



CATHOLIC RELIEF SERVICES
Macedonia

May 11, 2004

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SUBJECT: CRS/Macedonia Civic Education Project – Quarterly Progress Report
Award Number. 165-0016-G-SS-8102-00

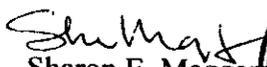
Dear Sir / Madam,

Attached for your review, please find the twenty-second Quarterly Progress Report for the CRS/Macedonia Civic Education Project, covering the period January 1 – March 31, 2004. This report has been submitted to the local USAID mission and the USAID Regional Contracting Office in Hungary.

Project Summary:

Descriptive Project Title: Civic Education: Path to A Civil Society Project
Sponsoring USAID office: Skopje, Macedonia
Award Number: 165-G-00-98-00102-00
Strategic Objective: 2.0 More Legitimate Democratic Institutions
Sub Intermediate Result: 2.1.3 Citizens are better informed about their rights and obligations
Contractor Name: Catholic Relief Services/Macedonia
Date of Publication: May 11, 2004

Sincerely,


Sharon E. Maggard
Head of Office
CRS/Macedonia



Cc. Mr. Dick Goldman, Mission Director USAID Skopje, Macedonia
Cc. Mr. Orion Yeandel, RCO Budapest, Hungary
Mr. Istvan Forian, RCO Budapest, Hungary

LG/LG

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ANNEXES

Annex 1 Final Report on Students Achievements in Pilot Project Schools

Annex 2a TraiNet Strategic Objective Costs

Annex 2b TraiNet Trainings Costs

Annex 3 Civic Education Team Special Recognition Award

Annex 4 Scope of Work – Civic Education Project Final Evaluation

Annex 5 Financial report January 1 – March 31, 2004

Annex 1 Final Report on Students Achievements in Pilot Project Schools

**CATHOLIC RELIEF SERVICES/MACEDONIA
“CIVIC EDUCATION: PATH TO A CIVIL SOCIETY” PROJECT
QUARTERLY PROGRESS REPORT**

Award Number: 165-0016-G-SS-8102-00
Progress Report No: 22
Reporting Period: January 1 – March 31, 2004

PROGRESS TOWARDS OBJECTIVES

CRS/Macedonia Civic Education project staff, in close cooperation with the Bureau of Educational Development (BED) within the Ministry of Education, accomplished the following during this reporting period:

- Training of Trainers was implemented for BED advisors for delivering trainings to school support teams;
- Regional trainings for civic education school support teams started;
- The final report for civic education standards development process was printed;
- The result from the pilot phase of standard development process was presented to BED advisors and teachers involved in the civic education project in a workshop; The first workshop was held for Pedagogical Faculties to explore integration of civic education curricula for teacher education.

1. CATHOLIC RELIEF SERVICES

1.1 Staffing and Infrastructure Changes

During the reporting period January - March 2004 there were changes in the structure of the Civic Education team and CRS Management. Blake Chrystal, Programs Manager accepted new position as CRS/Europe Sub-Regional Program Manager and Sharon Maggard, Head of Office assumed the responsibilities performed by international project staff, position under Civic Education project has been reduced from 50% to 25%. Besa Gavazi, Civic Education Project Assistant has resigned from CRS / Macedonia, this position may be filled to close the grant.

1.2 CRS' Education Department

The teachers strike in January - February time frame delayed the start of project work for the secondary schools involved in the School Connectivity Project (SC). However, after the start of the semester the schools started with the work that needed to be completed in cluster groups within the Unit 3: "Building Cultural Connections".

During this reporting period MT Net extended the donation agreement for Internet connection in SC schools, for one additional year, from January 1st 2004 until December 31st 2004, this represents a financial commitment of (\$10,000). CRS and MT Net will sign Memorandum of Understanding and organize a meeting (forum) with representatives from Ministry of Education, Bureau for Educational Development, MT Net and CRS to discuss the methodologies for sustaining the project long term.

In late February, the project received confirmation from the US Bureau of Educational and Cultural Affairs that CRS' application for a \$500,000 amendment to the existing award had been approved.

During February and March preparations for an International SC Conference were going on. All tasks relating to the Conference were initiated and completed, including the selection and insuring of applicants; arranging of travel; the Website Competition in all schools followed by national level competitions; and the logistical organization of events by CRS staff.

2. TECHNICAL ASSISTANCE

2.1 International Technical Assistance

2.1.1 World Learning

During this reporting period a Training Intervention Concept for In-country Training (ICT) was discussed with World Learning. The training is planned to support the process for institutionalization of the civic education curricula on university level. World Learning has coordinated the selection of external consultants for upcoming ICT. Ms. Jana Stara from Charles University, Prague and Mr. Alan Briton from University of Glasgow were selected.

2.2 Local Technical Assistance

2.2.1 BED/MOE/Civic Education Working Group

During this reporting period the Bureau for Educational Development (BED), Civic Education Working Group and the CRS/Civic Education team have planned and implemented the following project activities:

- Schedule for school support teams trainings;
- Training design for parental involvement, aimed to target school support staff members;
- The *Final Report on Students Achievements in Pilot Project Schools* covering the results from the testing and analysis of surveys conducted with school directors, teachers, parents and students;
- Held an informational workshop regarding the pilot phase of standard development process.

The BED CE working group has planned for the next reporting period the following activities: training of the trainers who will train school support staff members on how to involve parents in school programming; Publishing and distribution of training materials; publishing of the eight edition of the "*Civic Education Today*" newsletter and scheduling and conducting trainings for regional school support teams.

3. MINISTRY OF EDUCATION / BUREAU FOR EDUCATIONAL DEVELOPMENT OF MACEDONIA

During this reporting period, there was a teacher's strike, meeting with MOE on future plans for education regarding entrance to EU, meeting with the BED regarding civic education events and participation on Human Rights Education National Consultancy.

In January through February a strike was organized by the Syndicate of Educational Institutions (SONK) that delayed some of the work in CE. The strike took about month and the requirements were the following: increasing the salaries and payment for food allowance retroactive in amount more than 25 % of the average salary in Macedonia. There were several meetings held between SONK's leader and representatives from the Ministry of Education, Ministry of Finance and Ministry of Labor. Although it was unworkable for the Macedonian government to respond to all requirements, after a month the strike was ceased, and teachers were facing difficulties to get back on task due to the one-month delay.

The CRS Civic Education (CE) team leaders and the CRS/Macedonia Head of Office met with Mr. Tale Geramitcioski, the Deputy Minister of the Ministry of Education (MOE) and presented the CRS programs in Macedonia putting emphasis on Civic Education project activities. The Deputy Minister informed that the current education system is planning several changes to meet the European Union (EU) education standards in Macedonia and that the MOE plan is underway to add grade zero and an extra year of high school for vocation training or college preparation and implementation of decentralization law on local level and within the schools. The Deputy Minister thanked CRS for investments and support provided to Macedonian Government over the past 12 years of presence in Macedonia and expressed his continued support and desire to continue with existing partnership and sustainable development of civic education in Macedonia.

The CRS Civic Education team had coordination meetings with BED director regarding planned public presentation on civic education standards. The agenda and presenters were established, however, due to the tragic death of the President Boris Trajkovski, the presentation was postponed until May 17, 2004.

CRS Education staff on January 29 and 30 participated on Human Rights Education National Consultancy. During this event Ms. Golubina Gjogjevska, Leader of the BED Civic Education Working Group presented the civic education project and related its human rights content.

4. PROJECT RELATED ACTIVITIES

4.1. School Support Teams - Civic Education Programs of Study

On January 25-28 the BED advisors were trained in a seminar facilitated by Golubina Gorgjevska, Gjorgji Kosev and Slobodanka Ristevska. The participants learned: communication methods using personality profiling, diversity and conflict resolution tools, monitoring and evaluation, and developed skills in planning strategies for successful civic education implementation in schools.

The start of the regional school support teams trainings was delayed due to the strike, trainings started on March 15 in accordance with the timetable prepared by BED advisors. During this reporting period 6 trainings were conducted with a high level of attendance and overall 161 members of school support teams from Skopje, Ohrid, Struga, Kavadarci, Strumica regions were trained. Despite the delay the trainings will be finalized by the end of June as per the USAID and CRS annual implementation plan schedule.

4.2. School Support Teams – Parental Involvement

Ms. Golubina Gjorgjevska, BED Advisor and Ms. Slobodanka Ristevska, CRS external consultant developed a training module for parent involvement and completed the training materials and methodology for the two main sections called: *Structure and organization of the educational process in the school and areas of parental involvement* and *Parents' Rights and responsibilities in the School*.

By the end of the reporting period training groups were identified and BED Director approved a list of 17 trainees to participate on Training of Trainers planned to be held first week of April 2004.

4.3 Civic Education Curriculum at University Level

During this reporting period, CRS Civic Education team continued with activities to assist pedagogical faculties in the process for integration of the civic education curricula and methodology on university level.

The first workshop with Pedagogical Faculties was held on January 15-16 in Ohrid, and initiated the process of incorporation the civic education curricula and methodology at the pedagogical

faculties in Macedonia. The participants on this workshop were professors from Pedagogical Faculties from Skopje, Shtip, Bitola, Teacher Training Faculty – South Eastern Europe University, Tetovo and BED advisors. All the workshops participants, provided input for developing modules by specific subjects: Sociology, Sociology of Education, Mother Tongue, Pedagogy, Educational Technology, Nature and Social Science. The cooperation between the BED representatives and professors was quite good; this is significant progress since the history of cooperation between two institutions has in the past been low. Significant planning for next steps was completed and first activities include modules development and communication through information exchange.

4.4 Civic Education Standards

The BED Assessment Unit finalized the content for the *Final Report on Students Achievements in Pilot Project Schools*. The report presents the students' results from the testing including analysis of the survey conducted with school directors, teachers, parents and students. The content of this report has been translated into English, Albanian and Turkish language. Please refer to **Annex 1** for the report.

The results from the pilot phase of standard development process were presented to BED advisors and teachers involved in the civic education project at a workshop held on March 2 in Skopje.

Future plans include presentation/consultancy meeting planned to be held in May. In this meeting data will be gathered, from educational stakeholders, including MOE experts, BED advisors, university professors, teachers, that will provide the basis for recommendations about further development of civic education standards, and educational reforms needed in Macedonian educational system.

4.5 Parental Networks

On February 21 – 22 a two-day seminar was organized for 25 representatives from the Networks of the Parent Councils: "VIDICI" – Ohrid, "BITOLA" – Bitola and "RODITELSKI GLAS" – Strumica. The goals of the seminar were to provide capacity building sessions on: "*What we should know if we want to select a good student textbook?*", linking methodologies, and introducing participants to the terms and criteria related to the Small Grant Program. The sessions also focused on planning project activities, needed resources and budget line items. Seminar sparked a high level of interest from the participants.

As a result of the training, parent council three networks have been actively working on development of project proposals under the Civic Education Project Small Grant Program. Proposals were submitted for funding on March 31 to the Grants Approval Committee. Grant awards are pending.

The grant types submitted by the Networks include: training programs, workshops and seminars for Parent Councils, panel discussions on parental involvement, promotional activities related to parental networking, as well as provision of support for institutional strengthening of the Networks.

4.6 Civic Education Newsletter

The BED Editing Committee collected materials and articles for the eighth edition of the *Civic Education Today* newsletter from the BED advisors, school directors, teachers, university professors and other civic education project stakeholders. The articles selected were reviewed and approved by the Editing Committee and the newsletter will be printed next period.

4.7 Civic Education Program Localization Planning

CRS internal localization planning has been started; a business consultant has been hired through the USAID program to create a business plan and assist in filing for a Macedonian business license. The business plan has had its first draft review by CRS and CRS HOO met with USAID to obtain approval for Civic Education team to register the organization. CRS civic education spin off team consists of four CRS staff; they will be presenting their business plan and organization to USAID education department and other donors during the next period. CRS will sign an MOU to help the new NGO network and file initial grants. In aim to support on-going efforts of the team. USAID nominated two CRS Civic Education staff to participate in training on "Transitioning of Organizations to Indigenous Entities" supported by USAID and organized by World Learning and Institute for Sustainable Communities (ISC).

4.8 TraiNet Database

The USAID TraiNet database is updated on a regular basis ensuring that information on participants, trainers, evaluation and cost per training is being entered for each Civic Education school support team training seminar conducted during the reporting period.

Please refer to **Annex 2a and 2b** for summary reports from the TraiNet database.

4.9 Staff Development

CRS Civic Education team staff participated at a half – day workshop in the USAID Macedonia office. The purpose of the workshop was to assist USAID / Macedonia implementing partners in understanding the underlying principles of gender in development and relevant obligations under USAID funding and to give participants analytical tools to help them integrate gender in all aspects of the activity process. The workshop included interactive activities to understand the strategies for integration of gender issues in activity design for work in Macedonia.

4.10 CRS Special Recognition Award

CRS/Macedonia Civic Education Team has received 2003 the international CRS Team Special Recognition Award announced at a Town Meeting on 27th February by Bishop Lynch, Chairman of the CRS Board of Directors, and Ken Hackett, CRS Director. Dorrett Byrd, CRS Deputy Executive Director / Overseas Operations and Mark Schnellbaecher, CRS Regional Director for Europe/MENA presented the recognition to the team in a formal meeting with USAID. Please refer to **Annex 3** for copy of the Civic Education Team Special Recognition Award.

4.11 Final Project Evaluation

Scope of work for final project evaluation has been developed and sent to 13 international and local consultants/consultancy organizations. The deadline for submission of bids is April 15. The final evaluation will be conducted during the last two weeks of May 2004 and is planned to assess the Civic Education project achievements of goal and objectives covering the life of the project from 1998 – 2004. Please refer to **Annex 4** for Final Evaluation Scope of Work.

5. FUTURE ACTIVITIES

5.1 School Support Teams - Civic Education Programs of Study

Civic Education team will continue with scheduling and implementation of trainings for School Support Teams on the regional level throughout Macedonia and complete the cycle of trainings by the end of June 2004.

5.2 School Support Teams – Parental Involvement

Training of Trainers for BED advisors on Parental Involvement for School Support Teams is planned for the first week of April. Training program materials will be published as a handbook (in Macedonian and Albanian language) and a copy will be provided to each primary school in Macedonia. The implementation of trainings on regional level throughout Macedonia is planned for month of May.

5.3 Civic Education Curriculum at University Level

In-country training for the working group of professors from four pedagogical faculties in Macedonia will be held from April 24-27 in cooperation with World Learning where experts from Czech Republic and UK will present civic education curricula at their universities.

5.4 Civic Education Localization Planning

The business plan for CRS Civic Education team spin off and localization will be developed and *Macedonian Civic Education Center* will be registered as local NGO.

5.5 Civic Education Standards

The BED Working Group for standards development will develop test items that will be printed as test booklets for civic education testing planned for month of May.

5.6 Parental Networks

During the next quarter, CRS Approval Committee will review the Network's proposals in accordance with approval criteria and it is planned that Networks will start with project activities implementation.

5.7 Civic Education Newsletter

Eighth edition of the *Civic Education Today* Newsletter will be printed and distributed to schools throughout Macedonia.

5.8 Final Project Evaluation

During the next reporting period consultants for the final evaluation of the project will be selected and during the period May 17 – May 29 the final evaluation will be conducted. Project Checklist will submitted to USAID.

6. FINANCIAL ACTIVITY

Please refer to **Annex 5** for the Budget Comparison Report covering the period January 1 – March 31, 2004.

Annex 2a TraiNet Strategic Objective (SO) Costs

Cost by Strategic Objective

Query:

(Period: 01-Jan-04 to 31-Mar-04)

2.1 Citizen Participation

Training Program	TP ID	US dollar	US actual
Civic Education...A path to a civil society	MKXCRS000396	\$908.50	\$1,034.72
Civic Education...A path to a civil society	MKXCRS000397	\$810.50	\$943.53
Civic Education...A path to a civil society	MKXCRS000398	\$639.00	\$701.10
Civic Education...A path to a civil society	MKXCRS000399	\$712.50	\$748.35
Civic Education...A path to a civil society	MKXCRS000400	\$688.00	\$789.22
Civic Education...A path to a civil society	MKXCRS000401	\$663.50	\$908.84
Civic Education...A path to a civil society	MKXCRS000402	\$663.50	\$739.36
Civic Education...A path to a civil society	MKXCRS000403	\$737.00	\$809.23
Total Training Cost for 2.1 Citizen Participation		\$5,822.50	\$6,674.35

1.3 Private Sector Growth

Training Program	TP ID	US dollar	US actual
Total Training Cost for 1.3 Private Sector Growth			

2.3 Local Government

Training Program	TP ID	US dollar	US actual
Total Training Cost for 2.3 Local Government			

4.1 Special Initiative

Training Program	TP ID	US dollar	US actual
Total Training Cost for 4.1 Special Initiative			

		US dollar	US actual
Total Training Cost - All SOs		\$5,822.50	\$6,674.35

Annex 2b TraiNet Trainings Costs

Training Cost

Query:

(Period: 01-Jan-04 to 31-Mar-04)

TP ID: MKXCRS000403

Start: 3/30/2004 End: 4/1/2004 Field of Study: Teaching Methodology

Summary by Budget Category

	US dollars	US actual
<i>Instruction</i>		
Trainer costs	\$100.00	\$134.30
Instruction Sub-Total:	\$100.00	\$134.30
<i>Trainee</i>		
Supplies	\$91.00	\$91.00
Refreshments	\$364.00	\$434.65
Trainee Sub-Total:	\$455.00	\$525.65
<i>Travel</i>		
Travel reimburseme	\$182.00	\$149.28
Travel Sub-Total:	\$182.00	\$149.28
Grand Total:	\$737.00	\$809.23

TP ID: MKXCRS000396

Start: 3/15/2004 End: 3/17/2004 Field of Study: Teaching Methodology

Summary by Budget Category

	US dollars	US actual
<i>Instruction</i>		
Trainer costs	\$100.00	\$301.40
Instruction Sub-Total:	\$100.00	\$301.40
<i>Trainee</i>		
Supplies	\$115.50	\$115.50
Refreshments	\$462.00	\$519.50
Trainee Sub-Total:	\$577.50	\$635.00
<i>Travel</i>		
Travel reimburseme	\$231.00	\$98.32
Travel Sub-Total:	\$231.00	\$98.32
Grand Total:	\$908.50	\$1,034.72

TP ID: MKXCRS000397

Start: 3/18/2004 End: 3/20/2004 Field of Study: Teaching Methodology

Summary by Budget Category

	US dollars	US actual
<i>Instruction</i>		
Trainer costs	\$100.00	\$328.05
Instruction Sub-Total:	\$100.00	\$328.05
<i>Trainee</i>		
Supplies	\$101.50	\$101.50
Refreshments	\$406.00	\$484.61
Trainee Sub-Total:	\$507.50	\$586.11
<i>Travel</i>		
Travel reimburseme	\$203.00	\$29.37
Travel Sub-Total:	\$203.00	\$29.37
Grand Total:	\$810.50	\$943.53

TP ID: MKXCRS000398

Start: 3/23/2004 End: 3/25/2004 Field of Study: Teaching Methodology

Summary by Budget Category

	US dollars	US actual
<i>Instruction</i>		
Trainer costs	\$100.00	\$161.47
Instruction Sub-Total:	\$100.00	\$161.47
<i>Trainee</i>		
Supplies	\$77.00	\$77.00
Refreshments	\$308.00	\$384.70
Trainee Sub-Total:	\$385.00	\$461.70
<i>Travel</i>		
Travel reimburseme	\$154.00	\$77.93
Travel Sub-Total:	\$154.00	\$77.93
Grand Total:	\$639.00	\$701.10

TP ID: MKXCRS000399

Start: 3/23/2004 End: 3/25/2004 Field of Study: Teaching Methodology

Summary by Budget Category

	US dollars	US actual
<i>Instruction</i>		
Trainer costs	\$100.00	\$154.27
Instruction Sub-Total:	\$100.00	\$154.27
<i>Trainee</i>		
Supplies	\$87.50	\$87.50
Refreshments	\$350.00	\$404.67
Trainee Sub-Total:	\$437.50	\$492.17
<i>Travel</i>		
Travel reimburseme	\$175.00	\$101.91
Travel Sub-Total:	\$175.00	\$101.91
Grand Total:	\$712.50	\$748.35

TP ID: MKXCRS000400

Start: 3/25/2004 End: 3/27/2004 Field of Study: Teaching Methodology

Summary by Budget Category

	US dollars	US actual
<i>Instruction</i>		
Trainer costs	\$100.00	\$159.07
Instruction Sub-Total:	\$100.00	\$159.07
<i>Trainee</i>		
Supplies	\$84.00	\$84.00
Refreshments	\$336.00	\$404.67
Trainee Sub-Total:	\$420.00	\$488.67
<i>Travel</i>		
Travel reimburseme	\$168.00	\$141.48
Travel Sub-Total:	\$168.00	\$141.48
Grand Total:	\$688.00	\$789.22

12

TP ID: MKXCRS000401

Start: 3/25/2004 End: 3/27/2004 Field of Study: Teaching Methodology

Summary by Budget Category

	US dollars	US actual
<i>Instruction</i>		
Trainer costs	\$100.00	\$285.37
Instruction Sub-Total:	\$100.00	\$285.37
<i>Trainee</i>		
Refreshments	\$322.00	\$384.70
Supplies	\$80.50	\$80.50
Trainee Sub-Total:	\$402.50	\$465.20
<i>Travel</i>		
Travel reimburseme	\$161.00	\$158.27
Travel Sub-Total:	\$161.00	\$158.27
Grand Total:	\$663.50	\$908.84

TP ID: MKXCRS000402

Start: 3/30/2004 End: 4/1/2004 Field of Study: Teaching Methodology

Summary by Budget Category

	US dollars	US actual
<i>Instruction</i>		
Trainer costs	\$100.00	\$141.48
Instruction Sub-Total:	\$100.00	\$141.48
<i>Trainee</i>		
Supplies	\$80.50	\$80.50
Refreshments	\$322.00	\$389.68
Trainee Sub-Total:	\$402.50	\$470.18
<i>Travel</i>		
Travel reimburseme	\$161.00	\$127.70
Travel Sub-Total:	\$161.00	\$127.70
Grand Total:	\$663.50	\$739.36

13

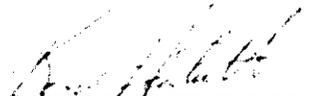
Annex 3 Civic Education Team Special Recognition Award

CATHOLIC RELIEF SERVICES - USCCB
2003 SPECIAL RECOGNITION AWARD

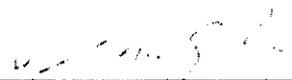
Presented to
The CRS Macedonia Civic Education Team

In Appreciation for Outstanding Achievement to
CRS and the People We Serve

February 26, 2004



Ken Hackett
President & Chief Executive Officer



Bishop Robert N. Lynch
Chairperson of the Board of Directors

Annex 4 Scope of Work – Civic Education Project Final Evaluation

CRS/Macedonia
Civic Education... Path To A Civil Society Project
Consultancy for Final Evaluation

1. Purpose of Consultancy

Catholic Relief Services (CRS) in Macedonia seeks the services for the final evaluation to assess the extent to which the Civic Education project has achieved its goal and objectives. The evaluation will cover the period 1998 – 2004 with emphasis on activities from May 2002 – May 2004. The evaluation process should also provide recommendations on its components for future implementation and sustainability.

2. Background

Catholic Relief Services/CRS as international non-governmental organization has been present in Macedonia since 1992. Over the past 12 years in Macedonia CRS has been implementing programs in the areas of education, humanitarian assistance, community services, peace building, micro finance and reconstruction.

In September of 1998 Catholic Relief Services/Macedonia (CRS), in partnership with the Macedonia Ministry of Education/Bureau of Education Development (MOE/BED), began implementation of the United States Agency for International Development (USAID) funded Civic Education project, taking the first steps in the long-term process of educating children and parents on the important role they have to play in the development of civil society. The program works with government officials, teachers, school management staff, parent councils, university professors and students.

To date the civic education curricula has been implemented in all 344 main elementary and satellite schools in Macedonia. The key accomplishments include: civic education curricula development, teacher trainings, capacity building of school support teams, provision of textbooks and publication of newsletters, documentary video production, development of pilot standards for civic education, institutionalization of the civic education curriculum at the pedagogical faculties, strengthening of school parent council mechanisms for participation within educational decision-making, public awareness campaigns and monitoring and evaluation activities.

The objectives of the Civic Education project, include the following:

Objective (1): Students acquire the skills to participate in civil society through the introduction of Civic Education into primary schools at Kindergarten, Grades 1 through 6 levels;

Objective (2): Primary school parent councils and parental networks acquire skills to actively participate in educational decision-making in Macedonia.

The activities that correspond to these objectives can be grouped under the following key areas:

1. Establishing and maintaining working relationships with implementing partners
2. Curricula and Textbook development
3. Teacher and School Support Teams Trainings
4. Civic education standards development
5. Institutionalization of the civic education curriculum at the pedagogical faculties

6. Parental involvement in educational reform
7. Public awareness
8. Ensuring sustainability in Civic Education programming

Mid-Term Evaluation

In accordance with the project proposal, CRS contracted an external consultant to conduct a mid-term evaluation of the Civic Education project. In a competitive process, the Scottish Qualifications Authority¹ (SQA) was selected, and the evaluation was done April and May 2002.² The primary objectives of the evaluation were to review the implementation and impact of project activities, assess the extent to which project objectives were being achieved, assess project sustainability and provide recommendations on ways to improve the implementation of the project. The evaluation was implemented throughout Macedonia through questionnaires, structured interviews, classroom observations and audits with a wide spectrum of project stakeholders including school staff, students, parents, program implementers, BED and MOE officials, CRS staff and relevant USAID staff. SQA evaluated the Civic Education project highly favorably and made several recommendations for improvements including pre-service training at the pedagogical faculties, civic education standards development, publication of best practices and lessons learned, more colorful textbooks and guidance materials for parents on ways in which they can assist their children in civic education.

3. Background To Project Activities

The activities that correspond to project objectives can be grouped under five key areas:

a. Establishing and maintaining working relationships with implementing partners

CRS has maintained an excellent and longstanding partnership with the MOE/BED. Mechanisms that promote full partner participation in project development have been established and have helped to achieve greater mutual ownership of both process and outcome, increasing local capacities and acknowledging the partners' expertise. During current project implementation the responsibilities of the MOE/BED include national implementation of teacher and school support teams trainings, civic education curricula and textbooks development, development of pilot civic education standards.

CRS/Macedonia Civic Education Team supports MOE/BED in the implementation of project activities including: teacher and school support teams trainings, supporting parental involvement; establishing linkages with university professors to facilitate integration of civic education in the existing university curricula; monitoring and evaluation of civic education achievements and development of civic education testing mechanisms and standards.

b. Curricula and Textbook development

Through the project the civic education curricula, initially developed by the Center for Civic Education (CCE) from the USA, and modified by Macedonian educators and experts, has been introduced throughout the elementary education system. BED staff and teacher mentors have conducted teacher trainings throughout Macedonia. Classroom teaching is based on interactive methods and participation in the classroom. With the "Foundations of Democracy" curriculum for

¹ SQA is the national body in Scotland responsible for the development, accreditation, assessment, and certification of qualifications other than degrees. SQA also supports the development of qualifications systems through the provision of consultancy services and support worldwide.

² Due to conflict and civil unrest in Macedonia in 2001, the evaluation was delayed slightly from the original planned date.

kindergarten and grades 1-4, students are introduced to the concepts of authority, privacy, responsibility and justice. These concepts are presented through didactic stories and interactive teaching and learning methodologies. With the “We the People... Project Citizen” curriculum for grades 5-6, students are actively engaged in learning how to monitor and influence public policy and promote civic participation among students, parents and members of the community. Through the project student participants’ work together to identify and study a public policy issue in their community, eventually developing an action plan for implementing their policy and a portfolio displaying their work. Through the project CRS also supported a countrywide Student Showcases Competition, where students involved in “Project Citizen” presented their portfolios in a nationwide event.

Civic education textbooks have been produced for 196,709 students and 14,220 teachers in kindergarten and grades 1-6 in the three main languages of instruction: Macedonian, Albanian and Turkish. The textbooks were produced through modification and local adaptation of civic education program contents developed by CCE. In addition, a civic education textbook for grades 5 and 6 students was developed locally by the BED and published for 34,400 students. This textbook introduces the structure of Macedonian schools, local and national government and further supports citizen awareness, understanding and opportunities to participate in public policy decision-making.

c. Teacher and School Support Teams Trainings

During the period 1998 – 2003 through four cycles of trainings, total of 11,196 teachers have been trained to deliver the civic education programs of study in Macedonia primary schools and kindergartens. In 2004, CRS and BED continued to support a 5th cycle of trainings for school support teams. Capacity building of school support teams ensures sustainable mechanism at school level to provide continuous professional support and assistance in CE implementation to all structures in the school. The school support teams have primary responsibility for the quality implementation of civic education in lower and upper elementary classes; support of parent councils to increase effective parental involvement and self-evaluation on school level.

d. Standards Development

Through the Civic Education project CRS has worked in close collaboration with the BED in the development of pilot standards for civic education. Standards are a monitoring and evaluation tool used to measure knowledge and skills gained by students. They also provide relevant guidelines for teachers in their preparation and professional development. The MOE has addressed the needs for the development of national education standards with the establishment of the BED Assessment Unit in 2001. To date the BED Assessment Unit has developed standards for mathematics and native language (Macedonian and Albanian). The development of civic education standards will provide an understanding of expected program results and influence on improvement of teaching practices. Adequately established standards based on real measurements form the basis by which the civic education program can be fully and sustainably integrated into the primary education curricula documents. Standards will also be used as a benchmark for future assessment of students’ attainments and skills for civic education curricula on national level.

e. Institutionalization of the civic education curriculum at the pedagogical faculties

With in-service teacher trainings implemented through the current Civic Education project, the most appropriate way to ensure continued and successful implementation of the civic education curriculum in all schools in Macedonia was the provision of pre-service teacher training at the

pedagogical faculties. At the university level institutionalization of the civic education program includes introduction of the program at pedagogical faculties in Macedonia. Activities support the institutionalization of the civic education curriculum at the pedagogical faculties include promotion of the objectives and activities related to the successful integration of the civic education methodologies and contents at pedagogical faculties and development of a concept paper to cover the analysis of possible areas for integration of the civic education in the university curriculum.

f. Parental involvement in educational reform

The parental component of the civic education project was supported and implemented through partners including the Bureau of Educational Development as well as a core group of Parent Councils with whom CRS has established a strong and effective relationship.

CRS undertook a number of activities towards achieving this objective: introductory seminars on civic education program contents and methodologies for Parent Councils representatives; brochures for Parent Council members were published in three main languages of instruction and distributed to all 344 primary schools in Macedonia in order to introduce parents to Civic Education programs and promote program implementation in the schools; CRS and BED organized trainings for school support staff from all primary schools in Macedonia in order to build their capacity and provide training methodologies to foster parental involvement on school level.

g. Public awareness

Also through the project a civic education newsletter "*Civic Education – Today*" was published in 213,500 copies for distribution to all primary schools in Macedonia the three main languages of instruction. Teachers, directors and parents contributed to the newsletter, which records the development and highlights of the Civic Education project in Macedonia.

Civic Education video documentary was developed and broadcasted on national and local TV stations in Macedonia. The video documentary gives informative overview on civic education implementation in Macedonia and presents different ethnical and cultural aspects of Macedonian society.

Final Evaluation Objectives

1. To review Mid-term Evaluation Report with emphasis on given recommendations and assess the level of integration of recommendations in the on-going project activities;
2. To provide evaluation on the following project activities / areas implemented from May 2002 to May 2004 including: teacher trainings, standards development, civic education integration on university level, school support teams trainings, newsletter production, development of video documentary.
3. To provide CRS/Macedonia with a final evaluation and assess the program's general achievements over the period of September 1998 – May 2004 in compliance with USAID requirements;
4. To learn from the experiences of previous years of effort and to gain insights as to where donor assistance might be most effective in further promoting the civic education;
5. To provide CRS/Macedonia with recommendations for sustaining implementation of the Civic Education project.

These deliverables will require use of both quantitative and qualitative research methods, and it is expected that the evaluation will require a traditional approach.

Final Evaluation Expected Outcomes

- Analysis of the mid-term evaluation recommendations and levels of inclusion:
- Levels of civic awareness and practices of BED advisors, teachers, parents, students, university professors, involved in program activities;
- Levels of MOE/BED awareness of their vision, role and responsibilities specifically in the field of Civic Education;
- Recommendations on follow up activities related directly to project implementation to ensure effective and sustainable civic education in the future.

Duration

The final evaluation of the project is planned prior to the end of May 2004. It is expected that the time spent on evaluation activities will require a maximum of 10 working days in Macedonia. It is expected that the consultant will require a further period of time prior to the evaluation for research of existing available documentation, and evaluation design in coordination with CRS / Macedonia Civic Education staff, and after for report writing.

Evaluation Research Base

The evaluation research base will involve the following key implementing partners, individuals and information;

- Training database
- Project Work Plans
- Project Reports
- Mid-term Evaluation Report
- Ministry of Education/Bureau for Educational Development representatives
- Bureau for Educational Development Advisors
- School Directors, Teachers, Students, University Professors and Parent Council representatives
- CRS/Macedonia staff
- USAID
- World Learning

Evaluation Activities

The evaluation will involve the following key activities, but will not be limited to;

- Review Civic education documents prior to arrival, including project proposal and project extension proposal, Annual Implementation Plans, Quarterly and Annual Reports, Mid-term Evaluation Report, Standards Technical Report and Report on student achievements and results.
- Review of all phases of the implementation activities during the period September 1998 – May 2004, through evaluation of project documentation, interview / discussion with CRS/Macedonia staff, implementing partners representatives, and project donors.
- Field activities
- Further discussion or clarification with related staff if necessary
- Exit session involving all team members, related staff and management of CRS/Macedonia will be held to share final draft of the evaluation report

Milestones / Reporting

The final evaluation will require reporting on;

1. Documentation for evaluation design and activities ten days prior to arrival in Macedonia;
2. Debrief report on evaluation activities within Macedonia prior to departure from Macedonia;
3. Final evaluation report available for CRS/Macedonia on or by 1st August 2004.

Assessment Team Members Skills

The evaluation unit skills will involve following key skills and experience:

- Evaluation Research Design;
- Final and summative program evaluation -USAID experience – Preferred;
- Evaluation of Education Reform programs; Curricular Development; Teacher Training Program implementation and evaluation, monitoring and research;
- Experience in Civic Education and / or within the South East Europe – Preferred

The assessment team should comprise two (2) Expatriate team members, one (1) Macedonian team member.

One Expatriate Team Member/Team Leader:

Should have relevant experience in the design, development, evaluation and/or implementation of education programs. Prior experience in leading and conducting evaluations of USAID programs highly preferred. Professional experience in Macedonia or South Eastern Europe is also strongly desirable. He/she must be fluent in English and have excellent writing and presentation skills.

Second Expatriate Team Member:

Should have relevant experience in the design, development, evaluation and/or implementation of education programs. Previous experience conducting evaluations of USAID programs is highly preferred. Professional experience in Macedonia or South Eastern Europe is also strongly desirable. He/she must be fluent in English and have excellent writing and presentation skills.

One Macedonian Team Member:

Should have a very strong understanding of education sector in Macedonia. Strong links into the Macedonian research community required. Knowledge of USAID and other donor assistance in the education sector desired. He/she should be fluent in Macedonian and have excellent English writing and spoken skills.

Application

Please submit information requested below for the consultancy post no later than 15 April 2004:

- Experience and skills
- Provide names, current e-mail addresses and telephone numbers of three references that can validate previous experience in the above areas
- Proposed evaluation design
- Full costs in and out of country.

Special Provisions

Duty Post: Macedonia

Logistical Support: CRS/Macedonia Civic Education staff will provide all logistical support

Period: May 22nd – 30th May

Contact Persons:

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