

INTERIM NARRATIVE REPORT

**Tsentr Rozvytku Filologii (Philology Development Centre)
Non-Governmental Organisation**

Project:

**“Enhancing the quality and relevance of
professional education for the New Ukrainian
school in Donetsk region”**

Contract number: 2019/412-133

INTERIM NARRATIVE REPORT

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List of acronyms used in the report

TRF NGO – “Tsentr Rozvytku Filologii” (Philology Development Centre) Non-governmental organisation

HIFL - Horlivka Institute for Foreign Languages of the State Higher Educational Institution Donbas State Pedagogical University.

PMT - Project Management Team

1. Description

1.1. Name of coordinator of the grant contract:

Tsentr Rozvytku Filologii (Philology Development Centre) Non-governmental organisation

1.2. Name and title of the contact person:

Yevgeniya Bielitska, Head of Tsentr Rozvytku Filologii (Philology Development Centre) Non-governmental organisation

1.3. Name of beneficiary(ies) and affiliated entity(ies) in the action:

Tsentr Rozvytku Filologii (Philology Development Centre) Non-governmental organisation

1.4. Title of the action:

Enhancing the quality and relevance of professional education for the New Ukrainian school in Donetsk region

1.5. Contract number:

2019/412-133

1.6. Start date and end date of the reporting period:

Start date for the full reporting period: December 17, 2019

End date for the full reporting period: December 16, 2020

This interim narrative report is for the period December 17, 2019 to November 16 2020 (11 months). A final narrative report will be provided for the full 24 months contract period (December 17, 2019 to December 16 2021).

1.7. Target country(ies) or region(s):

Target Country: Ukraine

Target Region: Donetsk

1.8. Final beneficiaries &/or target groups¹ (if different) (including numbers of women and men):**Target groups:**

Current students of Horlivka institute for Foreign Languages – 974 persons, 704 (83%) of them are women.

Academic staff – 78 persons, 67 (77%) of them are women.

Administrative staff – 12 persons, all women.

Support staff – 80 persons, 54 (67,5%) of them are women.

Final beneficiaries:

Prospective students of Horlivka Institute for Foreign Languages.

Local community

City authority

City education department

1.9. Country(ies) in which the activities take place (if different from 1.7):

N/A

¹ 'Target groups' are the groups/entities who will be directly positively affected by the project at the project purpose level, and 'final beneficiaries' are those who will benefit from the project in the long term at the level of the society or sector at large.

2. Assessment of the implementation of the action activities and its results

2.1. Executive summary of the action

The specific objective of the Action is to provide the conditions for the formation of a teacher of the new Ukrainian school. In the Memorandum of Understanding which was signed between TRF NGO and HIFL it is stressed that all the activities of the Action are aimed at achieving this specific objective for Horlivka Institute for Foreign Languages thus making it possible to impact the development of the local community and Donetsk region as a whole. TRF NGO as the main applicant and the executor of the Action acts in the interest of HIFL whose staff are members of the named NGO. After the completion of the first stage of the Action the NGO transferred all of the tangible assets acquired through the Action to HIFL.

To improve the living conditions of students and staff of the institute, a subcontractor was hired on the competitive basis for the renovation of the Institute's dormitory. The works started on time and are executed according to the schedule.

The improvement of the working conditions of the staff is done through the transfer of the computer equipment, multifunctional devices, library equipment, archival shelving system on the charitable basis from TRF NGO to HIFL. 22 sets of furniture were purchased and transferred to the institute. Currently, 3 more sets of furniture are in production, which will be ready, received and handed over to the Institute by the end of this year.

The implementation of the e-learning at the Institute creates a favorable academic environment for students as a key factor in quality education by improving the educational infrastructure and learning conditions, especially in the situation of quarantine and the necessity to introduce a distance learning environment.

The spread of COVID19 and the declaration of quarantine hampered the deployment of cooperation activities in accordance with the cooperation plan with local schools and Bakhmut city education department. The activities within the Action have been postponed till 2021. Although preparatory activities are being carried out in full, the output of strengthening the social participation of students in the life of the community directly depends on the epidemiological situation in Ukraine.

Results and activities

A. RESULTS

Outcome (Oc) – "Provide conditions for the formation of a teacher of the new Ukrainian school"

Initially we planned gradual transition from the face-to-face mode of education – traditional for HIFL – to the blended learning which included the MOODLE (Modular Object-Oriented Dynamic Learning Environment) e-learning platform where teacher-student communication is organised at a distance. But the coronavirus pandemic and the quarantine declared in Donetsk region had speeded up the changes in the learning algorithm practiced at HIFL. We planned to teach 50 member of the faculty, 12 members of the administrative staff, 250 students to be active uses of the MOODLE system. It was supposed that only 4 study programs (2 at the Bachelor Degree level (1 per each of the two Faculty departments) and 2 at the Master Degree Level (1 per each of the two Faculty Departments) will be included into the activities for the Action. But as of now all the active faculty members (78 people) are trained to use MOODLE platform, 12 members of the administrative staff are also trained. All Bachelor Programs (12) and Master Programs (12) are downloaded onto the MOODLE platform. As of now 875 students (88%) have access to e-resources. Thus the indicators of achievement of the outcome: (1) the number of faculty who have gained knowledge of the e-learning system increased up to 50; (2) all members of the administrative staff

must gain knowledge of the e-learning system; (3) no less than 25% of students have access to e-resources – were not only met (indicator 2), but surpassed (indicator 1 and 3). Now we set new goals: all the faculty members (with new teachers who will join us) must be active participants of the e-learning MOODLE platform of HIFL. Besides, we plan that by the end of the Action 100% of students will have access to e-resources (See charts 1, 2, 3 below).

This will make possible to reach the final target - enhance the quality and relevance of professional education for the New Ukrainian School in Donetsk region. The indicators of success at the current reporting period must be follows: (1) the number of students enrolling for the Master programs must be 50, (2) the average exam score for admission to the Master's program must be 102, (3) the percentage of students who are employed by a specialty must reach 24%. The actual figures are 52 for indicator (1), 167 for indicator (2), 30% for indicator (3). We plan to increase quantitative indicator (2) up to 170 points as an average for entering the Master Programs.

Chart 1: The number of faculty who have gained knowledge of the e-learning system (planned and updated)

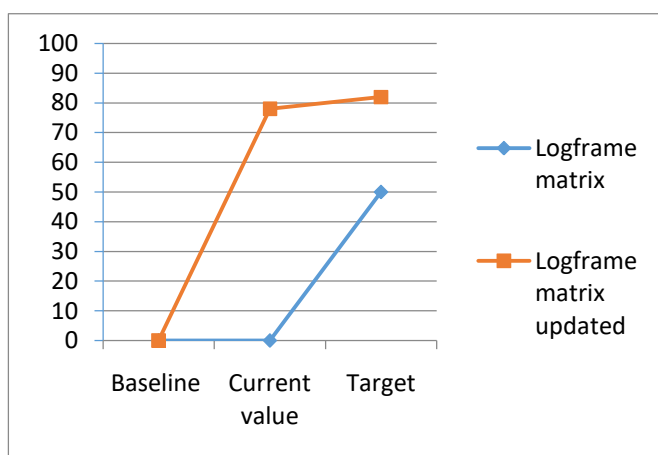


Chart 2: The number of administrative staff who received knowledge about the e-learning system (planned and updated)

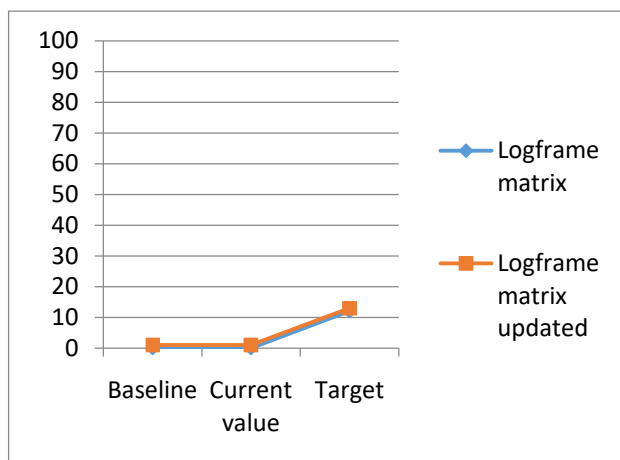
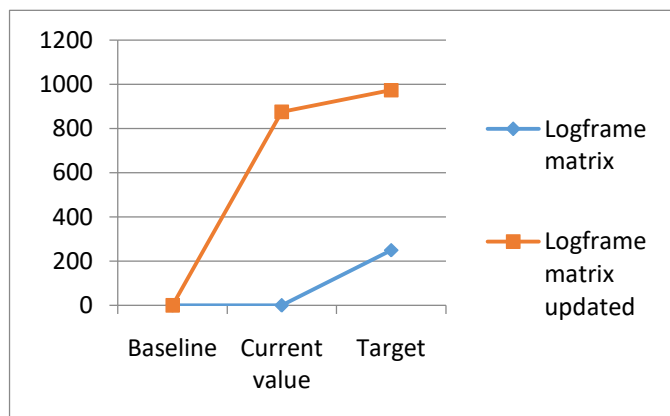


Chart 3: The number of students who have access to electronic resources (planned and updated)



Output 1.1. (R.1.)

Improved living and working conditions for students and staff

1.1. It is planned that by the end of the Action 100% of students (120 people) who live in the renovated dormitory will have access to sports equipment at the place of residence. This goal is achievable at the end of the renovation of the dormitory. As of now the process of renovation is being done according to the schedule (Sub-activity A.1.1. Dormitory renovation)

1.2. It is planned that 100% of residents of the dormitory (140 people – 120 students and 20 members of the staff) will have access to hot water during the whole year (while it available in the city). This goal is achievable at the end of the renovation of the dormitory. As of now the process of renovation is done according to the schedule (Sub-activity A.1.1. Dormitory renovation)

1.3. It is planned that at least for 15% of staff members the working conditions will be improved. This goal can be achieved. 30 workplaces are improved (computer appliances are bought), 22 workplaces out of 25 (as planned) are improved with new furniture as the result of the Action. It makes 17,6 % of staff members of HIFL (faculty, administrative and support staff – 170 people in all).

Output 2.1. (R.2.)

Introduced e-learning system

2.1. It was planned that up to 30 courses would be fully digitilised before the end of the Action. The goal is achieved and surpassed by almost 7 times. 208 courses are now downloaded onto the MOODLE platform of HIFL. Such an increase is explained by the necessity to launch the distance-learning system in the situation of quarantine.

Output 3.1. (R.3.)

Enhanced students' social involvement in community life

3.1. It is planned that the number of students who participate in self-governance would increase more than twice, from 33 up to 70 people. As of now 39 students take an active part in the students' self-governance. We project that the number will increase after the quarantine measures will be dismissed and students will return to study face-to-face.

3.2. It is planned that the number of community members who are involved in students' social activities would increase from 0 to 200. We project that this is achievable after the quarantine measures will be dismissed as we can see growing interest in the Institute on the part of the local community members.

B. ACTIVITIES

There are five activities involved in the execution of the Action (four - without the preparation activity): (0) Preparation for executing activities; (1) which consists of two sub-activities: Renovation of the dormitory and Procurement of furniture and equipment for the stuff; (2) Introduction of e-learning system; (3) Strengthening of students' self-governance; and (4) Support for the functioning of the Coordination Centre for Displaced Higher Education Institutions and of the Council of Rectors of Displaced Higher Education Institutions.

Four of the five activities were well implemented throughout the reporting period. The fifth activity was put on a stopper due to the uncertainty in the management the Coordination Centre for Displaced Higher Education Institutions and of the Council of Rectors of Displaced Higher Education Institutions who could get the support.

Two activities – (2) Introduction of e-learning system; (3) Strengthening of students' self-governance – underwent implementation changes, which will be discussed in detail below.

ACTIVITY 0 PREPARATION FOR EXECUTING ACTIVITIES

The preparation activity has not been modified. The project team was established and a project manager was hired (0.1.), the functional responsibilities among the project team members were allocated, steering committee was established (0.3.), the Monitoring and Reporting Plan for the Action was approved (0.4).

Memorandum of Understanding (MoU) was signed between TRF NGO and HIFL.

The Project Manager was hired on a permanent basis, a civil law contract was concluded: № 1, dated December 17, 2019.

At the meeting of the members of the TRF NGO (Minutes № 2, dated 23.12.20189) the contract with the Project Manager was approved, a Steering Committee was elected, PMT was elected, consisting of 1 representative from the TRF NGO, 1 representative from HIFL, 1 representative from Students' Council of HIFL, the functional responsibilities of among the project team members were allocated.

By the order № 243 of HIFL from 24.12.2019 the established PMT, the Steering committee, Law Consultant, Key Experts 1, 2, 3 (with the responsibilities for the outputs 1, 2, 3 respectively), Tender Specialist, Inspector on Construction Works, System Administrator, Specialist on Digitalising, Content Manager, Event manager were appointed.

The evaluation costs specialist was selected. The contract No 12.10.2020/1 from 12.10.2020 was signed with "Audit-GM" Ltd.

Project Management Team works on the premises of HIFL. The office of PMT is equipped with the computers which belong to the TRF NGO. Transportation is provided by HIFL.

Monitoring plan was developed and approved (the Minutes of the meeting of the PMT № 1 from 03.01.2020). The monitoring plan consists of the sections "Internal project monitoring" and "Internal continuous monitoring".

The Reporting Plan was approved at the same meeting. The Reporting Plan includes a reporting schedule of PMT members, project manager and a report form. The Reporting Plan are approved at the PMT meeting and approved by the Steering Committee.

ACTIVITY 1

The first activity has not been modified. Monitoring and reporting of this activity was carried out by the Key expert on improvement of living and working conditions for students and staff (Output 1).

Sub-activity A.1.1. Dormitory renovation.

1.1.1. Adjustment of design and estimate documentation for dormitory repair

Design estimates for "Renovation of the student dormitory of Horlivka Institute for Foreign Languages located in Tchaikovsky street, 63 Bakhmut, Donetsk region" which was developed by the LLC "Ukrainian Center for Ecology and Heat" was adjusted.

Based on the results of the first stage of the works on the renovation which was done in 2017-2018, the Donbass National Academy of Civil Engineering and Architecture adjusted the design estimates. The changes were approved at the meeting of the members of the PMT (Minutes № 3 of February 17, 2020).

1.1.2. Preparation of tender documentation for the required works

The description of the sub-activities is performed on the basis of the monitoring report of the PMT member – a Tender Specialist.

By Order №1 of January 9, 2020, the Competitive Bidding Committee was established, its composition was approved, the Regulations on the Committee were approved, and the chairman of the committee was elected.

The Minutes of the meeting of the Competitive Bidding Committee № 2 dated 03.02.2020 approved the procurement plan for 2020-2021.

The Minutes of the meeting of the Competitive Bidding Committee № 3 dated 06.02.2020 approved the tender documentation for the purchase of repair works: "Renovation of the student dormitory of Horlivka Institute for Foreign Languages located in Tchaikovsky street, 63 Bakhmut, Donetsk region".

1.1.3. Informing the State Architectural and Construction Inspection on the changes to the work permit as to the change of the contractor, technical supervision, etc.

Permission to perform construction work ДІЦ 112173330267 from 29.11.2017 was obtained before the first stage of the works.

The Department of Administrative Services of Bakhmut City Council was provided with the package of documents for the second stage of the works "Changes in data in the issued permit for construction works", which was registered on 06.05.2020 No.16-08/5015. Notification of the changes were published on the website of the State Architectural and Construction Inspectorate of Ukraine <https://dabi.gov.ua/declare/list.php?sort=num&order=DESC>.

1.1.4. Tendering and contracting construction works

The tender on the purchase of the repair works for the dormitory was launched and held on the official e-tender site on February 6, 2020. The tender was held according to the rules of PRAG - a local open competition. The winner of the tender was announced - LLC "NPO EUROTEK" (Minutes of the meeting of the competitive bidding committee № 4 dated 15.04.2020), the contract № 7 dated 16.04.2020 on the purchase of repair works for the dormitory was concluded with LLC "NPO EUROTEK".

1.1.6 Execution of construction works included:

The progress of the works is described on the basis of monthly monitoring reports of a PMT member - Inspector on Construction Works.

The total amount of work performed for June - October 2020 in accordance with the acts on the form of KB-3 and according to operational accounting by the end of the tenth month of the Action is 255.0 thousand Euros, which is 70.5% of the budget of the first year of the Action. The works are performed in accordance with the Calendar-schedule of repair works and the Indicative Action Plan for 2020.

1.1.6.1. General construction works: Construction work began on the site on June, 1st 2020. The dismantled plaster, walls and ceiling have been cleaned of old paint, the boards on the floors have been partially replaced, and works are done to arrange individual walls with plasterboard sheets. Unnecessary doorways are laid with bricks on the 1st, 2nd and 3rd floors. On the 3rd floor the interroom partition and ceilings of two rooms are dismantled. On the 2nd floor, plastering of the walls was conducted.

On the second and third floors, doorways are laid with ceramic bricks according to the project. Some interior partitions and floorboards have been dismantled. Installation works continue: on 1-3 floors - works on installation of plaster, installation of frameworks under false ceilings, works on the device of plasterboard partitions.

The basement is cleaned from debris. Brick partitions are done in the basement. Plastering of brick partitions and walls in basements, filling of walls and ceilings are done. The foundation of the floor of the rooms is done with the chipboard (OSB).

Work was carried out on the treatment of walls and ceilings with antiseptic agents - anti-fungal mixture. Anti-fungal treatment and antiseptation work is 100% complete.

1.1.6.2. Works on heating: works on the arrangement of the heating system is completed. The technical conditions provided by BAKHMUT-ENERGY LLC for the connection to their heating networks have been extended. A package of documents is prepared for concluding a contract for heat supply for the period of the dormitory repairs.

1.1.6.3. Works on ventilation: completed.

1.1.6.4. Works on plumbing: documents were provided to KP "Bakhmut-voda" to check the correctness of the installation of the water meter unit and sealing the meter. Water and sewer pipes are laid. KP "Bakhmut-Voda" has put into operation a water meter unit, the water meter is sealed.

1.1.6.5. Works on sewerage: works on laying sewerage are done.

1.1.6.6. Works on power and lighting equipment: works on arrangement of electric networks (laying of cables in rooms) proceed. Installation works on arrangement of electric networks (sockets, lighting emergency lighting power cables) proceed. Installation works on the arrangement of electrical networks on the 1st floor is underway.

1.1.6.7. Installation of an individual heating unit: the individual heating unit is installed (with electric valve, heat meter, manometers, thermometer). The connection to the heating networks of BAKHMUT-ENERGY LLC was made. Hydraulic tests of the heating system were carried out. A contract between the NGO "EUROTEK" and LLC "BAKHMUT - ENERGY" for the sealing of heat meters and heat supply for the period of construction works was signed.

1.1.6.8. Installation of alarm system and fire alarm: the works are underway, readiness – 60%.

1.1.6.9. Connection to the external electricity network: negotiations with the DTEK Energy (an operating company responsible for electricity generation and distribution) for mounting the external electricity network are underway.

1.1.6.10 Contract a specialists for authorial and technical supervision: the agreement on author's supervision work has been concluded with the Donbas National Academy of Civil Engineering and Architecture "14 / 15-20-NDC dated 17.04.2020.

The contract for technical supervision work with DONBUDPERSPEKTIVA LLC № 12/91 / 20TN dated April 17, 2020 has been concluded.

1.1.6.11 Execution of authorial and technical supervision: by the order of the Donbas National Academy of Civil Engineering and Architecture № 33 dated 25.05.2020, a group of author's supervision was created and a responsible person was appointed. The work schedule and terms of reference for the author's supervision were developed.

As a result of the supervision the acts of the executed works were drawn up: No 14/15-20-НДЧ/1 from 07.07.2020, No 14/15-20-НДЧ/2 from 05.08.2020, No 14/15-20-НДЧ/3 are made from 10.09.2020, No 14/15-20-НДЧ/4 from 08.10.2020, No 14/15-20-НДЧ/5 from 12.11.2020.

Execution of works on author's supervision satisfies the terms of the contract and is duly executed.

By the Order of HIFL № 79 from 04.05.2020 a person who carries out technical supervision was appointed. The person has a qualification certificate AT № 001284.

As a result of the supervision, the acts of the executed works were drawn up: No 12/91/20TH for June - from 07.07.2020, for July - from 05.08.2020, for August - from 10.09.2020, for September - from 08.10.2020 g., for October - from 12.11.2020

The parties have no claims against each other.

Sub-activity A.1.2. Procurement of furniture and equipment for the staff

1.2.1. Preparation of the detailed specifications on the needed furniture and equipment: under the guidance of a key expert on material and technical development of HIFL, a survey of the heads of structural units and heads of the departments was conducted on their needs in the type of furniture and equipment. A detailed specification of the required furniture and equipment was prepared. An inspection of certain goods in order to observe the country of origin rules in accordance with the resolution of the Cabinet of Ministers of 27.02.2019 № 144 "On amendments to the resolution of the Cabinet of Ministers of December 20, 2006 № 1765" was done.

1.2.2. Tendering and contracting of furniture, equipment and installation works: the description of activities was performed on the basis of the monitoring report of the PMT member – the tender specialist.

The procedure for purchasing computer equipment was carried out according to the rules of PRAG - a simplified procedure for contracts up to 100,000 euros. - delivery.

Contracts are concluded in a simplified manner without the publication of a contract notice. Three candidates were sent a letter of invitation to participate in the tender and a tender documentation for the three lots. The CPV reference code is 30230000-0 computer equipment.

The deadline for submission of bids was April, 12 2020.

Tender proposals were submitted electronically to the Customer's address: govgl@ukr.net

One tender was received, so a negotiated tender procedure was conducted.

The winner of the competition was the private entrepreneur Lukyanov A.M. A contract was concluded with him № 4 dated 15.04.2020 for the supply of multifunctional devices (16 units), a contract № 5 dated 15.04.2020 - for the supply of computers monoblocks (30 units),

contract № 6 dated 15.04.2020 for the supply of a server and computer equipment for the distance learning class.

The procedure for purchasing a scanner for a library, a stitching machine, a set of office furniture, and an archival shelving system was carried out according to PRAG rules - single tender procedure.

Proposals received and concluded:

- Contract № 8 dated 16.04.2020 with the private entrepreneur SamoiloVA VM for the supply of a set of office furniture;
- Contract № 9 dated 16.04.2020 with the private entrepreneur Lukyanov AM for the supply of a stitching machine;
- Contract № 10 dated 18.04.2020 with the private entrepreneur Lukyanov AM to supply a scanner for the library;
- Contract № 14 dated 27.07.2020 with the private entrepreneur SamoiloVA VM for the supply of archival shelving system.

The contract for the supply of the archival shelving system was concluded in violation of the indicative action plan, due to the lack of relevant proposals on the country's market. Therefore, negotiations were held with the furniture manufacturer on the possibility of making an archival system of racks.

The cost of installation works under Contracts № 8 and 14 is included in the price of the goods (p.6.4. of the contract).

1.2.3. Procure furniture and equipment:

Name of the subject of purchase	№, date of payment order	№ of invoice for receipt
Multifunctional devices	№ 32 from 16.04.2020	№ 34 dated 17.04.2020
Server and computer equipment	№ 31 from 16.04.2020	№ 36 from 17.04.2020
Computers monoblocks	№ 30 from 16.04.2020	№ 35 from 17.04.2020
Set of office furniture	№ 19 from 28.04.2020 № 13 dated 02.07.2020 № 47 dated 29.09.2020 № 58 dated 09.10.2020 № 67 from 29.10.2020	№ 6 from 28.04.2020 № 20 dated 04.07.2020
Scanner for the library	№ 37 from 15.05.2020	№ 38 from 15.05.2020
Stitching machine	№ 38 from 15.05.2020	№ 37 from 15.05.2020
Archival system of racks	№ 26 from 27.07.2020	№ 22 from 02.11.2020

According to the indicative action plan, the purchase and installation of furniture was to take place by 16.05.2020. However, as can be seen from the above data, there is a violation of this deadline for two positions. The thing is that during the development of the activity matrix it was planned to purchase ready-made furniture for offices and a ready-made archival system of racks. But the monitoring of the goods market in Ukraine (at the time of coronavirus pandemic and strict quarantine) showed the lack of goods of the required models, sizes and quality. Search work was done to find a furniture manufacturer who could make furniture by individual order and size. Such a manufacturer was found in Bakhmut – the private entrepreneur SamoiloVA V.M. It was decided (Minutes No. 5 of the PMT from 16.04.2020) to conclude a contract with the

private entrepreneur Samoilova V.M. for the manufacture of office furniture and archival system.

A change was made to the indicative action plan by extending the **sub-activity A.1.2 Procurement of furniture and equipment for the staff** until 16.12.2020.

1.2.4 Supervision of procurement (including acceptance) and installation: supervision over the purchase and installation of furniture is carried out by the Key Expert on Output 1. Based on the monitoring results, he submitted interim reports for each reporting date to the project manager. The project manager informed the PMT on a monthly basis about the status of the purchase and installation of furniture and equipment.

The cost of multifunctional devices (line 3.2.3. in the budget) was by 1,084.05 Euros less than planned in the budget. These funds were reallocated by the decision of the PMT (Minutes № 4 dated 16.04.2020): to the line 3.2.4. "Scanner for the library" - 25.06 Euros, to the line 3.2.5. "Binding machine" - 7.96 Euros, the rest - 1051,03 Euros - for the purchase of the chairs for the distance learning class - line 3.2.6.1. of the updated budget.

The funds saved from the purchase of the archive shelving system (line 3.2.7.) - 8.32 Euros - were reallocated for the purchase of the chairs for the distance learning class (line 3.2.6.1. of the updated budget), as well as the money saved from the sub-activity 2.1.1. Study of best MOODLE practices in Ukraine in the amount of 175.50 Euros - line 1.3.2. Local (staff assigned to the Action) - 124 Euros and 2.2.2. Transportation for the staff assigned to the Action - 51,5 Euros.

ACTIVITY 2 INTRODUCTION OF E-LEARNING SYSTEM

The second activity has been modified. Monitoring and reporting of this activity was carried out by the Key Expert on Output 2.

Sub-activity A.2.1. Scoping of available e-learning solutions

2.1.1. Study of best MOODLE practices in Ukraine: In order to study the existing experience of the MOODLE platform in Ukraine, working groups went to the cities of Lviv and Zaporizhia. The working groups held a number of meetings at the universities of these cities, studied the experience of implementing new e-learning platforms, their advantages and difficulties in the implementation and use. As the members of the working groups are not employees of the TRF NGO they cannot be sent on a business trip on behalf of the organisation. The trips took place on a charitable basis at the expense of the members of the working groups. The cost of train tickets was reimbursed. The money saved from the activity in the amount of 175.50 euros are reallocated to the purchase of the chairs for the distance learning class.

2.1.2. Conducting local need analysis: As a result of the trips (2.1.1.), the Key Expert together with the members of the working groups discussed the local needs of HIFL for the e-learning platform.

2.1.3. Development of an operational plan for introduction of MOODLE platform at HIFL: As a result of the trips (2.1.1.), the Key Expert compiled a report and developed an operational plan for the implementation of the MOODLE platform at HIFL.

2.1.4. Defining the design and functionalities of MOODLE platform on the HIFL website: this area of work was taken care of and monitored by a member of the PMT, a System Administrator.

The design is based on graphic and design solutions used on the HIFL website. The functionality of the platform was determined on the basis of the experience gained by other educational institutions taking into account the suggestions of the academic staff of HIFL.

Sub-activity A.2.2. Procurement of necessary hardware and furniture

2.2.1. Holding the tender for necessary hardware and furniture: at the stage of practical implementation of the MOODLE platform, there was a need to purchase computer equipment for the distance learning class. The PMT made a decision (Minutes No. 5 from 16.04.2020) to amend the budget under the same article. So instead of two servers, just one was purchased. With the funds planned for the purchase of the second server in the amount of 4308.50 Euros, the equipment for the distance learning class was purchased.

Procedures for purchasing equipment for the MOODLE system are provided in the description of activities 1.2.2. and 1.2.3 of this report.

2.2.2. Organization of in-house training of academic, administrative and support staff on MOODLE: to organize a training on the use of the MOODLE platform in the educational process of HIFL a tender was announced on the Institute's website and a Request for price proposals for a simplified procedure for training on "Learning management system: features of work in modular object-oriented dynamic learning environment "- coach services.

Three proposals were received. The Steering Committee processed these proposals and determined the winner. A civil law contract № 2 from 04.02.2020 was concluded with the winner. In accordance with the item 1.2. and item 3.1. of the Contract the training was conducted on February 5-8, 2020 from 15-00 to 20-00 each day (the acts of the executed works № 1 from 17.02.2020 was drawn up).

The trainer conducted internal institute training for a group of faculty (50 people), administrative staff (12 people) - a total of 62 people (See chart 4). The content of the trainings included: 1) acquaintance with the guiding principles of the modular object-oriented dynamic learning environment (MOODLE) 2) operational aspects of the Moodle platform; 3) development of digital content; 4) procedures and recommendations for downloading content; 5) testing and evaluation system.

The contractor conducted a questionnaire, which aimed to establish the level of assimilation of material on the practice of implementation and use of the MOODLE system in the work of faculty at HIFL. The faculty were asked for the proposals for the further implementation of this system. 62 questionnaires were received. Participants were surveyed on their satisfaction with the learning outcomes. 97% of respondents positively assessed the learning outcomes (See chart 5).

Chart 4: Gender composition of MOODLE training participants



Chart 5: The quality of the training on MOODLE



Sub-activity A.2.3. Launch of the MOODLE platform in the learning process

2.3.1. Digitization of study materials: execution of digitization works was organized by a member of the PMT - a specialist in digitization.

The order of HIFL №250 from 27.12.2019 on completion of digitalization of educational materials on MOODLE was issued. 137 copies of educational and methodical literature, which were saved in PDF and Word format, were scanned by the library of HIFL. The materials mentioned are distributed according to the Universal Decimal Classifier and can be found on Google Drive, which includes storing, sharing, and editing files on the Internet. E-mail address to access the link to the files is electronabiblioteka@gmail.com

2.3.2. Development of procedures and guidelines for uploading study content: procedures and recommendations for downloading the content of educational materials are detailed in the methodological guide of developers E-learning system of universities based on MOODLE. During the training academic staff were provided with practical assistance in mastering this platform. In order to accelerate the acquisition of skills in MOODLE a digital version with access for teachers was created on the platform.

2.3.3. Operationalisation of MOODLE platform: monitoring and reporting on the implementation of the MOODLE platform in practice was carried out by a member of the PMT - Content Manager.

On April 7, 2020 a trial testing started on the MOODLE platform in preparation for the possible holding of a summer credit-examination session in a distance mode due to the declaration of quarantine measures in Ukraine.

The address of the MOODLE platform is <http://dl.forlan.org.ua>

As of June 10, 2020, the MOODLE Platform of HIFL is fully operational.

Quantitative indicators of the platform:

Department of English Philology and Translation

Total number of disciplines: 44

Total number of downloaded materials: 932

Total number of the students working on the courses: 575

Department of Pedagogy and Teaching Methods

Total number of disciplines: 12

Total number of downloaded materials: 75

Total number of the students working on the courses: 689

Department of World Literature

Total number of disciplines: 13

Total downloaded materials: 100

Total number of the students working on the courses: 694

Department of Psychology

Total number of disciplines: 27

Total downloaded materials: 413

Total number of higher the students working on the courses: 498

Department of Ukrainian Philology

Total number of disciplines: 23

Total downloaded materials: 16

Total number of the students working on the courses: 691

Department of French and Spanish

Total number of disciplines: 12

Total downloaded materials: 254

Total number of the students working on the courses: 61

Department of Domestic and Foreign History

Total number of disciplines: 17

Total downloaded materials: 80

Total number of the students working on the courses: 563

Department of Linguistics and Russian Language

Total number of disciplines: 23

Total number of downloaded materials: 425

Total number of the students working on the courses: 764

German language section of the Department of German Philology

Total number of disciplines: 37

Total number of downloaded materials: 624

Total number of the students working on the courses: 359

As of September 16, 2020, **208** courses have been created. The Faculty of Romance and Germanic Languages - 74 courses and the Faculty of Social and Linguistic Communication - 134 courses. There are **78** developers of the courses. The total number of the users of the MOODLE platform is **1358** people, including faculty, administrative staff, students, prospective students, school teachers etc.

2.3.4. Organization of a workshop to fine-tune MOODLE courses: according to the item 1.2. and item 3.1. of the civil law contract № 2 from 04.02.2020 in the period from February 10-13, 2020 from 15-00 to 20-00 o'clock a workshop on the harmonization of courses in the system MOODLE was held (the acts of the executed works № 1 from 17.02.2020 was drawn up).

2.3.5 Piloting innovative MOODLE courses at HIFL: the plan on introducing innovative courses for the community was made by HIFL. As of now 6 certificate courses are downloaded on the MOODLE platform. The work is still underway.

2.3.6. Establishment of electronic MOODLE infrastructure: the huge number of courses and materials on MOODLE needs it to be attuned to other resources: YouTube, Skype, Clouds etc. This process is still underway.

2.3.7 Evaluation of students' feedback and follow-up on the success of MOODLE implementation:

The Department of Monitoring the Quality of Higher Education at HIFL conducted an anonymous survey of students on the organization of distance learning in the pandemic. According to the results of the survey, the vast majority of respondents believe that the Moodle

system is a guarantee of successful distance learning at the institute, although they believe that it needs to be improved in terms of structuring the material and balancing the requirements for applicants. 30% of students, including those living along the line of contact in the conflict zone, had difficulty accessing electronic resources through poor-quality Internet, or lack of access to PCs, gadgets, etc. It is taking into account the problems that have arisen, research and teaching staff continue to develop the potential of the Moodle platform in the first semester of the new 2020-2021 school year.

ACTIVITY 3 STRENGTHENING OF STUDENTS' SELF-GOVERNANCE

The third activity has been modified. Monitoring and reporting of this activity was carried out by the Key Expert on Output 3.

Sub-activity A.3.1. Preparation of a cooperation plan in close coordination with local schools administration and the city educational department

In order to prepare a plan of interaction with local community HIFL specialists held meetings with school administrations of Bakhmut schools and employees of the local education department.

At the meetings activities were discussed that could promote the dissemination of information about the benefits of being a teacher of the Modern Ukrainian school. Negotiations were held with the staff of the local education department on the possible involvement of students of HIFL in common city activities and assistance to the local community in the development and dissemination of a positive image of HIFL among the city residents.

An Interaction Plan with school administrations and the local education department was developed. The plan was approved by the Minutes № 2 of PMT dated 16.01.2020. It was planned to hold two events in the spring of 2020 and purchase stage costumes for institutional and local events.

However due to the declaring of national quarantine, changes were made to the plan of interaction with school administrations and the local education department. Thus, the event "Debut of a freshman" was decided to postpone first to November 2020, and later - to April 2021.

In the course of the action, the specialist responsible for the activity was changed due to her maternity leave.

Sub-activity A.3.2. Rolling out of cooperation activities according to the cooperation plan (activities in schools, public events, community work days, meetings and site visits for press and visiting officials):

According to the cooperation plan an "Open House Day" event was held on February 23, 2020. The event was largely publicised in local press and social networks, on bulletin boards in the city of Bakhmut. Schools pupils, their parents participated in this event. 96 students of HIFL participated in the event. Students accompanied the guests to the classrooms where the trainings were conducted, acquainted guests with the educational programs of HIFL. Monitoring of the event showed that 188 registered members of the community took part in it, and the actual number was higher.

For the events held by HIFL to attract the largest number of entrants, to become more expressive and spectacular, the grant provides for the purchase of costumes for student theater performances.

A single tender procedure was conducted for the purchase of costumes and two supply contracts were concluded.

Contract № 1 dated March 27, 2020 with the private entrepreneur Rubel O.Yu. for the supply of 40 costumes. Payment for the costumes was made № 4 dated 30.03.2020, № 11 dated 04.04.2020, № 57 dated 09.10.2020p.

Contract № 3 dated 27.07.2020 with the private entrepreneur Vnuchkova G.V. for the supply of 90 units of stage costumes. Payment for the costumes was made. № 30 dated 12.08.2020 and № 27 dated 05.08.2020. Costumes were received on the consignment note № 1/08-ГВ dated 06.08.2020.

The contract № 2 for tailoring of products from the material of the contractor is directed on coordination. Calculations of the need for fabrics for the production of skirts for "cancan" and skirts in the Spanish style. However, due to the introduction of quarantine measures in Ukraine, it was not possible to get the material for the costumes, so the work on concluding this contract was suspended.

To solve this problem, negotiations were held with the private entrepreneur Rubel O.Yu. and addition to the contract № 1 from 27.03.2020 was concluded, specification № 3 for sewing 6 costumes for "cancan". Payment for the costumes № 68 from 05.11.2020 was made. The costumes were received on the consignment note № 50 from 06.11.2020.

Sub-activity A.3.3. Dissemination and publication of information on project activities, outputs and results during the Open House Days, Career fair, by posting on the HIFL website and network pages

Information on the Action is posted on the websites:

- of the European Union <https://erasmusplus.org.ua/novyny/2545-8-proektiv-peremozhtsiv-konkursu-2019-r-prohramy-yes-erazmus-rozvytok-potentsialu-vyshchoi-osvity-rozpochynaiut-diialnist-v-ukraini.html>

- Ministry of Education and Science of Ukraine <https://mon.gov.ua/ua/news/7-mln-yevro-na-modernizaciyu-osvitnih-program-pokrashennya-kvalifikaciyi-vchiteliv-ta-rozshirennya-spivpraci-vishiv-8-ukrayinskih-proektiv-won-in-competitions-programs-yes-erasmus>

- Donetsk Regional State Administration <https://dn.gov.ua/ua/news/u-bahmuti-vidbulos-urochiste-pidpisannya-kontraktu-v-ramkah-projektu-pidvishchennya-yakosti-ta-aktualnosti-profesijnoyi-osviti-dlya-novoyi-ukrayinskoyi-shkoli-u-doneckij-oblasti>

- Official site of Bakhmut City Council <http://artemrada.gov.ua/news/25702>

- Regional portal of Donbass <https://dnews.dn.ua/news/737151>

- Online magazine "Correspondent"

<https://ua.korrespondent.net/ukraine/4127142-yes-vydilyv-miliony-yevro-dlia-osvitnikh-proektiv-v-ukraini>

- HIFL website article "Signing a contract for the implementation of the project of Horlivka for Foreign Languages "Enhancing the quality and relevance of professional education for the New Ukrainian school in Donetsk region"

There are several articles on the progress of the project activities on the HIFL website:

- On the dormitory renovation:

"Congratulations on the beginning of repair works on the dormitory № 2"

"Renovation works on the dormitory of the Institute"

"European union international technical assistance project "Enhancing the quality and relevance of professional education for the New Ukrainian school in Donetsk region"

- On the launch of the MOODLE platform:

"Implementation of the MOODLE system: opinions and evaluations of the participants of the educational process of Horlivka Institute for Foreign Languages."

- On training:

"Training for teachers and employees of Horlivka Institute for Foreign Languages on the features of MOODLE"

- On receiving equipment:

- "New equipment in the library"
- "Distance learning classroom is open!"
 - On the seminar in Kyiv
- "Enhancing the quality and relevance of professional education for the New Ukrainian school in Donetsk region"
 - On cooperation activities
- "Freshmen's debut - 2020"
- "Miss HIFL 2020"

In order to disseminate information about the role of the European Union in supporting the policy of regional development of Ukraine, the production of a banner measuring 3800x1900 was ordered and installed at the dormitory renovation facility. Contract for the production of a banner № 15 dated 02.10.2020 with the private entrepreneur Shipachova Yu.V.

Initially it was planned that the banner would be installed directly on the facade of the dormitory. However, during the installation, drilling of the wall was required, which could lead to damage to the tightness of the protective coating of the wall, and, subsequently, violated the thermal protection of the dormitory.

It was decided (Minutes of the PMT № 11 dated 16.10.2020) to reallocate the funds from the line 5.6. "Financial services" in the amount of 610 Euros to the line 5.8. "Visibility actions" for the manufacture of a metal structure for mounting a banner.

ACTIVITY 4 SUPPORT FOR THE FUNCTIONING OF THE COORDINATION CENTRE FOR DISPLACED HIGHER EDUCATION INSTITUTIONS AND OF THE COUNCIL OF RECTORS OF DISPLACED HIGHER EDUCATION INSTITUTIONS.

The fourth activity has not been implemented because of the uncertainty as to who must obtain support.

2.3. Logframe matrix updated

	Results chain	Indicator	Baseline	Target	Current value*	Source and mean of verification	Assumptions
Impact (Overall objective)	<i>Enhancing the quality and relevance of professional education for the New Ukrainian School in Donetsk region</i>	Indicator 1 <i>The number of students enrolling for the Masters' programs increased at least by 40% compared to baseline level</i>	50	80	52	Admission protocols	Not applicable
		Indicator 2 <i>The average exam score for admission to the Master's program rise by 18 points</i>	n/a	170	167	Exam certificates	
		Indicator 3 <i>The percentage of students in the region who are employed by a specialty increased in 5 years by 15%</i>	20%	35%	30%	Annual monitoring report by the Career Centre of Horlivka Institute for Foreign Languages	

Outcome (s) (Specific objective(s))	<i>Providing conditions for the formation of a teacher of the new Ukrainian school</i>	Indicator 1 <i>The number of faculty who have gained knowledge of the e-learning system increased up to 50</i>	0	78	78	<i>Working e-courses on the internal MOODLE platform of HIFL</i>	<i>Human resources remain the same</i>	
		Indicator 2 <i>All members of the administrative staff who have gained knowledge of the e-learning system</i>	0	12	12		<i>The number of active users of the internal MOODLE platform of HIFL among administrative staff (Indicator 2) and students (Indicator 3)</i>	<i>The number of students does not decrease</i>
		Indicator 3 <i>Not less than 25 % of students have access to e-resources</i>	0	875	974		<i>All users apply the acquired knowledge and skills</i>	

Outputs	R.1.Improved living and working conditions for students and staff	1.1. 100% students lived in dormitory have access to sports equipment at the place of residence	0	120	0	Hostel agreements with students	Horlivka Institute for Foreign Languages provides furniture and sports equipment for the Dormitory on time
		1.2. 100% of residents of the dormitory have access to hot water during the whole year (while it available in the city)	0	140	0	Hostel agreements with students and staff	
		1.3. At least for 15% of staff members the working conditions will be improved	0	30	30	Report by the Maintenance Department of HIFL	
	R.2.Introduced e-learning system	2.1. Up to 30 courses fully digitilised before the end of the project	0	250	208	Working e-courses on the internal MOODLE platform of HIFL	
	R.3.Enhanced students' social involvement in community life	3.1.The number of students who participate in self-governance increased more than twice	33	70	39	Report of the Students' Educational Work Department of HIFL	
		3.2.The number of community members who are involved in students' social activities	0	200	0	Report of the Students' Educational Work Department of HIFL	

Activities	<p>A.0.Preparation for executing activities</p> <p>0.1. Establish a project team and hire a project manager</p> <p>0.2. Allocate functional responsibilities among project team members</p> <p>0.3. Establish Steering Committee</p> <p>0.4. Approve the Action monitoring and reporting plan</p>	<p>Means:</p> <p>A.0.1. Members of the Board of the NGO“Tsentr Rozvytku Filologii Gromadska Organizatsiya” (TRF NGO), in accordance with the rights stipulated in the Statute, choose Project Management Team, consisting of:</p> <p>(1) Steering Committee: 1 representative from the TRFGO, 1 representative from Horlivka Institute for Foreign Languages (HIFL), 1 representative from Students’ Council of HIFL.</p> <p>(2) Project Manager who is hired on the permanent basis for the duration of the Action.</p> <p>(3) Law Consultant, Key Experts 1, 2, 3 (with the responsibilities for R.1., R.2., R.3. respectively), Tender Specialist, Inspector on Construction Works, System Administrator, Specialist on Digitalising, Content Manager, Event manager, all of which will volunteer for the Action. Expenditure verification specialist, evaluation costs specialist will be hired as external experts</p> <p>Project Management Team will do the work on the premises of Horlivka Institute for Foreign Languages (HIFL) in line with the Memorandum of Understanding (MoU) signed by the NGO “Tsentr Rozvytku Filologii Gromadska Organizatsiya” and HIFL. The office will be equipped with the computers which belong to the NGO “Tsentr Rozvytku Filologii Gromadska Organizatsiya” (5 units). Electricity and utilities will be provided by HIFL in line with the MoU. Transportation will be carried out by HIFL in line with the MoU. Fuel and technical maintenance of the vehicle will not be provided by HIFL.</p> <p>Heads of the Maintenance Department, Student Affairs Department, Students’ Educational Work Department, Career Centre of HIFL will provide Key Experts 1,2,3 with necessary data for measuring Indicators for the Action.</p> <p>Costs</p> <p>Administrative staff (Project Manager) – 16 416€</p> <p>Expenditure verification/Audit – 10 000€</p> <p>Evaluation costs – 5 000 €</p> <p>Consumables – office supplies – 864 €</p> <p>Vehicle costs – 4 992€</p> <p>Financial services – 3690€</p> <p>Indirect costs – 7% of direct costs</p>	<p>Assumptions</p> <p>There is no major deterioration in political and security situation in the East of Ukraine</p> <p>There are a sufficient number of companies that will agree to participate in the tender for hostel repairs</p>
	<p>A.1.1. Renovation of the dormitory</p> <p>1.1.1 Adjust design estimates for dormitory repairs</p> <p>1.1.2. Prepare tender documents for required works</p>	<p>Means:</p> <p>A.1.1. Work Team (WT1) on the A.1.1. Renovation of the dormitory and A.1.2. Bettering work conditions for the staff consists of the Key Expert 1 responsible for the execution of the renovation, Tender Specialist, Inspector on Construction Works. They will work with Chief Accountant and Financial Manager and Law Consultant. Contractors for adjustment of the design estimates, construction works, procurement of office furniture and equipment will be tendered.</p>	

Activities	<p>1.1.3. Inform State Architectural and Construction Inspection on the changes to the work permit as to the change of contractor, technical supervision, etc.</p> <p>1.1.4. Tender and contract construction works</p> <p>1.1.6 Execute construction works:</p> <p>1.1.6.1. General Construction works</p> <p>1.1.6.2. Works on heating</p> <p>1.1.6.3. Works on ventilation</p> <p>1.1.6.4. Works on plumbing</p> <p>1.1.6.5. Works on sewerage</p> <p>1.1.6.6. Works on power and lighting equipment</p> <p>1.1.6.7.. Installation of individual heating unit</p> <p>1.1.6.8. Installation of alarm system and fire alarm</p> <p>1.1.6.9. Connection to the external electricity network</p> <p>1.1.6.10. Contract a specialists for authorial and technical supervision</p> <p>1.1.6.11 Execution of authorial and technical supervision</p> <p>1.1.7. Arrange approval of construction works by the State Architectural and Construction Inspection</p> <p>A.1.2. Procurement of furniture and equipment for the stuff</p> <p>1.2.1. Prepare detailed specifications on the needed furniture and equipment</p> <p>1.2.2. Tender and contract furniture, equipment and installation works</p> <p>1.2.3. Procure furniture and equipment</p> <p>1.2.4 Supervise procurement (including acceptance and installation)</p>	<p>Authorial and technical supervision specialists will be hired. The commissioning certificate will be requested.</p> <p>Costs:</p> <p>A.1.1. Renovation works - 557 158€ including:</p> <p>Project cost – 538 515€</p> <p>Project authorial supervision – 4 847€</p> <p>Project technical supervision - 13 463€</p> <p>Administrative fee for the commissioning certificate - 333€</p> <p>A.1.2. Procurement of the furniture and equipment – 48835.50€</p>	
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Activities	<p>A.2.1 Scoping of available e-learning solutions</p> <p>2.1.1.Study of best MOODLE practices in Ukraine</p> <p>2.1.2Conduct local need analysis</p> <p>2.1.3.Develop operational plans for introduction of MOODLE platform at HIFL</p> <p>2.1.4.Define design and functionalities of MOODLE platform on the HIFL site</p> <p>A.2.2. Procurement of necessary hardware and furniture</p> <p>2.2.1.Holding the tender for necessary hardware and furniture</p> <p>2.2.2..Organisation of in-house training of academic, administrative and supporting staff on MOODLE</p> <p>A 2.3. Launch of the MOODLE into the learning process</p> <p>2.3.1.Digitalization of study materials</p> <p>2.3.2.Development of procedures and guidelines for uploading study content</p> <p>2.3.3..Operationalisation of MOODLE platform</p> <p>2.3.4.Organisation of a workshop to fine-tune MOODLE courses</p> <p>2.3.5.Piloting innovative MOODLE courses at HIFL</p> <p>2.3.6.Establishment of electronic MOODLE infrastructure</p> <p>2.3.7Evaluation of students' feedback & follow-up</p>	<p>Means:</p> <p>A.2. Work Team (WT.2) on the A.2 Introduction of e-learning system consists of the Key Expert 2 responsible for the introduction of e-learning system, System Administrator, Specialist on Digitalising, Content Manager, responsible for checking the contents of the materials uploaded. Key Expert 2 will collaborate with Key Expert 1, Financial Manager, Chief Accountant on procuring necessary equipment, paying for the training and transportation of the short-term trainer.</p> <p>Academic and administrative staff will work on the premises of Horlivka Institute for Foreign Languages (HIFL) in line with the Memorandum of Understanding (MoU) signed by the NGO "Tsentr Rozvytku Filologii Gromadska Organizatsiya". As both members of the NGO "Tsentr Rozvytku Filologii Gromadska Organizatsiya" and staff of HIFL they will be given access to the facilities needed for the performance of the activity: Library, language centres (two) equipped with the computer-net and the downloaded software "Nibelung" (the software for creating an interactive multimedia environment for academic purposes) which will be used in training sessions. Overhead projectors, smartboards will be available if necessary. The invited short-term trainer with the expertise on the technical, methodological matters on MOODLE will be openly selected among professionals in Ukraine for conducting a 5-day training for the academic, administrative staff.</p> <p>Costs:</p> <p>A.2. Training - 500€</p> <p>Transportation - 0€</p> <p>Procurement of Servers - 8 620€</p> <p>Missions of the staff assigned to the Action (study visit) - 124.5€</p>	
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Activities	<p>A 3.1 Prepare a cooperation plan in close coordination with local schools administration and the city educational government</p> <p>A 3.2 Roll-out cooperation activities according to the cooperation plan (activities in schools, public events, community work days, meetings and site visits for press and visiting officials)</p> <p>A 3.3 Disseminate and publish information on project activities, outputs and results during Open House Days, Career fair, by posting on the HIFL site and network pages.</p> <p>A.4. Support for the functioning of the Coordination Centre for Displaced Higher Education Institutions and of the Council of Rectors of Displaced Higher Education Institutions</p>	<p>Means: Work Team (WT.3) on the A.3 Strengthening of students' self-governance consists of the Key Expert 3 responsible for the preparation, execution of the activities, collecting data for monitoring the progress of the activities. Event Manager will supervise the preparation of the collaborative activities with local schools and community. Key Expert 3 will collaborate with Key Expert 1, Financial Manager, Chief Accountant on procuring necessary goods.</p> <p>4 big activities will be conducted in the course of the Action (2 at school-institute collaboration; 2 at Institute –local community collaboration).</p> <p>Costs Organising and conducting extra-curricular activities with the students and local schools and community – 4 220€: Costumes for performances and gifts for the participants and winners – 4000€ (11 schools) Household tools (20 spades, 20 rakes, 20 buckets, 50 gloves) for the community work around the dormitory – 220€ Visibility (banner) - 60€ Capital metal structure for mounting a banner - 610 € The banner will be put by the workers of HIFL</p> <p>Means: The activity will be performed by the Project Manager</p> <p>Costs: 15 000 €</p>	
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2.4. Activity Matrix

Please provide an updated action plan for the future activities of the project²

	Year 1		Year 2												
	Half-year 2		Half-year 3						Half-year 4						
	Month 11	12	13	14	15	16	17	18	19	20	21	22	23	24	Implementing body
Activity 1.1.															
Renovation of the Dormitory															
Execution Activity 1 General construction works, works of ventilation, plumbing, sewerage, power and lighting equipment, alarm system, fire alarm															sub-contractor
Execution activity 2 Execute authors and technical supervision															NGO "Tsentr Rozvytku Filologii Gromadska Organizatsiya"
Execution activity 3 Arrange approval of construction works by the State															NGO "Tsentr Rozvytku Filologii Gromadska Organizatsiya"

² This plan will cover the financial period between the interim report and the next report.

Architectural and Construction Inspection																	
Activity 1.2																	
Procuring furniture and equipment for the stuff																	
Execution Activity 1 Procure and installation furniture and equipment																	NGO "Tsentr Rozvytku Filologii Gromadska Organizatsiya"
Activity 2																	
Introduction of e-learning system																	
Preparation Activity 5 Digitalization of study materials																	NGO "Tsentr Rozvytku Filologii Gromadska Organizatsiya"
Execution Activity 1 Piloting innovative MOODLE courses at HIFL, establishment of electronic MOODLE infrastructure																	NGO "Tsentr Rozvytku Filologii Gromadska Organizatsiya"
Execution Activity 2 Evaluation of students' feedback & follow-up																	NGO "Tsentr Rozvytku Filologii Gromadska Organizatsiya"

Activity 3															
Strengthening of students' self-governance															
Execution activity 1 Roll-out cooperation activities according to the cooperation plan															NGO "Tsentr Rozvytku Filologii Gromadska Organizatsiya"
Execution activity 2 Disseminate and publish information on project activities, outputs and results during Open House Days, Career fair, by posting on the HIFL site and network pages.															NGO "Tsentr Rozvytku Filologii Gromadska Organizatsiya"
Activity 4															
Support for the functioning of the Council of Rectors of Displaced Higher Education Institutions															NGO "Tsentr Rozvytku Filologii Gromadska Organizatsiya"

3. Beneficiaries/affiliated entities, trainees and other cooperation

3.1. How do you assess the relationship between the beneficiaries/affiliated entities of this grant contract (i.e. those having signed the mandate for the coordinator or the affiliated entity statement)? Please provide specific information for each beneficiary/affiliated entity.

N/A

3.2. How would you assess the relationship between your organisation and State authorities in the action countries? How has this relationship affected the action?

The local authorities have recognised the progress the relocated HIFL has made in Bakhmut. The Action helped local authorities acknowledge EU actors put their faith in the Institute as a developing institution of higher learning which contributed to the level of cooperation between the parties concerned.

3.3. Where applicable, describe your relationship with any other organisations involved in implementing the action:

- Associate(s) (if any)
- Contractor(s) (if any))
- Final beneficiaries and target groups
- Other third parties involved (including other donors, other government agencies or local government units, NGOs, etc.)

N/A

3.4. Where applicable, outline any links and synergies you have developed with other actions.

The Action continues a previous action implemented by the TRF NGO in cooperation with the international organisations and co-partnership with HIFL aimed to improve accommodation conditions to its members, namely: "First Stage of the Dormitory Reconstruction in 63, Tchaikovsky St., Bakhmut" (in cooperation with the Czech Development Agency) (January 2016-May 2018). The first stage of the reconstruction of the 140-bed dormitory supported by the Czech Development Agency involved re-roofing, replacement of windows and insulation. All the paper work to carry out the second stage of the dormitory reconstruction has been done and all the permissions acquired.

3.5. If your organisati

3.6. on has received previous EU grants in view of strengthening the same target group, in how far has this action been able to build upon/complement the previous one(s)? (List all previous relevant EU grants).

N/A

3.7. Where applicable, include a traineeship report on each traineeship which ended in the reporting period to be prepared by the trainee including the result of the traineeship and assessment of the qualifications obtained by the trainee with a view to his/her future employment.

N/A

4. Visibility

How is the visibility of the EU contribution being ensured in the action?

The EU Action is identified in all the materials TRF NGO and HIFL prepare in their audio, visual and other publications with the presence of the EU Flag (according to the standard design and color instructions). This visibility has been maintained in line with the EU Visibility standards as identified and stipulated in the EU Communication and Visibility Manual. Some publications are indicated in the description of the Sub-activity A 3.3.

The website of HIFL has the tab «International Technical Assistance» with the information about the Action which is updated with the development of the activities: <http://forlan.org.ua/?mt-services=діючі-проекти-міжнародної-технічної-2>.

The European Commission may wish to publicise the results of actions. Do you have any objection to this report being published on the EuropeAid website? If so, please state your objections here.

No, there is no objection.

Name of the contact person for the action:

Yevgeniya Bielitska

Signature:

[Handwritten Signature]

Location:

Bakhmut

Date report due:

16.12.2020

Date report sent:

20.11.2020



Appendix 1: Sub-activity One – Images of Renovation of the Dormitory





In the photos: heating system

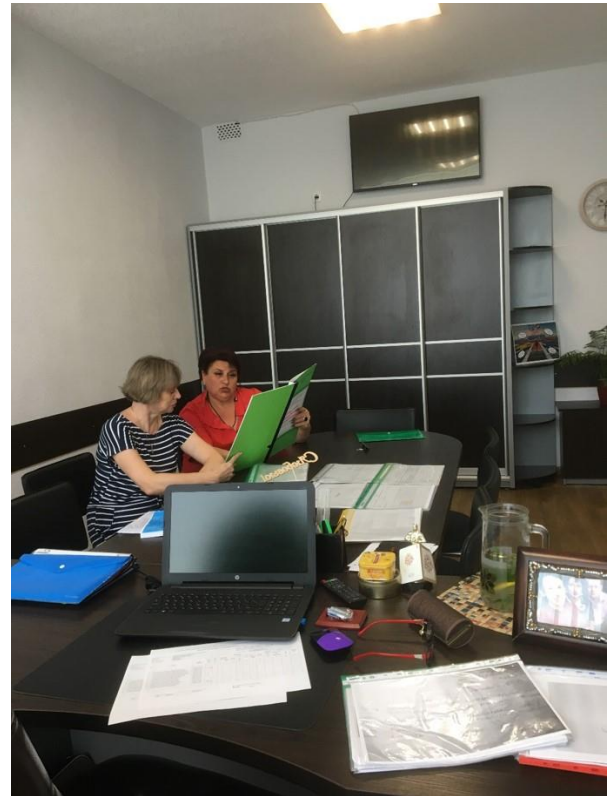


In the photo: the banner measuring 3800x1900 at the dormitory renovation facility.

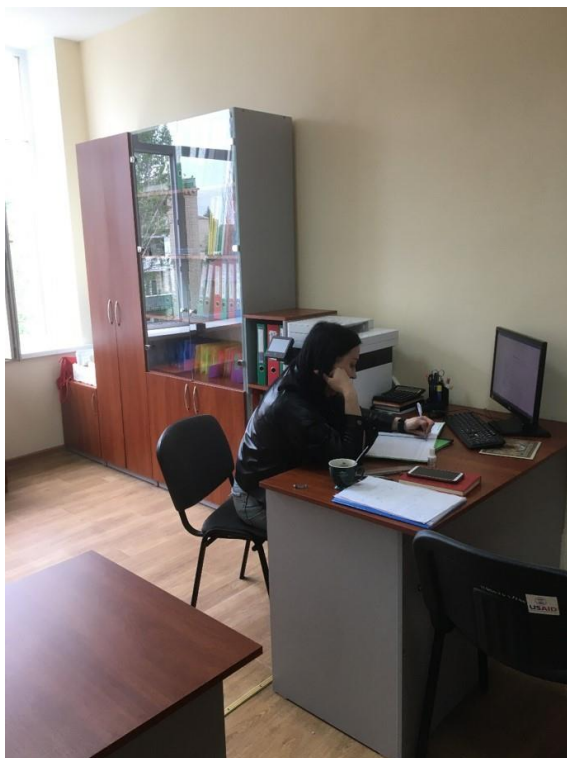
Sub-activity Two – Images of Furniture and equipment for the staff



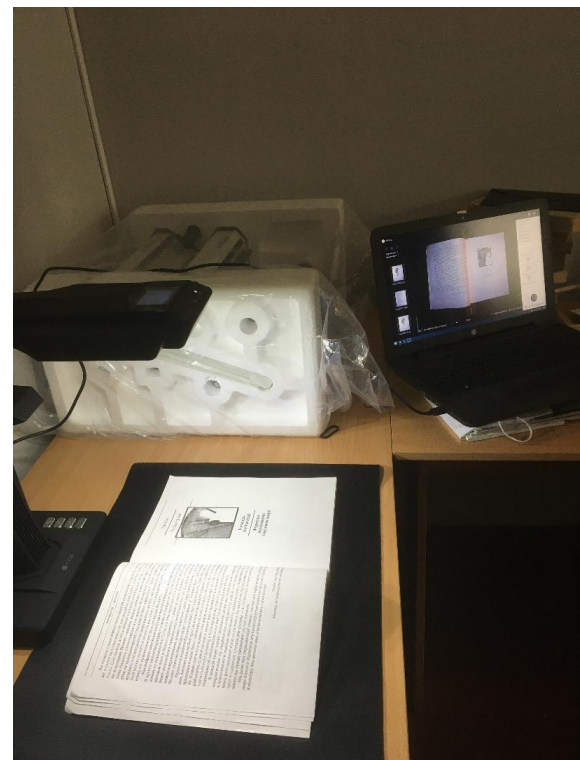
In the photo: The Dean's office



In the photo: Dean Maryna Zharikova in the Dean's office



In the photo: Lobby at the Dean's office



In the photo: library scanner



In the photo: Director of HIFL Yevgeniya Bielitska at the opened distance-learning class

Activity Two – Introduction of e-learning system: in the photos: workshop on "Learning management system: features of work in modular object-oriented dynamic learning environment ", February 5, 2020, coach – candidate of technical sciences, docent Yuriy Gritsuk.



Activity Three - Strengthening of students' self-governance: costumes for the theatrical performances

