

# Quality assurance plan

DELIVERABLE 5.2





**Title:** Quality assurance plan

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## INTRODUCTION

A quality assurance plan is a document that outlines the objectives, methods, responsibilities, and risks for ensuring the quality of a project. It is an essential tool for any project that involves context, project partners, beneficiaries and indicators. In this document, there are steps for a quality assurance plan that suits project's needs and goals and consider potential risk and issues.

Steps for the plan:



## 1 ABOUT THE PROJECT

The project will map the key national policies and stakeholders – building on this knowledge – new solutions, recommendations, and activities will be promoted. The partners will first develop the methodology for the mapping to ensure a similar approach across all four countries – acknowledging the possible differences due to different historical backgrounds. The analysis will be based on the publicly available data and documents with the possibility of a subsequential follow-up with identified

key stakeholders in the form of semi-structured interviews. The analysis aims to map the national situations and key stakeholders and formulate policy recommendations based on the results that will be advocated at the national and EU level. The project will build the capacity of partner organisations through the series of training – 2 live whole day training corresponding with partner meetings and 4 virtual training approximately 2 hours long will be organised. Additionally, 3 live trainings for identified key stakeholders will be organised to raise awareness on gender the gap in the energy sector among managers and employees of energy companies, decision-makers, and managers in higher education systems. Also, 3 live training for women and female students and meetings to support them to create national support networks will be organised – the aim is to directly contribute to the empowerment of women in the energy sector by creating more favourable conditions for strong future leaders. Partners will be advocating for the implementation of gender-just policies and promotion of women in the energy sector in selected countries, considering its cultural and social heritage. The project will result in 4 national advocacy plans and 4 sets of national policy recommendations. Additionally, joint EU level policy recommendations will be done, and 4 international events for EU decision-makers will be organised – 2 international policy dialogs and 2 international panel discussions. Under 4 national advocacy campaigns, round tables, workshops, and policy dialogs will be organised in each country. Partners will also disseminate policy briefs and recommendations to identified national and international stakeholders. Additionally, a final project conference will be organised to present the project results.

The project will:

- ✦ Create four national support groups for women in the energy sector – the aim of which is to provide mutual support, mentorship, and training
- ✦ Train and include into support networks 200 women employed in the energy sector and up to 400 female students enrolled in technical studies, thus empowering them to overcome the gender gap and become strong future leaders in their respective organisations;
- ✦ Assessing the current employment policies, enrolment policies, situation on the labour market and workforce, and general position of women in various organisations active in the energy sector formulate national and EU policy recommendations
- ✦ Promote policy solutions for the increase of gender equality in the energy sector, labour market, higher education sector at a national level and EU level among 100 key stakeholders and decision-makers in the energy sector, 100 key stakeholders and decision-makers in the education sector, and 100 key stakeholders and decision-makers in labour market.

## 2 SCOPE AND PURPOSE OF THE PROJECT

The project's overall objective is to create more just and gender equal policies in the energy sector and empower the women in the energy sector to become future leaders.

The project will work on the achievement of the following specific objectives:

(SO1) To advance the knowledge on gender equality and gender equity and the means to reduce the gender gap and implement more gender-just policies in the energy sector across four EU member states.

(SO2) To empower over 600 key actors (women and students) to have knowledge and skills to overcome the gender gap and to seek new opportunities for themselves.

(SO3) To translate findings of national mapping on gender policies into policy recommendations and advocate for change to in employment policies in the energy sector, higher education sector enrolment policies, and national decision making to commit 100 key stakeholders and decision-makers in the energy sector, 100 key stakeholders and decision-makers in the education sector and 100 key stakeholders and decision-makers to increase the gender equality and create more favourable opportunities for women in energy sector.

### 3 ROLES AND TASKS

The project consortium is a well-balanced mix of partners with different knowledge, experience, skills, and networks.

Project Consortium:

DOOR (Društvo za oblikovanje održivog razvoja, Croatia) - coordinator

Focus - Association for Sustainable Development (Focus, društvo za sonaraven razvoj, Slovenia) - partner

ENGINYERIA SENSE FRONTERES (EWB Catalonia) - partner

WECF - Women Engage for a Common Future Germany) - partner

Partners have experience in sustainable energy, energy poverty, and energy efficiency (FOCUS, DOOR, ESF) and working with energy companies and utilities (WECF). All four partners have relevant knowledge and experience in the engagement of women and gender aspects of the energy sector – considering different backgrounds of the partners, capacity building will be provided through the project to enable the exchange of knowledge and good practices, they also have experience in providing support and training. All four partners also have relevant experience in advocacy – and have been organising different local and national advocacy activities in their countries. They also have strong national and EU network connections that will be used to disseminate EU policy recommendations and organisation of international events.

Tasks:

DOOR - key contribution: sustainable energy aspects; advocacy; higher education; networks in Croatia and EU, communication, management; Key roles: project management.

FOCUS - key contribution: sustainable energy aspects; social aspects; advocacy; networks in Slovenia and EU, communication; Key roles: advocacy campaign.

WECF - key contribution: sustainable energy aspects; gender aspects; advocacy; networks in EU and globally communication, management; Key roles: training materials and methodology

ESF - sustainable energy aspects; gender aspects; social aspects; advocacy; networks in Spain and EU, management; Key roles: communication and media

The Co-Ordinator shall be responsible for:

- ✦ Overall project coordination and supervision of financial, administrative, contractual, and technical aspects on a daily basis
- ✦ Coordination of the project, monitoring the implementation, i.e., project progress, financial and administrative management, risk management, internal evaluation, and quality control
- ✦ Ensuring a well-functioning and agile management process that includes a continuous regulation and coordination of the work packages, and keep an overview of the interdependencies of the relations between them, while also paying a close attention to risk detection and timely management
- ✦ Monitoring compliance by the Partner organizations with their obligations
- ✦ Keeping the address list of Partner organization and other contact persons updated and available
- ✦ Collecting, reviewing to verify consistency, and submitting reports, other deliverables (including financial statements and related certification) and specific requested documents to the Funding Authority
- ✦ Preparing the meetings, proposing decisions, and preparing the agenda of meetings, chairing the meetings, preparing the minutes of the meetings, and monitoring the implementation of decisions taken at meetings
- ✦ Transmitting promptly documents and information connected with the Project to any other Party concerned
- ✦ Administering the financial contribution of the Funding Authority and fulfilling the financial tasks
- ✦ Providing, upon request, the partner organizations with official copies or originals of documents that are in the sole possession of the Co-Ordinator when such copies or originals are necessary for the partner organizations to present claims
- ✦ Identifying and escalating any possible ethical issues raised during the work packages
- ✦ Maintaining effective working relationships established between consortium partners
- ✦ Coordinating financial reports and ongoing budget review

## 4 METHODS AND TOOLS

Quality assurance tools are utilized by many organizations to assist in monitoring and managing their quality initiatives.

### 4.1 Meetings

- ✦ The Project Coordinator will organize monthly virtual meetings with all the partners organizations
- ✦ If it is necessary, Project Coordinator will convene virtual meetings more than once a month if it will be necessary
- ✦ The Project Coordinator will organize 4 live meetings in cooperation with partners organizations:



- Each meeting will be held in a different country
- The first meeting will also be a kick-off meeting for the project,
- The last one will be doubling as a final project conference,
- The second and third live meetings will also allow partners to have joint training sessions and exchange examples of good practices

The aim of the meeting is to discuss current project activities and issues, to exchange practices and knowledge and to monitor ongoing activities and status of their outputs – deliverables. The Coordinator will produce written minutes of each meeting which shall be the formal record of all decisions and tasks taken. According to it, Coordinator will oversee follow up of the meeting - whether the tasks have been completed and what is the status of expected impacts.

## 4.2 Reporting

- ✦ Regular reports will be delivered in line with the contract and the coordinator of the project will oversee delivering them in a timely manner
- ✦ The partners will be required to contribute to the reporting and obliged to report in line with the contract
- ✦ The coordinator will collect and organize the reporting inputs of the work package leaders and the partners

## 4.3 Evaluation of the project

Internal evaluation is an integral part to most of the activities of the project and it is done during regular meetings. Each organization will give opinion, feedback, and suggestions for improvement.

## 4.4 Trainings

- ✦ Trainings for partners in aim to implement activities
- ✦ Organizations that are lead beneficiaries for certain WP will organize, if necessary, specific training
- ✦ Aim of the training is to transfer the knowledge and skills to partners about the certain topics, for example: mapping methodology, advocacy activities, providing trainings for beneficiaries...

## 4.5 Collecting data and excel table

During the project al necessary data about activities will be collected and organized in Excel table.

Project-specific expected impacts		
Advancement of knowledge	4	Number of organisations who will build further their capacities to empower women and promote gender-just policies in their countries

Mapping methodology - document	1	A methodological framework for mapping national gender situation in the energy sector
Training materials	2	Sets of training materials which will be created for further use in gender-specific training
Trained key actors in gender just policies	600	Number of trained women and students, empowered to have knowledge and skills to overcome the gender gap and to seek new opportunities for themselves
Key stakeholders' mobilisation	300	Number of involved stakeholders on national and EU level: <ul style="list-style-type: none"> <li>– 100 key stakeholders and decision-makers in the energy sector</li> <li>– 100 key stakeholders and decision-makers in the education sector</li> <li>– 100 key stakeholders and decision-makers in the labour market to increase the gender equality and create more favourable opportunities for women in energy sector</li> </ul>

Progress will be monitored by comparing data in the table with deliverables/outcomes described in the project agreement.

Communication and dissemination activities will be monitored in separated Excel table, according to Communication and dissemination plan, created by partner organization ESF.

## 4.6 Storing documents

All documents will be stored in the google drive and partner organizations will have access to shared folder.

Uploaded document: deliverables, draft of deliverables, contributions for deliverables, preparations for activities, document about past activities (photos, attendee lists, invitations, programs...)

## 5 RISKS AND ISSUES

Ensuring that all the risks identified on the project are resolved and mitigated, it is part of the planning process to figure out the risk that might happen in the project and how to control that risk if it in fact occurs.

- ✦ Building the context
- ✦ Recognizing different context in each country
- ✦ Identification of stakeholders in each sector
- ✦ Identification of beneficiaries in each sector
- ✦ Identification of allies and supporters

### 2. Risk assessment and identify potential/existing risks

- ✦ Predicting the risks
- ✦ Risk mitigation measures

- ✦ Develop an appropriate response

### 3. Risk analysis

- ✦ Analysis of existing measures
- ✦ Consequences of the risks
- ✦ Making plan for future risks
- ✦ Continue monitoring and reviewing risks

Description of risk	Proposed risk-mitigation measures
Lack of available data for analysis of national situations (Medium)	Mapping the stakeholders and beneficiaries and doing an analysis using available data and national and EU statistics and available public sources (OECD, Word bank, IRENA...)
Key stakeholders will not be motivated to participate in the training (Medium)	Prior support and work done by the organisation in their countries; and direct work with different stakeholders through previous projects – should motivate stakeholders to participate in the project activities.
Beneficiaries – women and female students will lack to see the immediate effect or benefit of the support network (Low)	Partners will need to work on the promotion of the project activities and similar networks and the positive effect it had on the position of women in the energy sector
Decision-makers are not engaged (Medium)	Include experts in policy dialogs and promote benefits of gender equality
Poor media coverage of project activities and results (Medium)	Direct communication with media and focusing more on story telling – shift focus in immediate issue and create the need for positive change
Different understanding of activities among partners (Low)	Regular meetings and transparent channels of communication among partners.

Sources:

<https://www.linkedin.com/pulse/risk-management-humanitarian-organizations-david-ange-kana>

A stylized orange bird logo with a heart-shaped beak and a long tail, positioned to the left of the text 'EUWES'.

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