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WATER DIPLOMACY
PROJECT ERASMUS +
101082976 - HWCA
ERASMUS-EDU-2022-CBHE

Strengthening Higher Education in the Water Sector for Climate Resilience and Security in Central Asia (HWCA)

101082976 – HWCA - ERASMUS-EDU-2022-CBHE (HWCA)

Quality Assurance & Monitoring Plan

Approved by the HWCA Project Management Board dated by July 25, 2023

**Diplomatic Academy of Ministry of Foreign Affairs
named after K. Dikambaev**

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TABLE OF CONTENTS

GENERAL OVERVIEW

Main objectives

Expected outcomes

Expected results at the end of the project

Project consortium

PROJECT WORK PACKAGES AND WORK PLAN

Project Work Packages (WP): Milestones and Indicators

Work Plan

QUALITY ASSURANCE (QA) PLAN

The WP Quality milestones

The WP Quality indicators

HWCA QA Approach

Self-monitoring

Project “peer” monitoring

Monitoring of the project progress indicators at the end of each year

Quality control of the provided trainings, meetings and project satisfaction

External evaluation

Annex I: Project Supervisory Board (PSB)

Annex II: HWCA Quality Groups

Annex III: Report template within the first 6 months of the project

Annex IV: Surveys



DOCUMENT INFORMATION

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LIST OF ABBREVIATIONS:

HWCA	Erasmus+ Project "Capacity Building in Higher Education (CBHE)" Human Capacity Development for the Water Sector of Central Asia to Strengthen Resilience to Climate Change and Support Sustainable Development, Peace and Security (HWCA)
HEI	Higher Education Institution
ESG	Standards and Guidelines for Quality Assurance in the European Higher Education Area
QA	Quality Assurance
QAP	Quality Assurance Plan
QG	Quality Group – a group of members on behalf of the Partner-University for monitoring and evaluating the effectiveness of the work carried out by partners.
QAG	HWCA Quality Assurance Group
M&E	Monitoring & Evaluation

LIST OF ANNEXES AND TABLES:

Annex I. Supervisory Board (SB)

Annex II. HWCA Quality Assurance Group (QAG)

Annex III. Report template within first 6 months of the project (the following tables are part of this report template):

Table 1. Working group for the HWCA project

Table 2. Strategy and Roadmap for FA that are to be developed and the deadlines of their updates

Table 3. Responsible persons for the purchase of the equipment & software

Table 4. Recommendations for the design of information materials on the project

Table 5. Quality Group (2-4 persons) from each partner-universities

Table 6. QA indicators and tools per area

Annex IV. Survey supporting documentation

- a) Annual Self-assessment of project progress
- b) Partner meeting evaluation form
- c) Strategy and Roadmap of FA evaluation: check-up
- d) Model of FA evaluation: check-up
- e) Training / study visit evaluation
- f) Dissemination event – survey questionnaire for participants
- g) Communication and dissemination event – report

GENERAL OVERVIEW

Human Capacity Development for the Water Sector of Central Asia to “**Strengthening Higher Education in the Water Sector for Climate Resilience and Security in Central Asia**” (HWCA) is an EU funded project in frame of the Erasmus+ program.

The overall objective of the project is to support the relevance, quality, modernization and responsiveness of MA/MSc curricula on water governance and water diplomacy offered by HEIs of Central Asian countries.

The project *aimed* to build capacities needed to promote and implement integrated water resources management, as well as adaptive water governance, strengthen regional cooperation and achieve more effective mobilization and utilization of private investment and international assistance.

Main objectives:

- Designing innovative, new MA/MSc curricula or reforming and introducing innovative elements in existing curricula in two areas of specialization - water governance and water diplomacy;
- Raising the qualifications of up to 40 instructors and preparing updated or new teaching materials;
- Developing appropriate quality assurance policies and procedures in accordance with European and international quality standards and regulations;
- Enabling Central Asian partners to commence the accreditation process of the new MA/MSc programs in 12 universities and start teaching the new curricula, with the potential to enroll up to 500 students in a two year period;
- Setting up a regional program for continuous professional development and research for instructors and graduates of the master’s programs in order to ensure sustainability;
- Engaging participants of the regional program for continuous professional development and research in teaching the curricula updated or newly developed at partner universities.

Expected results of the project:

- Development of new, innovative MA/MSc programmes;
- Making available training materials in English / Russian;

- Upgrading the qualifications of 40 teachers;
- Improving the English language skills of 120 teachers;
- Providing English language learning opportunities for 500 students;
- Enabling Central Asian universities to enroll up to 500 MA/MSc students to the new courses;
- Setting up a regional programme for continuous professional development and research;
- Appropriate quality assurance, including regular monitoring of project implementation;
- Targeted dissemination of information.

External evaluation of the project implementation

Project put in place strict quality and internal control mechanisms to measure and ensure the delivery of the highest quality activities possible, to promote responsible use of resources and protect against fraudulent activities.

The existence and relevance of quality control measures ensure that project implementation is of high quality, completed in time and on budget.

External assessment of the quality of the project implementation means the analysis and evaluation of the project by external evaluation independent expert not involved in its implementation. This evaluation helps to evaluate the effectiveness and success of the project, taking into account the opinion of outside observers and experts, which can bring a fresh perspective and an independent assessment.

The aim of Quality Assurance System is to develop and apply efficient and effective approaches for QA of methodology in line with the Standards and guidelines for quality assurance in the European Higher Education Area (ESG) in partner universities. Effective is based on monitoring, self-evaluation and planning for improvement with the following main targets:

The project aims to:

- to ensure establishment of quality Assurance Group of the project;
- to develop and provide a training session on the project QA methodology;
- each university identifies outputs/outcomes of the project specifically for its university;
- should develop the quality indicators to assess outputs/outcomes of the project;
- self-evaluation by the partners of project progress to meet the expectations of quality

control as a part of external evaluation.

The Steering Committee and Management Team is composed by one representative of each consortium partner institution participating in the HWCA project and it is in charge of the following:

- Overall project monitoring;
- Achievement of project's objectives through the delivery of its outputs and outcomes;
- Project progress review and corresponding adjustments to its strategic objectives;
- Maintenance of project relevance within the programme priorities;
- Quality Monitoring and corresponding adjustments;
- Conflict resolution: resolving any technical, administrative or contractual issues;
- Ethical consideration of the project work and deliverables (privacy, legality, authorizations, protection, ethics, personal data and results);
- Approval and distribution of project plans;
- Approval of final versions of technical and financial reports prepared by the Partners;
- Communication with other projects and coordinating dissemination and presentations;
- Other decision-making processes that might impact to the overall implementation/management of the project.



Project consortium

N#	LEGAL NAME	CODE	COUNTRY
P1	DIPLOMATIC ACADEMY OF THE MINISTRY OF FOREIGN AFFAIRS OF THE KYRGYZ REPUBLIC	DA MFA KR	KG
P2	STICHTING IHE DELFT INSTITUTE FOR WATER EDUCATION	IHE DELFT	NL
P3	UNIVERSITA' DEGLI STUDI DI BERGAMO	UB	IT
P4	UNIVERSITE DE REIMS CHAMPAGNE-ARDENNE	URCA	FR
P5	KAZAKHSTANSKO-NEMETSKIY UNIVERSITET	DKU	KZ
P6	ACADEMY OF PUBLIC ADMINISTRATION UNDER THE PRESIDENT OF THE REPUBLIC OF KAZAKHSTAN	APA	KZ
P7	SAKEN SEIFULLIN KAZAKH AGRO TECHNICAL UNIVERSITY)	KATU	KZ
P8	M.KH. DULATY TARAZ STATE UNIVERSITY	DU	KZ
P9	INSTITUTION OF HIGHER EDUCATION KYRGYZ NATIONAL AGRARIAN UNIVERSITY NAMED AFTER K.I. SKRYABIN	KNAU	KG
P10	ACADEMY OF PUBLIC ADMINISTRATION UNDER THE PRESIDENT OF REPUBLIC OF TAJIKISTAN	APAPRT	TJ
P11	TAJIK AGRARIAN UNIVERSITY NAMED AFTER SHIRINSHOH SHOHEMUR	TAU	TJ
P12	TURKMEN OBA HOJALYK INSTITUTY	TAI	TM
P13	MAGTYMGULY ADYNDAKY TURKMEN DOWLETUNIWERSITETI	TSU	TM
P14	JAHON IQTISODIYOTI VA DIPLOMATIYA UNIVERSITETI	UWED	UZ
P15	TOSHKENT IRRIGASIYA VA QISHLOQ XO JALIGINI MEXANIZATSIYALASH MUHANDISLARI INSTITUTI	TIIAME NRU	UZ



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PROJECT WORK PACKAGES AND WORK PLAN

Project Work Packages (WP): Milestones and Indicators

Project Work Packages (WP): Milestones and Indicators

Work Package	The WP milestones	The WP indicators
<p>WP1: Assessment of existing curricula, needs assessment, planning of activities</p> <p>Duration: M1 – M6</p>	<ul style="list-style-type: none"> - Study on existing curricula and needs finalized; - Information on present curricula, capacities and needs submitted reviewed. 	<ul style="list-style-type: none"> - Study uploaded on project website; - 12 reviews, implementation plans uploaded on project website.
<p>WP2: Updating existing curricula or development of new curricula in two specializations: water governance and water diplomacy, start of the accreditation process of new MA/MSc courses, selection criteria for students agreed</p> <p>Duration: M6– M35</p>	<ul style="list-style-type: none"> - Updated or new curricula finalized; - Teaching of updated curricula and accreditation. 	<ul style="list-style-type: none"> - Curricula and other relevant materials uploaded on project website; - Report on the start of teaching updated curricula and accreditation processes of new curricula uploaded on project website.
<p>WP3: Upgrading faculty skills and teaching methods</p> <p>Duration: M12– M36</p>	<ul style="list-style-type: none"> - Training course on water governance successfully completed; - Training course on water diplomacy successfully completed. 	<ul style="list-style-type: none"> - Report on the completion of the training course, including list of participants, programme, training materials, learning outcomes uploaded to the project website. A certificate of attendance issued to teaching staff of Central Asian HEIs. List of participants at the training. - Report on the completion of the training course with all supporting documentations.
<p>WP4: Upgrading proficiency in English for faculty and</p>	<ul style="list-style-type: none"> - Courses for raising the English language 	<ul style="list-style-type: none"> - Management (rector) of Central Asian universities



<p>students</p> <p>Duration: M6 – M32</p>	<p>proficiency of faculty and students completed;</p> <ul style="list-style-type: none"> - Specialized, short-term training to raise reading, writing and presentation skills in English completed. 	<p>certify to the project manager the successful completion of English language courses for faculty and students, certificates of participation issued;</p> <ul style="list-style-type: none"> - A report on learning outcomes uploaded on the project website. <p>Management (rector) of Central Asian universities certify to the project the completion of English language courses, certificates of participation issued.</p>
<p>WP5: Development of a regional programme for continuous professional development and research (water resources management and water diplomacy) to strengthen sustainability</p> <p>Duration: M12 – M36</p>	<ul style="list-style-type: none"> - The programme on continuous training and research is established at DKU in Almaty; - 12 Central Asian HEIs offered an opportunity to sign an MoU with DKU guaranteeing participation of their teaching staff and graduate students in the programme. 	<ul style="list-style-type: none"> - DKU announces the establishment of the program and issues invitations to Central Asian HEIs to participate. All relevant materials (selection criteria, aim, program, background materials, administrative and financial conditions) uploaded to the DKU and the project websites; - DKU sends letters to Central Asian HEIs inviting them to sign a MoU on cooperation in the framework of the programme. Letters uploaded to the project website.
<p>WP6: Dissemination organization of mobility</p>	<ul style="list-style-type: none"> - Dissemination plans of all participating HEIs discussed and approved; 	<ul style="list-style-type: none"> - Online meetings with the participation of all (EU and Central Asian) partners in



Duration: M1 – M36	- Quarterly meetings to assess and (if necessary) modify dissemination activities.	English. Dissemination plan uploaded on project website; - Reports and conclusions of quarterly online meetings, including list of participants, agenda and decisions, with the participation of all (EU and Central Asian) universities, in English, uploaded to the project website.
WP7: Sustainability and quality Duration: M2 – M36	- Quarterly meetings for quality assurance	- Reports uploaded to project website Short summary of online meetings (English, 5 p. pdf) uploaded to project website
WP8: Project management Duration: M1 – M36	- DA MFA KR management team set up; - Partnership agreements signed; - Steering Committee of 5 implementing HEIs is set up	- List of members of DA MFA KR management team uploaded to project website; - Signed partnership agreements; - List of members of steering committee.

Quality Assurance Plan

The aim of the Work Package Quality Plan is to develop and apply efficient and effective approaches for QA of teaching curricula in partner universities. Effective QA is based on monitoring, self-evaluation and planning for improvement with the following main targets.

Project put in place strict quality and internal control mechanisms to measure and ensure the delivery of the highest quality activities possible, to promote responsible use of resources and protect against fraudulent activities. The existence and relevance of quality control measures ensure that project implementation is of high quality, completed in time and on budget. Project have a number of control measures to regulate and evaluate its process and expected outcomes, based on a strict management.

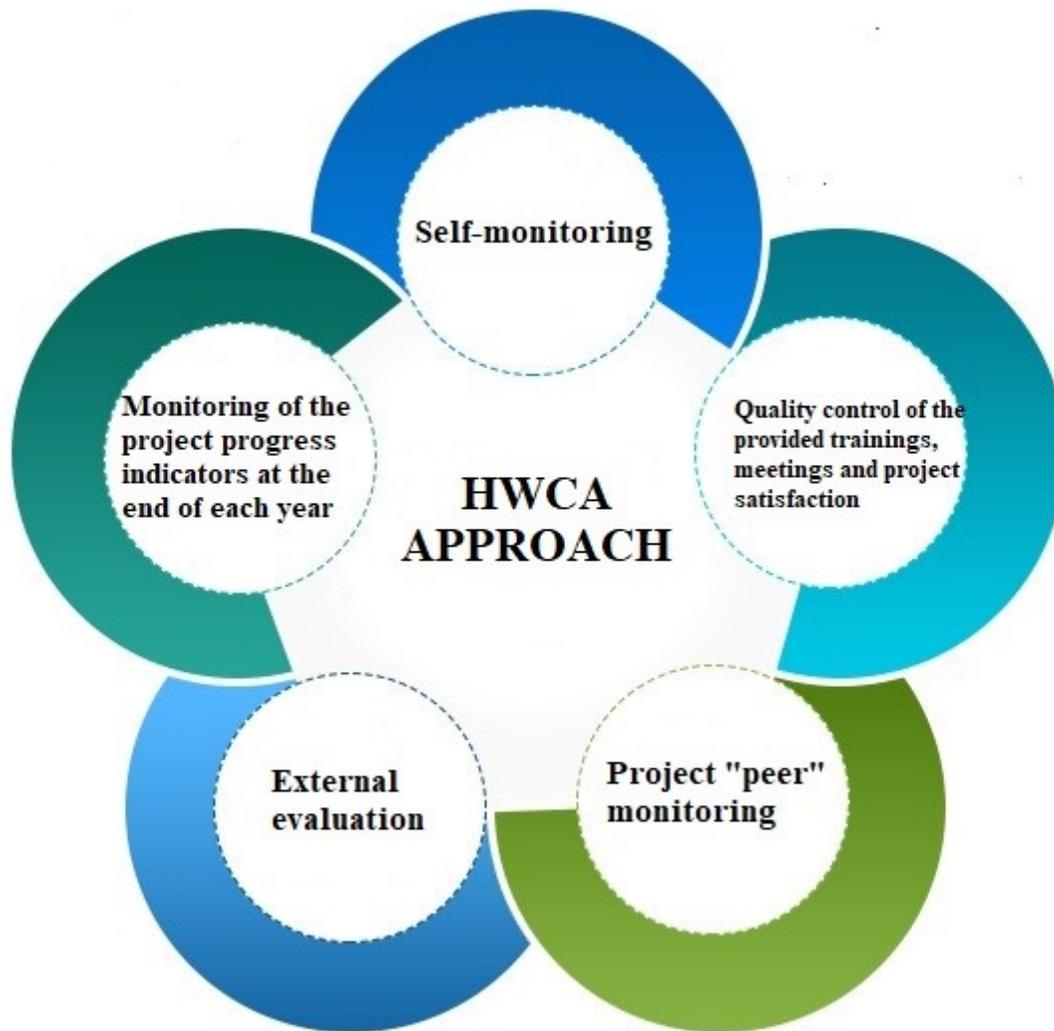
The Quality Assurance Plan (QAP) is developed in compliance with the Project description and all applicable rules & guidelines. The Quality Assurance measures and ensures the quality of the project results and the quality of the methods and procedures used to manage the project lifecycle and to develop these results. The QAP defines the specific measures to be followed by the project partnership to ensure the effective management of the project and the conformity of Project deliverables with the expectations and objectives of the project. For quality assurance and evaluation, the following areas were agreed on:

QA of project processes. For quality assurance and evaluation, the following areas are considered:

- Project Management;
- Project meetings;
- Deliverables and Pilot Implementation of Deliverables.
- Training Events;
- Dissemination, Communication and Exploitation.



HWCA approach:



The Management Structure includes three elements:

	Main responsibilities:	The group is approved during the Kick off Meeting:
Project Management Board (PMB)	<ul style="list-style-type: none"> - The strategic planning and review; - Decision-making. Verifying changes to the project documents; - Approving the project Work Plan and documents (reports) for accuracy and compliance with the Erasmus Plus rules; - Identifying and monitoring risks; - Monitoring and controlling the project timeline; - Managing the relationship and conflicts between the delivery team and other project stakeholders; - Defining policies and procedures related to project delivery. <p>Recommending adjustments to resources and their allocation.</p>	<p>The group is approved during the Kick off Meeting:</p> <ol style="list-style-type: none"> 1. Chinara Adamkulova - Rector of the Diplomatic Academy of the Ministry of Foreign, Senior expert 2. Marton Krasznai – Visiting Professor, project manager and expert.
Steering Committee(SC)	<ul style="list-style-type: none"> - SC will be responsible for the oversight, operation, and delivery of project activities, and implementation. The SC members will clarify decisions about how the agreed scope of work can be fulfilled; - SC will oversee the delivery process and establish project management policies and procedures to help project teams make sure that the project stay on track and deliver desired results. If 	<ol style="list-style-type: none"> 1. Chinara Adamkulova - Rector of the DA MFA 2. Jenniver Sehring - Associated professor, Delft Institute for Water Education, the Netherlands 3. Filippo Menga - Associated professor, University of Bergamo, Italy 4. Jean-Paul Deroin - University of Reims, Champagne-Ardenne,



	<p>needed, SC will reconcile differences and conflicting issues in the roles and responsibilities of stakeholders and ensure that all deliverables are of quality and meet the agreed scope;</p> <p><i>Meetings:</i> SC members will meet at the kick-off meeting and on a regular basis every 6 months. If necessary, more meetings will be organized.</p>	<p>France</p> <p>5. Askaraliev Bakyt - Associate Professor, KNAU</p> <p>6. Alexey Volkov – Director of the Institute of Diplomacy of the Academy of the APAPR of Kazakhstan</p> <p>7. Barbara Janusz-Pawletta - Vice President for Intern. Cooperation \ KDU</p> <p>8. Saltanat Meiramova, Head of department KATU</p> <p>9. Gulnur Issabekova, Head of the Centre for Intern. Cooperation, TRU M.H. Dulati Taraz Regional University, Kazakhstan</p> <p>10. Khudonazarova Madina, Head of department Tajik Agrarian University named after Shirinshoh Shohtemur</p> <p>11. Shamsiddin Khojaev, Head of department, APAPR of Tajikistan</p> <p>12. Sheker Ashirmuradova, Head of the Department, Turkmen State University named after. Magtymguly</p> <p>13. Babageldi Kurbanov, Head of department, Turkmen Agricultural Institute</p> <p>14. Gulnoza ISMAILOVA, Vice-Rector, University of World Economy and</p>
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		<p>Diplomacy</p> <p>15. Abdulkhakim Salokhiddinov - Vice Rector, TIAME Tashkent Institute of Irrigation and Agricultural Mechanization Engineers</p>
<p>Supervisory Board (SB)</p>	<ul style="list-style-type: none"> - To provide advice on the project implementation and results; - A Project Supervisory Board (PSB) will be set up after the start as an external monitoring to assess the quality of project outcomes. If needed, the PSB will initiate corrections/improvements in the Work Plan/activities based on results of self-monitoring & external evaluation by the External Evaluator. This also ensures that appropriate target-setting, monitoring & tracking of progress is in place & self-monitoring is based on a wide range of evidence across all aspects/outputs of the project including benchmarking information to inform improvement planning & raising achievement. <p><i>Meetings:</i> Once a year or based on the needs of the partner HEIs.</p>	<p>The SB is represented by the EU HEIs.</p>

External evaluation and monitoring of the quality of project implementation is an important tool for assessing its success and effectiveness, as well as for providing recommendations for further improvements and optimization of the project. It also helps to increase transparency and confidence in the project among all stakeholders.

Self-monitoring

The Self-monitoring system in the form of QA centres/ responsible specialists with the support of the WP leader established in each partner university.

The Self-monitoring, based on the *Annex II* will be implemented by Quality Groups (2-4 persons) from each partner-universities twice a year (Table 5).

The self-monitoring first steps:

- to develop the Quality system of the project in each partner university with a formally endowed and staffed centre, defined assessment tasks and activities, reliable, transparent and accountable assessment decisions, effective quality checks in place, in line with national standards;
- to examine ESG User's Guide documents (available on the project website);
- to develop quality indicators of the project by Quality Groups specifically for its university to assess outputs/ outcomes of the project.

Annual reports created on the basis of the *Annex III* provided by each partner will be available on the project website.

*** Note:** quality indicators should be based on the ESG & ECTS User's Guide, considering the national education law. Examples of quality indicators (only suggestion, universities should develop their own quality indicators), could be presented in %, quantitative approach is preferable.

Every 6-12 months each partner university together with the periodical reports should report on the developed quality indicators. The information will be summarized and analysed to understand the progress and outputs/ outcomes of the project in each university.

The project implementation in target universities will be controlled by regular self-reporting by partner universities (every 6-12 months). Controlling the implementation in form of a special developed report template (including comparison with the timetable of the project activities, evaluation of outcomes and their quality) will help the consortium to see the overall picture of development in the partner universities and compliance with progress indicators.

This regular control is able to indicate problems and obstacles in each of the stages of the project development, and, to decide about the prompt actions to eliminate the problems and find the best solutions for each university. This monitoring system allows universities to reflect on their accomplished work and analyses what has been done and what can be improved.

Based on the report templates and recommendations provided by the WP leader, the Quality groups will provide the periodical reports on achieving the milestones/indicators of the project progress.

The example of the report template and recommendations within the first 6 months of the project is provided in *Annex III*.

Project “peer” monitoring

To improve the quality of all project outcomes, to initiate corrections and improvements in the Work Plan and related activities, and to monitor and provide recommendations for the quality of the project the project Supervisory Board (SB) (*Annex I*) was established.

The main purpose of the SB is to provide a “peer” assessment. Project managers can organize a meeting (virtual or face-to-face) in order to share their experience of the self-monitoring process/implementation of project activities. Due to such “peer-review” meetings, representatives can ensure that quality assurance activities are fit for purpose, comparable, manageable and accessible. The meeting should be recorded in a form of minutes and handed in to the project coordinator.

Monitoring of the project progress indicators at the end of each year

Based on the provided indicators in the table “Project Work Packages (WP): Milestones and Indicators” at the end of each project year will be carried out a check of progress indicators for all WPs of the work of the entire consortium.

This approach will allow tracking the progress of the project implementation as a whole, to identify tasks that should be paid special attention and need improvements.

The information will be collected and summarized by WP leader P1 DA MFA KR. The results will be presented and discussed during the online meetings with the consortium.



Report # and deadline	Responsible Partner	Contributors	Content
Report 1, M13	DA MFA KR	KYRG Universities, lead of the QG	Evaluation of the 1-year indicators and reports of the partners based on the Annex 3, recommendations for 1 year
Report 2, M27	DA MFA KR	KYRG Universities, lead of the QG	Evaluation of the 2 year indicators and reports of the partners based on the Annex 3, recommendations for 2 year
Report 3, M37	DA MFA KR	KYRG Universities, lead of the QG	Evaluation of the 3 year indicators and reports of the partners based on the Annex 3, recommendations for 3 year

Quality control of the provided trainings, study visits, meetings and project satisfaction

Quality control of the provided training, study visits, meeting and project satisfaction will be implemented through surveys among the participants and **managed by DA MFA KR**.

A survey is an effective tool that allows establishing the connection between the consortium members, project participants or interested in the project activities (for instance, students, academics, stakeholders' groups) to get the opinion on the project's activities, providing training, satisfaction on the organization and communication of the meeting.

The feedback will allow us to improve the project implementation and identify weak points. The annual reports about surveys will be published on the project website.

Annual evaluation of the project within project partners

At the end of each year, each member of the *HWCA Quality Assurance Group (QAG) (Annex II)* will be contacted by DA MFA aiming to collect data about the overall implementation of the

project. These surveys (see Annex IV) will cover the following issues:

- Overall satisfaction with the project activities;
- Communication and cooperation with the consortium members;
- Project implementation in each university;
- Impact of the project on personal professional development and the universities;
- Open questions for comments, expectations.

These surveys should be completed by partners during these months: M12, 24, 36. Meantime the reports will be provided by DA MFA at M13, M25, M37. Based on the analyzed data reports will be developed by DA MFA and presented in the project website.

During the first five months of the project, CVs of potential external evaluators were collected by the Coordinator (based on the requirements specified below). All CVs were presented to the PMB and an external evaluation will be implemented by Ms. Venera Omuralieva. The expert was selected and approved by the PMB during the online meeting in **01 July 2023**.

Each partner university and coordinating university will open access to all project documentation to the external evaluator. The timetable of interviews will be developed at one of the coordination meetings.

The external evaluator will analyze the activity of all QA systems established at EU and KG partner universities to check the quality and sustainability of all project outcomes. The QA system should include all needed tools such as questionnaires, assessment scales and regular self-monitoring reports.

Requirements for the service: external evaluation of HWCA

Expertise and skills required for the external evaluator:

Qualification: the candidate must have at least an MSc degree in any area, but Educational Sciences is preferable.

Skills and experience. The external evaluator must possess specific skills and experience, which include:

- Demonstrated professional experience in evaluating and monitoring international collaborative projects, preferably with previous experience in EU-funded projects
- Understanding of quality processes, expected activities, outputs, and quality review procedures
- Familiarity with the Bologna process, Erasmus+ projects, higher education systems, and Quality Assurance standards (ESG)
- Expertise in regional and partner country contexts, as well as knowledge of partner



- countries' Financial Autonomy of Higher Education Institutions (HEIs) systems
- Strong language skills, particularly advanced proficiency in English and Russian
- Effective communication skills to convey evaluation results and provide constructive feedback
- The external evaluator must maintain professional independence and cannot have any ongoing contractual engagement with the consortium members in order to ensure an unbiased review.

Tasks and Deliverables

Tasks

- to review HWCA processes and products, according to the evaluation criteria of relevance and fulfilment of objectives, development effectiveness, impact, and sustainability for project evaluation;
- to provide a training to Quality Assurance Group;
- to prepare the intermediate (on Months 12 and 18) and final (on Month 36) external evaluation reports;
- each 6 months to provide feedback in the form of online sessions on quality assurance processes and methodologies to the project consortium members.

Deliverables

- Mid-term report about project implementation provides an external perspective to achievements so far reached and the overall performance of the Project against plans and objectives; it also provides recommendations on the various aspects of Project implementation, including quality of the deliverables, consortium working relations, internal communication, processes, results, etc.
- The Final Report ensures an external and professional perspective into the project process, results, and captures the overall quality of the project in all its aspects. It also provides valuable lessons learned and good practices to inform partners' work in further exploiting project results beyond its lifetime.
- A series of feedback sessions provided for the HWCA consortium members will strengthen the implementation of the project activities.



Conditions for the service

The external evaluator will have complete access to all project documentation in order to conduct a thorough assessment of the project. The evaluator agrees to perform the necessary services within the specified timeframe and maintain the confidentiality of any data generated or disclosed during the evaluation process.

Additional criteria for the evaluation will be discussed with the consortium members during an online meeting in the fifth month of the first year. At the start of the fifth month of the project, a call for a Quality Assurance (QA) expert will be announced, and an external QA expert will be selected from a pool of at least two candidates and appointed.



Annex 1: SUPERVISORY BOARD (SB)

Member	Organization	Background
Chinara Adamkulova	DA MFA KR	Rector of the Diplomatic Academy of the Ministry of Foreign, Senior Expert
Marton Krasznai	DA MFA KR	Project manager and expert

Annex 2: QUALITY ASSURANCE GROUP (QAG)

Nº	University	Acronym	Name	Position	Email
1	Diplomatic Academy of the Ministry of Foreign Affairs of the Kyrgyz Republic	DA MFA KR	Nurgul Diushenova	Head of the educational department	nur_2211@mail.ru
2	Kazakh-German University	DKU	Larissa Kogutenko	Integrated Water Resources Management Master Programme Coordinator	
3	Academy of Public Administration under the President of Kazakhstan	APA_KZ	Bauyrzhan Baglai	Managing educational process, organizing scientific and practical conferences, developing study materials Assistant of the Institute of Diplomacy	

4	Kazakh Agrotechnical University	KATU	Gulnara Kaltayeva	Consulting teaching staff in developing educational programs	
5	Taraz Regional University	DU	Omarova G.E.	M.Kh. Dulaty Taraz Regional University, "Water resources" department,	
6	Kyrgyz National Agrarian University	KNAU	Aijan Tolobekova	Coordination and support the educational and research project work	kau.icc@gmail.com
7	Academy of Public Administration under the President of the Republic of Tajikistan	APAP RT	Odinaev Boymurod Jalilovich	Organize the educational activities of Academy.	
8	Tajik Agrarian University named after Shirinshoh Shohtemur	TAU	Ismoilov Maksadullo	Managing educational process, organizing scientific and practical conferences, developing study materials Head of department of Study and Quality Monitoring	
9	Turkmen Agricultural Institute	TAI	Shageldi Nurgeldiyev	Managing educational process Specialist of the educational part	
10	Turkmen State University	TSU	Sheker Ashirmuradova	Management, lecture and research work.	sheker71@mail.ru
11	University of World Economy and Diplomacy	UWED	Gulnoza Ismailova	Vice-rector.	ismailova.dba@gmail.com
12	Tashkent Institute of Amelioration and Agricultural Mechanization Engineering	TIIAME	Salokhiddinov Abdulkhakim	Project team leader	pepiwm@gmail.com



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PROJECT ERASMUS +
101082976 - HWCA
ERASMUS-EDU-2022-CBHE

Annex III. REPORT template within first 6 months of the project
(the following tables are part of this report template):

Name of the university/organization: _____

This report should be shared with QAG via email: _____

Template developed by ISM.



Table 1. Working group for the HWCA project (should be updated every 6 months)

No	Name, Surname, email	Position	Responsibility (WP, tasks according to the work plan)
1			
co-			
ordinato			
r			

Table 2. Strategy and Roadmap for FA that are to be developed and the deadlines of their updates (should be updated every 6 months)

Strategy and Roadmap	Person/teacher/department/faculty responsible for the Strategy and Roadmap for FA	Short description of the Strategy and Roadmap	Deadlines

Table 3. Responsible persons for the purchase of the equipment & software (should be updated every 6 months)

Equipment/Software	Name of the person(s) responsible for the equipment/software purchase	Occupation of the responsible persons	Contact information of the responsible persons

Table 4. Recommendations for the design of information materials on the project(should be updated every 6 months)

Each university should select a “blogger” who will post information about the project in the Internet. It is recommended to specify the following information:

- The name of the project - Human Capacity Development for the Water Sector of Central Asia to Strengthen Resilience to Climate Change and Support Sustainable Development, Peace and Security (HWCA);
- Official Internet website of the project (if available);
- Creation of a Facebook page about the project/adding the information about the project to the university Facebook profile;
- Logo of the project and address of the main website of the project in all electronic resources should be mentioned;
- Logo of the ERASMUS+ programme - available to download from the website of EACEA (https://www.eacea.ec.europa.eu/about-eacea/visual-identity/visual-identity-programming-period-2021-2027/european-flag-emblem-and-multilingual-disclaimer_en);
- The following disclaimer shall be added to the inner pages of the publications and studies written by external independent bodies with support from the European Commission:
- “Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them”;
- Project reference number;
- Flags of the participating countries and/or logos of the organizations participating in the project;
- Next, depending on the specific objectives and the availability of space for placement of information: the composition of the project consortium, project implementation, goals and objectives of the project achieved/planned results, upcoming events;
- Photos of the project team, faculty and staff involved in the project;
- Photos of project events;
- Details of contact person for further information.



Table 5. Quality Group (2-4 persons) from each partner-universities

N.	University	Acronym	Name	Position	E-mail	W/A number
1	DIPLOMATIC ACADEMY OF THE MINISTRY OF FOREIGN AFFAIRS OF THE KYRGYZ REPUBLIC	DA MFAKR	Chinara Adamkulova	Rector of the Diplomatic Academy of the Ministry of Foreign Affairs, Senior Expert	Chinara.adam@gmail.com	+996 999 55 00 44
			Marton Krasznai	Visiting Professor, Project manager and expert	martonkrasznaai7@gmail.com	
2	STICHTING IHE DELFT INSTITUTE FOR WATER EDUCATION	IHE DELFT	Jenniver Sehring	Expert	j.sehring@un-ihe.org	+31 15 215 1165
			Monique Ischi	Expert	m.ischi@un-ihe.org	
3	UNIVERSITA' DEGLI STUDI DI BERGAMO	UB	Filippo Menga	Associate Professor of Geography	filippo.menga@unibg.it	
			Elena Bougleux	Associate Professor of Cultural Anthropology, Anthropology of Asia		
4	UNIVERSITE DE REIMS CHAMPAGNE-ARDENNE	URCA	JEAN-PAUL DEROIN	Senior lecturer and researcher	jean-paul.deroin@univ-reims.fr	
			Jean-Paul Deroin	Expert of the EU Water Facility and UNDP. Associate professor		
5	KAZAKHSTANSKO-NEMETSKIY UNIVERSITET	DKU	Barbara Janusz-Pawletta	Vice-rector on International cooperation and public relations	janusz-pawletta@dku.kz	+7 705 904 96 80

6	ACADEMY OF PUBLIC ADMINISTRATION UNDER THE PRESIDENT OF THE REPUBLIC OF KAZAKHSTAN	APA	Marian Abisheva	Director of the Institute of Diplomacy		
			Timur Shaimergeronov	Professor of the Institute of Diplomacy		
7	KAZAKH AGROTECHNICAL UNIVERSITY	KATU	Aitzhan Abdyrov	Rector		
			Dani Sarsekova	Dean of Forestry, Wildlife and Environment Faculty, Doctor of Agricultural Sciences		
8	TARAZ REGIONAL UNIVERSITY	DU	Aimen A.T.	Dean of the Faculty		
			Omarova G.E.	Associate Professor		
9	KYRGYZ NATIONAL AGRARIAN UNIVERSITY	KNAU	Azilbek Usubaliev	Vice-rector for administrative and economic work		
			Bakyt Askaraliev	Head of department for Land Reclamation and Water management		
10	ACADEMY OF PUBLIC ADMINISTRATION UNDER THE PRESIDENT OF THE REPUBLIC OF TAJIKISTAN	APAP RT	Ikromova Sarvinoz	Head of department		
			Karamalishov Karamalisho	Head of department		
11	TAJIK AGRARIAN UNIVERSITY NAMED AFTER SHIRINSHOH SHOHEMUR	TAU	Karaev Ziyodullo	Head of Management of International Activity		



			Sattorov Shahriyor	Dean of Hydromilioration faculty		
12	TURKMEN AGRICULTURAL INSTITUTE	TAI	Babageldi Kurbanov	Head of department	baba_kur_83 @mail.ru	
			Shageldi Nurgeldiyev	Teacher		
13	TURKMEN STATE UNIVERSITY	TSU	Sheker Ashirmuradova	Head of Ecology Department		
			Hamrayev Gapurjan	Head of Hydrometeorology Department		
14	UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY	UWED	Gulnoza Ismailova	Vice-rector		
			Mirzoumid Khamdamov	Dean of the Develop a strategy for the development of International economics and management faculty		
15	TASHKEN INSTITUTE OF MELIORATION AND AGRICULTURAL MECHANIZATION ENGINEERING	TIAME NRU	Salokhiddinov Abdulkhakim	Vice-Rector for International Collaboration		
			Ziganshina Dinara	Associate Professor		

INDICATORS OF ACHIEVEMENT AND EVALUATION TOOLS

There are Indicators of achievement and Evaluation tools for each evaluation area are defined, they are used for quality evaluation of all project activities (Table 6) throughout the project life cycle.

Table 6. QA indicators and tools per area

Element	Indicators of Achievement	Items to be evaluated
Project management	<p>QUANTITATIVE</p> <ul style="list-style-type: none"> ▪ Work plan has clear division of tasks and responsibilities of partners ▪ Project management reports, made using unified templates, are submitted intime <p>QUALITATIVE</p> <ul style="list-style-type: none"> ▪ Satisfaction of partners with Work plan ▪ Satisfaction of partners with project management ▪ Awareness of partners regarding project goals, project implementation, own responsibilities ▪ Satisfaction of partners with communication, cooperation and problem-solving abilities of partners 	<ul style="list-style-type: none"> ▪ Information collected from project partners ▪ Updated Work plan ▪ Partners' reports ▪ 6-month basis reporting documents
Project meetings	<p>QUANTITATIVE</p> <ul style="list-style-type: none"> ▪ Guidelines to organizing activities agreed and shared ▪ Respecting the agenda & the goals of the meeting <p>QUALITATIVE</p> <ul style="list-style-type: none"> ▪ Quality of information and communication prior to and at the event ▪ Satisfaction concerning organization of the meeting ▪ Partners have a clear plan of to do activities, responsibilities and procedures 	<ul style="list-style-type: none"> ▪ Meetings' agenda & minutes ▪ Signature Lists of participants ▪ Visual supports (presentations, photos) ▪ Partner Meeting Evaluation Form (Annex B)
	<p>QUANTITATIVE</p> <ul style="list-style-type: none"> ▪ Strategy and Roadmap are fulfilled according to the time schedule 	<ul style="list-style-type: none"> ▪ Published materials



<p>Strategy and Roadmap of Financial Autonomy of HEI</p>	<ul style="list-style-type: none"> ▪ Contents of the Strategy and Roadmap match the description in the Application Form <p>QUALITATIVE</p> <ul style="list-style-type: none"> ▪ Satisfaction of partners with content in terms of completeness, clarity and comprehensiveness ▪ Level of relevance of the defined learning outcomes and identified topics for the target group 	<ul style="list-style-type: none"> ▪ Strategy and Roadmap of FA Evaluation: check- up (by a leading partner) (Annex C)
<p>Model of FA</p>	<p>QUANTITATIVE</p> <ul style="list-style-type: none"> ▪ Model of FA are fulfilled according to the time schedule ▪ Contents of the Model of FA match the description in the Application Form <p>QUALITATIVE</p> <ul style="list-style-type: none"> ▪ Satisfaction of partners with content in terms of completeness, clarity and comprehensiveness ▪ Level of relevance of the defined learning outcomes and identified topics for the target group 	<ul style="list-style-type: none"> ▪ Published materials ▪ Model of FA Evaluation: check-up (by a leading partner) (Annex D)
<p>Pilot implementation of Model of FA</p>	<p>QUANTITATIVE</p> <ul style="list-style-type: none"> ▪ Guidelines to organizing piloting agreed and shared ▪ The Model of FA are piloted according to the time schedule ▪ Each Model of FA is piloted in Kyrgyzstan ▪ Min. 50 staff, teachers trained ▪ Professors' and students' feedback of the pilot implementation collected <p>QUALITATIVE</p> <ul style="list-style-type: none"> ▪ Satisfaction of professors and students with content of piloted modules 	<ul style="list-style-type: none"> ▪ Programme of the event ▪ Training materials ▪ Signature Lists of participants ▪ Report of activities ▪ Training / study visit evaluation (Annex E) ▪ Dissemination event – survey questionnaire for participants (Annex F) ▪ Communication and dissemination event – report [scheme] (Annex G)
<p>Study visits to EU partner universities</p>	<p>QUANTITATIVE</p> <ul style="list-style-type: none"> ▪ Guidelines to organizing the study visits agreed and shared ▪ The event takes place as planned in the schedule <p>QUALITATIVE</p>	<ul style="list-style-type: none"> ▪ Programme of the event ▪ Published methodological materials ▪ Signature Lists of participants ▪ Report of activities ▪ Feedback from participants



	<ul style="list-style-type: none"> ▪ The experience of European universities on financial autonomy ▪ Relevance of the defined learning outcomes and content for participants ▪ Satisfaction of participants with training content 	<ul style="list-style-type: none"> ▪ Training / study visit evaluation (Annex E)
<p>Training events</p>	<p>QUANTITATIVE</p> <ul style="list-style-type: none"> ▪ Guidelines to organizing the training events agreed and shared ▪ The event takes place as planned in the schedule <p>QUALITATIVE</p> <ul style="list-style-type: none"> ▪ Clearness of training objectives for participants ▪ Relevance of the defined learning outcomes and content for participants ▪ Satisfaction of participants with training content 	<ul style="list-style-type: none"> ▪ Programme of the event ▪ Published methodological materials ▪ Signature Lists of participants ▪ Report of activities ▪ Feedback from participants ▪ Training/study visit evaluation (Annex E)
<p>Dissemination</p>	<p>QUANTITATIVE</p> <ul style="list-style-type: none"> ▪ Development of the dissemination Plan ▪ Development of the Strategic plan on sustainability of the project results ▪ Development of Project Website and regular update in relation to project' progresses ▪ Promotion of information about the goals and results of the project in the media, scientific publications, as well as through participation in events (conferences, round tables) at the national and international levels ▪ Organisation and conducting the final project conference <p>QUALITATIVE</p> <ul style="list-style-type: none"> ▪ All project partners are involved in sharing information regarding project' progress and results ▪ Satisfaction of events participants with project results 	<ul style="list-style-type: none"> ▪ Published materials ▪ Plan of dissemination ▪ Evaluation: check-up (by a leading partner) ▪ Strategic plan on sustainability of the project results ▪ Social media statistics ▪ Number of visitors on the project website ▪ Number of newsletter recipients ▪ Number of participants to the project multiplier events ▪ Signature Lists of participants to multiplier or other events ▪ Dissemination event – survey questionnaire for participants (Annex F)

Annex IV. SURVEYS

a) **ANNUAL SELF-ASSESSMENT OF PROJECT PROGRESS** (COMPLETED BY THE PROJECT PARTNERS AND MANAGED BY DA MFA KR)

[This form is to assess project progress]

Please rate the quality of selected key aspects of the project according to this scale:

- **NO (Not Observed)**
- **NI (Needs Improvement)** = Performance is less than expectations
- **S (Satisfactory)** = Performance meets the expectations
- **G (Good)** = Performance exceeds the expectations
- **E (Excellent)** = Performance exceeds the expectations significantly higher

I. DECISION MAKING PROCEDURE	NO	NI	S	G	E	REMARKS
Discussion of all relevant topics during the meetings (face-to-face and online)						
Availability of all relevant information in due time						
Capacity of contributing to the same extent as others when decisions are made						
Involvement of partners when important decisions regarding the process of the project have to be made						
II. OVERALL PROJECT MANAGEMENT	NO	NI	S	G	E	REMARKS
Availability and clearness of Work plan and Gantt for all partners						

Effectiveness and efficiency of the organization and project structure established by the project coordinator						
Clearness and realism of the description of the tasks of the project coordinator and each partner						
Awareness of all partners of the common project goals and the specific goals for each partner institution						
Awareness of all partners of their own responsibilities						
III. MANAGEMENT OF THE HWCA AND INDIVIDUAL TASKS	NO	NI	S	G	E	REMARKS
<i>Effectiveness and efficiency of the management of the activities, which have been underway during the evaluated period. Please answer below for each one:</i>						
Dissemination						
Quality Assurance						
Project exploitation						
Tasks for the reporting period to add						
IV. PROJECT PROCEDURES AND DEADLINES	NO	NI	S	G	E	REMARKS
Availability and sharing of a timetable with activities for each partner						
Compliance* with timetable within the period of evaluation						

Compliance* with deadlines by the coordinator						
Compliance* with deadlines by all partners						
Compliance* with the work plan						

* If your answer is NO or NI - please provide an explanation, linking them to the specific tasks and WPs.

V. CLARITY AND FLOW OF INFORMATION	NO	NI	S	G	E	REMARKS
Clearness regarding means and frequency of communication						
Availability of project documentation to all partners						
Clearness of agendas and minutes of meetings (face-to-face and online)						
Clearness and timeliness of partners' communications on project developments						
VI. EFFECTIVE COLLABORATION	NO	NI	S	G	E	REMARKS
Respect and acknowledgement of each team member and value attached to their expertise and specialcompetences						
Possibility to contribute to discussions for every team member						

Openness and effectiveness of communication between the partners						
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VII. RISK MANAGEMENT						
During the period of evaluation, the partnership had to overcome obstacles in the process of project implementation.	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, describe:				
		IF YES, rate the level of efficiency and effectiveness of cooperation between the partners in the process of overcoming the obstacles	NO	NI	S	G
Is there a problem area that should be tackled as soon as possible?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, define it:				
		If YES, suggest some measures or ways for solving the problem:				

VIII. Specific details about the project implementation within your Institution	NO	NI	S	G	E	REMARKS
Collaboration within the members of the project team is efficient						
The project receives a good attention and support of the						

Top Management						
All team members know their responsibilities and are engaged in the implementation phase						
All the team members have an access to the project documents and feel ownership of the project results						
All tasks are implemented without important delays						
Financial management of the project is clear and is implemented smoothly						
Diverse Communication and Dissemination activities are implemented with stakeholders						
Any risks or challenges accrued during this year, please specify them and provide solutions, which helped you to solve these issues:						
What is, according to you, the strength of this project?						
What are, so far, the weak points?						
If you met any obstacles during the 12-months period, please describe what were they and how did you tackle them:						
Define areas of improvement for the coordinator and partnership:						

b) **PARTNER MEETING EVALUATION FORM** (COMPLETED BY THE PARTICIPANTS OF THE MEETINGS AND MANAGED BY DA MFA KR)

1. Please, indicate your level of agreement on each of the following:

		Strongly disagree (1)	Disagree	Agree	Strongly agree (4)
1. The meeting agenda and pre-meeting important information was shared in a timely manner					
2. The goals of the planned meeting were clearly defined					
3. The presentations were clear and informative					
4. The schedule of the meeting was well planned					
5. Time management of the meeting was efficient					
6. The premises (online meeting tools) were adequate to support the meeting					
7. All issues related to the project implementation were discussed					
8. Further work on the DEFA project was discussed					

9. All the participants had the possibility to provide feedback and comments during the meeting					
10. Further workplans are clear					
11. The goals set for this meeting have been achieved					
12. The (online) meeting was well organized					
13. I am fully satisfied with the meeting					

14. For any items that could have been clearer, please provide suggestions on what can be done next time

15. Please, add any other comment/suggestions for future (online) meetings

Assessment requirements and assessment strategy			
Implementation ideas			
References			
Additional resources			
Add other elements, <i>if necessary</i>			

Annex 1. (Material for universities)			
Annex 2. (Material for state bodies)			

Important: The strategy and roadmap map of each university together with the evaluation form should be sent to the Coordinator and SB members. They will carry out a review process and provide recommendations, *if necessary*.

c) **MODEL OF FA EVALUATION: CHECK-UP** (BY A LEADING PARTNER)

[This checklist to be used for the MODEL OF FA evaluation, checking up, if the fully completed MODEL OF FA has all the elements of the agreed-on MODEL OF FA description]

Elements of the MODEL of FA	Yes	No	Comments
State, industry and local regulations governing the financial activities of universities			
Footnotes of the title page: -information about project, -Strategy author(s); -information about licensing			
General overview and aim			
Target group and prerequisites			
Units and activities			
Learning resources			
Granularity			

Assessment requirements and assessment strategy			
Implementation ideas			
References			
Additional resources			
Annex 1. (Material for universities)			
Annex 2. (Material for government)			

d) **TRAINING / STUDY VISIT EVALUATION** (COMPLETED BY THE PARTICIPANTS AND MANAGED BY DA MFA KR)

[This form is to evaluate the quality of trainings/study visits]

Dear Participant,

Thank you for attending this training/ study visit etc. In our effort to improve the organization and the impact of these events, we invite you to complete the following questionnaire. We appreciate your valuable contribution and we thank you in advance!

I. General information

Sex	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Other
Your Age			
Please, identify yourself	<ul style="list-style-type: none"> ● Academic staff ● Administrative staff ● Both (academic and administrative staff) ● Student ● Other stakeholder 		

Your Institution	<p>DIPLOMATIC ACADEMY OF THE MINISTRY OF FOREIGN AFFAIRS OF THE KYRGYZ REPUBLIC</p> <p>STICHTING IHE DELFT INSTITUTE FOR WATER EDUCATION</p> <p>UNIVERSITA' DEGLI STUDI DI BERGAMO</p> <p>UNIVERSITE DE REIMS CHAMPAGNE-ARDENNE</p> <p>KAZAKHSTANSKO-NEMETSKIY UNIVERSITET</p> <p>ACADEMY OF PUBLIC ADMINISTRATION UNDER THE PRESIDENT OF THE REPUBLIC OF KAZAKHSTAN</p> <p>SAKEN SEIFULLIN KAZAKH AGRO TECHNICCAL UNIVERSITY</p> <p>M.KH. DULATY TARAZ STATE UNIVERSITY</p> <p>INSTITUTION OF HIGHER EDUCATION KYRGYZ NATIONAL AGRARIAN UNIVERSITY NAMED AFTER K.I. SKRYABIN</p> <p>ACADEMY OF PUBLIC ADMINISTRATION UNDER THE PRESIDENT OF REPUBLIC OF TAJIKISTAN</p> <p>TAJIK AGRARIAN UNIVERSITY NAMED AFTER SHIRINSHOH SHOHEMUR</p> <p>TURKMEN OBA HOJALYK INSTITUTY</p> <p>MAGTYMGULY ADYNDAKY TURKMEN DOWLETUNIWERSITETI</p> <p>JAHON IQTISODIYOTI VA DIPLOMATIYA UNIVERSITETI</p> <p>TOSHKENT IRRIGASIYA VA QISHLOQ XO JALIGINI MEXANIZATSIYALASH MUHANDISLARI INSTITUTI</p>
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II. Overall Feedback

Please evaluate the following items according to this scale:

- **NO (Not Observed)**
- **NI (Needs Improvement)** = Performance is less than expectations
- **S (Satisfactory)** = Performance meets the expectations
- **G (Good)** = Performance exceeds the expectations
- **E (Excellent)** = Performance exceeds the expectations significantly higher

I. Organisation	NO	NI	S	G	E	Remarks
Training programme received in due time						
Clearness of training objectives						
The time dedicated to all sessions was sufficient						
The premises of the training were suitable and user friendly (e.g., lighting, seating, supplies)						

II. Trainers/Presenters	NO	NI	S	G	E	Remarks
Knowledge of subject matter						
Teaching skills/expertise						
Maintained participant interest						
Solicited and reinforced participation						
Response to participant needs						
Used examples/analogies						
Checked participant comprehension / questioning						
Clarified/amplified important points						

III. Training /Study visit content	NO	NI	S	G	E	Remarks
Organized/easy to follow						
Appropriateness of (training) topics and case studies						

Accuracy of (training) contents						
Instructional quality of (training) material						
Quality of visual aids						
Relevance with professional profile						

IV. Methodology	NO	NI	S	G	E	Remarks
Adopted approach supported my learning path						
Balance between theory and practice						
Information provided was up to date						
References of (training) content were provided						

V. Conclusions	NO	NI	S	G	E	Remarks
(Training) objectives achieved						
Increased skills and competences						
(Training) content can be adapted to the needs of my home institution						

VI. What aspects of the program did you find most interesting?

VII. Do you have any other comments on the training/study visit?

e) DISSEMINATION EVENT – SURVEY QUESTIONNAIRE FOR PARTICIPANTS

[This form is to evaluate the quality of Dissemination events]

I. General information

Sex	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Other
Your Age			
What is your present professional position?			

Please, evaluate the following items according to this scale:

- **NO (Not Observed)**
- **NI (Needs Improvement)** = Performance is less than expectations
- **S (Satisfactory)** = Performance meets the expectations
- **G (Good)** = Performance exceeds the expectations
- **E (Excellent)** = Performance exceeds the expectations significantly higher

I. Organization and Logistics	NO	NI	S	G	E
The event met my expectations					
Previous information was sufficient					
Registration was easy to do					
Environment was convenient					

II. Objectives and Methodology	NO	NI	S	G	E
The objectives were clear					

Speakers had the appropriate subject knowledge and competence					
The speakers explained the contents very well					
There were sufficient opportunities of participation and discussion					
The speakers responded suitably to questions of participants					

III. Project feedback	NO	NI	S	G	E
I find the project outputs useful for internal stakeholders					
I find the project outputs applicable to my work					
I would recommend the presented project outputs to external stakeholders					

IV. What are the most important aspects you have gained from this event?			
V. Would you use the outputs presented?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Partially/ depends
VI. Please describe how would you use the outputs presented			
VII. Suggestions for improvement			
VIII. Please make any additional comments on any aspect of this event			

II. COMMUNICATION AND DISSEMINATION EVENT – REPORT [SCHEME]

(MANAGED BY INDIVIDUAL PARTNER RESPONSIBLE FOR THE EVENT AND THE REPORT SHOULD BE SENT TO LEAD OF WP COMMUNICATION AND DISSEMINATION)

- **Introduction**
- **Methodology**
 - **Agenda**
 - **Presentations** Describe each programme session.
- **Evaluation of the event**
 - **Profile of participants** [How many people, from which organisations]
 - **Discussion** [Mention interesting questions and answers]; [Mention interesting discussions that took place during the meeting]
 - **Survey questionnaire for participants** [see *Annex I*]
 - **The results of the event** [Underline the impact that the session had on people];
- **Proofs** (signed attendance list, photo gallery, PPT presentations, and short article on university website and post on social media...)