



2007-2013 Action Note

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ESF Co-Financing Organisation (CFO) Evaluations 2011- 2014

Who

ESF Co-financing Organisations (CFO).

What

This action note sets out the action required by CFOs to: update the ESF Evaluation Sub Committee on the progress they are making in fulfilling their responsibilities to evaluate their ESF activities for 2011-2014. This action note also requires CFOs to nominate a representative to attend the ESF Evaluation Sub Committee meeting on 15 January 2015.

Cleared

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Background

1. CFOs are required to undertake their own evaluations of their activities – as set out in the ESF Programme's Beneficiary Manual 2 (see Annex A for the extract from the ESF manual covering this requirement).
2. Sonia Jemmotte (ESF Evaluation Team) wrote to all CFOs in April 2014 asking them for evaluation information. (This was an action point from the PMC meeting held in March 2014) Replies were mixed and some were missing.
3. We would like to consider the results and findings of the CFO evaluation reports as part of our preparation for the ESF Synthesis of Evidence for 2011-2014. The findings from this synthesis report will help both in understanding what we have got for the investment in the current ESF programme and help inform the development of the 2014-2020 ESF programme. The ESF Evaluation Sub Committee will be meeting in London on 15 January 2015 and the progress made by CFOs in evaluating their activities will be one of the main agenda items. (The ESF Evaluation Sub Committee is a sub committee of the national ESF Programme Management Committee.)
4. CFOs should refer to page 4 of the ESF Evaluation Strategy which sets out some key principles for any ESF evaluation:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/309987/esf-eval-strategy-updated-04-2013.pdf

5. CFOs may also wish to refer to the HM Treasury's guidance booklet on evaluation design which offers technical guidance on the evaluation process :

<https://www.gov.uk/government/publications/the-magenta-book>>

Action

6. CFOs will need to take the following action by **2nd January 2015**.
 - send details of the evaluation work that they have undertaken to evaluate ESF activity for 2011-2014 to Bruce.Byrne@dwp.gsi.gov.uk;
 - include copies of any evaluation reports (including findings and recommendations) that have been completed so far;
 - provide a progress report on any evaluation work that is not yet completed, with details of any emerging findings, along with an estimated time when a report will be submitted;
 - in the absence of either completed reports or work in progress, plans with timings for meeting obligations are required; and
 - nominate somebody who will be willing to attend the next ESF Evaluation Sub committee on 15 January to discuss the progress they are making.

Contact

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Annex A

Extract from Manual 2 CFO Beneficiary Guidance

2.32 Evaluation

2.32.1 The DWP ESF Evaluation team will evaluate the ESF programme at the national level (and also at the Convergence area level where appropriate). CFOs will contribute to the national evaluation process, for example by taking part in qualitative interviews with evaluators or supplying information to help inform research or survey work.

2.32.2 At the CFO level, CFOs will evaluate the contribution made by their CFO plans to the Operational Programme. This may take the form of a joint evaluation with other CFOs.

2.32.3 The DWP ESF Evaluation Team cannot carry out or commission CFO-level evaluations as it must remain functionally independent. However, CFO evaluations will be sent to the DWP ESF Evaluation Team so that they can inform the national evaluation.