

Work Package 6: [(QP): Project quality monitoring and assurance]

Duration: M1 – M36 **Lead Beneficiary:** CCI-FM
ACEP

Objectives

- to keep the relevance of project activities to the needs of the target groups and to ensure the high quality of project deliverables

Activities and division of work (WP description)

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T6.1	Elaboration of project Monitoring, Quality Control and Assurance Strategy (MQCAS)	Quality control will be integral part of the project to ensure that objectives are met in the most effective way. At the beginning of the project Quality Control Strategy and Assurance Strategy (MQCAS) with specific results will be developed and ratified by the GB (during the Kick-off meeting)	CCI-FM ACEP	COO	
T6.2	Regular monitoring of project activities and reporting	Internal Evaluation of the project: The WP6 leader and co-leader will implement process on a day-to-day basis and report during the Coordinating meetings on the quality of work	CCI-FM ACEP ALL BEN	BEN	
T6.3	Organization of monitoring visits, participation to the country meetings and reporting	An independent expert for external evaluator will be appointed and will monitor project progress closely. The external expert will support in Quality assurance (WP 5) of the project, in particular the expert shall: (1) Provide 6 assessment documents and improvement recommendations for (i) capacity building training package structure and methodology, (ii) the quality of institutional policies and procedures, MD and educational materials (iii) the project intermediary report and (iv) the project final report.	HEIs from Moldova and Armenia All BEN	BEN	Subcontracting: external expert (remuneration and travel cost)
T6.4	Elaboration of contributions to project progress and final reports	Project intermediate and final evaluation report presents overall assessment of the project implementation	HEIs from MD and AM All BEN	COO	
T6.4	Preparation of reporting per work packages	Reports per WP will be elaborated in order to identify the gaps and providing concrete recommendations for further improvements.	HEIs from Moldova and Armenia All BEN	COO	

Milestones and deliverables (outputs/outcomes)

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS9	Reports with recommendations (internal and external)	6	CCI-FM ACEP	The internal reports of QC and the external expert will ensure continuous improvements of the project management activities, as well as content and documents developed		M12, M24, M36	
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D6.1	Monitoring, Quality Control and Assurance Strategy (MQCAS)	6	CCI-FM ACEP	/R — Document, report/	/PU — Public]	M2	Electronic, English, up to 10 pages
D6.2	External control reports	6	CCI-FM ACEP	/R — Document, report/	/SEN — Sensitive/	M12, M24, M36	Electronic, English