



Universidad Rafael Landívar

Proyecto URL/EDUMAYA/USAID

Edificio "O" Oficina 208



EDUMAYA

FIRST SEMESTER

REPORT BY RESULTS

2,001

INTERMEDIATE RESULT 1:

850 GRADUATED INDIGENOUS STUDENTS

Guatemala, July 2001

Result Under 1.2. Not less than 1,000 scholarship students, strengthened and administratively, technically and academically accompanied.

Activity 1.2.1.

Nine hundred and eighteen (918) EDUMAYA scholarship students of the Main Campus, Antigua Guatemala, Quetzaltenango, Retalhuleu, Cobán, Zacapa, and other universities were properly oriented in order that they could correctly complete forms for selection of courses in the first term of Year 2001 and carry out all necessary administrative and academic steps to pay tuition. Additionally, the situation of scholarship students was also reported opportunely in order to keep the database updated and control students who have received scholarships from EDUMAYA.

Progress: 100%

(See Annex 1.1)

Activity 1.2.2.

Enrollment expenses for 887 students were paid for University Technicians, Licenciaturas and Master's degrees at the Main Campus, Antigua Guatemala, Cobán, Retalhuleu, Zacapa, Quetzaltenango, University del Valle de Guatemala and University Mariano Gálvez. In addition, payments of monthly study fees for EDUMAYA scholarship students were made together with graduation examination fees for 182 graduates.

Progress: 100%

(See Annex 1.2)

Activity 1.2.3.

In coordination with Orientators, Career Coordinators and Teachers, reinforcement courses, workshops and meetings for improving the academic performance of EDUMAYA scholarship students were designed and executed.

Progress: 100%

(See Annex 1.3)

Activity 1.2.4.

EDUMAYA has the commitment of offering permanent orientation to scholarship students; accordingly it has Pedagogic Orientators and Career Coordinators who have as a main function, the permanent accompaniment in a 100% of the Project's scholarship students, and their involvement in university dynamics. These Orientators are distributed as follows: 4 in the Main Campus; 2 in Cobán; 3 in Quetzaltenango; 1 in Antigua Guatemala; 1 in Retalhuleu; and 1 in Zacapa. Career Coordinators are distributed as follows: 1 Master's Coordinator; 1 Legal Translator Coordinator; 1 Practices Supervisor at the School of Health Sciences in the Central Campus; and 1 Coordinator for Legal Translator in the Schools of Quetzaltenango.

Progress: 100%

(See Annex 1.4)

Activity 1.2.5.

An attendance report is prepared every month with monitoring made by Orientators, same that is delivered to the Administrative Director for payment of per diem incurred by EDUMAYA scholarship students in the University Technician, Licenciatura and Master's careers at the Main Campus and at the branches covered by the EDUMAYA Project.

Progress: 100%

Activity 1.2.6.

For the benefit of the university, EDUMAYA scholarship students and Orientators offer a constant feedback on professor's participation in respect of their academic performance and treatment towards indigenous students.

Progress: 100%

Activity 1.2.7.

For an adequate control of the performance of EDUMAYA scholarship students, a simple alerts system was created, which functions as indicator of results obtained by scholarship students. This control consists in assigning the red color to students with a very low performance; yellow to students who have small problems in their performance, and green color for those who have an optimum academic performance.

Progress: 100%

(See Annex 1.5)

Activity 1.2.8.

Text books, educational material and equipment for academic support, as requested by professors for their utilization in subjects to be studied during the first term of year 2001, were bought and delivered opportunely to EDUMAYA scholarship students. They were also provided with the minimum material for their classwork, which consisted in: 1 university copybook, 3 ballpoints in three different colors; 1 lead pencil holder, 1 correcting fluid, 1 ruler, 1 spareleads tube; 1 highlighting marker and 1 eraser.

Progress: 100%

(See Annex 1.6)

Activity 1.2.9.

Per diem corresponding to expenses incurred during the month by EDUMAYA scholarship students were delivered to them, in accordance with their place of origin, studies plan and expenses disbursed. This per diem covers transportation, food, lodging, photocopies and other expenses which scholarship students needs to incur.

Progress: 100%

Activity 1.2.10.

As part of the accompaniment process, Orientators and authorities meet constantly with EDUMAYA scholarship students in order to learn about their worries, solve their problems, advice them and encourage them to complete their courses, prepare their thesis and make their comprehensive exam.

Progress: 100%

Activity 1.2.11.

Two education workshops were carried out for orientators, same that are made in accordance with training needs detected and problems which have to be solved. At these workshops, strategies are set forth for following up the different cases, such as: low performance, lack of motivation in the elaboration of their thesis, comprehensive evaluation and others as presented by EDUMAYA scholarship students. Additionally, this helps us to constantly evaluate EDUMAYA scholarship student's performance.

Progress: 100%

(See Annex 1.7)

Activity 1.2.12.

Several communities from which scholarship students come and who present problems of a low academic performance, family problems, indifference in carrying out the comprehensive evaluation, their thesis and course leveling, were visited. The most frequent visits were made to the departments of Sololá, Totonicapán, Huehuetenango, Chimaltenango and Retalhuleu, among others.

Progress: 100%

(See Annex 1.8)

Activity 1.2.13.

A course for thesis elaboration and for a comprehensive evaluation process for professors, career coordinators and authorities of the Schools of Quetzaltenango was designed with the purpose of avoiding obstacles in the process demanded by administrative procedures and thus, standardize technical and methodological criteria in order that EDUMAYA scholarship students may graduate within the time frame set up by the Project.

Progress: 100%

(See Annex 1.9)

Activity 1.2.14.

EDUMAYA, as a Project, continues supporting with scholarship students and administrative personnel in the careers of: Nursing with emphasis in primary care and intercultural focus, Legal Translator Technician, *Profesorado* in bilingual intercultural education, *Licenciatura* in bilingual intercultural education and Master's degree in bilingual intercultural education, same that are subject to a constant monitoring on the part of career coordinators which the Project has at the Schools of Humanities, Law and Health Sciences.

Progress: 100%

Activity 1.2.15

A survey was made among EDUMAYA graduates at the Main Campus and at University Branches in order to establish their desire in belonging to the Graduate Support and Strengthening Program. Likewise, a first meeting with graduates on the Main Campus was held, with the attendance of no less than one hundred (100) graduates.

Progress: 100%

(See Annex 1.10)

Result Under 1.3. Academic resources strengthened

Activity 1.3.2.

Advisors were hired for the preparation of the thesis work of students who completed their courses and who graduated during this semester at a *licenciatura* and at a technical level. These advisors worked on methodological aspects, statistics and style, since the language used is their second language.

Progress: 100%

(See Annex 1.11)

Activity 1.3.3.

Reinforcement courses were organized for students who carried out their evaluations in Maester's, *licenciatura*, technical and *profesorado* levels, as support to the process of immediate graduation of scholarship students of the University Rafael Landívar and other Universities. The purpose of hiring these advisors is to obviate methodological, technical, statistical and administrative difficulties which

will permit the graduation of the greatest number of scholarship students during the first term of 2001. Advisors hired by the Project coordinate with the schools of the university all such orientation actions which are handed to each scholarship student attending the course of Thesis Elaboration II and Comprehensive Evaluation.

Progress: 100%

(See Annex 1.12)

Activity 1.3.4.

In order to expedite EDUMAYA's graduation procedure, scholarship students that are enrolled in the Thesis II course have been correctly advised, and also registration authorities, professors and all other persons who have some connection with EDUMAYA scholarship students have been involved.

Progress: 100%

Activity 1.3.5.

During this term 57 theses were printed in the different *licenciaturas* and at different branches of the University Rafael Landívar.

Progress: 100%

(See Annex 1.13)

Activity 1.3.6.

Maintenance and the appropriate reinforcement was given to all computer laboratories implemented at the Branches supported by EDUMAYA, in order to provide scholarship students with the facility of preparing their academic work in the least possible time. This consists of a revision to the net, monitors, keyboards, ups, terminals, cleaning in general and replacements whenever this is necessary.

Progress: 100%

(See Annex 1.14)

Activity 1.3.7.

The community practice of scholarship students practice of the School of Health was properly

reinforced. This consisted in the implementation of a supervision program and evaluation of EDUMAYA scholarship students' performance, as well as payment of per diem and hiring expenses of supervisors who went to the different places of practices of such students.

Progress: 100%

(See Annex 1.15)

Result Under 1.4. Administrative Support of URL functioning.

Activity 1.4.1.

For the performance of personnel hired in the Scholarships Unit, human resources are available for the following positions: One Scholarships Director; one Secretary, twelve psychopedagogical orientators, one coordinator for the Legal Translator career, one coordinator for the Master's level, two coordinators for the Nursing career (part time each). All of them are distributed among the Main Campus of the URL, the Schools of Quetzaltenango and their departmental branches in Antigua Guatemala, Zacapa, Cobán and Retalhuleu.

Progress: 100%

Actividad 1.4.2.

Scholarships personnel was equipped with all necessary office supplies for adequately carrying out their activities and functions. Likewise, accident insurance was assigned to every EDUMAYA scholarship student.

Progress: 100%

Activity 1.4.3.

In order to speed up all administrative procedures of the Closing of Pensum, offices of the Academic Registration of the Schools of Quetzaltenango were provided with part-time external personnel who carried out the closing of the pensa of not less that 150 students who undertook their comprehensive evaluation and defended their thesis.

Progress: 100%

EDUMAYA/URL/AID PROJECT

Report of Activities for the First Semester, 2001

INTERMEDIATE RESULT NUMBER 3: PROFESSIONALIZED BILINGUAL EDUCATIONAL PROMOTERS

Result Under 3.1: NGOs that renewed their subagreement for 2001, trained and supported in administrative procedures adequate for the control of assigned funds.

Activity 3.1.1.

The Advisory Committee was informed, through several meetings, telephone calls, fax and e.mail, where emphasis was made on progress achieved pursuant with operation plans of each NGO and the accompaniment provided them by EDUMAYA, and information requested by the Mission. Another modality adapted during this semester is the submittal of proposals for approval by Committee members, such as reports, documents and applications, through the General Committee convoked by the Director, Licda. Anabella Giracca, who has submitted and negotiated everything that has been requested by this Result. (See General Committee reports).

Progress: 100%

Activity 3.1.2.

Meetings have been called and carried out with the different committees integrated conjointly by EDUMAYA and the corresponding teams of COMADEP and PRODESSA. Information on strategies and activities carried out in the accompaniment provided to each NGO has been given at such meetings, and also discussions have been held on contents, calendarization, facilitators and materials which have been used in workshops and other accompaniment actions, both with technical-pedagogical teams as well as with promoters of each NGO. The dates of meetings held are the following:

- PRODESSA: January 19, April 25, May 28.
- COMADEP: January 22, February 23, April 6, May 8.

Progress: 100%

Activity 3.1.3.

Administrative-financial support activities and the relation of advances-settlements with each NGO under subagreement have been carried out normally and observing the timetable established. The percentage of execution of the budget up to June 2001, in accordance with an analysis-report of the Financial Direction, is of a 48.96% in respect of the 2001 budget. (See final closing data at June in Annex 3.1.a).

Activity 3.1.4.

Benchmarks as terminal products of this Result consist of the finalization of the process of professionalization of promoters recipient of this Result and the achievement of having degrees recognized by MINEDUC. Products in process, on their part, consist of beneficiary promoters who are still in the professionalization programs. Agreements to achieve degrees were reported in the report corresponding to the second semester of 1999. Terminal (partial) products are the following:

- a) COMADEP: Graduated 72 promoters as male/female Teachers of Bilingual Rural Primary Education on January 31, 2000, and 73 male/female teachers on June 7, 2001 in Flores, Petén. They also graduated 56 new male/female teachers in Barillas, Huehuetenango, on June 1, 2001 for a total of 201 male/female graduates up to June 30, 2001. Officials and authorities from MINEDUC, the USAID Mission, EDUMAYA, COMADEP and AMERG attended these events.
- b) COMADEP: Promoters who are still in the professionalization program are: 27 in the Costa Sur, who will graduate in October 2001.
- c) PRODESSA: 67 promoters are maintained in the professionalization program in Ixcán, Quiché. It is expected to graduate them on November 24, 2001.
- d) Escuelas Sin Fronteras: Graduated 47 promoters as male/female Teachers of Bilingual Rural Primary Education on December 7, 1999 in El Estor, Izabal. Graduation was attended by officials and authorities from MINEDUC, the USAID Mission, EDUMAYA, ESF and ADEBQ'I.
- e) Total male/female teachers graduated up to date: 248; in process: 94.

(See charts on classification per townships in Annex 3.1.b).

Progress: 100%

Activity 3.1.6.

A support workshop for administrative-accounting personnel of NGOs under subagreement corresponding to the first semester of 2001 was organized, where two persons per each NGO were invited. Topics discussed were selected in accordance with support needs detected by Lic. Daniel Yax, both in his evaluations and field supervisions made at the main offices and at the field offices of each NGO, as well as through on findings detected in Internal Audit and External Audit reports. (See program and documents shared with attendants in (Annex 3.1.c).

Progress: 100%

Activity 3.1.7.

Operating plans requested to COMADEP and PRODESSA were submitted, reviewed and approved. Such plans included the annual budget, monthly breakdown, activities timetable and scheduled disbursements. Also handed out were letters of approval including the explanation that their budgetary executions cannot be less than the 100% for this year. They were also informed on which is the balance remaining to be executed in accordance with budgets approved for the life of the projects.

Progress: 100%

Activity 3.1.8.

NGOs under subagreement for this result have been supported and counselled in administrative, accounting and financial matters by means of visits, internal and external audits and constant communication. De Internal Audit Departments of the URL and EDUMAYA Financial Department have the corresponding reports. Such reports are delivered to the Mission directly by the General Bureau and by the Financial Department of EDUMAYA.

Progress: 100%

Activity 3.1.9.

The University Rafael Landívar, through its different academic and administrative units, has supported the EDUMAYA Project (Results 3 and 4) in administrative-accounting, financial, legal and academic matters. Support has been provided among other units, through the Administrative Department, Internal Audit, Payments, Legal Counselling, Department of Human Resources, as well as through consultations and technical support of the Institute of Linguistics and Education ("*Instituto de Lingüística y Educación*"), the School of Humanities, PROFASR, Academic Vice-Rectorate Office, and General Vice-Rectorate Office.

Progress: 100%

Result Under 3.2. NGOs under subagreement, technically, pedagogically and culturally supported and strengthened.

Activity 3.2.1.

Work meetings have been called with NGOs under subagreement in accordance with calendar or schedule presented and with meetings reported in Activity 3.1.2. At these meetings discussions have dealt with evaluations of implemented strategies, contents and thematics on training workshops and strengthening of technical-pedagogical teams and promoters, training programs and pertinent activities for the strengthening of programs and processes for promoters' formation. At such meetings, relevant themes such as performance and behavior of budget executions for prior years have been discussed, and also discussions have been carried out on the most effective way to take advantage of resources and time still available in the life of such subagreements with the NGOs.

Progress: 100%

Activity 3.2.2.

Trainings for the members of technical teams of NGOs under subagreements have been organized and carried out, in accordance with the following table (See thematics and contents in Activity 3.2.3.):

- PRODESSA:
 1. From February 15 through 20, in Santa María Tzejá and Pueblo Nuevo, Ixcán, Quiché.
 2. From March 15 through 20, in Santa María Tzejá and Pueblo Nuevo, Ixcán, Quiché.
 3. From May 19 through 22, in Santa María Tzejá and Pueblo Nuevo, Ixcán, Quiché.

- COMADEP:
 1. From January 26 through 28, in Barillas, Huehuetenango.
 2. From January 26 through 28, in San Benito, Petén.
 3. From February 23 through 25, in La Lupita, Escuintla.
 4. From April 6 through 8, in Barillas, Huehuetenango.
 5. From April 6 through 8, in San Benito, Petén.
 6. From April 27 through 29, in La Lupita, Escuintla.

Progress: 100%

Activity 3.2.3.

The 2 NGOs under subagreement have been accompanied by means of workshops, seminars and other training activities addressed to educational promoters included among the direct recipients in the professionalization process which is in its last execution stages. Accompaniment and support have been provided in the following way: COMADEP: 129 promoters in the formation centers of Barillas, Huehuetenango and Petén (graduated on the dates pointed out under Activity 3.1.4); 27 promoters more, supported in the training center of the Costa Sur, started the final stage of professionalization (4th, 5th and 6th years of the teaching career) in the intensive modality of 2 years. PRODESSA: 67 promoters began the final stage of professionalization, just as COMADEP.

The accompaniment, strengthening and technical-pedagogical support processes have been based on requirements included in operation plans submitted by each NGO for year 2000 and needs determined at meetings of the Committee with each NGO. In the execution of workshop contents, themes on training have been established and facilitator(s) thereof in agreement with the technical teams of each NGO. Likewise, agreements have been reached on objectives and profiles of promoters in the process of being professionalized, in contents, methodologies and dynamics pertinent to be used in workshops, technical counselling and trainings. For each accompaniment action diverse facilitators who have been already evaluated, have been considered for formations, and as the case may be, have been previously approved by the Director of Results 3 and 4, by the Technical Supervisor and by the Coordinator of Training of EDUMAYA and, after having been selected, induction courses and knowledge of the themes, contents, texts, etc. to be taught at such workshops have been elaborated, discussed and taught. The training processes, in accordance with the foregoing, have been designed and adequated in respect of the needs detected for each NGO. (See programs, contents and condensed evaluation charts in Annex 3.2.a).

Trainings were taught in accordance with the following chart:

- PRODESSA:
 4. From February 15 through 20, in Santa María Tzejá and Pueblo Nuevo, Ixcán, Quiché.
 5. From March 15 through 20, in Santa María Tzejá and Pueblo Nuevo, Ixcán, Quiché.
 6. From May 19 through 22, in Santa María Tzejá and Pueblo Nuevo, Ixcán, Quiché.

- COMADEP:
 7. From January 26 through 28, in Barillas, Huehuetenango.
 8. From January 26 through 28, in San Benito, Petén.
 9. From February 23 through 25, in La Lupita, Escuintla.
 10. From April 6 through 8, in Barillas, Huehuetenango.
 11. From April 6 through 8, in San Benito, Petén.
 12. From April 27 through 29, in La Lupita, Escuintla.

Progress: 100%

Activity 3.2.4

Within the functions of support and accompaniment provided to NGOs under subagreement by EDUMAYA technicians, the revision of contents of texts utilized by ONGs in professionalization pensa was established, in order to determine the pertinences corresponding to Mayan culture, languages, gender and community participation. During the first semester of year 2001, different phases of analysis in texts of modules corresponding to the 5th and 6th grades were carried out, and the elaboration of modules for the 4th year of the Teaching career was begun for PRODESSA professionalization and several meetings were held to present results thereof. In July 2000, an expert in the revision of educational texts was hired, Colectivo Paulo Freire (Federico Roncal), who, under punctual counselling, presented the last phase of this work and it was proceeded to its printing (copies were sent to USAID/G-CAP). The new modules are being used in the program under a validation process. The 6th year of the Teaching career was completed in May 2001 and re-elaboration of the 4th year of the Teaching career was begun to complete the didactic material corresponding to the three phases of such professionalization.

Progress: 95%

Activity 3.2.5.

The pertinence in contents, didactics and pedagogic attitudes in processes implemented by NGOs are under constant supervision during the processes of formation of promoters; this supervision includes activities programmed by technical teams of each NGO for this theme.

Progress: 100%

Activity 3.2.6,

The pertinence, presence and use of Mayan languages and Mayan culture were also analyzed and recommendations are constantly discussed with each NGO under subagreement in that the formation of bilingual educational promoters be within the conception of the EIB. However, both in workshops as well as in other accompaniment strategies, components of cultural and linguistic pertinence have been fundamental for the strengthening of formative and didactic processes and are permanently included in the formative thematics and evaluated in their scopes. (See contents of trainings and courses evaluations in Annex 3.2.a.).

Progress: 100%

Activity 3.2.8.

Community participation is another of the transversal axis that must be present in the pensum for formation of bilingual educational promoters and is constantly analyzed and activities suggested in order that didactic activities and educational goals be constantly socialized and consulted by the members of recipient communities. In this sense, training components have been implemented including training for the preparation, elaboration and execution of projects of community benefits, where the promoter or male/female teacher must integrate different community members to make them part of the project. On the other hand, the component of community investigation has been included through the training and practice carried out by male/women teachers and promoters in the collection of data which are useful in community educational service. Data coming from community schools have been thus updated in terms of student population, gender, languages in the classroom, as well as invitation to members of the community to visit schools, give talks, etc.

Progress: 100%

Activity 3.2.9.

The Educational Technology Center (in Spanish, "Centro de Tecnología Educativa" -CTE-) has been organized jointly among EDUMAYA, PRODESSA and ENLACE QUICHE. The following activities have been carried out for its organization and implementation:

- Permanent counselling by the Director of Enlace Quiché, Engineer Andrew Liberman, in respect of components and functionality, objectives and sustainability of the Center.
- Acceptance by the director of PRODESSA, Brother Oscar Azmitia, for installation in Ixcán, Quiché, and commitments for its functioning for the benefit of the several communities of Ixcán and self-sustainability of the Center.
- Quotations with several suppliers which represent trademarks that meet conditions and standards required by USAID.
- Changes and modifications were made in places selected for the CTE in respect of safety (bars and doors) and optimum conditions for their use (ceiling) by PRODESSA.
- Quotations were made with companies to install electrical fixtures and for use of the web, in accordance with standards suggested by Enlace Quiché. Such installations were finished on July 3, 2001.
- A memorandum of understanding was drawn up to be signed by EDUMAYA, PRODESSA and ENLACE QUICHE; same was sent over to USAID and comments thereto were included.

- A copy of all materials, equipment and accessories that need to be purchased for installation of the Center was delivered. This copy is at USAID for its approval and authorization to be purchased.
- See copy of memorandum and equipment and price lists in (Annex 3.2.b.).

Result Under 3.3.: NGOs under subagreement, evaluated, supervised and supported to comply with proposed objectives.

Activity 3.3.1.

Work meetings have taken place with the technical-pedagogical personnel of the following NGOs under subagreement: COMADEP and PRODESSA. Meetings were held at the headquarters of each NGO, at the formation centers in the field or at the EDUMAYA offices. In general, all the members of the technical team of EDUMAYA have participated at such meetings. Very specific needs for support have emerged at these supervision, counselling and evaluation meetings, such as reinforcement courses, support in linguistic and/or cultural themes, hiring of specialists and needs for schools, among others. These are the dates of such meetings:

- PRODESSA: March 15.
- COMADEP: March 20.

Progress: 100%

Activity 3.3.2.

Supervisory visits took place to presential meetings and training processes taught by specialized educators in the diverse themes included in pensa approved by MINEDUC and/or the Specific Plan of Education for the Uprooted Propulation. EDUMAYA's technician in supervision, Lic. Martín Chacach Cutzal, made such visits, carried out evaluations, prepared reports on such visits and provided technical support both in didactic aspects as well as in contents discussed at formative meetings. The schedule of visits and the formation centers of each NGO were selected proportionally and in the way of a sample to be able to carry out a systematized supervision process. Such schedule of visits and evaluations at supervised formation centers was the following:

<u>DATES / ACTIVITY</u>	<u>NGO</u>	<u>PLACE</u>	
From February 11 through 18 - Presential	PRODESSA	Sta. María Tzejá	Meeting
From February 18 through 25 - Presential	PRODESSA	Pueblo Nuevo	Meeting
From April 22 through 29 - Presential	PRODESSA	Sta. María Tzejá	Meeting
From April 22 through 29 - Presential Meeting	PRODESSA	Pueblo Nuevo	
From June 17 through 24 - Presential	PRODESSA	Sta. María Txejá	Meeting
From June 10 through 17 - Presesntial Meeting	PRODESSA	Pueblo Nuevo	
From March 18-19, April 15-16, May 12-13 - Presential	COMADEP	Costa Sur	Meeting
From May 14-15, June 18-20 - Presential	COMADEP	Costa Sur	Meeting
From May 13-15, June 8-10 - Presential	COMADEP	Costa Sur	Meeting
From January 19-22, February 24-25, March 24-25 - Presential	COMADEP	Petén and Barillas	Meeting
From April 21-22, May 11-12 - Presential	COMADEP	Petén and Barillas	Meeting

Progress: 100%

Activity 3.3.3.

Both reports and condensed reports submitted by the technical supervisor and by facilitating specialists may be seen in Annex 3.2.a. Table on summary of results (consolidated) of evaluations carried out by activities coordinated by NGOs and EDUMAYA may be also seen in (Annex 3.2.a.).

Progress: 100%

Result Under 3.4: Personnel hired for administration of Result Number 3, functioning

Activity 3.4.1.

Personnel hired for the administration and execution of Result No. 3 has been identified and has satisfactorily performed its attributions. The list of positions is the following:

- Director of External Projects
- Technical-Educational Supervisor
- Technical-Administrative Supervisor
- Workshops Coordinator
- Pedagogical Facilitators
- Secretary
- Driver

Database: The database corresponding to Result No. 3 is constantly updated. (See consolidated chart per townships in Annex 3.1.b.).

Progress: 100%

Activity 3.4.2.

The Department of External Projects of EDUMAYA and personnel thereof have the space and equipment necessary to fulfill their duties.

Progress: 100%

EDUMAYA/URL/AID PROJECT

Report of Activities for the First Semester, 2001

INTERMEDIATE RESULT NUMBER 4: INNOVATIVE COMMUNITY EDUCATION MODELS, SUPPORTED

Result Under 4.1: NGOs that renewed their subagreement for 2001, trained and supported in administrative procedures adequate for the control of assigned funds.

Activity 4.1.1.

The Advisory Committee was informed through several meetings, telephone calls, fax and e.mail, where emphasis was made on progress made pursuant with operation plans of each NGO and the accompaniment provided them by EDUMAYA, and information requested by the Mission. Another modality adapted during this semester is the submittal of proposals for approval by Committee members, such as reports, documents and applications, through the General Committee convoked by the Director, Licda. Anabella Giracca, who has submitted and negotiated everything that has been requested by this Result. (See General Committee reports).

Progress: 100%

Activity 4.1.2.

Meetings have been called and carried out with the committee integrated conjointly by EDUMAYA and the corresponding teams of *Escuelas Sin Fronteras* and IGER. Information on strategies and activities carried out in the accompaniment provided to each NGO has been given at such meetings, and also discussions have been held on contents, calendarization, facilitators and materials which have been used in workshops and other accompaniment actions, both with technical-pedagogical teams as well as with teachers and/or voluntary orientator teachers (in Spanish, "Maestros Orientadores Voluntarios" -MOV-) of each NGO. The dates are the following:

- IGER: February 1, May 29.
- ESCUELAS SIN FRONTERAS: January 18, March 14, and June 20.

Progress: 100%

Activity 4.1.3.

Administrative-financial support activities and the relation of advances-settlements with each NGO under subagreement have been carried out normally and observing the timetable established. The percentage of execution of the budget up to June 30, 2001, in accordance with an analysis-report of the Financial Direction, is of a 49.95% in respect of the 2001 budget. (See final closing data to June 2001 in Annex 4.1.a).

Activity 4.1.4.

A support workshop for administrative-accounting personnel of NGOs under subagreement corresponding to the first semester of 2001 was organized, where two persons per each NGO were invited. Topics discussed were selected in accordance with support needs detected by Lic. Daniel Yax, both in his evaluations and field supervisions made at the main offices and at the field offices of each NGO, as well as through reports of findings detected in Internal Audit and External Audit reports. See program and documents shared with attendants in (Annex 3.1.c). For workshops and counselling provided to NGOs for their administrative-accounting strengthening, both recipients in Result No. 3 as well as in Result No. 4 have been convoked. (See Activity 3.1.6).

Activity 4.1.5.

Annual operating plans requested from IGER and Escuelas Sin Fronteras for year 2001 were submitted, reviewed and approved. Such plans include the annual budget, monthly breakdown, activities timetable and scheduled disbursements. Handed out also were letters of approval including the explanation that their budgetary executions cannot be less than the 100% for this year. They were also informed which is the balance remaining to be executed in accordance with budgets approved for the life of the projects.

Progress: 100%

Activity 4.1.6.

NGOs under subagreement for this result have been supported and counselled in administrative, accounting and financial matters by means of visits, internal and external audits and constant communication. A support workshop for administrative-accounting personnel of NGOs under subagreement was organized corresponding to the first semester of year 2000, where two persons for each NGO were invited. Topics discussed were selected in accordance with support needs detected by Lic. Daniel Yax, both in his evaluations and field supervisions made at the main offices and at the field offices of each NGO, as well as through reports of findings detected in Internal Audit and External Audit reports.

Progress: 100%

Activity 4.1.7.

NGOs under subagreement for this result have been supported and counselled in administrative, accounting and financial matters by means of visits, internal and external audits and constant communication. The Internal Audit Departments of the URL and EDUMAYA Financial Department keep a calendar of such periodic visits and accompaniment in the revision of monthly results documentation and of all type of consultations.

Progress: 100%

Result Under 4.2. NGOs under subagreement, technically, pedagogically and culturally supported and strengthened in education models applied in no less than 100 community education centers.

Activity 4.2.1.

Work meetings have been called with NGOs under subagreement in accordance with calendar presented in Activity 4.1.2. At these meetings discussions have dealt with evaluations of implemented strategies, contents and thematics on training workshops and strengthening of technical-pedagogical teams, teachers and/or voluntary orientator teachers (in Spanish, "Maestros Orientadores Voluntarios" -MOV-), training programs and pertinent activities for the strengthening of MODELS AND PROCESSES OF TEACHERS' UPDATING IN EIB. (See meetings calendar in Activity 4.1.2).

Progress: 100%

Activity 4.2.2.

Texts elaborated by the Linguistics and Education Institute (in Spanish, "Instituto de Lingüística y Educación -ILE-) of the URL, were distributed in schools recipient of this result, both in the Ixcán area as well as in Ixil townships. The ILE was hired to develop a process of validation of such texts (See Memorandum of Understanding and Progress Report in Annex 4.2.a). Likewise, the ILE was hired to teach workshops for training of male/female recipient teachers, to learn and skillfully and properly apply these materials. Counselling was hired to carry out adjustments and the installation of the innovative model, Dialogue and Child Leadership (School Government) to the Educational Foundation Dr. Carlos Martínez Durán. Two installations were carried out, to wit:

- From March 16 through 21, at Santa María Txejá and in Pueblo Nuevo, Ixcán, Quiché.

- On April 6 and 7 at Santa Cruz Barillas, Huehuetenango.

EDUMAYA's technical team attended such installations and participated in the learning and knowledge and training processes of recipient male/female teachers. Upon evaluating the conditions of knowledge and training processes at this model installation on the part of EDUMAYA technicians, it was proceeded to carry put the repetition of the installation thereof at El Petén, from April 6 through 8, with satisfactory results. (See synthetic reports in Annex 4.c.b).

Progress: 100%

Activity 4.2.3.

The 2 NGOs under subagreement have been accompanied by means of workshops on formative training and other accompanying strategies addressed to male and female teachers and to male and female voluntary orientators (MOVs) included among direct recipients in support of community educational models implemented by NGOs under subagreement.

Such accompanying and strengthening process has been based on requirements included in operation plans submitted by each NGO for year 2000 and needs set forth at Committee meetings with each NGO.

In the execution of the contents of trainings, there have been established themes on training and facilitators thereof in agreement with technical teams of each NGO. Likewise, objectives and needs for technical support have been agreed in the models, curricular contents and pertinences thereof, methodologies and appropriate dynamics to be used in training and other support activities. For each theme or workshop different facilitators have been considered for formations, same that have been evaluated and, as the case may be, previously approved by the Director of this Result, the Technical Supervisor and the Training Coordinator of EDUMAYA, and after having been selected there have been elaborated, discussed and taught, induction courses and knowledge of the themes to train facilitators in contents, texts, etc., to be taught in such formative activities. Trainings, pursuant to the foregoing, have been adequated in respect of needs detected for each NGO (See programs and contents in the training plan and in the evaluation report in Annex 3.2.a).

Activities for formative accompaniment were taught in accordance with the following table:

- IGER, taught in one center, at Nebaj, El Quiché.
 1. From February 6 through 8. Participants: 185 MOVs
 2. From April 17 through 19. Participants: 183 MOVs
 3. From June 19 through 21. Participants: 172 MOVs

Progress: 100%

Activity 4.2.4.

Workshops and thematics have been organized and taught for members of the technical teams of the NGOs under subagreement, where efforts have been concentrated on the theoretical-practical strengthening of the members of the technical-pedagogical of each NGO, in terms of EIB fundamentals, strengthening of linguistic skills, andragogic methodology, use and motivation for students on the frequent use of installed minilibraries, with teachers and MOVs.

Progress: 100%

Activity 4.2.5.

As part of the strategies for year 2001, the component of community participation was defined and included in the POA. The objective for the inclusion of this component is focussed on the permanent use of minilibraries installed in community schools, the corresponding training for the male or female teachers, who have received techniques and training to motivate students in the utilization of materials and texts of the minilibraries, to motivate community members, including parents to use same and constant visits to them. Recipient male and female teachers were trained in the formation and reorganization of the community so as to integrate a local committee for community education, where diverse activities on how to modify and make the presence and support of the community towards the school and educational phenomenon were shared. (See charts on interaction and community participation in schools in Annex 4.2.c).

Progress: 100%

Activity 4.2.6.

Several work meetings were held with IGER, COMADEP and PRODESSA in order to determine the needs of texts, titles and materials which could be more urgent to have available for the use of teachers, students and communities. EDUMAYA technicians carried out their own surveys to determine the offer and the quality of texts at primary level. Likewise, a female consultant was hired to perform a survey on the availability of titles in several editing houses and institutions that publish educational materials. Based on such investigations, it was possible to prepare a list of texts to be purchased by EDUMAYA and delivered to NGOs recipients of this Result. Steps are being taken with libraries and editing houses and important discounts in quotations have been obtained. In such a way, the best suppliers are being selected and the corresponding purchase orders are being issued. It has been planned to carry out such purchases of materials during the month of July and then proceed to the distribution of same in August.

Progress: 100%

Result Under 4.3: NGOs under subagreement, evaluated, supervised and supported to comply with proposed objectives.

Activity 4.3.1.

Evaluation instruments designed together with Dr. Julia Richards, Wende Duflon and Eleuterio Cahuec del Valle from AID, EDUMAYA's technical team and Licda. Miriam Cuestas, from Monitoring and Evaluation (IDIES), were applied to the members of the technical-pedagogical teams of each NGO and by the members of the technical team of Results Nos. 3 and 4 (See summary chart in Annex 4.3.a).

Progress: 100%

Activity 4.3.2.

Evaluations and the following-up of application of innovations and EIB strategies are being carried out with a series of instruments and visits to a sample of schools where such models are applied. Instruments used measure from utilization and frequency of the use of books from the minilibraries in respect of teachers, students and community, up to the quantity and theme of the visits of parents within the classroom. Indexes that show internally the quantity and quality of community participation in schools have been created. (See synthesis chart in Annex 4.2.c).

Progress: 100%

Activity 4.3.3.

The accompaniment and technical strengthening have been provided to technical-pedagogical teams from ESF and IGER through individual meetings of the Committee with each NGO. As it has been informed, at such meetings strategies for the strengthening of models have been consensually defined and evaluated, and other needs to be satisfied have also been discussed. See Activities 4.2.1, 4.1.5, and 4.2.2.

Progress: 100%

Activity 4.3.4.

As informed under Activity 4.3.1, instruments for evaluation of bi-annual progress have been completed by NGOs and by EDUMAYA. Such charts are presented in a consolidated manner in Annex 4.3.(a) and are discussed with coordinators and technicians of each NGO to exchange experiences and visualize changes to strengthen those elements found as weak both in respect of NGOs as well as in everything

that concerns the accompanying work of EDUMAYA.

Progress: 100%

Result Under 4.4.: Personnel hired for the administration and execution of Result No. 4, in operation.

Activity 4.4.1.:

Several meetings were held to define and set forth new support strategies for Result No. 4 of EDUMAYA with an impact on population and communities of the Department of El Quiché. To such respect, conjoint meetings were organized to support associated projects among several institutions which currently develop projects financed by the USAID-G-CAP Mission in said Department. Associated institutions are: World Learning (PAEBI), COMAL, the University Rafael Landívar, the EDUMAYA-URL-AID Project, DIGEBI, MINEDUC, among others.

In summary, the following programs with university academic recognition have been implemented and/or are in process of being implemented:

- *Diplomado* in Intercultural Bilingual Education with emphasis in primary education (CEF). This *Diplomado* and all sections have the support granted by URL through the academic accreditation of studies made. This is thanks to coordination among the Academic Vicerectorate, the School of Humanities, the Direction of Regional Branches and the financial and technical support from EDUMAYA-URL-AID. World Learning (PAEBI) has contributed with the elaboration of modules for the instruction and training of facilitator teachers; additionally, it coordinates the technical accompaniment process of teachers in their classroom applications. This is considered the First Graduating Class, that completed studies and practices at the beginning of November, 2000. The Commencement ceremony was held on December 2 at Santa Cruz del Quiché. This *Diplomado* was completed by 159 participants in this section.
- *Diplomado* in EIB for the IXIL community. This is a program similar to the foregoing, except that it is being carried out directly in Nebaj, Quiché, to benefit teachers serving the three Ixil townships. This *Diplomado* was completed by 169 male and female Ixil teachers.
- Complement to the EIB in adult literacy (plus). This program was coordinated among EDUMAYA, COMAL and PAEBI. It consisted of carrying the same modules and accreditation of the EIB *Diplomado* complemented with other modules and specialized practices for initial education. A total of 28 participants completed their formation in this section. Results are: 14 alphabetization groups organized for a total of 303 recipient participants of the supervised literacy process.

- The training program for the Initial Education *Diplomado* that operated in Santa Cruz del Quiché was concluded. This section and curricular contents thereof were similarly based on the EIB *diplomado* with a component specialized in modules and practices orientated to propose an emphasis on pre-school education. The system used as methodology in the classroom is the Montessori system. 125 male and female teachers completed it.
- Uspantán and Cunén are two other sections of the EIB *Diplomado* that recently completed their formative activities. These sections began activities on September 29, 2000. 57 male and female teachers participated in the Uspantán section and 64 in the Cunén section. Activities were concluded and commencement exercises took place on June 30, 2001.
- Sections of Ixcán have been initiated in association with PAEBI and PRODESSA, where 138 male and female teachers of the area are enrolled. The Sacapulas section, with 117 participants; the Santa Cruz II with 110 participants; and the Joyabaj section, with 42 participants. All of these sections are in the training process and it is expected that they finish it in November 2001.
- EDUMAYA has hired a *male Diplomado* coordinator for each of the above sections and a female coordinator for updating and expediting administrative and technical matters. Liaison among URL, PAEBI, section and registration coordinators.

Progress: 100%

Result Under 4.5.: Personnel hired for the administration and execution of Result No. 4, in operation.

Activities 4.4.1., 4.4.2., and 4.4.3.

These activities related with the administration and execution of Results No. 3 and 4 are the same for both results. See Activities 3.4.1 and 3.4.2.

Database: Even though the elaboration of a database corresponding to this Result was not included within the activities of the Annual Plan for 2000, the need of having this support forced us to elaborate it for the purposes of recipients' controls, changes, lists and charts-information reports with variable crossings. (See consolidated charts in Annex 4.4).

**ADMINISTRATIVE SUPPORT
COMPONENT 5.**

Result Under 5.1. Select and hire personnel necessary for administration of the Project.

Activity 5.1.1.

The Direction General of the Project, as well as the Administrative-Financial Unit have, at present, the necessary personnel for the following positions: Director General, Secretary, Financial Director, 1 Finance-Administrative Supervisor, NGOs, 1 General Accountant, 3 Auxiliary Accountants with specific duties and 1 Computation Specialist.

Total: 9 units of personnel

Progress: 100%

Activity 5.1.3.

Rent payments to the URL were duly processed and made. The Administrative-Financial personnel was provided with all necessary tools to carry out its duties. The contracting of insurance for the administrative-technical personnel was done, with coverage for Accidents, Life and Fidelity Bonds, as well as for Goods in Use, with a specific policy for electronic equipment. Additionally, a Fidelity Bond has been obtained for money protection, for 51 financial-accounting employees of the four NGOs under subagreement.

Progress: 100%

Result Under 5.2. To provide administrative and financial support in accordance with URL and AID policies.

Activity 5.2.1.

By means of communications on the subject, EDUMAYA personnel, NGOs under subagreements, suppliers and customers, are being constantly informed of policies, standards and procedures for the financial management of the project, through talks and workshops, in accordance with provisions set forth by the URL and AID.

Progress: 100%

Activity 5.2.2.

Operation plans and EDUMAYA budget for year 2001 in process of normal execution.

Progress: 100%

Activity 5.2.3.

Administrative support for compliance with objectives of all results, provided continuously.

Progress: 100%

Activity 5.2.4

Administrative-accounting operations duly documented.

Progress: 100%

Activity 5.2.5.

Advance payment requests for financing execution of program and expenditures and investments liquidations filed opportunely.

Progress: 100%

Activity 5.2.6.

Coordination of activities with higher, financial and administrative authorities of the URL carried out in a continued and sustained manner.

Progress: 100%

Activity 5.2.7.

The external audit firm hired submitted the final report on the financial revision carried out for year ended on December 31, 2000, same that was duly sent to AID authorities. Negotiations have been initiated for hiring the audit of operations for year 2001, with emphasis on preventive revisions to NGOs due to the finalization of their subagreements.

Progress: 50%

Result Under 5.3.: Evaluation and dissemination of Project's results.

Activity 5.3.1

Activity 5.3.2

Activity 5.3.3

Carried out by the Institute for Economic and Social Studies of the URL, who will submit their report separately.

Result Under 5.4.: Coordinate and supervise Project's activities to fulfill its objectives.

Activity 5.4.2.

Coordinating actions developed for the technical, financial and administrative control of the Project.

Progress: 100%

Activity 5.4.3.

Continued and systematic supervision in order that alloted and executed resources be carried out, in accordance with established plans.

Progress: 100%

Activity 5.4.4.

Reports duly elaborated.

Progress: 100%