

STAR II Implementation Plan

2018 - 2019

Consolidation of Territorial and Administrative Reform (STAR 2)











STAR 2 - Consolidation of the Territorial Administrative Reform - Plan of Activities 2018-2019

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STAR 2	Consolidation of the Territorial Administrative Reform	J	F	М	А	М	J	J	А	S	0	N	D	J	F	М	А	М	J	J	А	S	5 0	N	D	Success Indicator	Planned Budget	Budget description
Component 1	STRENGTHENING INSTITUTIONAL AND ADMINISTRATIVE CAPACITIES OF LGUS																									By the end of 2019, the effectiveness and efficiency of the institutional and administrative capacity of LGU is increased by 20%.(RFW)	377,290	
	1.1.3 Capacity building on Code of Administrative Procedures (CAP) implementation																											
Output 1.1	1.1.4 Capacity building on adopting local government Standard Operating Procedures (SOPs)																									1. 80% (about 48) of municipalities have		
Contract	The "Assessment on level of adoption and impact of Standard of Operating Procedures at Municipal Level in Albania																									in place Standard Operating Procedures (approved by the Municipal Council) by 2019 2. The extent to which, citizens report		national experts;
Deliverable	Assessment of the situation of SOPs in all 61 municipalities		<u> </u>		ı	ı	ı	ı		ı	ı	mple	men	ted i	n 201	17					1	ı				that the Municipality enforces local laws and regulations impartially is increased by 20% by 2019 including of	44,740	training cost, travel cost
Deliverable	Model of Standard Operating Procedures adapted at Municipal level																									vulnerable and marginalized groups, especially of women, persons with disabilities, Roma and Egyptian		
Contract	Capacity building on SOP development																									communities		
Deliverable	Development of training curricula and training delivery																											
Deliverable	Adoption of SOP in Municipalities																											

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STAR 2	Consolidation of the Territorial Administrative Reform	J	F	М	А	М	J	J	А	S	0	N	D	J	F	: N	1	А	М	J	J	А	S	0	N	D	Success Indicator	Planned Budget	Budget description
Output 1.2	1.2.1. Develop and deliver training on leadership development																										1. Mayors and Deputy Mayors report to have increased their knowledge on specific Municipal management skills by end of 2018; 2. In 50% of LGUs, Municipal staff reports an improved culture of top — management by the end of 2019	123,300	national experts; international experts, training cost, travel cost
Output 1.3	1.3.1 Support improvement of local level tax collection and enforcement																										In at least 30 Municipalities (small and medium) increase of tax collection rate	71,990	national experts; international experts, training cost, travel cost
	1.3.2 Develop local revenue management action plans for 30 small and medium municipalities																										at local level governance by 15 %	61,020	national experts; training cost, travel cost
	1.3.3 Capacity building for mayors and heads of asset and land management directories on Local Government Asset Management																												
Contract	Capacity building for mayors and heads of asset and land management directories on Local Government Asset Management																									80% of participants report an in knowledge on land and asset management by end of 2019		37,800	national experts; training cost, travel cost
Deliverable	Draft Training Curricula																												
Deliverable	Training delivery					-												_											
Deliverable	Report on issues and recommendations																												

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STAR 2	Consolidation of the Territorial Administrative Reform	J	F	М	А	М	J	J	Α	S	0	N	D	J	F	М	A	A N	И	J	J	Α	S	0	N	D	Success Indicator	Planned Budget	Budget description
	1.3.4 Strengthen municipal capacities to meet the transparency and accountability requirements of Supreme State Audit																												
Contract	Strengthen municipal capacities to meet the transparency and accountability requirements of Supreme State Audit																										Number of Supreme State Audit recommendations fulfilled accordingly and on time by Municipalities is increased with 30%	38,440	national experts; training cost, travel cost
Deliverable	Draft Training Curricula																												
Deliverable	Training delivery																												
Deliverable	Report on issues and recommendations																												
Component 2	INCREASED LOCAL SERVICE DELIVERY, EFFICIENCY, QUALITY, COVERAGE, ACCESSIBILITY AND INCLUSIVENESS FOR MEN AND WOMEN																										1. By end of 2019, there is an increased level of citizen satisfaction from local service delivery, coverage, accessibility and inclusiveness for men and women, vulnerable and marginalized groups, persons with disabilities, Roma and Egyptian communities by 40% 2. By end of 2019, there is an increased of citizen satisfaction towards the efficiency and quality of service provision, including of vulnerable and marginalized groups, especially of women, persons with disabilities, Roma and Egyptian communities by 50%	3,887,820	

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STAR 2	Consolidation of the Territorial Administrative Reform	J	F	М	А	М			А	S	0	N	D	J	F	N	1 .	А	М	J	J	Α	S	0	N	D	Success Indicator	Planned Budget	Budget description
Output 2.1	2.1.1 Capacity building for local service providers on their specific roles and duties to efficiently implement the existing and new functions and deliver local services to the citizens.																												
Contract	Increase the capacity building for local service providers																											50,550	national experts; training cost, travel cost
Deliverable	Brochure on service delivery principles, standards, reform objectives.																										Municipalities have increased their capacities, knowledge and skills in		traver cost
Deliverable	Training curricula on service delivery																										service provision (existing and new) by 50%		
Deliverable	Training delivery and reporting																										2. 49 Municipalities adopt new model		
	2.1.2 Addressing challenges and capacity building for a full takeover of new delegated functions																										of service provision by 2019 3. At least 3 services in 3 (Municipalities / 3 Clusters Municipalities have improved due to re-engineering with		
Contract	Assessing challenges and capacity building for a full takeover of new delegated functions - Assessment																										20% 4. The extent to which the citizens are satisfied with the quality of service		
Deliverable	Assessment on the current situation of transfer of new functions for each municipality																										delivery in their municipality increases by 20% 5. The extent to which citizen's report to have equal access to local services,	76,950	national experts; training cost, travel cost
Contract	Capacity building for the new takeover of new delegated function																										including of vulnerable and marginalized groups, especially of women, persons with disabilities, Roma		

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	Consolidation of the																										Success Indicator	Planned	Budget
STAR 2	Territorial Administrative	J	F	М	Α	М	J	J	Α	S	0	N	D	J	F	М	Α	. N	1	J	J	Α	S	0	Ν	D	Success mulcator	Budget	description
	Reform																												
	Training curricula for the																										and Egyptian communities		
Deliverable	management of the new																												
	services																										6. The extent to which the citizens		
Deliverable	Training delivery and																										report that the process of obtaining		
	reporting																										municipal administrative services in		
	2.1.3 Piloting service																										their municipality (permits, licenses, certifications, different documents is		
	reorganization																								ļ		simplified by 30%		
Contract	International legal expertise																										simplified by 50%		
Contract	on service reorganization																												
	Assessment of the existing										ı	mple	emen	ted i	n 20	17													
	legal framework on service													•	_0	-													
Deliverable	provision at local level in																												national
	Albania																											444 000	experts;
Contract	Piloting service																										1	441,000	training cost,
Contract	reorganization Service 1]		travel cost
Deliverable	Reorganization Service 1																												
Contract	Piloting Service																												
	Reorganization Service 2																										4		
Deliverable	Reorganisation Service 2			<u> </u>																				<u> </u>	<u> </u>		4		
Contract	Piloting Service																												
	Reorganization Service 3			-																	4					-	4		
Deliverable	Reorganization service 3																												
	2.2.1 Development of a																												
	national benchmark system																												
Output 2.2	on local government																												
	administrative and public																												
	services																												
Contract	International technical]		
Contract	expertise on benchmarking																												
Deliverable	Report on review of the										ı	mnle	emen	ted i	n 20	17													
Deliverable	existing data collection										'	pic		icu i	20	-,													
Deliverable	Work plan with a proposed																												
2 511 4 61 4 61 6	methodology]		

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	Consolidation of the																										Success Indicator	Planned	Budget
STAR 2	Territorial Administrative	J	F	М	Α	М	J	J	Α	S	0	N	D	J	F	: r	М	Α	М	J	J	Α	S	0	N	D	Success maleutor	Budget	description
	Reform																												
	Establishment of a national																												
	benchmarking system on																												
Contract	local government																												
	administrative and public																												
	services																												
	Development and adoption																												
	of a set of performance																												
Deliverable	indicators for local																										1. Informed decision making due to		
	government (Macro level -																										data collection and management has		
	fast track)																										improved in at least 1/3 of		
	Design and develop a																										Municipalities		national
Deliverable	national benchmarking																												experts;
	system																										2. The extent to which, citizens report		international
Deliverable	Mayors/councillors user																										they have access to information about	340,000	experts,
Deliverable	capacity building																										the performance of the local services,		equipment,
	First report on LG																										including of vulnerable and,		training cost,
Deliverable	Benchmarking (Macro level -																										marginalized groups, especially of		travel cost
	Fast track)																										women, persons with disabilities, Roma		
	Development and adoption																										and Egyptian communitiesis increased		
	additional of performance																										by 20% in 2019.		
Deliverable	indicators for local																												
	government (Deeper level -																												
	mid/long track)																												
	Technical user capacity																												
Deliverable	building (Municipalities																												
	Specialists)																												
Deliverable	First annual report on LG																												
Beliverable	Benchmarking (Full data)																												
	Development and adoption																												
	additional of performance													1															
Deliverable	indicators for local													1															
	government (Deeper level -																												
	long track)																												
	Draft DCM on the creation																												
Deliverable	and functioning of the																												
	benchmarking system																												

							2	2018												201	9								
	Consolidation of the																										Success Indicator	Planned	Budget
STAR 2	Territorial Administrative	J	F	М	Α	М	J	J	Α	S	0	Ν	D	J	F	М	Α	A N	1	J	J	Α	S	0	Ν	D	Success indicator	Budget	description
	Reform																												
	National conference - LG																												
Activity	benchmarking launching -																												
	Handover / Dissemination																												
	A one-stop-shop model is																												
Output 2.3	defined and scaled up																												
	nationwide																												
	Establish One-Stop-Shop																												
Contract	service delivery systems for																												
	Albanian LGUs																												
Deliverable	Inception report including																												
Deliverable	business analysis																												
	Minimal requirement specs											Imple	men	tad i	n 20	17													
Deliverable	for central hardware and											iiipie	illeli	teu i	11 20	1/													
Deliverable	communication																												national
	infrastructure																										1. Services are inventoried and a		experts,
Deliverable	OSSIS model developed																										harmonized catalogue of services is in		international
Deliverable	Optimized workflows for																										place.		experts,
Deliverable	more than 60 services																										2. Optimized workflows for more than		travel cost,
Deliverable	Submission of source code																										60 services.		equipment,
Deliverable	Deployment OSSIS model in																										3. More than 40 services with high level	2,455,000	training cost
Deliverable	Pilot LGUs																										granularity (paperless)		training cost
Deliverable	Training plan and																										4. At least 49 municipalities have in		
	implementation																										place one stop shop system		
Deliverable	Good practice manual																										encompassing at least 60 services		
Deliverable	Hand over OSSIS to LGUs																												
Deliverable	Deployment OSSIS model in																												
Deliverable	LGUs																												
Deliverable	Training plan and																												
	implementation																												
Deliverable	Good practice manual													<u> </u>															
Deliverable	Hand over OSSIS to LGUs																												
Deliverable	Signature of SLAs]		
Deliverable	Final report													<u> </u>	1														
	National conference - One-																												
Activity	Stop-Shop closing, results																												
	and promotion																												

							20	18										20	19								
STAR 2	Consolidation of the Territorial Administrative Reform	J	F	М	Α	М	J	J	А	S ()	N D	J	F	М	А	М	J	J	А	S	0	N	D	Success Indicator	Planned Budget	Budget description
Output 2.4	Output 2.4 A system of digitalization of local government archives adopted nationwide																										
Contract	Provision of professional services for capacity building of local governments' archiving																										
Deliverable	Agreement with specific municipalities																										
Deliverable	Inception report																										
Deliverable	Documentation of standardized workflows										lm	pleme	nted	in 20	17												national .
Deliverable	Practitioner's training manual																										national experts, travel cost,
Deliverable	Professional boxes and files																								61 Municipalities have in place and carry out 33% of digital archiving	524,320	
Deliverable	Implementation of trainings																										training cost
Deliverable	Certificates of knowledges for archives and protocol employees																										
Deliverable	Follow up assistance, on the job training and coaching																										
Deliverable	Establishment of the online helpdesk																										
Deliverable	Good practice manual]		
Deliverable	Handover performance certificate																										
Deliverable	Final report]		
Activity	Results sharing event																										

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	Consolidation of the																										Success Indicator	Planned	Budget
STAR 2	Territorial Administrative	J	F	М	Α	М	J	J	Α	S	0	N	D	J	F	М	A	A N	1	J	J	Α	S	0	N	D	Success mulcator	Budget	description
	Reform																												
	ENHANCED LOCAL													1															
	DEMOCRACY THROUGH																												
	FOSTERING CITIZEN-																												
C	ORIENTED GOVERNANCE																										By end of 2019, there is an increased	000 605	
Component 3	AND PARTICIPATORY DECISION-MAKING,																										good governance at local level across country by 20%.	990,695	
	LEVERAGING THE ROLES OF																										country by 20%.		
	WOMEN AS ACTORS OF																												
	CHANGE																												
	J																												
	3.1.1 Conduct a Local																												
Output 3.1	Governance Mapping (61																												
	municipalities)																												
Contract	Methodology of LG Mapping																												
Deliverable	LG mapping methodology																												
Contract	First phase of LG Mapping																												
Contract	implementation																												
Deliverable	Individual Municipal Reports																										1. 61 Municipalities have available data		
Deliverable	with key findings																										on the state of governance in terms of		
Deliverable	Aggregated Report of 61								Fir	st ro	und L	.G M	appir	ng im	plen	nente	ed in	ո 201	7								efficiency, transparency and rule of law,		
	Municipalities																										accountability, participation and citizen		
	Online web-based platform																										engagement as well as gender		
Deliverable	with municipal data,																										published in a national e-platform by		national
	completed 2017.																										end of 2017 and end of 2019	460,000	experts,
Activity	National conference - LG																										2. Municipal decision making based on	460,000	international experts,
Activity	results launching - Dissemination																										reliable statistics and up to date		travel cost
	טואספווווומנוטוו																										information is increased by 20 %		traver cost
	Second phase of LG Mapping																			7							compared to 2017.Municipal decision		
Contract	implementation																										making based on reliable statistics and		
	Second individual Municipal													ĺ													up to date information is increased by		
Deliverable	Reports with key findings													1													20 % compared to 2017.		
	· · ·									1_				1_	1_														
Deliverable	Second aggregated Report																												
	of 61 Municipalities,																										J		

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	Consolidation of the																										Success Indicator	Planned	Budget
STAR 2	Territorial Administrative	J	F	М	Α	М	J	J	Α	S	0	Ν	D	J	F	М	Α	M	J	J	J	Α	S	0	Ν	D	Success indicator	Budget	description
	Reform																												
	Updated online web-based																												
Deliverable	platform with municipal																												
	data, end 2019.																												
Activity	Launching of LG mapping																												
Activity	results-Dissemination																												
	PARTICIPATION																												
Output 3.2																													
	Activity 3.2.1 Build																												
	institutional capacity for																												
	public engagement and																												
	consultation, inclusive of																												
	vulnerable and marginalized																												
	groups, especially women,																												
	persons with disabilities,																												national
	Roma and Egyptian																												experts,
	communities (61																											65,960	training cost,
	Municipalities)																												travel cost,
	Build institutional capacity																												traver cost,
Contract	for public engagement and																												
	consultation																												
Deliverable	Training modules																												
Deliverable	Methodologies for public																												
	engagement																												
Deliverable	Training delivery																												
	TRANSPARENCY AND																												
	ACCOUNTABILITY																												
	Activity 3.2.2: Develop																												
	Municipal Programs of																												
	Transparency (61																												
	Municipalities)																												
Contract	Municipal Programmes of																												
Contract	Transparency																												
	Development of Model													1															national
	Transparency Program and a													1															evnerts
Deliverable	Measurement System of													1														47,300	training cost,
	Transparency and																												travel cost,
	Accountability,																												

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STAR 2	Consolidation of the Territorial Administrative Reform	J	F	М	А	М	J	J	А	S	0	N	D	J	F	М	А	М	J	J	А	S	0	N	D	Success Indicator	Planned Budget	Budget description
Deliverable	Development of an Awareness Raising Instruments and Campaign,																									1.By the end of 2019, all 61		
Deliverable	Training Delivery																									Municipalities have increased their		
Deliverable	Help Desk																									participatory decision making by 20%;		
	Activity 3.2.3: Publication of Municipal Councils Decisions (34 Municipalities)																									 By the end of 2019, all 61 Municipalities have increased their levels of transparency by 50% Extend to which, citizens report that the function of the Coordinator of 		
Contract	Publication of Municipal Councils Decisions																									public consultation and notification at	450.000	national experts,
Deliverable	Collect, catalogue, digitalize and upload MCDs decisions,																									the municipality is effective is increased by 20%	150,000	training cost, travel cost,
Deliverable	Capacity building for relevant municipal staff,																											
Deliverable	Help desk assistance,																											
	Activity 3.2.4 : Develop standard municipal websites or improve them and increase capacities of PR staff																											national experts,
Contract	Develop standard municipal websites																										100,800	training cost, equipment,
Deliverable	Design and Deployment																											travel cost,
Deliverable	Training																											
Deliverable	Maintenance and support contract fir 1 year signed																											
	ETHICS AND INTEGRITY																											
	Activity 3.2.5: Increase local government public ethics and integrity (61																											
	Municipalities)																											national evperts

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STAR 2	Consolidation of the Territorial Administrative Reform	J	F	М	А	М	J	J	А	S	0	N	D	J	F	М	А	М	J	J	А	S	0	N	D	Success Indicator	Planned Budget	Budget description
Contract	Increase local government public ethics and integrity																										92,160	training cost,
Deliverable	Training delivery																											travel cost,
Deliverable	Codes of Conduct developed																											
	Activity 3.2.6: Adopt																											national
	municipal integrity plans (6 Municipalities)																										74 475	experts, training cost,
Contract	Adopt municipal integrity plans																										74,473	
Deliverable	6 municipal integrity plans																											travel cost,
TOTAL Budget																											5,255,805	

Output- time frame
Procurement process
Contract time frame
Processes
Deliverables