



PEACE CORPS KOSOVO

Universiteti i Prizrenit University of Prizren Univerziteti Prizrenu "UKSHIN HOTI"	
Pranuar me dt.	13.04.2022
Zyra e pranimit	Nr. i protokolit
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Date:

University "Ukshin Hoti" Prizren

Prof. Asoc.Dr. Samedin Krrabaj,

Rector

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Dear Prof. Asoc. Dr. Krrabaj,

This letter serves to document the respective intentions and understandings of the Peace Corps, operating through its office in Kosovo and University 'Ukshin Hoti' in Prizren, regarding the assistance requested by Host Country (HC) Partner through the Peace Corps Virtual Service Pilot (VSP) as further detailed in the attached Statement of Virtual Engagement (SoVE).

As you know, the Peace Corps evacuated all Peace Corps Volunteers (PCVs) from its countries of service in March 2020. As we continue to work on returning PCVs to the field, the Peace Corps is exploring ways to continue to engage and assist our host country partners. Following discussions over the last several weeks between PC-Country staff and your staff, we are excited to provide assistance to University of prozren through the Peace Corps Virtual Service Pilot (VSP). This new opportunity is distinct from Peace Corps Volunteer service and Peace Corps Response service with which you may be familiar. Through the VSP, former Peace Corps Volunteers will be donating their time and voluntary services to engage virtually with our host country partners, such as University 'Ukshin Hoti' to complete activities, projects, and tasks developed in collaboration between your staff and Peace Corps staff. These activities, projects, and tasks are detailed in the attached mutually determined Statement of Virtual Engagement (SoVE) attached to this letter. The individuals who are donating their time and voluntary services will be identified as VSP Participants. They are not compensated (other than a one-time set amount to reimburse for internet connectivity, printer ink and paper, and like expenses) by the Peace Corps and are not eligible for any benefits that the agency accords to its PCVs or employees. The engagement of the VSP Participants will be strictly virtual with a host country counterpart who has been designated by your team, in coordination and consultation with and guided by PC-Country staff.

Peace Corps staff are excited about the opportunity to work with your team. In order for the VSP engagement to be effective and productive, it is important to set out the expectations, intentions and



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I. Roles and Responsibilities of the Peace Corps and Peace Corps Kosovo

The Peace Corps and Peace Corps Kosovo intend the following:

- Work with the HC Partner to develop a SoVE and clearly outline the activities, projects, or tasks for the VSP Participant.
- Select, support and guide the VSP Participant with appropriate qualifications and skills.
- Provide orientation to the VSP Program and working with VSP Participants to the HC Partner and HC Counterpart. Introduce the HC Partner and HC Counterpart to the VSP Participant.
- Support the activities, projects, and tasks detailed in the attached SoVE, through the engagement of a VSP Participant. Provide a Peace Corps staff who will coordinate and consult with HC Partner, the HC Counterpart, and VSP Participant, and provide assistance and support as may be needed or appropriate during the period of engagement on the SoVE including addressing any issues or concerns that may arise in the course of the engagement.

Due to the VSP being completely dependent on the donation of time and voluntary services of the VSP Participant, the assistance provided by the VSP Participant to engage in the SoVE activities, projects, and tasks may end if the VSP Participant elects to terminate their participation, or the Peace Corps chooses to terminate the engagement of the VSP Participant for any reason.

II. Roles and Responsibilities of HC Partner

The HC Partner intends to:

- Engage in a spirit of cooperation, mutual learning and respect with the VSP Participant, in coordination and consultation with Peace Corps and PC staff, only on the activities, projects, and tasks set forth in the attached SoVE, which HC Partner confirms as accurate and accepted by HC Partner. HC Partner and PC-Country staff may coordinate and revise any activities, projects, or tasks, as appropriate, document such revisions in writing, and accordingly inform the VSP Participant of such changes.
- Assign an HC Counterpart who is available and willing to engage consistently with the VSP Participant and PC-Country staff during the entire period of the engagement, including identifying mutually agreeable and time zone-appropriate times to communicate and work regularly with the VSP Participant; both the HC Counterpart and HC Partner are expected to provide feedback on all aspects of the engagement to PC-Country staff for purposes of evaluation, refinement, and improvement of the VSP.
- Engage in a professional and cooperative manner, either directly or through the HC Counterpart, with the VSP Participant virtually and as detailed in the SoVE; understand that VSP Participants are not Peace Corps Volunteers, and that their engagement is limited to 5-15 hours of donated time per week while they maintain their personal commitments such as work or academic study.
- Adhere to the terms and conditions of the SoVE, including, but not limited to, work hours and times, or other activities outside of those detailed in the SoVE, such as restrictions on VSP Participant doing any fundraising or similar activity for HC Partner, HC Counterpart, or any entities, groups, or individuals affiliated with either HC Partner or HC Counterpart.
- Understand and inform HC Counterpart that all individuals engaging in the activities and tasks detailed in the SoVE (including HC Partner, HC Counterpart, PC-Country staff, and VSP



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Participant) are expected to and should communicate and conduct themselves in an appropriate manner, without engaging in any type of cyber bullying, or exchanging messages or images that may be considered to be discriminatory, harassing, threatening, intimidating, offensive, sexually explicit, or engaging in other sexual behavior or online dating, or encouraging of same or similar behavior.

- Understand and inform the HC Counterpart that VSP Participants must not: virtually meet or make calls or send texts to minors (under 18 years of age) without the presence, inclusion, or participation of HC Counterpart or PC-Country staff, take or share images of minors as part of the SoVE activities or tasks, unless signed parental permission forms have been obtained, or be asked or permitted to engage in any other activity that may violate Peace Corps' child protection policy of which the HC Partner has been given a copy.
- Notify the PC Country staff in the event HC Partner is made aware or informed of any concerning or inappropriate conduct or engagement by either the VSP Participant or HC Counterpart, and address timely any similar issues with its HC Counterpart. HC Partner understands that PC-Country staff are available to assist with and address any issues or concerns that may arise in the course of the engagement.

Due to the VSP being completely dependent on the donation of time and voluntary services of the VSP Participant, HC Partner understands and accepts that the VSP may end at any time if the VSP Participant elects to terminate their engagement, or if the Peace Corps chooses to terminate the VSP Participant's engagement for any reason, and that the Peace Corps has no obligation to provide a replacement VSP Participant.

Peace Corps staff look forward to engaging with HC Partner in the VSP on the SoVE activities, projects, and tasks. Should you have any questions, please contact Edita Kiseri Alo, Peace Corps Program Manager.

The Peace Corps and HC Partner intend for the English language version of this letter to control. If the provisions set forth in this letter and attached the Statement of Virtual Engagement are consistent with HC Partner's expectations, understanding, and intentions regarding the engagement in the Peace Corps Virtual Service Pilot, please sign below to so indicate.

Sincerely,

Dr. Carolyn Siganda

Country Director

Peace Corps Kosovo

ACCEPTED and AGREED TO BY:

Prof. Asoc. Dr. Samedin Krrabaj,

Rector

University "Ukshin Hoti" Prizren



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STATEMENT OF VIRTUAL ENGAGEMENT

VIRTUAL SERVICE PILOT

GENERAL INFORMATION:

Virtual Service Description :	Co-design and Co-deliver a Fundamentals of Quantitative Data Analysis Course
Reference Number:	(DO NOT EDIT)
Country:	Kosovo
Number of VSPPs Requested:	1
Eligibility:	<input type="checkbox"/> RPCVs from Click here to enter text. only <input checked="" type="checkbox"/> All RPCVs (any RPCV from any country)
Engagement Start Date:	On or about March 16
Engagement End Date:	On or about June 8
Length of Engagement:	Up to 12 weeks long, including orientation
Sector:	Primary: Education Secondary: (if necessary) Choose an item. Check if COVID related: <input type="checkbox"/>

SUPERVISION REQUIREMENTS:

The VSPP will report to the Peace Corps DPT and the TEFL Program Manager. The VSPP will be expected to abide by the Virtual Service Pilot Participant and Donation Agreement and Participant Principles of Engagement. The VSPP will also be expected to check-in with the designated Host Country Counterpart on a weekly basis as will be discussed during orientation with the Host County Partner.



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Post staff name and title: Edita Alo, TEFL Program Manager and/or Brenda Dean, Director of Programming and Training

Counterpart name and title: Sermin Turtulla, Ass. Prof. Dr.

PARTNER BACKGROUND:

Host Country Partner :	“Ukshin Hoti” University of Prizren Host country public education institution
Type of Entity:	Government
Host Country Partner’s Mission and Goals:	The Ministry of Education and Science prioritizes research and innovation as a part of its overall development strategy and efforts to increase the quality of education and improve the quality of research in Kosovo.
Name and Title of VSP Host Country Counterpart:	Prof. Ass. Dr. Sermin Turtulla

ACTIVITY/PROJECT BACKGROUND: (1-2 PARAGRAPHS)

This project aims to provide an introduction to quantitative data fundamentals and the use of quantitative methods in research to university students. The course will focus on introducing the students to the philosophy and application of statistical reasoning and statistical analysis methods for evidence analysis of quantitative data. Key practical skills incorporating the role and purpose of statistics as an analytical tool within a research project will be explored and developed. Emphasis will be placed on achieving an understanding of quantitative methods and associated statistical techniques considered so that students can think critically about suitable procedures for research design, collection, analysis of data, and the usefulness of statistics. The ‘Ukshin Hoti’ University has not worked with Peace Corps Volunteers before and this will be a great opportunity for Peace Corps Kosovo to establish a new partnership at the University level.

The VSP will help students learn to turn raw numbers into meaningful data through the application of rational and critical thinking to apply to a real world problems and work. The university does not have the SPSS or other commonly used software, hence, the VSP will assist in identifying available



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or free software that can provide common quantitative analytical analysis that students can use during the course to practice and can have available further during their studies.

VIRTUAL SERVICE ENGAGEMENT AND TASKS:

The Virtual Service Pilot Participant (VSPP) will work in close partnership with the counterpart at the University of Prizren to engage in the following tasks:

- Engage in discussion, design, and agree upon the work plan and to co-create initial activities with the Counterpart, VSPP and TEFL PM.
- Co-develop the course content and agree on delivery method. The course participants will be selected by the counterpart among students studying in their final year.
- Co-create and discuss course composition and finalize the process, (meeting with the counterpart twice a week for an hour for the initial two weeks and subsequent individual check-ins with the Counterpart, weekly thereafter).
- Co-develop course materials and content.
- Co-teach quantitative analysis class to advance students' research skills.
- Provide feedback, review assignments and grading as relevant.

By the end of the Virtual Service:

- At least 10 students will gain knowledge of fundamental statistical concepts and analyses in quantitative methodology.
- At least 10 students will be able to prepare survey inquiries, prepare analyses and do data analysis in identified free software using common analytical techniques.
- At least 10 students will be capable to do research projects, which involve using quantitative methods, write scientifically about the project and interpret the results.

This engagement is expected to be approximately 12 weeks. VSPPs are expected to engage on the tasks listed above for an estimated 5-15 hours per week.

- Meetings between VSPPs and Host Country Counterparts will take place during afternoons of normal office hours, 15:00-18:00 time. Specific times will be determined during orientation.
- The classes, will take place between 15:00 to 18:00 local time.



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- Kosovo is +6 hours ahead of EST time zone.

The Host Country Counterpart will have access to internet, laptop and various platforms (zoom, google meet etc.) for regular communication and collaboration.

Per the Child Protection Code of Conduct, when engaging online with minors (0-18), two adults must be present.

ESSENTIAL QUALIFICATIONS:

Education: Bachelor of arts/bachelor of science degree in any discipline.

Technical Skills:

- Statistical analysis skills.

Experience:

- Experience applying research methods, statistical analysis, and applications of analytical software.
- Experience teaching high school, university students, or adult learners.

Intercultural skills and motivation: Flexible, strong cross-cultural agility, high tolerance for ambiguity, able to work independently, resourceful, creative, and genuinely motivated and capable to serve virtually

DESIRED QUALIFICATIONS:

Technical Skills:

- Familiarity with virtual engagement and communication.
- IT skills to create or access suitable online activities, visual aids, and skills to utilize available or free software that can provide common quantitative analytical analysis.

Experience:

- Experience in developing and designing lesson plans.
- Experience in quantitative research or statistical work.
- Experience living in Balkan countries.
- Experience teaching research methods to university students.



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- Experience with data visualization.

OPTIONAL ADDITIONAL ACTIVITIES:

The Peace Corps mission is to promote world peace and friendship by fulfilling three goals:

1. To help the people of interested countries in meeting their need for trained men and women.
2. To help promote a better understanding of Americans on the part of the peoples served.
3. To help promote a better understanding of other peoples on the part of Americans.

Goal 1 will be achieved through the VSPP's engagement and completion of the above tasks. The counterpart and VSPP may also choose to identify an activity that aligns with Goal 2. Additionally, the VSPP may identify a Goal 3 activity to implement during their engagement. A number of recommendations and tools for Goal 3 activities are outlined [here](#).

TERMS AND CONDITIONS OF ENGAGEMENT:

VSPPs will be engaging with the host country partner, in coordination with Peace Corps post staff, remotely from the US. They should have access to a computer, internet, and telephone in order to enable direct engagement with the Peace Corps overseas office and the Host Country Counterpart assigned by the host country partner.

Orientation with the host country partner will be provided, within the designated virtual service hours, during the first week of virtual service via an online presentation and discussion. The host country partner will provide an overview of its organization, the local context, and how they envision collaborating with the VSPP.

The VSPP will have regular check-ins with their counterpart and bi-weekly check-ins with Peace Corps staff. Spending unstructured time with counterparts can be critical to relationship-building and is encouraged through activities such as virtual coffee chats and informal calls within the weekly 10 hours.

ENGAGEMENT SPECIFIC SAFETY AND SECURITY:

The VSPP will receive an orientation on Peace Corps' Child Protection Policy and how it relates to online engagement along with IT security best practices. The VSPP will be expected to follow safety and security guidelines for online engagement to ensure their safety and that of the Host Country Partner and their counterpart, and any beneficiaries of the engagement.