



PR2: Gap Analysis Methodology and Tool

Task 2.2: Comparative study of Gap Analysis existing tools

**Project 2021-1-EL01-KA220-
VET-000033247**



Output factsheet:



horecapartners



GRAD ZADAR



Project full title	Advancing MuNicipal Circlular Economy – ADVANCE
Field	Vocational Education and Training
Project Number	2021-1-EL01-KA220-VET-000033247
Project Duration	24 months
Project Start Date	28-02-2022
Project End Date:	27-02-2024

Output details:

Output title: PR2: Gap Analysis Methodology and Tool

Task Title: 2.2: Comparative study of Gap Analysis existing tools

Output leader: SIGMA BUSINESS NETWORK

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Document Control

Document version	Date	Rationale
V0.1	03/08/2022	First draft
V0.2	04/08/2022	Review
V0.3	25/08/2022	Final

Disclaimer

This project has been funded with support from the European Commission. The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Contents

Abbreviations	4
Executive summary	5
1 Introduction	1
2 Benchmark Analysis Results	3
Appendix I – Benchmark Analysis per Partner	7

Abbreviations

Abbreviation	Definition
Horeca	Hotel, restaurant, café accommodation and food service activities
SMEs	Small and medium enterprises
GA	Gap Analysis
CE	Circular Economy
WM	Waste Management
MSW	Municipal solid waste

Executive summary

The Benchmark Analysis of Gap Analysis, self-assessment or self-diagnostic existing tools aims at providing insights regarding the features that a self-rate tool should have to meet its objectives. For that purpose, a comparison of several self-assessment tools has been conducted against a number of predefined criteria, requirements and functionalities set by SIGMA. All partners identified, run, and evaluated at least 2 relevant tools (most of them related to Food Waste Management, Circular Economy, Food Waste Recycling) based on the required features. Through the current analysis, the characteristics to be adopted and to be avoided of an ideal CE & WM GA Tool were defined.

1 Introduction

The Benchmark Analysis of Gap Analysis, self-assessment or self-diagnostic existing tools aims at providing insights regarding the features that a self-rate tool should have to meet its objectives. For that purpose, a comparison of several self-assessment tools has been conducted against the following predefined criteria:

- User-friendliness
- Structure and clarity
- Comprehensibility
- Graphic Display
- Rating system
- Questions Type
- Duration
- Type of User the tool addressed to
- Recommended features
- Features to avoid
- Privacy-related issues
- Report Generated format

Within the ADVANCE Project proposal, certain characteristics of the GA tool have also been defined to be adopted on the tool.

Indicatively, the tool should be interactive and written in a plain language addressing the municipalities' and Horeca SMEs' needs to assess their overall competences, capability and skills on Circular Economy and Waste Management processes. Of course, it should be user-friendly with questions in multiple choice format. The results will contain the maturity degree of the user on Circular Economy and Waste Management processes. Moreover, based on the responses the user will be recommended to follow:

- a. The basic steps that the target group should be familiar with to successfully implement the transition to circular economy from ADVANCE Methodology
- b. The learning pathway through the ADVANCE Course (PR4).

The structure of the tool will be, as follows:

1. Short introduction - purpose and methodology of the tool
2. Self-assessment questions



3. Maturity rating (score)

4. Action plan – Redirection to Roadmap (PR3) and ADVANCE Course (PR4).

For benchmarking, each partner has identified, run, and evaluated at least 2 relevant tools with the GA tool under development (most of them related to Food Waste Management, Circular Economy, Food Waste Recycling) as per the abovementioned features. Through the current analysis, the characteristics to be adopted and to be avoided of an ideal CE & WM GA Tool are presented below.



2 Benchmark Analysis Results

Tool Features		👍	👎
		Adopt	Avoid
1. User-friendliness	✓ Easy and comprehensive structure	<input checked="" type="checkbox"/> Excel file <input checked="" type="checkbox"/> No ability to move back.	
	✓ Easy back and forth navigation		
	✓ Easy answer-result selection		
	✓ Step-by-step tool guide		
	✓ Free download and use		
	✓ Distribution on funds		
	✓ Progress bar		
2. Structure and clarity	✓ Headings indicating sections and sub-sections that the user navigates in	<input checked="" type="checkbox"/> Lack of headlines <input checked="" type="checkbox"/> Too many headlines <input checked="" type="checkbox"/> Ambiguity of language	
	✓ Tool guide		
	✓ Suitable navigation system		
	✓ Hierarchy of headings from the most general to the most specific		
	✓ Examples of good practices		
3. Comprehensibility	✓ Simple, understandable language	<input checked="" type="checkbox"/> Different language per question	

Tool Features		👍	👎
		Adopt	Avoid
		<ul style="list-style-type: none"> ✓ Instructions and explanations to further guide the user ✓ Precision and clarity of questions 	<ul style="list-style-type: none"> ☒ Quite long questions ☒ Complex and very general questions ☒ Extensive file->overwhelming impression
4.	Graphic Display	<ul style="list-style-type: none"> ✓ Diagrams and graphs related with/ explaining the data and results ✓ Compliant colours ✓ Straightforward design 	<ul style="list-style-type: none"> ☒ Plain, not appealing environment ☒ No graphics or images
5.	Rating system	<ul style="list-style-type: none"> ✓ The outcome is one % of the amount of the CO2 ✓ Each question is rated from 0-5 ✓ The results contain cost data and several environmental benefits. ✓ Quality and quantity metrics ✓ Results in percentages and diagrams ✓ Possibility of saving results ✓ Result for environmental impacts and nutritional value. 	<ul style="list-style-type: none"> ☒ Unclear results ☒ Lack of a report of the results
6.	Questions Type	<ul style="list-style-type: none"> ✓ Different types of close-ended questions (Multiple-choice, drop-down, YES-NO, Matrix, Rating-scale) ✓ Precise answers about the amount and type of waste 	<ul style="list-style-type: none"> ☒ Open-ended questions ☒ Checklist with boxes to tick.

Tool Features		👍	👎
		Adopt	Avoid
		✓ Questions requiring numerical input.	<input checked="" type="checkbox"/> Multi-answer option
7.	Duration	✓ Average time of 5 to 15 minutes per assessment	<input checked="" type="checkbox"/> More than 30 minutes
8.	Type of User the tool addressed to	✓ For everyone (Project Scope)	<input checked="" type="checkbox"/> Address only to households
		✓ Does not require special knowledge or expertise	<input checked="" type="checkbox"/> Address only to Horeca sector
9.	Privacy related issues	✓ GDPR requirements are fully in place (privacy notices, consents, etc)	<input checked="" type="checkbox"/> No privacy notice
		✓ User must read and provide his/ her consent or acknowledgment before proceeding	
		✓ Anonymous questionnaire	
10.	Report Generated	✓ Spider diagrams results	<input checked="" type="checkbox"/> Too generic report <input checked="" type="checkbox"/> No report generated <input checked="" type="checkbox"/> No guidance or suggestions for improvement
		✓ Provision link to pages with further comments and suggestions	
		✓ Report can be extracted in pdf	
		✓ Separation of results into modules	
		✓ Sending a results report to your personal email	
		✓ Results with payments	
11.	Recommended features	✓ Simplicity in the usage	<input checked="" type="checkbox"/> Lack of immediate feedback on the results
		✓ Good descriptions	<input checked="" type="checkbox"/> Long duration, complex and open-ended questions.

Tool Features	👍	👎
	Adopt	Avoid
	✓ Well organized different topic	☒ Cumbersome setup
	✓ Short duration	☒ No headings
	✓ User – friendly environment with images and diagrams	☒ Poor graphics
	✓ Good usage of graphics and images	☒ Not to accurate responses
	✓ Recommendation measures, actions, and best practices	☒ Focused on the economic and environmental cost of food waste only.
	✓ No registration required	☒ No version for mobile phone
	✓ Introductory interface/application walkthrough	
	✓ Explanatory texts	
	✓ Close-ended and not complicated questions	
	✓ The use of sliders	

Appendix I – Benchmark Analysis per Partner

NTUA			
Benchmark Analysis Table	Tool 1	Tool 2	Tool 3
Name of the Gap-Analysis/Self-Diagnostic/Assessment tool	Reframe Self-Assessment Tool	City Self-Assessment	Circular Economy Toolkit
Short Description of the Tool	Two different questionnaires consisting of multiple-choice questions aiming to assess: a) whether a professional is familiar with concepts of circular economy b) at what level circular economy business models have been adopted by the firm he/she works for	Questionnaire-based self-assessment tool to support the understanding of how a food system at a city level can be transformed through the circular economy principles.	The Circular Economy Toolkit has consolidated all the opportunities and provided information on how a company could start finding CE benefits.
Website (Provide full URL)	Company Type – REFRAME iLearn Tool (reframe-project.eu)	City self-assessment (ellenmacarthurfoundation.org)	CE Toolkit (circulareconomytoolkit.org)
Characteristics - Tool Features	Comments	Comments	Comments
User-friendliness; e.g. How do I navigate through the assessment tool? Is it possible to move back and forward between the pages?	The questionnaire is divided into chapters. After the completion of each chapter the interviewee can move on to the next chapter	The questionnaire is divided into two sections. The first focuses on the food and by-product streams and the second on the governance and enabling conditions of circular economy in the food system. The user can navigate freely back and forth.	The tool is based on a series of statements where the user is asked to determine the circularity of different processes and operations using a slider.
Structure and clarity; e.g. Are there any headings? Does the learner always know where she/he is? Are the questions provided easy to understand in a plain language?	Each chapter has a heading to help the interviewee identify the general topic that these questions are related to	Prior to each question there is some information related to the question. Also, after each question examples of good practices are provided.	Yes, there are headings dividing different sections (e.g. "Design, Manufacture and Distribute", "Usage", "Maintain/Repair", etc.).
Comprehensibility; e.g. How comprehensive is the language used?, How do you perceive the complexity of the questions?	The language is well comprehensible and there are clarifications for notions that may not be well understood by the interviewee	The language is well comprehensible and there are clarifications for notions that	The language is well comprehensible and there

NTUA			
Benchmark Analysis Table	Tool 1	Tool 2	Tool 3
Name of the Gap-Analysis/Self-Diagnostic/Assessment tool	Reframe Self-Assessment Tool	City Self-Assessment	Circular Economy Toolkit
Short Description of the Tool	Two different questionnaires consisting of multiple-choice questions aiming to assess: a) whether a professional is familiar with concepts of circular economy b) at what level circular economy business models have been adopted by the firm he/she works for	Questionnaire-based self-assessment tool to support the understanding of how a food system at a city level can be transformed through the circular economy principles.	The Circular Economy Toolkit has consolidated all the opportunities and provided information on how a company could start finding CE benefits.
Website (Provide full URL)	Company Type – REFRAME iLearn Tool (reframe-project.eu)	City self-assessment (ellenmacarthurfoundation.org)	CE Toolkit (circulareconomytoolkit.org)
Characteristics - Tool Features	Comments	Comments	Comments
		may not be well understood by the interviewee	are clarifications about each sub-section
Graphic Display; e.g. How well graphics are applied to illustrate the content? What is the use of the graphic display in the tool? Pictures, diagrams, colour scheme appropriate?	No graphs/illustrations have been used for this tool	No graphs/illustrations have been used for this tool	Sliders are used to provide responses and results are presented in the form of diagrams
Rating system; e.g. 0-100%/ Quality Metrics etc.	Each question is rated from 0-5 (0 being the not at all and 5 being to a great extent). There is an additional option for not relevant that excludes the question from the final score calculation	Many answer choices therefore it is not clear exactly how the total score is calculated. In most of the questions there is an "I don't know" option.	Results are provided in graphic display rated as "Low", "Medium", "High". Nevertheless, there were display issues
Questions Type; Single-answer/ Multiple answer/ YES-NO or True-False/ Rating Scale/ Dropdown question/ Image choice questions etc.	Each question has a single answer from the ones given	Each question can have more than one answers	Each question can have three levels.
Duration; (needed to complete the tool)	The individual assessment questionnaire takes <5min to complete and the one for the company assessment takes ~10min	It takes ~15min to complete the questionnaire, however it may take more if the	It takes ~5-10 min to complete the questionnaire

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Website (Provide full URL)	Company Type – REFRAME iLearn Tool (reframe-project.eu)	City self-assessment (ellenmacarthurfoundation.org)	CE Toolkit (circulareconomytoolkit.org)
Characteristics - Tool Features	Comments	Comments	Comments
		interviewee needs additional information to look for in order to answer the questions	
Type of User the tool addressed to; e.g., Top Management/ Employees/ Workers etc.	Representatives and experts working in manufacturing, craft and construction SMEs and micro-enterprises	Civil servants, public/private employees working with the city or municipal government or others (e.g. students)	Manufacturers, distributors, retailers, purchasers, and consumers can use the tool.
Recommended features; Write the good features of the tool that they can be implemented in our learning tool.	The questions should be structured in a way that it captures all relevant information related to Food waste management so the calculated scores can be used to address what will be the next steps	The fact that prior and after each question there is a small text that gives the interviewee some information/good practices related to the subject	The use of sliders
Bad features: Write the bad features of the tool that must be avoided in our learning tool.	Avoid questions that are similar to each other, the questionnaire should not take too long to complete	The interviewee must fill in his/her e-mail in order to get the final results. In my opinion it would be better if the results were presented directly after the completion of the questionnaire.	Not to accurate responses compared to other tools (e.g. REFRAME)

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Short Description of the Tool	Two different questionnaires consisting of multiple-choice questions aiming to assess: a) whether a professional is familiar with concepts of circular economy b) at what level circular economy business models have been adopted by the firm he/she works for	Questionnaire-based self-assessment tool to support the understanding of how a food system at a city level can be transformed through the circular economy principles.	The Circular Economy Toolkit has consolidated all the opportunities and provided information on how a company could start finding CE benefits.
Website (Provide full URL)	Company Type – REFRAME iLearn Tool (reframe-project.eu)	City self-assessment (ellenmacarthurfoundation.org)	CE Toolkit (circulareconomytoolkit.org)
Characteristics - Tool Features	Comments	Comments	Comments
Privacy-related issues; Is there in place a Privacy Notice if personal data are to be collected?	The questionnaire is anonymous	The user must agree to the Terms of Use prior to the self-assessment. The foundation will not publicly disclose the answers or the score. However, data may be used for the internal analysis they undertake on cities and the circular economy.	No
Report Generated; Is the report generated detailed provided insights regarding the next steps? Is just a rating based on your assessed knowledge performance?	"The score calculated by the questionnaire answers is called Circularity Degree. The scores show the basic steps that the specific company should follow to successfully implement the CE transition and the learning pathway that the person responsible for the CE transition should follow"	A full report is sent by e-mail to every interviewee. There, the total score can be found together with recommendations and suggestions on how the food system can be improved at their city.	Results can be sent by e-mail to the user. However, it didn't work.

NTUA			
Benchmark Analysis Table	Tool 4	Tool 5	Tool 6
Name of the Gap-Analysis/Self-Diagnostic/Assessment tool	Food waste calculator	Food waste calculator	Food waste management calculator
Short Description of the Tool	A self-assessment tool for businesses like supermarkets, restaurants, bakeries etc. in order to help them understand the financial and environmental impact of their food waste activities	This calculator is an interactive tool that gives an indication of how much fresh fruit & veg goes to waste	The Food Waste Management Calculator estimates the cost competitiveness of alternatives to food waste disposal, including source reduction, donation, composting, and recycling of yellow grease. The Calculator demonstrates that environmentally and socially responsible food waste management is cost-effective for many facilities and waste streams.
Website (Provide full URL)	Food waste calculator SavingFood	Food Waste Calculator (itsfresh.com)	https://www.epa.gov/sites/production/files/2017-01/foodcost3.xls https://www.epa.gov/sustainable-management-food/resources-assessing-wasted-food
Characteristics - Tool Features	Comments	Comments	Comments
User-friendliness; e.g. How do I navigate through the assessment tool? Is it possible to move back and forward between the pages?	Quite simple to use. Minimum data are required.	Simple to use. No ability to move back.	The tool is an Excel file
Structure and clarity; e.g. Are there any headings? Does the learner always know where she/he is? Are the questions provided easy to understand in a plain language?	The calculator is very simple. It consists of two sub-sections: "waste disposal cost" and "food wasted".	The questions are very simple but also focused on fruits and vegetables.	There are different sections and the language used is simple.
Comprehensibility; e.g. How comprehensive is the language used?, How do you perceive the complexity of the questions?	The language is well comprehensible, and the questions are simple.	The language is well comprehensible, and the questions are simple.	The language is well comprehensible, but the questions are somewhat complex.
Graphic Display; e.g. How well graphics are applied to illustrate the content? What is the use of the graphic display in the tool? Pictures, diagrams, colour scheme appropriate?	It is a simple tool in the form of a table for the input info and the estimated results.	The graphic display is very pleasant.	The results are presented in tables and excel charts.

NTUA			
Benchmark Analysis Table	Tool 4	Tool 5	Tool 6
Name of the Gap-Analysis/Self-Diagnostic/Assessment tool	Food waste calculator	Food waste calculator	Food waste management calculator
Short Description of the Tool	A self-assessment tool for businesses like supermarkets, restaurants, bakeries etc. in order to help them understand the financial and environmental impact of their food waste activities	This calculator is an interactive tool that gives an indication of how much fresh fruit & veg goes to waste	The Food Waste Management Calculator estimates the cost competitiveness of alternatives to food waste disposal, including source reduction, donation, composting, and recycling of yellow grease. The Calculator demonstrates that environmentally and socially responsible food waste management is cost-effective for many facilities and waste streams.
Website (Provide full URL)	Food waste calculator SavingFood	Food Waste Calculator (itsfresh.com)	https://www.epa.gov/sites/production/files/2017-01/foodcost3.xls https://www.epa.gov/sustainable-management-food/resources-assessing-wasted-food
Characteristics - Tool Features	Comments	Comments	Comments
Rating system; e.g. 0-100%/ Quality Metrics etc.	Economic cost (in EUR per month) and environmental cost (monthly emissions of CO2).	Economic cost (in EUR per 1, 5 and 10 years) and environmental cost (emissions of CO2 per 1, 5 and 10 years).	Cost data and several environmental benefits.
Questions Type; Single-answer/ Multiple answer/ YES-NO or True-False/ Rating Scale/ Dropdown question/ Image choice questions etc.	Simple questions requiring numerical input.	Simple questions requiring numerical input.	"Yes-No" and numerical input questions are included.
Duration; (needed to complete the tool)	It takes less than 3 min to fill in the form.	It takes less than 5 min to fill in the form.	It takes some time to fill in the input sheet.
Type of User the tool addressed to; e.g., Top Management/ Employees/ Workers etc.	Businesses like supermarkets, restaurants, bakeries etc.	Households mainly	Groceries, hospitals, restaurants, cafeteria, schools, etc.

NTUA			
Benchmark Analysis Table	Tool 4	Tool 5	Tool 6
Name of the Gap-Analysis/Self-Diagnostic/Assessment tool	Food waste calculator	Food waste calculator	Food waste management calculator
Short Description of the Tool	A self-assessment tool for businesses like supermarkets, restaurants, bakeries etc. in order to help them understand the financial and environmental impact of their food waste activities	This calculator is an interactive tool that gives an indication of how much fresh fruit & veg goes to waste	The Food Waste Management Calculator estimates the cost competitiveness of alternatives to food waste disposal, including source reduction, donation, composting, and recycling of yellow grease. The Calculator demonstrates that environmentally and socially responsible food waste management is cost-effective for many facilities and waste streams.
Website (Provide full URL)	Food waste calculator SavingFood	Food Waste Calculator (itsfresh.com)	https://www.epa.gov/sites/production/files/2017-01/foodcost3.xls https://www.epa.gov/sustainable-management-food/resources-assessing-wasted-food
Characteristics - Tool Features	Comments	Comments	Comments
Recommended features; Write the good features of the tool that they can be implemented in our learning tool.	The use of numerical input	The use of numerical input	The use of numerical input and output.
Bad features: Write the bad features of the tool that must be avoided in our learning tool.	Focused on the economic and environmental cost of food waste only.	Focused on fruits and vegetable waste only.	The information required is challenging.
Privacy-related issues; Is there in place a Privacy Notice if personal data are to be collected?	No	No	No
Report Generated; Is the report generated detailed provided insights regarding the next steps? Is just a rating based on your assessed knowledge performance?	No	No	No

City of Novi Sad			
Benchmark Analysis Table	Tool 1	Tool 2	Tool 3
Name of the Gap-Analysis/Self-Diagnostic/Assessment tool	Waste Tracker	Nosh - Reduce food waste	Less food waste
Short Description of the Tool	<p>This application is made of stakeholders that are in food business and want to lower food waste. It facilitates the monitoring and measurement of food waste and identifies how costs can be reduced. As part of the project MONITORING AND PREVENTION OF FOOD WASTE FROM FACILITIES IN THE SURROUNDINGS OF THE UNIVERSITY CAMPUS IN NOVI SAD, which was co-financed by the City Administration for Environmental Protection, the project holder is the Faculty of Technical Sciences Novi Sad, the Waste Tracker application was modified and translated for the Serbian market.</p>	<p>Track the food you have, recipes for meals with the food you have in stock, track the expiry/use by date, smart shopping list... Through this app people can learn how to manage food and reduce food waste.</p>	<p>The Less Food Waste Project is designed to draw attention to food waste, help estimate the amount of food waste generated by your household and inspire everyone to reduce waste. With this food waste calculator, you can estimate the food waste generated by your household each year. You also get an idea of the euro value and carbon footprint of your waste, and you can compare the results to Finnish household averages.</p>
Website (Provide full URL)	Waste Tracker - Google Play	nosh - Revolutionizing food consumption and reducing food waste at home	It's time to reduce food waste (lessfoodwaste.fi)
Characteristics - Tool Features	Comments	Comments	Comments
User-friendliness; e.g. How do I navigate through the assessment tool? Is it possible to move back and forward between the pages?	It's easy to navigate through this app. Regarding going back, it is not allowed, but new tasks can be assigned from the beginning.	Very interesting application, you can move through very easily.	This website is easy to navigate through.
Structure and clarity; e.g. Are there any headings? Does the learner always know where she/he is? Are the questions provided easy to understand in a plain language?	The user always knows what he needs to enter and where it is.	In every moment you can go in the main menu. Everything is clear what you need to do.	You can go back in main menu in every moment.

City of Novi Sad			
Benchmark Analysis Table	Tool 1	Tool 2	Tool 3
Name of the Gap-Analysis/Self-Diagnostic/Assessment tool	Waste Tracker	Nosh - Reduce food waste	Less food waste
Short Description of the Tool	<p>This application is made of stakeholders that are in food business and want to lower food waste. It facilitates the monitoring and measurement of food waste and identifies how costs can be reduced. As part of the project MONITORING AND PREVENTION OF FOOD WASTE FROM FACILITIES IN THE SURROUNDINGS OF THE UNIVERSITY CAMPUS IN NOVI SAD, which was co-financed by the City Administration for Environmental Protection, the project holder is the Faculty of Technical Sciences Novi Sad, the Waste Tracker application was modified and translated for the Serbian market.</p>	<p>Track the food you have, recipes for meals with the food you have in stock, track the expiry/use by date, smart shopping list... Through this app people can learn how to manage food and reduce food waste.</p>	<p>The Less Food Waste Project is designed to draw attention to food waste, help estimate the amount of food waste generated by your household and inspire everyone to reduce waste. With this food waste calculator, you can estimate the food waste generated by your household each year. You also get an idea of the euro value and carbon footprint of your waste, and you can compare the results to Finnish household averages.</p>
Website (Provide full URL)	Waste Tracker - Google Play	nosh - Revolutionizing food consumption and reducing food waste at home	It's time to reduce food waste (lessfoodwaste.fi)
Characteristics - Tool Features	Comments	Comments	Comments
Comprehensibility; e.g. How comprehensive is the language used?, How do you perceive the complexity of the questions?	The language is simple and easy to understand. The questions are unambiguous.	The language is simple and easy to understand.	The language is on English and Finish. It is understandable for people which are on average level of knowing English.
Graphic Display; e.g. How well graphics are applied to illustrate the	There aren't many graphics in the app. it is a very simple application.	The graphic is minimalistic but interesting. You can scan items and have their pictures in.	The graphic is great, modern, interactive...

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Website (Provide full URL)	Waste Tracker - Google Play	nosh - Revolutionizing food consumption and reducing food waste at home	It's time to reduce food waste (lessfoodwaste.fi)
Characteristics - Tool Features	Comments	Comments	Comments
content? What is the use of the graphic display in the tool? Pictures, diagrams, colour scheme appropriate?			keeping focus on main things.
Rating system; e.g. 0-100%/ Quality Metrics etc.	Accurate data is obtained by calculation.	There are no defined measurements so you can put whatever you want.	Not so good, not precise enough.
Questions Type; Single-answer/ Multiple answer/ YES-NO or True-False/ Rating Scale/ Dropdown question/ Image choice questions etc.	The questions require precise answers about the amount and type of waste	Questions are simply, you put what you want it doesn't recognize if you make a mistake.	The questions require an approximately precise answer

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Website (Provide full URL)	Waste Tracker - Google Play	nosh - Revolutionizing food consumption and reducing food waste at home	It's time to reduce food waste (lessfoodwaste.fi)
Characteristics - Tool Features	Comments	Comments	Comments
Duration; (needed to complete the tool)	The length required to complete the entry depends on the number of parameters you wish to enter.	It takes a lot of time to input everything because you must write the name of items.	You can finish in no time.
Type of User the tool addressed to; e.g., Top Management/ Employees/ Workers etc.	The input is best done by the person who will be in charge of collecting all the necessary data (number of guests, amount and type of food waste...)	For everybody, it is intended for household use.	For everybody, it is intended for household use.

City of Novi Sad			
Benchmark Analysis Table	Tool 1	Tool 2	Tool 3
Name of the Gap-Analysis/Self-Diagnostic/Assessment tool	Waste Tracker	Nosh - Reduce food waste	Less food waste
Short Description of the Tool	<p>This application is made of stakeholders that are in food business and want to lower food waste. It facilitates the monitoring and measurement of food waste and identifies how costs can be reduced. As part of the project MONITORING AND PREVENTION OF FOOD WASTE FROM FACILITIES IN THE SURROUNDINGS OF THE UNIVERSITY CAMPUS IN NOVI SAD, which was co-financed by the City Administration for Environmental Protection, the project holder is the Faculty of Technical Sciences Novi Sad, the Waste Tracker application was modified and translated for the Serbian market.</p>	<p>Track the food you have, recipes for meals with the food you have in stock, track the expiry/use by date, smart shopping list... Through this app people can learn how to manage food and reduce food waste.</p>	<p>The Less Food Waste Project is designed to draw attention to food waste, help estimate the amount of food waste generated by your household and inspire everyone to reduce waste. With this food waste calculator, you can estimate the food waste generated by your household each year. You also get an idea of the euro value and carbon footprint of your waste, and you can compare the results to Finnish household averages.</p>
Website (Provide full URL)	Waste Tracker - Google Play	nosh - Revolutionizing food consumption and reducing food waste at home	It's time to reduce food waste (lessfoodwaste.fi)
Characteristics - Tool Features	Comments	Comments	Comments
<p>Recommended features; Write the good features of the tool that they can be implemented in our learning tool.</p>	<p>Application suitable for companies engaged in service activities in the field of food. In addition to the benefits that can be achieved through this application, it makes people aware of the amount of food waste that is thrown away</p>	<p>Interesting because you have a list of your items in every moment with suggestions of recipes which you can make from this ingredients.</p>	<p>In an easy and simple way, you can find out how big our footprint is on the environment regarding food waste. It has an educational note.</p>

City of Novi Sad			
Benchmark Analysis Table	Tool 1	Tool 2	Tool 3
Name of the Gap-Analysis/Self-Diagnostic/Assessment tool	Waste Tracker	Nosh - Reduce food waste	Less food waste
Short Description of the Tool	<p>This application is made of stakeholders that are in food business and want to lower food waste. It facilitates the monitoring and measurement of food waste and identifies how costs can be reduced. As part of the project MONITORING AND PREVENTION OF FOOD WASTE FROM FACILITIES IN THE SURROUNDINGS OF THE UNIVERSITY CAMPUS IN NOVI SAD, which was co-financed by the City Administration for Environmental Protection, the project holder is the Faculty of Technical Sciences Novi Sad, the Waste Tracker application was modified and translated for the Serbian market.</p>	<p>Track the food you have, recipes for meals with the food you have in stock, track the expiry/use by date, smart shopping list... Through this app people can learn how to manage food and reduce food waste.</p>	<p>The Less Food Waste Project is designed to draw attention to food waste, help estimate the amount of food waste generated by your household and inspire everyone to reduce waste. With this food waste calculator, you can estimate the food waste generated by your household each year. You also get an idea of the euro value and carbon footprint of your waste, and you can compare the results to Finnish household averages.</p>
Website (Provide full URL)	Waste Tracker - Google Play	nosh - Revolutionizing food consumption and reducing food waste at home	It's time to reduce food waste (lessfoodwaste.fi)
Characteristics - Tool Features	Comments	Comments	Comments
<p>Bad features: Write the bad features of the tool that must be avoided in our learning tool.</p>	<p>Although the language selection is well set to Serbian, English, German and French, the currency selection is set to Serbian dinar or Swiss franc only.</p>	<p>As I mention there is no define metric values. Also, it would help if you could add items by choosing from drop down menu.</p>	<p>There is no version for mobile phone.</p>
<p>Privacy-related issues; Is there in place a Privacy Notice if personal data are to be collected?</p>	<p>It asks for information such as company name, location and type of work, but they are not mandatory.</p>	<p>The application asks for certain data such as name, e-mail, password.</p>	<p>The test is anonymous without ask of personal information.</p>

City of Novi Sad			
Benchmark Analysis Table	Tool 1	Tool 2	Tool 3
Name of the Gap-Analysis/Self-Diagnostic/Assessment tool	Waste Tracker	Nosh - Reduce food waste	Less food waste
Short Description of the Tool	<p>This application is made of stakeholders that are in food business and want to lower food waste. It facilitates the monitoring and measurement of food waste and identifies how costs can be reduced. As part of the project MONITORING AND PREVENTION OF FOOD WASTE FROM FACILITIES IN THE SURROUNDINGS OF THE UNIVERSITY CAMPUS IN NOVI SAD, which was co-financed by the City Administration for Environmental Protection, the project holder is the Faculty of Technical Sciences Novi Sad, the Waste Tracker application was modified and translated for the Serbian market.</p>	<p>Track the food you have, recipes for meals with the food you have in stock, track the expiry/use by date, smart shopping list... Through this app people can learn how to manage food and reduce food waste.</p>	<p>The Less Food Waste Project is designed to draw attention to food waste, help estimate the amount of food waste generated by your household and inspire everyone to reduce waste. With this food waste calculator, you can estimate the food waste generated by your household each year. You also get an idea of the euro value and carbon footprint of your waste, and you can compare the results to Finnish household averages.</p>
Website (Provide full URL)	Waste Tracker - Google Play	nosh - Revolutionizing food consumption and reducing food waste at home	It's time to reduce food waste (lessfoodwaste.fi)
Characteristics - Tool Features	Comments	Comments	Comments
<p>Report Generated; Is the report generated detailed provided insights regarding the next steps? Is just a rating based on your assessed knowledge performance?</p>	<p>The basic version of the application can perform calculations only for 14 days in a period of one year, while the advanced version can do up to 30 days for an unlimited number of years, but it is paid for.</p>	<p>In report you have a quote that describe your buying habit.</p>	<p>The report is well designed, illustrative and verbal, gives advice for improvement and provides the possibility to share the results on social networks.</p>

HORECA Partners			
Benchmark Analysis Table	Tool 1	Tool 2	Tool 3
Name of the Gap-Analysis/Self-Diagnostic/Assessment tool	Better Business Scan	No Food to Waste Checklist	Restjesredder quiz
Short Description of the Tool	The Better Business Scan provides free insight into the sustainability of your organisation and how to improve it with practical tips and advice.	A checklist of tips & tricks to reduce food waste.	Questionnaire on food waste with insights into the contents of fridge/freezer, the usage of leftovers and food storage and smart purchases.
Website (Provide full URL)	Better Business Scan Change Inc. Website (limequery.com)	NOFOODTOWASTE CHECKLIST.pdf	Test jezelf: Ben jij een echte restjesredder? (koelkastinorde.be)
Characteristics - Tool Features	Comments	Comments	Comments
User-friendliness; e.g. How do I navigate through the assessment tool? Is it possible to move back and forward between the pages?	A bar at the top allows you to follow the progress (%) of the questionnaire at that point. It is possible to move back and forward between the pages.	This tool is a simple PDF file.	Simple questionnaire that is easy to fill in. No possibility to move back afterwards.
Structure and clarity; e.g. Are there any headings? Does the learner always know where she/he is? Are the questions provided easy to understand in a plain language?	Each page has a heading and sometimes a short introduction.	The tips and tricks for limiting food waste are clearly divided into different categories, e.g. when purchasing, when storing products and for drinks.	The questionnaire has a clear and structured lay out. Questions and answers are easy to understand.
Comprehensibility; e.g. How comprehensive is the language used?, How do you perceive the complexity of the questions?	Most of the questions are easy to understand. Occasionally, there is a question that is more complicated. Although the survey is mainly in Dutch, some parts are in English.	The language used is understandable. Certain things could be expressed more simply.	Simple questions in understandable language.
Graphic Display; e.g. How well graphics are applied to illustrate the content? What is the use of the graphic display in the tool? Pictures, diagrams, colour scheme appropriate?	The questionnaire is rather simple as regards graphic display. The generated report however uses graphics, diagrams, and more colour.	The graphic display is rather limited. Some images are used, and the use of colour is good.	The questionnaire is supplemented with cheerful drawings. The use of colour is pleasant.
Rating system; e.g. 0-100%/ Quality Metrics etc.	Due to the different questions, it is not clear how the results are rated.	No rating is given.	You get a score out of 10 for the number of questions answered correctly.
Questions Type; Single-answer/ Multiple answer/ YES-NO or True-False/	Combination of single-answer, multiple answer, and rating scales.	Checklist with boxes to tick.	Multiple choice questions.

HORECA Partners			
Benchmark Analysis Table	Tool 1	Tool 2	Tool 3
Name of the Gap-Analysis/Self-Diagnostic/Assessment tool	Better Business Scan	No Food to Waste Checklist	Restjesredder quiz
Short Description of the Tool	The Better Business Scan provides free insight into the sustainability of your organisation and how to improve it with practical tips and advice.	A checklist of tips & tricks to reduce food waste.	Questionnaire on food waste with insights into the contents of fridge/freezer, the usage of leftovers and food storage and smart purchases.
Website (Provide full URL)	Better Business Scan Change Inc. Website (limequery.com)	NOFOODTOWASTE_CHECKLIST.pdf	Test jezelf: Ben jij een echte restjesredder? (koelkastinorde.be)
Characteristics - Tool Features	Comments	Comments	Comments
Rating Scale/ Dropdown question/ Image choice questions etc.			
Duration; (needed to complete the tool)	It takes about 15 minutes to answer the questions you also need some time to read the generated report.	It takes some time to read through the entire document.	It takes about 10 minutes to answer the questions and read the tips.
Type of User the tool addressed to; e.g., Top Management/ Employees/ Workers etc.	The scan has been developed for every entrepreneur and professional.	Professional hospitality organisations/ chefs	Households
Recommended features; Write the good features of the tool that they can be implemented in our learning tool.	The use of sliders.	Practical tips to get started.	After each question, the correct answer immediately appears with a short explanation and/or some tips about food waste.
Bad features: Write the bad features of the tool that must be avoided in our learning tool.	The tool focuses on sustainability in general and not food waste.	This tool is primarily aimed at chefs. The information is sometimes overlapping.	The focus here is on families rather than companies or municipalities.
Privacy-related issues; Is there in place a Privacy Notice if personal data are to be collected?	A privacy statement is communicated before the start of the scan.	/	/
Report Generated; Is the report generated detailed provided insights regarding the next steps? Is just a rating based on your assessed knowledge performance?	You get a detailed report with insights and advice.	You don't get a detailed report with results but you do get a list of practical tips	No, but after filling in the questionnaire, a text will appear to subscribe to a newsletter and read through the tips and tricks on the website.

HORECA Partners		
Benchmark Analysis Table	Tool 4	Tool 5
Name of the Self-Diagnostic/Assessment tool	CALCULATE YOUR SAVING POTENTIAL	FLW Value Calculator
Short Description of the Tool	This calculator gives an indication of your saving potential if you reduce food waste (using Orbisk).	The FLW Value Calculator (in beta test version) creates a snapshot of the impacts related to the loss and waste of different types of food. With this knowledge you can demonstrate how your efforts to prevent food loss and waste provide nutritional and environmental value.
Website (Provide full URL)	Orbisk - Automatically reduce food waste in your kitchen	FLW Value Calculator - Food Loss and Waste Protocol (flwprotocol.org)
Characteristics - Tool Features	Comments	Comments
User-friendliness; e.g. How do I navigate through the assessment tool? Is it possible to move back and forward between the pages?	Very simple and easy to use.	The tool consists of an Excel file that you need to download.
Structure and clarity; e.g. Are there any headings? Does the learner always know where she/he is? Are the questions provided easy to understand in a plain language?	It is just one calculator with a clear heading.	There are many different tabs. There is a clear layout and structure, and the language is easy to understand.
Comprehensibility; e.g. How comprehensive is the language used?, How do you perceive the complexity of the questions?	The question is simple, and the language is easy to understand.	The language is comprehensible. Because it is a very extensive file, the overall impression is overwhelming at first.
Graphic Display; e.g. How well graphics are applied to illustrate the content? What is the use of the graphic display in the tool? Pictures, diagrams, colour scheme appropriate?	It's a simple tool with a nice design.	Icons are used and the results are displayed using tables and diagrams.
Rating system; e.g. 0-100%/ Quality Metrics etc.	Saving potential (in EUR) per year, month, week, and day.	Numeric results for environmental impacts and nutritional value.
Questions Type; Single-answer/ Multiple answer/ YES-NO or True-False/ Rating Scale/ Dropdown question/ Image choice questions etc.	One question requiring numerical input.	Dropdown questions and open questions.
Duration; (needed to complete the tool)	It takes a few minutes to use this tool.	It takes time to understand and fill in the tool.

HORECA Partners		
Benchmark Analysis Table	Tool 4	Tool 5
Name of the Self-Diagnostic/Assessment tool	CALCULATE YOUR SAVING POTENTIAL	FLW Value Calculator
Short Description of the Tool	This calculator gives an indication of your saving potential if you reduce food waste (using Orbisk).	The FLW Value Calculator (in beta test version) creates a snapshot of the impacts related to the loss and waste of different types of food. With this knowledge you can demonstrate how your efforts to prevent food loss and waste provide nutritional and environmental value.
Website (Provide full URL)	Orbisk - Automatically reduce food waste in your kitchen	FLW Value Calculator - Food Loss and Waste Protocol (flwprotocol.org)
Characteristics - Tool Features	Comments	Comments
Type of User the tool addressed to; e.g., Top Management/ Employees/ Workers etc.	Professional hospitality organisations	This tool was created for companies and other entities.
Recommended features; Write the good features of the tool that they can be implemented in our learning tool.	The use of a slider.	The use of numeric results and graphics.
Bad features: Write the bad features of the tool that must be avoided in our learning tool.	Very limited tool with a general calculation.	The tool is not super user-friendly because it is an Excel file with a lot of information and several tabs.
Privacy-related issues; Is there in place a Privacy Notice if personal data are to be collected?	/	/
Report Generated; Is the report generated detailed provided insights regarding the next steps? Is just a rating based on your assessed knowledge performance?	No	It is a very detailed report with figures and graphics, but these must be interpreted by the user in order to take the next steps.

SIGMA		
Benchmark Analysis Table	Tool 1	Tool 2
Name of the Self-Diagnostic/Assessment tool	Global Footprint Network	EPA
Short Description of the Tool	A self-assessment tool for each citizen to see their energy footprint based on their habits (food waste, transportation, etc.)	The EPA's household carbon footprint calculator estimates a household's carbon footprint based on our daily activities - such as using electricity, driving a car or disposing of waste.
Website (Provide full URL)	Ecological Footprint Calculator	Carbon Footprint Calculator Climate Change US EPA
Characteristics - Tool Features	Comments	Comments
User-friendliness; e.g. How do I navigate through the assessment tool? Is it possible to move back and forward between the pages?	There are options that lead to the next and previous step of the tool. Very easy to use for everyone.	The tool guides you step-by-step till you complete the assessment. You may move back through each section. No registration needed.
Structure and clarity; e.g. Are there any headings? Does the learner always know where she/he is? Are the questions provided easy to understand in a plain language?	The tool provides an appropriate navigation system. There are headings in each question in order to make it easier for the visitor to understand the question.	There are headings, clear structure, not a plain language but understandable.
Comprehensibility; e.g. How comprehensive is the language used?, How do you perceive the complexity of the questions?	Excellent choice of language. The open-ended questions are quite clear and comprehensive.	The questions are relatively complex to complete.
Graphic Display; e.g. How well graphics are applied to illustrate the content? What is the use of the graphic display in the tool? Pictures, diagrams, colour scheme appropriate?	Extraordinary graphics, beautiful colours and in harmony with the content of the tool.	The graphic environment is generally average.
Rating system; e.g. 0-100%/ Quality Metrics etc.	Quality and quantity Metrics calculated automatically. Fuzzy graphical tool evaluation system.	There is no clear rating system in the tool.
Questions Type; Single-answer/ Multiple answer/ YES-NO or True-False/ Rating Scale/ Dropdown question/ Image choice questions etc.	Combination of answers using both the rating scale and the simple answer.	Different types of close-ended questions are used (answers are provided in drop-down menus).
Duration; (needed to complete the tool)	10-20 minutes	The tool includes 3 different assessment topics. The time to complete it all is about 15-20 min.
Type of User the tool addressed to; e.g., Top Management/ Employees/ Workers etc.	For Everybody	Addressed to all

SIGMA		
Benchmark Analysis Table	Tool 1	Tool 2
Name of the Self-Diagnostic/Assessment tool	Global Footprint Network	EPA
Short Description of the Tool	A self-assessment tool for each citizen to see their energy footprint based on their habits (food waste, transportation, etc.)	The EPA's household carbon footprint calculator estimates a household's carbon footprint based on our daily activities - such as using electricity, driving a car or disposing of waste.
Website (Provide full URL)	Ecological Footprint Calculator	Carbon Footprint Calculator Climate Change US EPA
Characteristics - Tool Features	Comments	Comments
Recommended features; Write the good features of the tool that they can be implemented in our learning tool.	The user-friendly interface and the fact that the user can define the exact percentage of the rating system. Anonymous browsing.	No registration required, short time for completion.
Bad features: Write the bad features of the tool that must be avoided in our learning tool.	Inaccurate assessment scale combined with the percentage of partial answers	Should be more interactive and graphically appealing. No rating system.
Privacy-related issues; Is there in place a Privacy Notice if personal data are to be collected?	There is no privacy notice as the tool does not ask for "sensitive" personal data.	It does not ask for personal data, it is completely anonymous.
Report Generated; Is the report generated detailed provided insights regarding the next steps? Is just a rating based on your assessed knowledge performance?	The results are not provided to the interested party (pdf, excel, etc.).	The report is generic, and the energy footprint is not calculated.

City of Zadar		
Benchmark Analysis Table	Tool 1	Tool 2
Name of the Self-Diagnostic/Assessment tool	Reframe Self - Assessment Tool	City self-assessment
Short Description of the Tool	An online tool to recognize your company's status in relation to Circular Economy fundamental principles and criteria.	An online tool which encourages the user to make progress towards a thriving food system based on circular economy principles.
Website (Provide full URL)	Company Type – REFRAME iLearn Tool (reframe-project.eu)	City self-assessment (ellenmacarthurfoundation.org)
Characteristics - Tool Features	Comments	Comments
User-friendliness; e.g. How do I navigate through the assessment	It's easy to navigate through the page. The questionnaire is	It's easy to navigate through the page and it is possible to move back and forward between the pages.

City of Zadar		
Benchmark Analysis Table	Tool 1	Tool 2
Name of the Self-Diagnostic/Assessment tool	Reframe Self - Assessment Tool	City self-assessment
Short Description of the Tool	An online tool to recognize your company's status in relation to Circular Economy fundamental principles and criteria.	An online tool which encourages the user to make progress towards a thriving food system based on circular economy principles.
Website (Provide full URL)	Company Type – REFRAME iLearn Tool (reframe-project.eu)	City self-assessment (ellenmacarthurfoundation.org)
Characteristics - Tool Features	Comments	Comments
tool? Is it possible to move back and forward between the pages?	divided into chapters and once the interviewee completes one chapter, he/she can move to the next chapter.	
Structure and clarity; e.g. Are there any headings? Does the learner always know where she/he is? Are the questions provided easy to understand in a plain language?	Sections are divided into headings. The learner always knows where she/he is. The questions provided are easy to understand and in a plain language.	Sections are divided into headings. There is a short explanation about every and each section. The learner always knows where she/he is. The questions provided are easy to understand and in a plain language.
Comprehensibility; e.g. How comprehensive is the language used?, How do you perceive the complexity of the questions?	The language used is very clear. Each chapter has a heading to help the interviewee understand the theme that the questions are related to.	The language used is very clear. There is a short explanation about every and each section. There are clarifications for chapters that may not be well understood.
Graphic Display; e.g. How well graphics are applied to illustrate the content? What is the use of the graphic display in the tool? Pictures, diagrams, colour scheme appropriate?	There are no graphics, pictures or diagrams used in this tool.	There are no graphics, pictures or diagrams used in this tool.
Rating system; e.g. 0-100%/ Quality Metrics etc.	Rating system from 0 to 5 (0 - not at all, 5 - extremely).	There are questions with multiple answers to offer, so it is not clear how the total score is calculated.
Questions Type; Single-answer/ Multiple answer/ YES-NO or True-False/ Rating Scale/ Dropdown question/ Image choice questions etc.	Single answer.	Multiple answer.
Duration; (needed to complete the tool)	Duration needed to complete the tool is very acceptable. This test is fast and reliable.	Duration needed to complete the tool is acceptable. It takes approximately 15 minutes to complete.
Type of User the tool addressed to; e.g., Top Management/ Employees/ Workers etc.	Type of user the tool is addressed to: small and medium businesses in construction, manufacturing and crafts industry, micro-enterprises.	Type of users the tool is addressed to are: civil sector, public/private employees working with the city or municipal government.

City of Zadar		
Benchmark Analysis Table	Tool 1	Tool 2
Name of the Self-Diagnostic/Assessment tool	Reframe Self - Assessment Tool	City self-assessment
Short Description of the Tool	An online tool to recognize your company's status in relation to Circular Economy fundamental principles and criteria.	An online tool which encourages the user to make progress towards a thriving food system based on circular economy principles.
Website (Provide full URL)	Company Type – REFRAME iLearn Tool (reframe-project.eu)	City self-assessment (ellenmacarthurfoundation.org)
Characteristics - Tool Features	Comments	Comments
<p>Recommended features; Write the good features of the tool that they can be implemented in our learning tool.</p>	<p>"Helps small and medium businesses in construction, manufacturing and crafts industry become friendlier to the environment. Provides construction, manufacturing SMEs and micro-enterprises' employees and future employees with practical knowledge on implementing CE transition in their business. Promotes Circular Economy to be adopted by most businesses in EU. Raises awareness on the need for Circular Economy and sustainable practices among SMEs, policy makers, chambers of commerce and municipalities."</p>	<p>"Completing this self-assessment supports you in understanding specific solution areas to focus on. By taking part, we can actively drive progress towards a thriving food system based on circular economy principles. This self-assessment takes approximately 15 minutes to complete."</p>
<p>Bad features: Write the bad features of the tool that must be avoided in our learning tool.</p>	<p>It is not possible to move back and forward between the pages which prevents the user from correcting or rewriting the answer given.</p>	<p>It is not possible to save a partially completed survey and return to it at a later point.</p>
<p>Privacy-related issues; Is there in place a Privacy Notice if personal data are to be collected?</p>	<p>Yes. https://reframe-project.eu/privacy-policy/</p>	<p>Yes. https://ellenmacarthurfoundation.org/policies</p>
<p>Report Generated; Is the report generated detailed provided insights regarding the next steps? Is just a rating based on your assessed knowledge performance?</p>	<p>The results report is divided into 5 modules as follows: 1. Circular Economy and its principles, 2. Growth through sustainable business models, 3. Application of Circular Economy in SMEs, 4. Benefits and barriers in implementing Circular Economy models in SMEs, 5. Financing transition to Circular Economy in SMEs. If a participant wants to improve his/her knowledge and further develop skills in Circular Economy and its principles,</p>	<p>"By submitting your answers digitally the system allows you to calculate a score that will help you understand where your city is on it's journey to a circular economy for food and where to focus action in transforming your urban food system."</p>

City of Zadar		
Benchmark Analysis Table	Tool 1	Tool 2
Name of the Self-Diagnostic/Assessment tool	Reframe Self - Assessment Tool	City self-assessment
Short Description of the Tool	An online tool to recognize your company's status in relation to Circular Economy fundamental principles and criteria.	An online tool which encourages the user to make progress towards a thriving food system based on circular economy principles.
Website (Provide full URL)	Company Type – REFRAME iLearn Tool (reframe-project.eu)	City self-assessment (ellenmacarthurfoundation.org)
Characteristics - Tool Features	Comments	Comments
	the system offers a set of links that guide you too search, look and learn how to improve your knowledge about the subject.	

EUGENE		
Benchmark Analysis Table	Tool 1	Tool 2
Name of the Self-Diagnostic/Assessment tool	Environmental self-assessment tool	Product Sustainability Program Assessment
Short Description of the Tool	An online assessment tool that helps business check their environmental compliance in seven different sections	Simple, short - duration tool about product sustainability strategies from the leadership of the company.
Website (Provide full URL)	SEPA NetRegs (enetassess.com)	Self-Assessment Tool: Pure Strategies
Characteristics - Tool Features	Comments	Comments
User-friendliness; e.g. How do I navigate through the assessment tool? Is it possible to move back and forward between the pages?	Very simple usage with user-friendly and practical navigation	Easy navigation between the questions, very simple and pleasing usage
Structure and clarity; e.g. Are there any headings? Does the learner always know where she/he is? Are the questions provided easy to understand in a plain language?	The tool is divided in smaller theme-based tools and the questions are usually followed by an explanatory text	The language is not very simple, however an explanatory text is following each question
Comprehensibility; e.g. How comprehensive is the language used?, How do you perceive the complexity of the questions?	The language is quite comprehensive and simple, with extra explanation wherever is essential	Despite the language being a bit formal, there are explanatory texts at every question
Graphic Display; e.g. How well graphics are applied to illustrate the content? What is the use of the graphic display in	The tool is in a white font, without any kind of graphs or photos	The illustration is appealing, with colours in both the background and the answers, however there aren't any diagrams or pictures

EUGENE		
Benchmark Analysis Table	Tool 1	Tool 2
Name of the Self-Diagnostic/Assessment tool	Environmental self-assessment tool	Product Sustainability Program Assessment
Short Description of the Tool	An online assessment tool that helps business check their environmental compliance in seven different sections	Simple, short - duration tool about product sustainability strategies from the leadership of the company.
Website (Provide full URL)	SEPA NetRegs (enetassess.com)	Self-Assessment Tool: Pure Strategies
Characteristics - Tool Features	Comments	Comments
the tool? Pictures, diagrams, colour scheme appropriate?		
Rating system; e.g. 0-100%/ Quality Metrics etc.	There is no rating system, the report comes with general comments based on the answers	There are both a general rating that shows the progress in percentage (%) and graphs about the progress in the sub-sections of the tool
Questions Type; Single-answer/ Multiple answer/ YES-NO or True-False/ Rating Scale/ Dropdown question/ Image choice questions etc.	Close-ended questions, YES-NO and multiple choice	Multiple choice close - ended questions
Duration; (needed to complete the tool)	Less than 10 minutes per tool are required	Less than 8 minutes
Type of User the tool addressed to; e.g., Top Management/ Employees/ Workers etc.	Almost everyone working in a related business can answer the questions	Almost everyone working in a related business can answer the questions
Recommended features; Write the good features of the tool that they can be implemented in our learning tool.	Short duration, explanatory texts, comprehensive and simple language, close-ended and not complicated questions	Short duration, comprehensive language, close-ended questions, appealing environment, different graphs about the progress in the rating system, explanatory texts
Bad features: Write the bad features of the tool that must be avoided in our learning tool.	Unappealing environment, lack of rating system	Complicated and formal language
Privacy-related issues; Is there in place a Privacy Notice if personal data are to be collected?	Completely anonymous without ask of personal information	There is a message that says that no personal information will be shared with external parties
Report Generated; Is the report generated detailed provided insights regarding the next steps? Is just a rating based on your assessed knowledge performance?	The report of each sub-tool is a pdf with comments and suggestions based on the answers	The report is very descriptive about the progress, with no suggestions or instructions about future steps

D-Waste		
Benchmark Analysis Table	Tool 1	Tool 2
Name of the Self-Diagnostic/Assessment tool	Food waste cost benefit analysis tool	Food and Packaging Waste Prevention Tool
Short Description of the Tool		
Website (Provide full URL)	Food waste cost benefit analysis tool WRAP	Tools for Preventing and Diverting Wasted Food US EPA
Characteristics - Tool Features	Comments	Comments
User-friendliness; e.g. How do I navigate through the assessment tool? Is it possible to move back and forward between the pages?	A vnd.ms-excel sheet is available at the website that anyone can download and use.	A vnd.ms-excel sheet is available at the website that anyone can download and use.
Structure and clarity; e.g. Are there any headings? Does the learner always know where she/he is? Are the questions provided easy to understand in a plain language?	Headings are provided and it's easy for the users to always know at which part of the assessment they are.	Headings are provided and its easy for the users to always know at which part of the assessment they are.
Comprehensibility; e.g. How comprehensive is the language used?, How do you perceive the complexity of the questions?		
Graphic Display; e.g. How well graphics are applied to illustrate the content? What is the use of the graphic display in the tool? Pictures, diagrams, colour scheme appropriate?	Plain diagrams are used in order to depict the results, while lacking pictures. Colour schemes are used to highlight the numeric data.	Plain diagrams are used in order to depict the results, while colour schemes are used in order to group the data.
Rating system; e.g. 0-100%/ Quality Metrics etc.		
Questions Type; Single-answer/ Multiple answer/ YES-NO or True-False/ Rating Scale/ Dropdown question/ Image choice questions etc.	Mostly single answered dropdown questions.	Single answered dropdown questions and multiple-choice type of answers where needed.
Duration; (needed to complete the tool)		
Type of User the tool addressed to; e.g., Top Management/ Employees/ Workers etc.	For local authorities and anaerobic digestion operators.	For restaurants and other revenues.
Recommended features; Write the good features of the tool that they can be implemented in our learning tool.	It summarizes the results/data automatically on the bottom of the page.	It presents the results in total in the Audit Data Summary section.

D-Waste		
Benchmark Analysis Table	Tool 1	Tool 2
Name of the Self-Diagnostic/Assessment tool	Food waste cost benefit analysis tool	Food and Packaging Waste Prevention Tool
Short Description of the Tool		
Website (Provide full URL)	Food waste cost benefit analysis tool WRAP	Tools for Preventing and Diverting Wasted Food US EPA
Characteristics - Tool Features	Comments	Comments
Bad features: Write the bad features of the tool that must be avoided in our learning tool.	More infographics and pictures are needed.	More infographics and pictures are needed.
Privacy-related issues; Is there in place a Privacy Notice if personal data are to be collected?	No	No
Report Generated; Is the report generated detailed provided insights regarding the next steps? Is just a rating based on your assessed knowledge performance?	No report is generated.	No report is generated.
Extra Feature 1;	The user can easily be navigated through the assessment tool as elaborated information and step-by-step user guides are provided.	It contains a metric conversion helper.
Extra Feature 2;		The general info of the facility can be stated.