

LGPA SMALL GRANTS PROGRAM

NO.	GRANTEE	GRANT ACTIVITY DESCRIPTION	GRANT ACTIVITY LOCATION(S)	ACHIEVEMENTS AND STATUS OF COMPLETION
1	RDA Fier	The establishment of a city Strategy Monitoring Indicators System, including determination of sources of information, collection methodologies and ways to report to public and other interested stakeholders.	Fier	<p>Grantee's work started with organization of initial meetings and workshops with participation of city's managers of different departments to define each sector's indicators in accordance to the existing city Development Strategy. This work resulted in development of a draft system of monitoring indicators. The draft was reviewed further and then finalized into a Municipal System of Strategy Monitoring Indicators developed electronically in a form of database and also as a hard copy for use by municipal staff and other interested agencies or institutions. The presentation of the manual took place in Fier on May 14, 2009 with participation of municipal staff, other local and central agencies and representatives of local NGO-s.</p> <p>Grant activity completed on May, 2009.</p>
2	Lorenco & Co.	Preparation of registration materials for municipal assets transferred from the central government; preparation of assessment and classification guidelines; development of an asset management GIS and a Municipal Assets Catalogue; training of municipal staff in asset assessment and classification and updating of asset related information by the use of GIS.	Gramsh	<p>Major achievements of this Grant include the following:</p> <ul style="list-style-type: none"> - Preparation of the registration materials for about 500 Municipal Assets in both electronic and hard copy format. - Development of Assessment and Classification Guidelines in cooperation with the Albanian Assessors Association. - Development of a GIS system for municipal assets. - Development and publication of Municipal Assets Catalogue for public properties of economic value; - Training of relevant municipal staff on asset assessment and classification and use of GIS and AutoCAD. - In addition to the grant activities, the grantee has provided assistance to the municipality in connection to the preparation of the cartographic material required for the city address system. <p>Grant activity completed on December 2008.</p>

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3	RDA Tirana	Assist the municipality of Fushe-Kruje and Librazhd to organize a Participatory Budgeting Process.	Fushe-Kruje, Librazhd	<p>The Grantee's work started with establishment of working groups consisting of municipal staff and local NGOs and community representatives. Further, during November and December, 2008 the grantee assisted the city in organizing open community meetings to define and shortlist priorities. In January, 2009 the results of the community meetings and the shortlisted priorities were presented to the respective municipal councils prior to the approval of the municipal budget with the goal of including some of the identified projects into the annual budget.</p> <p>Since for Fushe-Kruja and Librazhd this was the first experience in organizing participatory budgeting, the major achievement of this grant activity is the inclusion of most of the community priorities in the respective annual budgets approved by the municipal councils.</p> <p>Grant Activity completed on March, 2009.</p>
4	Institute for Rural Research	Feasibility Studies for an Agriculture Wholesale Market in Fushe-Kruja and a Slaughterhouse in Gramsh	Fushe-Kruje, Gramsh	<p>The Grantee's work started with establishment in each of the cities of working groups consisting of municipal staff and local agriculture specialists and traders to discuss the need for the wholesale market and slaughterhouse respectively in Fushe-Kruje and Gramsh. For purposes of having a better understanding of the situation the Grantee completed a field assessment survey to be used as a basis for assessing different options considered by the studies. The Draft feasibility studies were prepared and presented in the respective municipalities to groups consisting of municipal staff, municipal council representatives, groups of traders/producers, and agricultural extension services. Comments, suggestions and recommendation given by different groups of interest were incorporated to the final version of the studies. The major achievement of this Grant is the preparation of final feasibility studies (in English and Albanian, hard and electronic copies), which constitute a strong basis for municipalities to search for financing opportunities.</p> <p>Grant activity completed on March 2009.</p>

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5	MSR Kuçovë	Cleaning Service Improvement	Librazhd	<p>The cleaning service was defined by the municipality of Librazhd and the local community as one of the main priorities. In order to achieve the main goal of the Grant, the Grantee worked with the municipal staff to complete detailed cost analyses of the cleaning service. The cost analyses and the target service indicators were then combined into a three year Action Plan which included a package of measures aiming at an improved cleaning service. The Action Plan was approved by the Municipal Council. During 2009, the municipality of Librazhd assisted by the Grantee, managed to successfully complete the measures provided by the action Plan. This resulted into a surveyed 6% increase of the citizen's satisfaction from the cleaning service (from 68% to 74%). This can be considered the major achievement of this Grant.</p> <p>Grant Activity completed on October, 2009</p>
6	Valu Add	Development of a Business Plan for the Water Enterprise	Fier	<p>The grantee has initially organized meetings with Fier Water Company and the Supervisory Council to discuss the project activity. The work continued with collection and review of the completed data forms from Fier Water Company for the Business Planning Model. Further, in applying the business plan methodology, Senior Management of Fier Water Enterprise was trained to base their analysis on the historical and current organizational, technical, and financial situation of the utility, with the purpose of identifying weaknesses, and in defining "measurable" performance improvement action plans to overcome those weaknesses. A draft Business Plan was developed and presented to stakeholders on March 18. Comments and recommendations were incorporated to the Final Business Plan which was submitted for approval on April 15, 2009.</p> <p>Grant Activity Completed on April, 2009.</p>
7	NVS	Visual Improvement Study	Fier	<p>The Grantee worked with municipal staff and other local experts and stakeholders to define the historic and socio-economic information and the themes for the parks and plazas as well as statues that will decorate the town. This included meetings with the interest groups that include historians, archeologists, painters, teachers, students, sculptors, writers, businessmen and members of the Chamber of Commerce as well as town citizens. The information and conclusions from the meetings with interest groups and the public was classified. The grantee promoted these meetings in the local media (shows and TV spots) to raise public</p>

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				<p>awareness of the process. Local suggestions and recommendations were visualized by elaborating the ideas and themes suggested in the focus group meetings. The major achievement of the Grant is the development of the Study and then the approval by the City Council on April 29, 2009. The Study will be incorporated into the City Center Urban Plan and in addition it has become a useful tool for the municipality in exploring financing opportunities required for implementation.</p> <p>Grant activity completed on April, 2009.</p>
8	Civil Society Development Center Korça	Publication of the Statistical Bulletin of Korça Municipality	Korça	<p>During the first stage of the activity The grantee has completed the first part of the activity including: initial meetings with working groups; preparation and delivery of the data collection and processing training module to the Municipal Statistician; purchasing of the new computer for the Municipal Statistics Office; collection and processing of the data for the bulletin. The second stage of the grant activity included designing and publication of the Bulletin. 1000 copies of the bulletin were printed (800 in Albanian and 200 in English). The Grantee in cooperation with the Municipality, Chamber of Commerce and the Regional Development Agency of Korça has disseminated the Bulletin among groups of interest including general public, local businesses and NGO sector.</p> <p>Grant activity completed on October, 2009</p>
9	Albanian Association of Municipalities (AAM)	Assist with "Best Practices' Conference"	Tirana	<p>The Grantee assisted LGPA with distribution of invitations to potential participating municipalities and communes by also explaining the Best Practices' Conference purpose, content of the presentations and the agenda. Further, 25 Best practices were developed and edited in cooperation with LGPA. The major achievement of this Grant is the organization of the Best Practice Conference on September 17-18, 2009</p> <p>As the final stage of the grant, the Grantee has finalized a paper with findings and recommendations resulting from the BPC and the roundtables organized recently by the AAM, which will then be presented to the central government and other interested institutions.</p> <p>Grant activity completed on January, 2010</p>
10	EEC	Technical support to the	Kukes, Lezhe,	Major achievements of this grant include:

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		LGPA municipalities participating in the MEEP program—Kukes, Lezhe, Korçe, and Gramsh.	Korçe, and Gramsh	<ul style="list-style-type: none"> - Training of municipal staff on energy efficiency planning. First training session was held in Lushnja on February 3-4, 2009 and the second training session was held in Lezhe on March 18-19, 2009. Second Training session was held in Korça on May 6-7, 2009. - Development of Energy Efficiency Concept Papers which were signed by respective Mayors. taje of the Grant activities, dealing with finalization and signing of the Concept papers was completed in June. Work is continuing in regard to completion of the field energy audits. - Finalization of the field energy audits in Lezha and Korça. The Energy Audits were presented in Lezha and Korça respectively on December 15 and 16, 2009. Municipal Working Groups, EEC, ENSI and LGPA also discussed the possibilities to fund the proposed energy saving measures in the audited buildings. <p>Grant activity completed on December, 2009</p>
11	Partners Albania	Work with Lezha Municipality to build a model of transparency and to stimulate broadening civic participation in governance	Lezha	<p>During initial stage of the activity the Grantee completed a need assessment to evaluate the performance of the Municipality in community participation. The assessment was followed by a roundtable to introduce different initiatives in the field of community participation, citizen information and use of monitoring/evaluation tools at the local level was organized in Lezha on May 11, 2009 with participation of 4 other municipalities of Albania (Elbasan, Durrës, Korça, Kuçova).</p> <p>During the next stage the Grantee provided a tailored training program for the staff and the members of city council in Lezha Municipality. The Grantee provided training on three modules: “<i>Participatory Governance</i>”, “<i>Monitoring and Evaluation</i>” and “<i>How to Cure and Prevent Corruption</i>”.</p> <p>In Addition PA provided additional training and assistance to the municipality of Lezha in regard to the preparation of a Code of Ethics.</p> <p>The last stage of the Grant Activities consisted on a) delivery of technical assistance to develop a model Action Plan that will help the Municipality to increase the accountability and transparency, to establish monitoring and/or complain systems and b) Dissemination of the best practices on good governance through a workshop with participation of LGPA pilot cities and other stakeholders. The Code of Ethics and the Action Plan were completed on September 2009. The best practice dissemination workshop was held in Lezha on October 14, 2009 with participation of 28 municipal officials from several cities.</p> <p>Grant Activity completed on October 2009</p>

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12	DIDC Kukes	Building of an efficient monitoring system of the municipal budget of Kukes	Kukes	<p>During the first stage of the grant activity, the Grantee provided assistance in regard to the establishment of a Local Budget Monitoring Committee. The establishment of LBMC was also accompanied by a formal decision of the municipal council. Further, more than 30 people, including members of the LBMC and municipal staff, were trained were trained on different subjects including Local Budget Monitoring, Internal Audit, Strategic Planning and Effective Communications.</p> <p>As part of this stage of work, the Local Budget Monitoring Guide was developed, produced and published on October 7, 2009.</p> <p>As part of the last 2 stages of work the Grantee and the LBMC have focused on the monitoring of the local budget implementation. For this purpose the Grantee and LBMC have completed:</p> <ul style="list-style-type: none"> - Survey to measure the citizens perception about the implementation of budgeted investments and delivery of services (150 questionnaires completed) - Three monthly reports to the Municipal Council about management of financial expenditures made by Municipality for year 2009, based on documented municipal financial statements; - Production and publication of two leaflets in 1,500 copies. Information of community about project objectives, its importance and reports of LBMC at Council of Municipality. - Two broadcastings in local media (Kukes TV) to inform community about LBMC work and transparency on management of public funds by Municipality during year 2009. <p>Grant Activity completed on March 2009</p>
13	IWP Pogradec	Strengthen cooperation of the municipality with the local business community	Pogradec	<p>Major achievements of this Grant include:</p> <ul style="list-style-type: none"> - Conducting of a local business survey to get a better understanding of the business situation in Pogradec, areas of improvement as proposed by the small business; - Drafting, discussing and finally signing of a joint Action Plan between the Municipality and the local Small Business Association. The Plan consists of several actions that are expected to improve business climate in Pogradec; - Organization of a Business Fair. The Business Fair took place in June 20 with participation of more than 25 local businesses. <p>As the final stage of the activity, the Grantee has monitored implementation of the Action Plan and submitted a Final Monitoring</p>

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				Report. Grant Activity completed on March 2009
14	CDC Korça	Organization of Korça Job Fair	Korça	Major achievements of this Grant activity include: <ul style="list-style-type: none"> - Organization of the Job Fair on July 14, 2009 with participation of 19 businesses, 111 job applicants for a total of 65 vacancies. - Development and publication of the brochure "How and why to organize a Job Fair". Grant Activity Completed on December 2009
15	RDA Fier	Measure the performance of the services offered by local government. Assist in the establishment of public information office. Prepare projects for priorities identified by tourists, citizens, and the municipality; and address the annual budget of municipality	Himara	Major achievements of this Grant activity include: <ul style="list-style-type: none"> - Conducting of a survey to measure the performance of the services offered by local government. The survey was used by the Municipality to produce under the assistance of the Grantee, of service improvement action plans for several municipal services. - Conducting and publication of a tourism survey. The survey will serve to local tourism businesses to better understand tourists' requirements and improve their services for the coming years; - Assisting the municipality in organizing and making functional the Public Information Office. Grant Activity completed on December 2009
16	ASET	Establishing of a public information office	Fushe-Kruja	Major achievements of this Grant activity include: <ul style="list-style-type: none"> - Development of the internal rules regarding the management of the system of information; written division of tasks and responsibilities between the information center and other stakeholders; preparation of modules and applications forms and publication of these into a manual. - Development and publication of a Manual on Municipal Public Relations. The Manual can be easily adopted by any LGU, therefore sufficient copies of the Manual were handed to the AAM and the Association of Communes for distribution to their members. - Assistance to the municipality of Fushe-Kruja to make the Public Information Office functional. The office was opened on December 17, 2009. Grant Activity completed on December 2009
17	MSR	Cost Analyses of the Public Services; Development of the	Gramsh	To date, the Grantee has completed the first and second component of the Grant Activities, including Service Cost Analyses and development of the Improvement Action Plan. Materials were presented to the Citizens

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		Public Services Improvement Plan; Development of the Capital Investment Guiding Plan		Committee and Municipal Council during December 2009. During the second stage the Grantee has worked with the city to finalize the Capital Investment Guiding Plan, which was completed by May 2010. The CIGP was further approved by the City Council. Next stages include the Monitoring of the implementation of the SIP and CIGP for 2010.
18	Water Supply and Sewerage Association of Albania (WSSAA)	Training to the 10 LGPA Partner Municipalities on Customer Service issues	Fier, Fushe-Kruje, Gramsh, Korçe, Himare, Kukes, Lezhe, Librazhd, Pogradec, Shkoder	<p>As part of the first stage of work the grantee has completed the Consumers Relations Training Module.</p> <p>During the second stage the grantee delivered a two days training 18-19 and 25-26 February (target municipalities were divided in two groups). The course was attended by more than 36 representatives from the Service Departments of all target Municipalities and representatives of the Water Companies.</p> <p>The Municipalities are actually working to develop further their Consumer Relations Action Plans which will be finalized by July, 2010 under the assistance of the Grantee.</p>
19	Common Actions Against Poverty (CAAP)	Establishment of a business incubator in Fier	Fier	Field interviews related to the Business Incubator Feasibility Study were completed during December 2009 and the Feasibility Study was submitted together with the Incubator Business Plan by February 2010. During the next stage of the activity the Grantee will work with 20 local businesses to develop Business Plans as part of the assistance that they will receive from the Incubator. In addition the Grantee will work toward making the Incubator a sustainable institution by looking at more service provision and funding opportunities.
20	Intellectual Women of Shkodra (IWS)	Improving Opportunities for Employment of Women in Shkodra	Shkodra	<p>Major achievements of this Grant activity include:</p> <ul style="list-style-type: none"> - A training course to participants to the Handicrafts Fair. The training was held in Shkodra on December 11 and 12, 2009 with participation of 23 women handicrafts' producers. - Organization of the women handicrafts Fair. The Fair was successfully organized in Shkodra on December 18, 19 and 20 with participation of about 38 women handicrafts' producers including participants from Kosovo and Montenegro. <p>As part of the last stage of the activity the Grantee organized and conducted on February 2, 2010, a roundtable with more than 20 participants to the Handicrafts Fair, local government officials and local NGOs to assess the results of the activity and discuss future steps to make similar activities sustainable.</p>

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				Grant Activity completed on February 2010
21	Municipality of Librazhd and CAAP	A public-private partnership focusing on: Provision of in-kind donation of dumpsters and small trash bins to the municipality of Librazhd; Provision of an Environmental Awareness Training Course to the local High School Students and Organization of a Clean-Up Event	Librazhd	<p>Major achievements of this Grant activity include:</p> <ul style="list-style-type: none"> - Provision of large and small trash bins to the Municipality of Librazhd as an in-kind donation by USAID/LGPA. 40 dumpsters and 50 small trash bins were delivered to the Municipality on December 11, 2009. - Organization of an environmental awareness training course delivered to the Librazhd High School students on December 7, 2009 with participation of about 40 students. - Organization of a Clean-Up Event in Librazhd on December 11, 2009 with participation of USAID, LGPA, Local Community, CAAP, Local Private Businesses (Tirana Bank, who also donated an additional number of trash bins to the municipality and produced T-shirts and caps used by the participants to the event). <p>Grant Activity completed on December 2009.</p>
22	Institute for Democracy and Mediation	Improving local governance performance in Librazhd, Lezhe and Fushe-Kruje	Librazhd, Lezhe and Fushe-Kruje	<p>As part of the first stage of the activity the Grantee has organized roundtables in Librazhd, Lezha and Fushe-Kruja respectively on January 12 and 13, 2010. The roundtables were attended by local government officials and local community representatives to discuss necessary measures that would improve municipal performance as a response to the issues identified in the last Local Government Survey report released by LGPA last year.</p> <p>Draft Action Plans are now reviewed by the respective working groups. The Final Action Plans will be endorsed by the Mayors and further monitored by local NGO-s which are already identified by the Grantee.</p>
23	Municipality of Gramsh and CAAP	A public-private partnership focusing on: Provision of in-kind donation of dumpsters to the municipality of Gramsh; Provision of an Environmental Awareness Training Course to the local High School Students and Organization of a Clean-	Gramsh	<p>Major achievements of this Grant activity include:</p> <ul style="list-style-type: none"> - Provision of dumpsters to the Municipality of Gramsh as an in-kind donation by USAID/LGPA. 40 dumpsters were delivered to the Municipality on March 1, 2010. - Organization of an environmental awareness training course delivered to the Gramsh High School students on March 1, 2010 with participation of about 50 students. - Organization of a Clean-Up Event in Gramsh on March 5, 2010 with participation of USAID, LGPA, Local Community, CAAP, Peace Corps Volunteers, Local Private Businesses (Banka Popullore, who also donated an additional number of 100 trash bins and 120 park

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		Up Event		benches to the municipality). Grant Activity completed on March 2010.
24	Municipality of Fier	A public-private partnership focusing on: Provision of in-kind donation of trash cans to the municipality of Fier; Provision of an Environmental Awareness Training Course to the local Youth Groups and Media and Organization of a Clean-Up Event	Fier	Major achievements of this Grant activity include: <ul style="list-style-type: none"> - Provision of trash bins to the Municipality of Fier as an in-kind donation by USAID/LGPA. 74 trash bins were delivered to the Municipality on April 22, 2010. - Organization of an environmental awareness training course delivered to the Fier youth groups and media respectively on April 17 and 13 with participation of about 23 students and 24 media representatives. - Organization of a Clean-Up Event in Fier on April 22, 2010 with participation of USAID, LGPA, Local Community, local Youth Groups (Outdoor Ambassadors) Peace Corps Volunteers and Local Private Businesses (Banka Popullore, who also donated an amount of approximately USD 2,000 in trees). Grant Activity completed on April 2010
25	Association of Traditional and Artistic Crafts and Trades, (ATACT Pogradec)	Promotion of output from the handicrafts of the females in urban and suburban areas of Pogradec	Pogradec	As part of the first stage the Grantee has identified potential women handicraft producers to get involved with the project. An introductory meeting was initially organized on March 12, 2010 with participation of 23 women from Pogradec and the surroundings. Further, about 45 women have been contacted and about 21 one of them responded positively. As part of the same stage, the Grantee organized for the selected producers a two-day training course on topics such as product identification, marketing, cost/benefit analyses etc. The next and final stage of the grant activity is the actual opening of an open handicrafts market in one of the main boulevards of Pogradec, which will run for a period of three months, from June 20 to September 20. The Opening of this market was initially launched on June 1, 2010 for the occasion of the Tourist Season Opening activities.