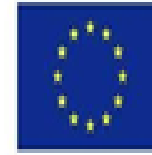
2.2.2 Quality of the project events

Preparation for events should be done in advance with the suitable time period that may range from several weeks for workshops and meetings till months for the conference.

All information related to the event should be prepared and agreed on between the project consortium related partners beforehand. Information includes presentations, list of invitees, invitation, event schedule, evaluation forms, logistical information.

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2.2.2 Quality of the project events (cont..)

All presentations or training materials should follow the project template for power point documents as in Annex 2

Digital Photo for the even in addition to the registration of the attendees on the attendance sheets according to Annex 3.

Project posters, roll-up, and other promotional materials shall be displayed during the event.

Each event will be documented by various materials as described in the table below.

Recording the minutes of the event according to the template in Annex 4

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2.2.2 Quality of the project events (cont..)

Feedback from the participants has to be collected to assess the quality of the event organizers and the event benefits (in case of training) using the Annexes 5 & 6

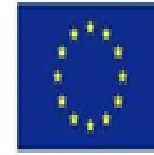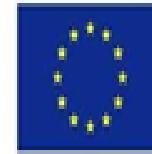Produce an event report according to Annex 7

Press release about the event must be prepared in accordance with the template in Annex 8

Type of Event Materials	Type of Event Materials	Availability	
		Project website	Consortium platform
Workshops and seminar	Presentations		✓
	Agenda	✓	
	List of participants	✓	
	Report	✓	
	Gallery	✓	
	News	✓	
Management meetings	News	✓	
	Presentations		✓
	Agenda		✓
	List of participants		✓
	Report		✓
	Gallery	✓	
Training	Presentations		✓
	Agenda		✓
	List of participants		✓
	Report		✓
	Gallery	✓	
	News	✓	

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2.2.3 Quality of promotional materials

The project promotional materials will reflect the visual identity of the project and the Erasmus+ Programme. The project coordinator is responsible for the design of all promotional material. The draft version will be sent to all partners for comments and suggestions, before printing, publishing, and distribution. The materials will be disseminated by all project partners at events which are relevant to reach the project's target groups.
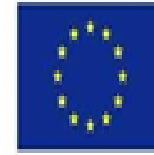
Promotional materials include: project brochures, roll-ups, posters, and flyers.

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2.2.4 Quality of the project websites and online platform

Online environment: the project website and online platform will present updated information about the project, partners, activities, and results, allowing everyone to have access to information related to the project. In addition, social media will facilitate interactions with main beneficiaries.

All intellectual outputs of the project will be available to the public during and after the project. All tools will be implemented with high performance, good functionality, and stability, emphasizing the maximum reach and awareness of the target audience.

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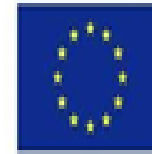
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2.3 Quality of Project Management

The main aim of the project management quality is to put a structure in place to actively monitor and promote quality. This tool provides a framework for assessing the quality management for identified work package related to time and a budget plan that need development.

2.4. General Project guidelines

PEACE project will follow the different guidelines and regulations of the Erasmus+ CBHE programme. In more details, the following documents will be the project references for its management:
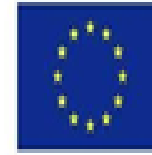
1.   project Grant Agreement

2.   project Partnership Agreements

3.   project Dissemination and Exploitation Plan

4.   guidelines for the Use of Grants

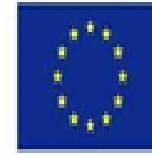5.   project budget and task assignment

2.5 Amendments to the plan

The procedures in the plan can be amended and modified upon consensus between the project consortium. All versions of this plan are kept in the document history.

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3 Internal Monitoring

Internal quality monitoring will be carried out throughout the project and will involve all members of the project team. Project monitoring will be carried out by collecting feedback from the activities participants.The instruments measures and implementation will be based on:
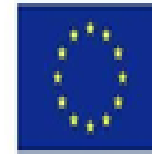
◦ Project list of deliverables (KPIs)

◦ LFM and work plan

◦ budget

◦ Periodic reviews and evaluations for project packages

◦ Feedback and surveys mechanism
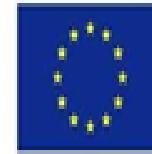
3.1 Project Quality Assurance Strategy

The quality assurance in the AARMENA project encompasses four levels of quality control (1) Deliverable authors, Task-, and WP-leaders, (2) Deliverable reviewers, (3) Coordinator level.

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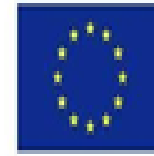
3.2 Quality responsibilities

The quality assurance of **AARMENA** project will include four levels of quality control (1) Deliverable authors, (2) other partners involved in the delivery implementation, and (3) PQAT, (4) WP leader, and (5) the project coordinator. More elaboration about each one role is detailed in the subsections below.
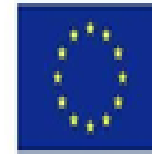
1. External Monitoring

NEO performs three types of monitoring, based on deliverable achievement: 1- Preventive (in the first project year) 2- Advisory (after the first project year) 3- Control after the end of the project – sustainability check). Based on the project progress, the NEO sends the report on their findings to EACEA.

2. External Evaluation

The external evaluation will be performed by external experts (Formative Evaluator and Financial Auditor). The external evaluation entails reviewing the deliverables and the financial aspect of the different interventions/activities. The formative evaluator will also evaluate the quality of management, the partnership performance, as well as the effectiveness and the impact of dissemination activities.
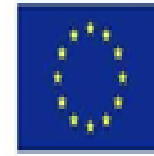
5.   Partners' technical and financial reporting

The partners are entitled to deliver technical and financial reports. These reports will be prepared in cooperation between the Quality Assurance Team and the External Evaluators (formative and financial). Partners will be required to fill in periodical reports (self-evaluations) in order to regularly monitor the progress of the project in terms of expenses incurred, carried out activities, as well as the achieved outputs.

1.   Interim Evaluation Report (first, second, third)

2.   Final Quality Assurance and Impact Assessment Report