



STAR 2
Consolidation of the Territorial and Administrative Reform
Monthly Progress Report
Report 08-09-18

Covered period:	August -September 2018
Project duration:	15 Jul 2016 - 31 Dec 2019
Project budget	\$8,168,688

Cumulative implementation time:	63.86 % - 26.5 months
Cumulative expenditures (provisional):	37.50 % - \$ 3,062,998.07

1. GENERAL PROGRESS

The present report covers the implementation progress of the last two full months of August and September 2018.

During August, work was focused on the evaluation of several tenders, leading to some additional awards, preparation of training curricula for some of the project activities, the finalization of the physical procurement for the OSS Central Hardware and the recruitment processes for some of the vacant positions within the project.

More concretely, the following tenders have been in focus:

1. "Empowering Mayors through peer to peer exchange" – awarded to a joint proposal from Albanian Association of Municipalities and Albanian Association of Local Autonomy – Contract signed on August 10th, 2018.
2. "Assessment of challenges municipalities are faced with Service Delivery, Capacity building on Service Delivery, Re-organization of selected services" – under evaluation.
3. Development of standard municipal websites – awarded to Infocip. Contract signed on August 29th, 2018.
4. "Increasing local government public ethics and integrity" – under evaluation.
5. Local revenue management action plans for 30 small and medium municipalities – under evaluation.

Recruitment procedures have been initiated for the selection of a Capacity Building Specialist and an International Project Implementation Advisor. Also, as the current contract holder in the position of Public Relation and Communication Assistant has informed the project about leaving for another work opportunity, a new vacancy was advertised.

September marked a further acceleration of project implementation with main activities including an intense collaboration with AKSHI for placing the OSS Central Hardware in AKSHI premises, further fine-tuning of pilot OSS municipalities, the start of training sessions for several ongoing activities (such as on Transparency Programs, Standard Operating Procedures, compliance with High State Control requirements, etc.), and the finalization of most of the recruitment processes.

The OSSIS solution is close to completion in the first three pilots Elbasan, Pogradec and Polican, waiting for the Go Live stage, which is linked mainly to Central Hardware functionality.

The central hardware was delivered to AKSHI premises by mid-September 2018. As per the timeline, the installation and configuration activities started immediately and are expected to be concluded by end of October.

The timeline leads to roll out start in November 2018. The criteria for the roll out will be the readiness of the municipalities in terms of physical infrastructure, premises and capacities. In October the project will update, in collaboration with the Service Provider, and share with partners an initial plan of the OSS rollout with more details in line with the progress made in the aspects above.

2. ACTIVITIES AND RESULTS

In a summarized view, the progress made during the reporting month is presented in the below table:

Activity	Progress in August 2018
Component 1 - Strengthening Institutional and Administrative Capacities of LGUs	
1.1.3 Capacity building on Code of Administrative Procedures (CAP) implementation	Ongoing. The contractor, Foundation for Local Autonomy and Governance (FLAG), completed 14 two-day training sessions on the Code of Administrative Procedures (CAP) and adoption of Standard Operation Procedures (SOP) based on the training approved by ASPA. A total number of 195 local officials from 57 out of 61 invited municipalities participated in this training. On-the-job assistance for development and adoption of SOPs in 9 selected municipalities, respectively Berat, Kucove, Skrapar, Shkoder, Lezhe, Fushë-Arrëz, Elbasan, Gramsh and Kruja started during September and will last until December 2018. The SOPs models developed will be further distributed to 51 municipalities through 9 round tables grouping municipalities of the same size.
1.1.4 Capacity building on adopting local government Standard Operating Procedures	
1.2.1 Capacity building on leadership	Albanian Association of Municipalities (AAM) and Albanian Association of Local Autonomy (AALA) signed the implementation of the contract “Empowering Mayors through peer to peer exchange” on 10 August 2018. Stages of this assignment, with a duration of 13 months, include: (i) an assessment aiming at identifying main achievements and good experiences of 61 municipalities which will be published in form of a booklet and further on will be produced a documentary film of 6 best experiences will; (ii) organization of 6 field visits on peer to peer exchange among Albanian Municipalities; and (iii) a national event on municipalities main achievements. An informative letter is sent to 61 mayors while in the same time the assessment tools are in drafting process.
1.3.1 Capacity building on improvement of local level tax collection and enforcement	Ongoing. The contractor, Economic and Social Analytics Consulting, ESA Consulting, finalised the 1 st draft of capacity building needs assessment in 61 municipalities aiming at identifying the best practices and training needs for local government officials related to tax management and enforcement. Two focus groups meetings were organised in Tirana and Korca during September aiming at the validation of the findings from the assessment related to weaknesses in existing tax collection and enforcement systems and identification of priority areas of improvement to enhance tax compliance & address low tax collection rate.

Activity	Progress in August 2018
	This assessment will serve as bases for the training of about 180 local tax officials from 61 Municipalities during November 2018 – February 2019 and drafting of a Manual of Tax Administration and Enforcement.
1.3.2 Local revenue management action plans for 30 small and medium municipalities	Under evaluation - expected to start by mid-October
1.3.4 Capacity building on asset and land management	Ongoing. During August the contractor has finalized the capacity building program on asset management sharing it with ASPA. Three out of six two-day regional training workshops took place during September. The training programme seeks to equip asset management officials of 61 municipalities with knowledge and skills on how to develop a policy strategy and governance structure in relation to asset management, internal procedures, documentation and reporting.
1.3.5 Capacity building on LGUs' compliance with HSA	Ongoing. The contractor, SEDA, tailored the capacity building program on Local Government Compliance with High State Audit based on the needs assessment. In parallel, a draft informative guide is developed and further enriched with insights from the discussions during the training sessions. Nine two-days regional trainings took place during September with the participation of 162 finance, audit, and procurement officials from 61 municipalities.
Component 2 - Increased local service delivery, efficiency, quality, coverage, accessibility and inclusiveness for men and women	
2.1.1 Capacity building for general service delivery provision	Currently, 5 proposals received are under evaluation. The contract is anticipated to start around end October 2018 for a duration of 14 months. The task requires sequentially an assessment of service delivery challenges, a capacity building programme on service delivery principles and parameters and piloting of service reorganization.
2.1.2 Assessing challenges for service delivery	
2.1.3 Piloting service reorganization	
2.2.1 Development of a benchmark system on LG administrative and public services	ToRs have been finalized and be shared with project partners in September 2018. Additional discussions with key partners are taking place to clarify the focus and ensure full complementarity with other actors.

Activity	Progress in August 2018
2.3.1 OSSIS model developed and scaled up	Following the JV recommendations, the OSSIS solution is close to completion in the first three pilots Elbasan, Pogradec and Polican, waiting for the Go Live stage, which is linked mainly to Central Hardware functionality. The central hardware was delivered to AKSHI premises by mid-September 2018. The project communicated with NAIS for advancing in preparation for central hardware installation ensuring smooth hosting process avoiding delays. A dedicated focal point is assigned to the Project from NAIS to ensure the necessary coordination. As per the timeline, the installation and configuration activities started immediately and are expected to be concluded by end of October, The timeline leads to roll out start in November 2018. The criteria for the roll out will be the readiness of the municipalities in terms of physical infrastructure, premises and capacities. In October the project will update, in collaboration with the Service Provider, and share with partners an initial plan of the OSS rollout with more details in line with the progress made in the aspects above. Municipality of Tirana has completed the analysis of the business processes and identification of its services, a precondition for the progress in the implementation of this assistance. The list of service has been shared with UNDP and the consortium.
2.4.1 Capacity building for standardized local archives	Ongoing. The contractor, Genc Myftiu, continues to provide on the job assistance, coaching and monitoring on the archiving process in each municipality. In September, by the completion of 4th round of visits, 331 Local Archive and Protocol Offices in 61 Municipalities are archiving documents under guidance of the contractor. A total number of 334 archive and protocol employers are able to work independently in compliance with the standards therefore deserving the Performance Certificate (PF) on Local Archives subject to approval of GDA (General Directorate of Archives). The project communicated with 29 municipalities to address the issue of 45 Administrative Units with high

Activity	Progress in August 2018
	criticalities due to multiple functionalities, staff turnover or retirement, leaving municipality without a replacement and basically without someone responsible of archives. 11 municipalities responded to the project request taking measures and reconfirming their commitment.
Component 3 - Enhanced local democracy through fostering citizen-oriented governance and participatory decision making, leveraging the roles of women as actors of change	
3.1.1 Local Governance Mapping	Next round in 2019
3.2.1 Capacity building for public engagement and consultation	Ongoing. The contractor, Partners Albania, finalized the assessment of the situation and identification of good practices on public engagement and consultation at local level. Currently the contractor is developing a guiding operational toolkit and a measurement system on public engagement and consultation expected to be finalised by end of October 2018. This 9-months assistance to 61 municipalities includes also a consultation process of the measurement system with local stakeholders; Capacity building; and Institutionalization of measurement system.
3.2.3 Municipal Programs of Transparency	Ongoing. The main partner institution on the implementation of this activity, the Commissioner on the Right to Information and Protection of Personal Data, by 10 September 2018 issued an order making mandatory the new Model of Transparency Programme for Local Self Government to Albanian Municipalities. In parallel, IDM started providing capacity building on the implementation of the new Model of Transparency Programme to key officials of 61 Municipalities through 2-day training curricula designed in cooperation with the Commissioner, project partners, and municipalities and certified by ASPA. By September 2018, 75 key officials of 48 municipalities received the training. On line assistance will follow for 61 municipalities until December 2018 on adaption and implementation of new Transparency Program.
3.2.4 Publication of Municipal Councils Decisions	Ongoing. Infocip followed with the on-line publication of DCMs for two additional municipalities, Vau i Dejes and Fushe Arrez bringing the total number of municipalities publishing MCDs through the assistance of STAR 2 to 33 and the total number of municipalities publishing their decisions at VENDIME.AL to 61: http://www.vendime.al/vendimet-e-keshillit-bashkiak-malesi-e-madhe/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-tropeje/

Activity	Progress in August 2018
	http://www.vendime.al/vendimet-e-keshillit-bashkiak-has/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-fushe-arres/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-vau-i-dejes/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-kukes/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-mirdite/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-diber/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-bulqize/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-kurbin/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-klos/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-kruje/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-librazhd/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-kavaje/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-rrogozhine/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-peqin/ http://www.vendime.al/divjake/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-ura-vaigurore-2/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-patos/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-mallakaster/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-polican/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-memaliaj/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-kelcyre/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-pogradec/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-pustec/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-maliq/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-kolonje/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-himare/ http://www.vendime.al/gjirokaster/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-delvine/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-sarande/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-finiq/ http://www.vendime.al/vendimet-e-keshillit-bashkiak-konispol/

Activity	Progress in August 2018
	Currently the contractor efforts are focusing on the necessary technical arrangements to ensure MCDs on http://www.vendime.al are mirrored also in the respective municipal Web Pages.
3.2.6 Develop standard municipal websites	Contract awarded to Infocip started on August 29th, 2018. 13 target municipalities will benefit individual web-pages complying to NAIS technical standards and to the requirements of the new Model of Transparency Programme for Local Government. The contractor is finalizing the assessment of the situation while following phases of this 9 months assignment include: (i) design and development of web page model; (ii) deployment; (iii) training; and (iv) testing and acceptance.
3.2.7 Increase local government public ethics and integrity	RfP “Increasing local government public ethics and integrity”, 2 proposals are under evaluation. Contract signature anticipated in October 2018.
3.2.8 Pilot municipal integrity plans	

3. CROSSCUTTING ACTIVITIES

STAR 2 Communication and Visibility

- ✓ Efforts made by the project to increase visibility include the work for the production of video-clips evidencing the change due to the assistance provided to 61 municipalities on local archiving. The final videos are expected to be finalised by end October 2018.
- ✓ Additional work started for the production on human story videos related to the benefits from MCDs on line publication aiming the broadcast in November 2018.

Illustrative moments from STAR 2 activities



Municipalities highlighted in light blue published the MCDs on line through STAR2 support, 30 September 2018

Training Curricula on CAP and SOP



1. UNDP SOP - Prezantimi.pdf



2. SOP- Model dhe Udhezues per perga



3. Seksioni A PSV Udhezuesi i trajnimi



4. Seksioni A PSV Manuali i Trajnimit.ç



Training on CAP and SOP – Kukës Municipality, August 1, 2018



Capacity Building on CAP and SOP – Dibër Municipality, August 2, 2018



Archive office in the Municipality of Maliq after STAR2 assistance, 27 August 2018

Assessment Report on Asset Management



Assessment Report
on Asset Manag..pd

Assessment Report on Compliance with the requirements of High State Control Institution (HSC)



Assessment on
compliance with req

Training Curricula on Asset Management



Annex - Training
Curricula on Asset M

Decision of the Commissioner on the Right to Information and Protection of Personal Data on the New Model of Transparency Programme for Local Government



Vendimi
Komisioneri Program

Training Curricula on the new Model of Transparency Programme for Local Government



ASPA_Sesioni 1_e
drejta e informimit r



ASPA_Sesion 2_
Instrumentet per tra



ASPA_Sesioni
3_ZBATIMI pt.pdf



ASPA_sesioni 4_
Sistemi i matjes.pdf



ASPA_sesioni
5_Cikli i PT ne nivel v



Programi i
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