



**Sustainable intensification of food production through
resilient farming systems in West & North Africa**

Deliverable D7.2
Quality assurance

Due date of deliverable: M6
Actual submission date: 28.02.2021

GENERAL DATA

Grant Agreement: 861924

Project acronym: SustInAfrica

Project title: Sustainable intensification of food production through resilient farming systems in West & North Africa

Project website: www.sustinafrica.com

Start date of the project: September 1st, 2020

Project duration: 60 months

Organisation name of lead contractor: Luke

- Funding source: SFS-35-2019-2020 - Sustainable Intensification in Africa
Type of action: Research and Innovation Action

DELIVERABLE NUMBER:	D7.2
DELIVERABLE TITLE:	Quality assurance
DELIVERABLE TYPE:	Report
WORK PACKAGE N:	WP7
WORK PACKAGE TITLE:	Coordination and management
DELIVERABLE LEADER:	Luke
AUTHOR:	Giles Young, Nils Borchard
CONTRIBUTORS:	Bernhard Freyer
DISSEMINATION LEVEL:	P

ABSTRACT

This document represents the project quality assurance guidelines for the SustInAfrica project. The aim of D7.2 is to describe the procedures and standards to be used throughout the project in order to ensure the quality level of the project deliverables, outputs and outcomes. This deliverable aims to set standards addressing mechanisms ensuring timely delivery of results. Thus, D7.2 is a reference for all beneficiaries, in order to understand their responsibilities, regarding the project deliverables, outputs and outcomes. Moreover, the document outlines the basic success structure of each deliverable, and describes the quality review mechanisms and change controls.





Table of Contents

- 1. Introduction..... 4
- 2. Quality assurance 4
- 3. Quality control..... 5



1. Introduction

The purpose of deliverable 7.2 (D7.2) is to ensure quality of project deliverables, output and outcomes based on a set of guidelines and standards for the organisation and delivery of the project outputs. Thus, D7.2 acts as a guide for each project partner to refer to, when deliverables or other outputs are being prepared, or when progress is reported. The document informs **Quality management** and is defined as follows: Procedures ensuring appropriate execution of activities and tasks that must be accomplished to maintain a desired level of excellence. This includes the planning and implementation of measures of quality assurance and quality control.

- **Quality assurance:** A mechanism to ensure that the project's activities are implemented and maintained to produce the planned outputs and outcomes, at an expected quality level. Using monitoring and reporting procedures ensuring timely and cost-efficient (i.e. within the budget) achievement of milestones and the submission of deliverables. The quality control methods presented here will ensure the high quality of project outcomes and assign the responsibilities of project partners and bodies related to this topic.
- **Quality control:** A product-oriented approach aiming to ensure the quality of SustInAfrica's deliverables and outputs. The criteria and standards presented here apply to deliverables, outputs (e.g. publications) and outcomes.

2. Quality assurance

Tools and measures of SustInAfrica's quality assurance mechanisms are based on the organisational bodies of the SustInAfrica project and their related responsibilities and duties (see also the Grant Agreement, annex 1, page 34):

The **coordinator** (Nils Borchard) is responsible for the following quality assurance processes:

- Monitoring and implementation of actions, overseeing deadlines and milestones;
- Analysing results, problems and impact for planned activities;
- Monitoring compliance by the parties in respect to their obligations;
- Collating and reviewing, to verify the consistency of deliverables and outputs.

The **general assembly** is the ultimate decision-making body of the consortium and supports quality assurance through:

- Overseeing project content, finances and intellectual property rights;

The **steering committee** is the supervisory body, consisting of the coordinator and the work package leaders who oversee the execution of activities and tasks and assess and assure quality:

- Responsibility for the proper execution and implementation of activities and tasks;
- Monitoring the effectiveness and efficiency of the project's implementation;
- Collecting and analyzing information on project progress, at least every six months. Assessing compliance with the research plan, and if necessary, proposing modifications of the research plan to the steering committee and general assembly.

The **external expert advisory board** consists of independent experts who assist with and facilitate the decision-making of the general assembly. Current members of the external expert advisory board are:



- **Dr. Christine Bosch** (christine.bosch@uni-hohenheim.de; University of Hohenheim, Hohenheim/Germany),
- **Djelika Hinda Pare** (dpare@xpertis-consulting.com, Xpertis Consulting, Quagadougou/Burkina Faso),
- **Prof. Dr. Sabry M. Shaheen** (shaheen@uni-wuppertal.de, University of Wuppertal, Wuppertal/Germany)
- **Prof. Dr. Zebene Asfew** (zebeneasfaw@gmail.com, Hawassa University, Hawassa/Ethiopia).

Project data management protocol: for the timely delivery of draft versions (e.g. deliverables), following the set standards are:

The coordinator grants access to a share point operated by a governmental agency, ensuring both data security and safety. Managing data and ensuring traceability of changes to documents should be managed as follows:

- Descriptive filename that should include date in front of the file name, e.g. 20210208_D7.2. Please include the date as “yyyymmdd”.
- For traceability, user changes should be made in track change mode at any time.
- The share point software (Tiimari) automatically dates and updates changes to uploaded documents, ensuring continual version control.

Deliverables and milestones must be completed on time to assure quality. **The task leader must send the work package leader drafted deliverable no later than 15 days prior deadline, while the task leader should forward finalized version of the deliverable more than 7 days prior submission deadline.** The deliverable and milestone deadlines are presented in annex 1 on page 90ff. (table 1.3.2) and 137ff (table 1.3.4) of the grant agreement. Any deviations from this plan must be reported to the coordinator and steering committee at least 15 days prior to the submission so that remedial action can be taken.

3. Quality control

For quality control a set of simple and easy to use criteria will be introduced and applied within the SustInAfrica project. For drafted and/or finalized project documents, reports, technical specifications, and manuscripts following criteria should apply to control quality to assess the usability of the produced documents:

- document layout in accordance to the SustInAfrica templates and/or journals` guideline,
- structure in accordance to the SustInAfrica templates and/or journals` guideline,
- content in accordance to the deliverables` and journals scope,
- consistency, completeness and soundness of the presented data and results,
- all participants mentioned in the authors` list and/or acknowledgement (tool).

