

CLARIFICATION no. 2
Procurement procedure CEPOL/PR/OP/2014/003 – Five Year External Evaluation of CEPOL

Answers to questions sent by potential tenderers

No.	Question	Answer
1	<p>Concerning the evaluation of training activities: are there existing evaluations of the various trainings and activities, for instance filled out by participants at the end of a session? We are wondering what sort of data is already available at CEPOL as this will influence the exact nature of our intended evaluation plan.</p>	<p>Yes, CEPOL carries out the evaluation of residential training activities (courses, seminars, conferences) in two steps. At the end of each course participants and trainers are requested to fill out a Course Evaluation form (step 1) which principally measures the satisfaction with the activity. In addition to that 4-10 months following the course former participants and their line managers are approached by CEPOL in order to assess whether the gained knowledge is practically used and cascaded in their organization.</p> <p>1. <u>Course Evaluation (carried out at the end of the activity) – step 1</u></p> <p>The course evaluation survey of the participants consists of 17 sets of generic questions focusing on the satisfaction/approval with the following aspects of courses:</p> <ul style="list-style-type: none">✓ Organisation✓ Learning & content✓ Experts and trainers (in general)✓ Topics

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		<ul style="list-style-type: none"> ✓ Achievement of pre-defined objectives ✓ Transfer of learning ✓ Networking possibilities ✓ General satisfaction <p>While the evaluation survey puts an effort to collate measurable data for quantifiable performance indicators it also encourages, leaves space for and assemble qualitative comments.</p> <p>Evaluation survey of the trainers is made up of seven sets of questions concentrating on the factors of the training and learning process.</p> <p>2. <u>Post-Course Evaluation (carried out 4-10 months after the activity) – step 2</u></p> <p>The post-course evaluation survey of the participants consists of 16 sets of generic questions focusing on the following aspects of courses:</p> <ul style="list-style-type: none"> ✓ Relevance of the training ✓ Practical utility of the gained knowledge ✓ Continuity of learning ✓ Cascading the acquired knowledge

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		<div>✓ Continuity of networking</div> <div>✓ Proposal for changes</div> <p>Post-course evaluation surveys of line managers principally intend to assess the practical utility of acquired skills and knowledge, and the level of cascading of the obtained knowledge. In addition to that information was collected about the way of preparation to CEPOL courses as well.</p> <p><u>Summary:</u></p> <p>CEPOL`s current two-step evaluation system addresses two of the four assessment levels of Kirkpatrick`s evaluation model:</p> <table><tr><th colspan="2">CEPOL Evaluation</th><th>When it is done?</th><th>What level of assessment? (Kirkpatrick`s model)</th><th>Extent</th></tr><tr><td>Step 1</td><td>Course Evaluation</td><td>End of the course</td><td>Reaction evaluation (level 1)</td><td>Full</td></tr><tr><td>Step 2</td><td>Post Course Evaluation</td><td>4-10 months after the course</td><td>Behaviour evaluation (level 3)</td><td>Partial</td></tr></table>	CEPOL Evaluation		When it is done?	What level of assessment? (Kirkpatrick`s model)	Extent	Step 1	Course Evaluation	End of the course	Reaction evaluation (level 1)	Full	Step 2	Post Course Evaluation	4-10 months after the course	Behaviour evaluation (level 3)	Partial
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2	To what degree is the Governing Board of CEPOL also to be included in the evaluation?	<ul style="list-style-type: none"> • The evaluation should be conducted on the basis that the Governing Board is the recipient of this report. • The study should also assess and evaluate the structure and governance of CEPOL. In this respect the evaluation should be carried out taking into account the competences of the Governing Board as featured in art. 10 of Council Decision 2005/681/JHA • The study should assess how efficient has the division of labour between the CEPOL components been in terms of governance