

How to use the Toolbox

1 What is the purpose of the Toolbox?

The Toolbox is a companion to the European Peer Review Manual. **It should therefore never be used without the Manual.**

It contains practical forms, checklists, additional information and recommendations that help to conduct a high-quality European Peer Review.

2 Obligatory and optional Tools

2.1 Obligatory Tools

There are tools that need to be used in a European Peer Review to ensure quality, transparency and consistency of approach. They are:

For Providers

02 Initial Information Sheet
05 Self-Report

For Peers

03 Application Form for Peers
08 Groundrules for Peers
10 Meta-evaluation of the Peers
11 Peer Review Report

6 of these Tools are in fact forms that should be filled out – by the Peers or the Provider. Please also consult the → Checklist for Peers and the → Checklist for Providers.

The Groundrules for Peers are a general document guiding all activities carried out by the Peers. They should be heeded throughout the process.

2.2 Optional Tools

Then there are Tools that support the process, but can also be modified or replaced by other tools that serve the same purpose. They are:

For Providers

04 Contract for Peers
06 Model Peer Visit Agenda
01 Gender Mainstreaming Checklist

For Peers

04 Contract for Peers
06 Model Peer Visit Agenda
07 Interview Minutes and Guidelines for Analysis
09 Quality Area Assessment Form

While it is necessary during the Peer Review to

- consider gender throughout the process
- conclude a contract regulating responsibilities and rights of Providers and Peers
- draw up an agenda for the Peer Visits
- document interviews as fully as possible and analyse them thoroughly and
- make sure that results of analysis are put into writing immediately so as to be able to make a first draft of the Peer Review Report during the Peer Visits

the tools used in order to achieve these goals can be chosen freely – as long as they serve the purpose.

Additional tools can also be added to the Toolbox.

→ Please note that the Interview Guidelines and Analysis Form as well as the Quality Areas Assessment Form contain **guidance for Peers** how to carry out these task. If you are not an evaluation expert it will make sense to have a look at this guidance before you embark on the Peer Visit – even if you use your own/other forms.

→ Additionally, you can use the Toolbox's Checklist for Providers and Checklist for Peers.

2.3 European Quality Areas for VNFIL

The European Peer Review is a criterion-based evaluation procedure. Peer Reviews should therefore always be based on an explicit quality framework for VNFIL.

Within this general provision, different frameworks can be used depending on context:

- The European Quality Areas for VNFIL are obligatory for all transnational Peer Reviews, i.e. Peer Reviews with at least one Peers coming from another country and/or Peer Reviews carried out in a transnational network.
- For Peer Reviews on a national level, other quality frameworks can be used.

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