

For Office Use

Application Number: 41

Date Received: _____

Grant Application
Small Grants Program
Tirana Country Office, WORLD BANK

Executive Summary (Please type using no more than one page)

Date:

Name of organization: **The Albanian American Trade and Development Association**

Contact person and title: **Gafur Luga- Executive Director**

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The mission of the AATDA-al is to encourage and develop business and trade between Albanian and American partners as well as within the countries of our region, through: Exchange of experience and information, Technical assistance, Developing business cooperation.

The following is a request to assist the activities for strengthening the capacities for public procurement in a number of communes of Albania

The project seeks to offer a real contribution for strengthening the accountability of the local government, with special emphasize on the members of the councils of communes, that represent a variety of political dependence, culture and education. It is anticipated that training and technical assistance be provided to a number of **50 employees of the procurement units** and members of councils of communes, as well as a number of community leaders. Through other related activities the number of participants will **reach up to 100 persons**.

The project anticipates a better community involvement in improving public services (through monitoring the public procurement process and use of public funds).

Then Project will be implemented in e 4-month time, from July till November 2006.

There are plans to make possible the exchange of experience in other communes, based on a special agreement with the Association of Communes of Albania (AAC)

The amount requested from the donor will be up to \$ 4, 400, while the AATDA-AL has not received any previous grant from the World Bank.

Signature: Name (print): **Gafur Luga** Title: **Executive Director**

Purpose of the Grant

From the up-to now discussions there were evidenced serious problems linked with the need for improving the capacities of the local public procurement units, both to increase the efficiency and the transparency of the public procurement procedures, as well as the strengthening of the performance of these units in general. Up-to-date there has not been unified efforts for suggesting improvements in public procurements system in local level and for improvements in the systems' performance.

The on-site contacts have evidenced also that the lack of cooperation between the selected bodies of local government (commune councils) with the units/employers of public procurement in the communes.

The challenges and needs for a deeper decentralization of the local government in Albania, require more powerful public procurement units and strengthening of their performance, because the implementation of decentralization will bring the increase of the public funds to be run by local governments. That is eventually linked with an increased risk for negative phenomena of the corruption and abuses.

Based on that we have considered that this is the appropriate time to undertake initiatives to contribute at improving of the capacities of elected bodies and local government procurement units in communes. From the contacts that we have with the Association of Albanian Communes (AAC) it is noted that the specialized state and public institutions have made little work to fill this the gap. The following proposal is part of this large and important effort.

In general terms, our proposal is dealing with providing professional training for the staffs of public procurement units and elected bodies in commune level for 25 large communes of Tirana and Durresi: Dajt, Farke and Kashar in Tirana, as well as Maminas and Rrashbull in Durres.

The project seeks to offer a real contribution for strengthening the accountability of the local government and anticipates a better community involvement in improving public services (through monitoring the public procurement process and use of public funds).

Our proposal seeks to achieve this main goal:

Improvement of the capacities of public procurement units in commune level, by providing training and implementing of comprehensive knowledge on the standards of procurement practices, as well as increase the participation of the elected bodies and local community in monitoring the transparency of public procurement process and a better use of public funds to the community needs.

This goal will be achieved through these four objectives:

1. Directly intervene in improving capacities for public procurements in five large communes
2. Develop and provide professional recommendations for performance improvements of procurement units (procurement officers) in communes.

3. Sensitize and increase awareness of the elected bodies and local community on a larger participation in the process of reforming the public procurement system in local level, by seeking for an increase of transparency and citizens participation in the better use of public funding
4. Increase the awareness of the local business organizations for an effective participation in public procurements

The proposed activities are essential elements of a long-term strategic approach of AATDA-AL accompanied with a relevant Action Plan, with measures and actions to assist the process of the improvement of the capacities and skills of local governments for effectively dealing with public procurement issues, operation with public funds in general, which seeks for concrete outcomes at a qualitatively improvement of the performance of local governance.

This program is divided into three phases:

Phase 1- Continuation of the activities of training of local elected officials and staffs to deal with public procurement issues and exchange of experience among local governments and business organizations.

Phase 2- Maintaining a well-trained group of professionals in public procurement issues, to be used as trainers and advisors for providing further training and assistance on public procurement issues

Phase 3- Establishing and operation of a Resource Information Center for procurement issues and for offering assistance and information for local governments and business community on the areas of use of public funding.

The following Project Proposal with the activities that it contains is part of this large and important effort.

Evaluation

PROJECT ACTIVITIES

Activity 1- Training for implementation of public procurement legislation (regulatory procedures and practices)

We will conduct **two-day training sessions** for public procurements issues in two centers. The first one will take place in Maminas (Durrresi communes), while the second one in Farka (communes of Tirana).

There is anticipated a participation of 25 participants in each training session, selected from the local procurement units (staffs of the procurement offices), elected organs (commune herads) as well as members of councils from each selected commune

After first training on basic procurement practices is provided, workshops on the implementation of procurement procedures will follow the seminars. **They will be organized 1-day each and their thematic will be a natural extensions of the subject taught in seminars.**

The main thematic of the training sessions and for workshops will include:

- Basic Concepts of Public Procurement and main principles of operating within it. The functioning of Public Procurements in local government and its objectives in the decentralization process.
- Planning public procurement
- Transparency in public procurement procedures
- The relations of communes and procurement units with local communities
- The role of elected and nominated organs for monitoring the local procurement and in ensuring the community role in such monitoring
- Public procurement and the local economic strategic planning

Round tables on exchange of experience and debates on public procurement practices

The methodology anticipated the reflection on the most frequent concerns in public procurement procedures, through examination and discussion upon a number of case studies

To this end, two 1-day Meetings will take place, at the above-mentioned centers. Participants will be given certain case studies, practically selected from their everyday practice with local procurement. These case studies will be subject of free debate on the best ways to solve them in order to avoid any wrongdoing with the procedure. As the participants will come from different communes, they will be given the chance to exchange experience on the most effective ways to deal with public procurement in commune conditions. Issues of how to get better with relations with the elected bodies and local communities will be targeted also.

Activity 2- Continued assistance for in dealing with issues public procurement

This group of activities will have the focus on:

- Providing continued assistance (on site assistance) for communes' staffs in legal, technical and procedural aspects of public procurement
- Continue with organizing meeting fro exchange of experience within the procurement officers (procurement units) on issues of implementation of procurement practices
- Strengthen the cooperation with the Association of Communes of Albania and coordination of the mutual activities with focus on training and strengthening of capacities in other communes

A detailed Plan of activities is shown on the Table below:

	Description of activity	Month I				Month II				Month III				Month IV			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Establishment of the Working Group	■															
2	Contact the communes (focused groups)	■	■														
3	Training session in Durres					■											
4	Workshop in Durres					■											
5	Training session in Tirana							■									
6	Workshop in Tirana							■									
7	Meeting for experience exchange (Durres)									■							

AATDA-AL will undertake a sensitizing campaign for public opinion and community at large. We anticipate the use of public media channels (TV, radio, newspapers) combined with other traditional ways if delivering public messages.

Besides the above-mentioned public channels we have foreseen the distributing of a considerable numbers of posters/leaflets and other publications on public procurement

We have planned to publish and deliver about 500 leaflets with selected materials from public procurements field. These leaflets will contain generalized information concerning the public procurement and are to be used by the local procurement units, as well as from the business community and large public.

Along with this process we will publish and carry out the distribution of a summary brochure for the public procurement activities in local level

This publication will serve as reference material for operation of units (offices) of public procurement in the municipalities. It will contain information on all the discussed and taught issues in the seminars/workshops. Further more, the publication will have a character of an everyday manual. That will be achieved by including part of legislation concerning the public procurement and regulatory framework linked with most common procedures and practices. **The brochure will be distributed to each commune of Albania, through the assistance and contacts with the Albanian Association of Communes.**

Monitoring the Project achievements:

The project allows a simple process of monitoring the achievements. In ordser to asses these achievements particular instruments will be used, such as on site contacts and interviews, simple surveys within the target groups etc. The main indicators for such an assessment will be:

- The status of involvement of the head of communes, members of councils and community representatives
- The level of participation from the procurement officers and members of councils in training sessions and workshops
- The evaluation tests for training sessions and workshops
- The data on the distribution of publications, leaflets and final brochure for the Project.

Activity Income

26. Total applicant contribution.

a. In kind (describe):	US\$		
b. Cash:		US\$ 4,000	
			Total:US\$ 4,000

27. Funding leveraged by applicant from other donors:

(List all sources and give estimated amounts)

		<u>Amount</u>	
a.	US\$		
b. Private donations		US \$ 1,100	
			Total: US\$ 1,100

28. Total requested from the World Bank:

US\$ 4,400

29. Total activity income from all sources:

US\$ 9,500

Budget for the Proposed Activity

Please (1) provide the necessary information for each budget item, and (2) indicate the funding source(s) that will cover the expense. Use as much space as necessary. All items must be related to the activity.

<u>Item</u>	Contribution from AATDA-AL	Contribution from Other Donors	Contribution from the World Bank	Total
Training/Workshop 5 days x \$ 700 = \$ 3,500 Cost for 1 day, 25 participants Training sets 25x\$4 = \$100 Trainers 2x\$75 =\$150 Rent of hall 1 x \$100 = \$100 Lunch 25x\$12/person=\$300 Local transportation = \$ 50			\$ 3,500	
Organizing the Final Forum 1 day event			\$300	
Local consultancy 5days/montx2monthsx\$60/day = \$600	\$ 1,000		\$ 600	
Technical assistance for procurement units				
Operational expenses and project administration 4 monthsx\$1,500/monthx50%	\$ 3,000			
Publications Project brochure \$ 750 Leaflets \$ 350		\$ 1,100		
Total Expenses:	\$ 4,000	\$ 1,100	\$ 4,400	\$ 9,500

Attachments

Please attach the following documents to your proposal, if available:

- ✓ Complete list of the applicant organization’s senior staff and board of directors;
- ✓ Most recent annual financial statement listing income sources (audited if available);
- ✓ Organization’s projected income and expense budget for current fiscal year, listing income sources;
- ✓ Copy of the applicant organization’s registration status, according to the new law;
- ✓ Latest annual report.

