

# GRANT CONTRACT

## **“Support to Coordination & Monitoring of Mine Action Programme in Albania for the fulfilment of the AP Mine Ban Treaty obligations”**

**Contract number: 2008/164-200**

*CARDS 2005*

Documents included in the Contract file

- Annex I: Special Conditions
- Annex I: Description of the Action
- Annex II: General Conditions applicable to European Community contribution agreements with international organisations
- Annex III: Budget for the Action
- Annex IV: Financial identification form
- ANNEX V: Standard request for payment

# Special Conditions

# EUROPEAN COMMUNITY CONTRIBUTION AGREEMENT WITH AN INTERNATIONAL ORGANISATION

2008/164-200

The European Community, represented by the Commission of the European Communities ("the Contracting Authority")

of the one part,

and

*the United Nations Development Programme (UNDP)* with its Head office at the One United Nations Plaza, New York, NY 10017 USA ("the Organisation")

of the other part,

have agreed as follows:

## Special Conditions

### Article 1 - Purpose

- 1(1) The purpose of this Agreement is a contribution by the Contracting Authority for the implementation of the action entitled: **Support to Coordination & Monitoring of Mine Action Programme in Albania for the fulfilment of the AP Mine Ban Treaty obligations** ("the Action") as described in Annex 1.
- 1(2) The Organisation will be awarded the contribution on the terms and conditions set out in this Agreement, which complies with the provisions of Financial and Administrative Framework Agreement between the European Community represented by the Commission of European Communities and the United Nations (FAFA) of 29 April 2003 and consists of these special conditions ("Special Conditions") and their annexes.
- 1(3) The Organisation accepts the contribution and undertakes to do everything in its power to implement the Action under its own responsibility.
- 1(4) The Action is a Joint Management Action for all purposes of this Agreement.

### Article 2 – Entry into force and Implementation Period

- 2(1) This Agreement shall enter into force on the date when the last of the two Parties signs.
- 2(2) The implementation of this Agreement will begin on:
  - the day following that on which the last of the two parties signs
- 2(3) The implementation period of this Agreement, as laid down in Annex I, is 24 months.

### **Article 3 - Financing the Action**

- 3(1) The total cost of the Action eligible for financing by the Contracting Authority is estimated at EUR 600,000, as set out in Annex III.
- 3(2) The Contracting Authority undertakes to finance a maximum of EUR 500,000, equivalent to 83.33 % of the estimated total eligible cost specified in paragraph 1; the final amount will be established in accordance with Articles 14 and 17 of Annex II.
- 3(3) Pursuant to Article 14(4) of Annex II, 6.19 % of the final amount of direct eligible costs of the Action established in accordance with Articles 14 and 17 of Annex II, may be claimed by the Organisation as indirect costs.

### **Article 4 - Narrative and financial reporting and payment arrangements**

- 4(1) Narrative and financial reports shall be produced in support of payment requests, in compliance with Articles 2 and 15(1) of Annex II.
- 4(2) Payment will be made in accordance with Article 15 of Annex II; of the options referred to in Article 15(1), the following will apply:

First pre-financing	EUR 214,102.25
Forecast further instalments of pre-financing (subject to the provisions of Annex II)	EUR 248,680.50
Forecast final payment (subject to the provisions of Annex II)	EUR 37,217.25

### **Article 5 - Contact addresses**

Any communication relating to this Agreement shall be in writing, shall state the number and title of the Action, and shall use the following addresses

For the Contracting Authority:

Payment requests and attached reports, including requests for changes to bank account arrangements shall be sent to:

*Head of Contracts, Finance & Audit Section  
Delegation of the European Commission,  
Rruga Durrësit 127 - 1  
Tirana, Albania*

Copies of the documents referred to above, and correspondence of any other nature, shall be sent to:

*Stefano Failla, Project Manager, Operation Section I  
Delegation of the European Commission,  
Rruga Durrësit 127 - 1  
Tirana, Albania*

For the Organisation:

*Resident Representative  
UNDP Albania  
Rruga Deshmoret e 4 Shkurtit, Vila 35  
Tirana, Albania*

**Article 6 - Annexes**

6(1) The following documents are annexed to these Special Conditions and form an integral part of the Agreement:

- Annex I: Description of the Action
- Annex II: General Conditions applicable to European Community contribution agreements with international organisations
- Annex III: Budget for the Action
- Annex IV: Financial identification form
- Annex V: Standard request for payment

6(2) In the event of a conflict between the provisions of the Annexes and those of the Special Conditions, the provisions of the Special Conditions shall take precedence. In the event of a conflict between the provisions of Annex II and those of the other annexes, the provisions of Annex II shall take precedence.

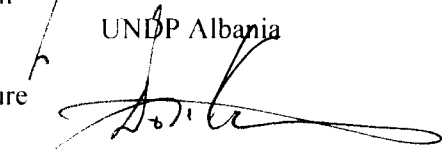
**Article 7 - Other specific conditions applying to the Action**

7(1) The following shall supplement the General Conditions:

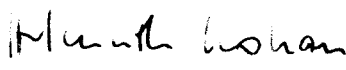
7(1)(1) In addition to the progress reports referred to in Article 2, the Organisation shall submit, on a quarterly basis, narrative reports on project implementation and on the Mine situation in Albania.

Done in Tirana in three originals in the English language, two for the Contracting Authority and one for the Organisation.

**For the Organisation**

Name / Gülden Türköz-Cosslett  
Position / Resident Representative  
                  / UNDP Albania  
Signature /   
Date / 21 August 2008

**For the Contracting Authority**

Name / Helmuth Lohan  
Position / Head of Delegation  
Signature /   
Date / 21 August 2008

# Annex I

## Description of the Action



**Contracting Authority:** Delegation of the European Commission in Albania

**Support to  
Coordination & Monitoring  
of Mine Action Programme in Albania  
for the fulfilment of the AP Mine Ban Treaty  
obligations**

Annex I Description of the Action

Name of applicant:	United Nations Development Programme	
Title of the action:	Support to Coordination & Monitoring of Mine Action Programme in Albania for the fulfilment of the AP Mine Ban Treaty obligations.	
Total eligible cost of the action (A)	<b>Amount requested from the Contracting Authority (B)</b>	<b>% of total eligible cost of action (B/Ax100)</b>
600,000 EUR	500,000 EUR	83.33%
Total duration of the action:	24 months	

Contact details for the purpose of this action:	
<b>Postal address:</b>	Rruga "Deshmoret e 4 Shkurtit", Vila 35, Tirana, Albania
<b>Telephone number:</b> Country code + city code + number	(+355 4) 2233122 / 2276600
<b>Fax number:</b> Country code + city code + number	(+355 4) 2234448 / 2232075
<b>Contact person for this action :</b>	Ms. Gülden Türköz-Cosslett
<b>Contact person's email address :</b>	gulden.turkoz-cosslett@undp.org



## TABLE OF CONTENT

1.	THE ACTION .....	4
1	<i>Description</i> .....	4
1.1	Title .....	4
1.2	Location(s).....	4
1.3	Cost of the Action and Amount requested from the Contracting Authority.....	4
1.4	Summary .....	4
1.5	Objectives .....	7
1.6	Relevance of the Action.....	8
1.6.1	The Mine Problem in Albania.....	8
1.6.2	Humanitarian & Development Impact .....	9
1.6.3	National and international response .....	10
1.7	Description of the action and its effectiveness.....	15
1.7.1	National Mine Action Coordination and Monitoring.....	15
1.7.2	Expected impact on target groups.....	19
1.7.3	Long-term impact.....	20
1.7.4	Visibility .....	20
1.8	Methodology.....	20
1.8.1	Execution modalities .....	20
1.8.2	Project Management.....	20
1.8.3	Monitoring and Evaluation .....	22
1.9	Duration.....	23
2.	<i>Budget for the Action</i> .....	23
3.	<i>Expected sources of funding</i> .....	23
4.	<i>Logical framework</i> .....	23
	<i>Attachment A - Key Staff Terms of Reference</i> .....	24
	<i>Attachment B - List of Acronyms</i> .....	28

# I. THE ACTION

## 1. DESCRIPTION

### 1.1 Title

---

Support to Coordination & Monitoring of Mine Action Programme in Albania for the fulfilment of the AP Mine Ban Treaty obligations

### 1.2 Location(s)

---

ALBANIA: Districts of Kukës, Has, and Tropojë (Prefecture of Kukës)

### 1.3 Cost of the Action and Amount requested from the Contracting Authority

---

Total eligible cost of the action (A)	Amount requested from the Contracting Authority (B)	% of total eligible cost of action (B/Ax100)
600,000 EUR	500,000 EUR	83.33 %

### 1.4 Summary

---

As a result of Kosovo conflict, Albania still has a problem of mines and unexploded ordnance (UXO) extending to up to 20km inside Northeast Albania. Initial surveys indicated 15.2 M m<sup>2</sup> of contaminated land all along the 120 km Albania/Kosovo border.

Since 1999 there have been 210 mine accidents in which 238 persons were injured and 34 killed. The continued presence of mines and UXO on Albania's North East border with Kosovo not only poses a physical threat to the population, but also exacerbates the land pressure requirements of the poverty-afflicted, and predominantly agrarian population in the area. An added complication is the fact that no minefield records were made available to Albania. This situation seriously inhibits effective border management and complicates Albania's efforts to prepare for association with the European Union.

To face the problem, a number of actions have been put in place since 1999 in the frame of the Albanian Mine Action Programme (AMAP). The inter-ministerial Albanian Mine Action Committee (AMAC) has been established as policy making and supervisory body, while the Albania Mine Action Executive (AMAE) has been established as a national body in charge for Coordination & Monitoring of all Mine

Action activities in the country. A number of national and international organizations have implemented activities in clearance, MRE and victim assistance with support from international donors and the Government.

AMAE has been supported by UNDP since 2002 with a Capacity Building Project to allow it to autonomously implement its function in accordance with the International Mine Action Standards.

A Memorandum of Understanding between the Albanian Ministry of Defense and the United Nations Development Programme which extends the collaboration for the Albanian Mine Action Programme was renewed on 18 July 2007.

Under AMAE control, more than 13.6 M m2 have been so far made safe from mine and UXOs and released to the local communities, leaving about 1.6 M m2 only of hazardous areas to be released.

The Cooperation in the field of Mine Action has also been included as a component into the Integrated Border Management Strategy and is part of the Albania's National Implementation Plan for 2007-2012 of the Stabilization Association Agreement.

The National Strategy for Integrated Border Management determines the border control issue as not only a very important aspect of National Security, but also as an obligation for Albania in the international arena, therefore the solution of the landmine problem in Northeast Albania is essential in achieving the strategy's overall goal of controlled and secure borders.

A comprehensive "National Mine Action Plan for Completion" for the period 2007-2010 has been prepared and updated by AMAE with UNDP support, for the fulfilment of the Albanian obligations under Article 5 of the Antipersonnel Mine Ban Treaty. The Plan includes detailed activities for the full clearance of the residual hazardous area, as well as activities for MRE, victim assistance and Coordination & Monitoring. The total cost for the planned activities is 5.8 M USD, with a current shortfall of about 3 M USD.

**Albania - Completion Initiative  
Budget by Sector**

<b>Components</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>Total Amount</b>
<b>Planning, Monitoring &amp; Coordination</b>	<b>\$448,000</b>	<b>\$518,400</b>	<b>\$259,200</b>	<b>\$1,225,600</b>
Pledged funds	\$258,000	\$0	\$0	\$258,000
Shortfall	\$190,000	\$518,400	\$259,200	\$967,600
<b>Mine Risk Education</b>	<b>\$168,500</b>	<b>\$110,000</b>	<b>\$85,000</b>	<b>\$363,500</b>
Pledged funds	\$57,000	\$15,000	\$15,000	\$87,000
Shortfall	\$111,500	\$95,000	\$70,000	\$276,500
<b>Mine Clearance</b>	<b>\$1,400,875</b>	<b>\$1,500,000</b>	<b>\$108,000</b>	<b>\$3,008,875</b>
Pledged funds	\$1,400,875	\$400,000	\$0	\$1,800,875
Shortfall	\$0	\$1,100,000	\$108,000	\$1,208,000
<b>Survivor Assistance</b>	<b>\$837,241</b>	<b>\$224,000</b>	<b>\$210,000</b>	<b>\$1,271,241</b>
Pledged funds	\$469,000	\$100,000	\$100,000	\$669,000
Shortfall	\$368,241	\$124,000	\$110,000	\$602,241

<b>TOTAL</b>	<b>\$2,854,616</b>	<b>\$2,352,400</b>	<b>\$662,200</b>	<b>\$5,869,216</b>
<b>Total Shortfall</b>	<b>\$669,741</b>	<b>\$1,837,400</b>	<b>\$547,200</b>	<b>\$3,054,341</b>

The proposed Action aims to support AMAE to carry out its functions of coordination and monitoring of the mine action activities in the period August 2008 - July 2010, in order to ensure that these activities are carried out safely and in accordance with the international standards, until the full conclusion of the problem in the country.

The Action will be implemented by UNDP, which will establish a Project Implementation Unit to take care of the realisation of activities in close collaboration with the local stakeholders and the relevant structures.

<b>Total duration of the action</b>	24 months
<b>Objectives of the action</b>	<p>To contribute to the making of a Mine Free Albania and the fulfilment of the Albanian obligations under Art.5 of the AP Mine Ban Treaty by the set deadline in August 2010.</p> <p>Specific Objectives:</p> <ol style="list-style-type: none"> <li>2. Secure a proper Coordination and Monitoring of all the mine action activities in the country including adjust priorities and oversee activities of mine clearance, victim assistance and mine risk education, in accordance with International Mine Action Standards (IMAS).</li> <li>3. Ensure that due level of awareness is maintained and reaching the most affected targets, through mine risk education activities.</li> <li>4. Support through effective coordination and monitoring the ongoing medical care, physical rehabilitation and socio-economic reintegration of 238 mine/UXO victims.</li> </ol>
<b>Partner(s)</b>	<ul style="list-style-type: none"> <li>• Albanian Mine Action Committee</li> <li>• Kukes Regional and Local Authorities</li> <li>• Victims of Mines and Weapons Association</li> <li>• Kukes Regional Hospital</li> <li>• National Prosthetic and Orthotic Centre</li> <li>• Danish Church Aid</li> <li>• Handicap International</li> <li>• Albanian Red Cross</li> </ul>
<b>Target group(s)</b>	<ul style="list-style-type: none"> <li>• Local mine affected communities of Kukes region.</li> <li>• Kukes Regional Authorities</li> </ul>
<b>Final beneficiaries</b>	<ul style="list-style-type: none"> <li>• Inhabitants of Kukes, Has and Tropoja districts, especially active population and youth.</li> <li>• Residents of the 22 villages that are still affected by mines/UXOs</li> <li>• Mine/UXO Survivors.</li> </ul>

Estimated results	<ul style="list-style-type: none"> <li>• Levels of coordination of various mine action partners at policy and operations is maintained and improved until the conclusion of the mine action programme in Albania.</li> <li>• Proper monitoring and quality control of mine clearance operations is ensured and cleared land properly certified for hand-over to local communities.</li> <li>• Mine risk education activities coordinated and carried out in collaboration with local governments, the education system network and civil society organizations.</li> <li>• Close cooperation and advocacy support with local governments and health institutions maintained for the rehabilitation and socio-economic integration of mine survivors.</li> <li>• Regional cooperation with other mine action programmes in neighbouring countries is ensured, exchange of experiences and best practices shared and international obligations of the Albanian government assisted to a successful compliance.</li> </ul>
Main Outputs	<ul style="list-style-type: none"> <li>• Two meetings of AMAC are held annually with participation of representatives from all relevant ministries and donors.</li> <li>• Two trips with main donor representatives of the programme are organized in Northeast Albania.</li> <li>• Funding required for the various mine action sectors as detailed in the National Completion Plan is raised.</li> <li>• 43 Task Dossiers are issued to the demining organization for the clearance of the remaining affected areas.</li> <li>• 800,000 sqm of land released as mine free annually are handed over to the communities.</li> <li>• 75 mine survivors or their family members are assisted annually with socio-economic reintegration activities.</li> <li>• 238 mine survivors benefiting psychological and logistic support.</li> <li>• At least 100 mine survivors benefiting through medical and physical Rehabilitation.</li> <li>• 16,500 directly affected inhabitants in 22 still contaminated villages informed on the mine/UXO risks.</li> <li>• Zero mine/UXO accidents in northeast Albania.</li> </ul>

## 1.5 Objectives

---

**Overall Objective:** the Action will contribute to the making of a Mine Free Albania and the fulfilment of the Albanian obligations under Art.5 of the AP Mine Ban Treaty by the set deadline in August 2010.

**Specific objectives:**

1. Secure a proper Coordination and Monitoring of all the mine action activities in the country including adjust priorities and oversee activities of mine clearance, victim assistance and mine risk education, in accordance with International Mine Action Standards (IMAS).

2. Ensure that due level of awareness is maintained and is reaching the most affected targets, through mine risk education activities.
3. Support the ongoing medical care, physical rehabilitation and socio-economic reintegration of 238 mine/UXO victims.

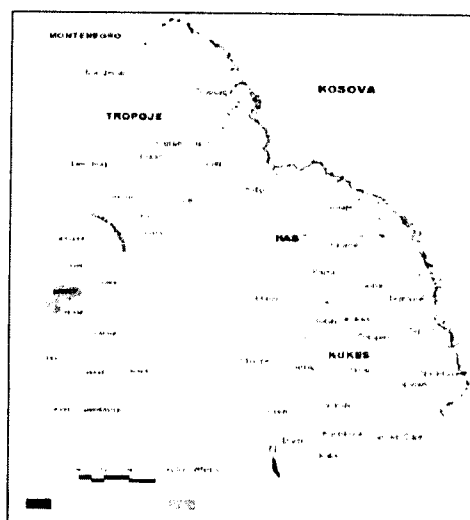
## 1.6 Relevance of the Action

---

### 1.6.1 The Mine Problem in Albania

The landmine problem in Albania originates from the 1999 Kosovo conflict when the Former Republic of Yugoslavia (FRY) military forces laid mines on both sides of the border of Albania and Kosovo and fired cluster munitions (KB1) inside the Albanian territory; also NATO cluster strikes left unexploded ordnance (UXO) scattered along the same area.

A post-conflict general survey by the Albanian Armed Forces (AAF) identified at the time 15.25 km<sup>2</sup> of mine contaminated area in 39 villages affecting directly approximately 25,000 people along the 120 kilometre along Albanian/Kosovo border in the districts of Kukës, Has and Tropoje.



The landmine and UXO contamination covered approximately 120 km in length from Montenegro in the north and extending to the FYROM in the south with the furthest minefield from the border approximately twenty kilometres inland. The map above indicates in the red border around the three mine affected districts in northeast Albania.

By 31 December 2007, through community assessment surveys, technical surveys and clearance activities of the contaminated area, 13.6 km<sup>2</sup> of land has been released to the community, leaving about 1.65 km<sup>2</sup> still to be released.

AMAE has developed a comprehensive list of areas contaminated by landmines and by unexploded ordnance. The prioritisation of the areas for clearance is made by AMAE in consultation with the local communities and taking into consideration the regional development initiatives.

In addition to the above mentioned contaminated areas, Albania has also been suffering from the threat caused by abandoned explosive ordnance (AXO). During the internal turmoil of 1997 in Albania, at least 15 Government ammunition depots were destroyed and looted countrywide, leaving tons of dangerous munitions scattered around, threatening the lives of civilians. The AAF cleared up to 15 so-called "Hot Spots", but still today accidents happen throughout the country due to the presence of AXO.

## **1.6.2 Humanitarian & Development Impact**

### **- Humanitarian threat**

Since 1999, there have been 210 mine/UXO accidents resulting in 272 casualties, of which 238 persons were injured, and 34 killed. Approximately one third of these victims are between the ages of 15 and 30; half of the victims were farming, grazing cattle, or on their way to school at the time of their accidents. Approximately 100 of the survivors are amputees. Thirteen police officers have been wounded or killed by mines/UXO while patrolling the border.

Since 2005, there were only two mine accidents in the minefields in northeast Albania, of which one was a deminer. In addition, the presence of abandoned explosive ordnance in other parts of Albania constitutes another risk. In 2007 alone, there were 17 casualties from AXO throughout Albania. Since 2000, there have been 130 casualties as a result of AXO and, what is most relevant is that the trend is increasing. In this perspective, it can be considered that the capacities and methods already developed and currently used in the Kukes Region for the mine problem can be used for other areas of the country to deal with the remaining Explosive Remnant of War threat.

### **- Development and poverty reduction**

The Kukes region of northeast Albania, where the landmines are located, is one of the poorest areas. It suffers from the effects of 50 years of isolation and from a massive population exodus in the early 1990s when Albania was struggling with the transition to democracy.

Most people in northeast Albania live in poverty, a condition that is exacerbated by the mountainous terrain, long cold winters and poor roads. 75 percent live from subsistence agriculture through animal husbandry, farming and gathering and selling firewood.

The landmine and UXO contamination is an added problem to the population. These remnants of war have serious consequences for the infrastructure development and the environment, and impede access to water resources in the north-eastern part of the country.

In this frame, it is to be considered that Mine action has provided jobs to over 180 people in the three mine affected districts in Kukes region. The Kukes region is in the focus by the government of Albania of a strategic development as a border region between Albania and Kosovo. In this framework, the Kukes area is expected to benefit in the mid term by important infrastructure projects. The most important is the ongoing project of construction of the high-speed road, co-funded by the World Bank and other donors, from Tirana to Kukes, which is expected to cut considerably the driving time to the region. The road will be part of a regional network connecting the harbour of Durrës to in-land Balkans, turning the Kukes Region from a remote area of the country in a central area in the region. As a contribution to better connection of Kukes area inside and outside the country, also the construction of the Kukes Airport has been terminated and the terminal is expected to be activated in the next future.

It is also to be considered that Albania has now signed the Pre-Accession Agreement with the EU, which is going to further increase the integration of the country in cross-border movement of people and goods.

All these developments will certainly promote an increased access to the Kukes area, which has an attractive territory with important potential for eco-tourism; this would probably bring new visitors to the region who might be not familiar with the locations of hazard areas. The full clearance from mine and UXO is therefore an important contribution as well as an essential pre-condition to these developments.

### **1.6.3 National and international response**

#### **National institutional framework and response**

After the Kosovo crisis in 1999, the Government of Albania responded swiftly by conducting rapid surface clearance, which drastically reduced civilian casualties. However, this work was not done according to International Mine Action Standards (IMAS) and the areas had to be re-cleared. Shortly thereafter, the Albanian Armed Forces conducted a general survey, which revealed 120 kilometres along the Kosovo border as contaminated by landmines.

The government of Albania's contributions to mine action in the period 1999-2007 can be valued at more than US\$2,100,000. This includes the provision since 2004 of approximately \$100,000 per year as in-kind contribution with helicopter support and explosive materials, as well as \$200,000 per year for victim assistance (support to improving and providing emergency and ongoing healthcare through the Ministry of Health structures at national and local level).

Following the emergency phase in 1999, the Government of Albania established the institutional structures necessary for implementing humanitarian mine action in a coordinated manner and in compliance with International Mine Action Standards (IMAS). The inter-ministerial Albanian Mine Action Committee (AMAC) was created in October 1999 as the policy-making and supervisory body for mine action; and the Albanian Mine Action Executive (AMAE) was established to carry out, coordinate, and monitor the mine action program under direction of the AMAC, which reports to the Minister of Defence.

Starting from 2002, UNDP supported the AMAC and AMAE through the capacity building project with the aim to establish an autonomous capacity to coordinate and monitor the MA activities in accordance with international standards for mine action.

Albania ratified the Mine Ban Convention on 29 February 2000 undertaking so among others, the destruction within 4 years of its existing anti-personnel mines stockpile and clearance of all known mined areas under its territory within 10 years. The stockpile of 1,683,860 anti-personnel mines (APM) were destroyed by 4 April 2002 with financial support from the international community and Canada as main sponsor, two years earlier than the deadline for Albania under the terms of the convention. The clearance of mined areas in the Albanian territory is expected to be completed by August 2010, as required by Article 5 of the Convention.

In April 2006 a new Law on the implementation of the Ottawa Convention was passed, which imposes administrative and penal sanctions on any activity prohibited



for a State Party to the Antipersonnel Mine Ban Convention undertaken by persons or on Albanian territory, and confirms the Minister of Defence as the authority in charge for all MA activities in the country.

A draft Mine Action Legislation was prepared through a workshop in cooperation with GICHD and ICRC in March 2006, with the aim to regulate MA activities in accordance with relevant humanitarian standards and regulations as well as institutionalize the AMAE structure.

All of the basic capacity required to assist the government to effectively coordinate and monitor the Plan described in this document is currently in place.

### **International Assistance**

Since the very beginning, essential contributions were provided by the international community in clearance, MRE and mine victim assistance activities, clearance, MRE and mine victim assistance activities.

#### **– Clearance operations**

During the period 2000-2004, demining organizations including RONCO, HELP, Swiss Foundation for Demining and Danish Church Aid (DCA) have conducted demining activities in North-east Albania with funding from EC, US, German, DfID-UK, Luxembourg, Switzerland, Czech Republic and Danish private funding. From 2004 and on, there is only DCA conducting clearance activities in the country.

The Government of Albania has supported the Mine Action Programme through surface clearance and humanitarian demining, the general survey, stockpile destruction, the development of AMAE, clearance of UXO from highly impacted areas and assistance to mine/UXO survivors. Starting from year 2004 - through a specific Memorandum of Understanding between UNDP and the Albanian Ministry of Defence - the Albanian Armed Forces contributes to the Albanian Mine Action Programme (AMAP) in the form of MEDEVAC support and explosive materials to destroy mines and UXO.

As of December 2007, 13.6 km<sup>2</sup> have been cleared and about 1.65 km<sup>2</sup> remain to be released.

Six demining teams have been trained and equipped with EC funding as a base for a National Clearance Capacity (NCC) to deal with the remaining threat in the period 2008 / 2010.

The AMAE analyzes the data and revises the clearance priorities as required. A process of consultation for setting clearance priorities is conducted on regular basis with other development actors taking in consideration emerging initiatives for new social and physical infrastructure.

#### **– Mine risk education**

Since 1999, mine risk education has been provided to the most vulnerable groups in the 39-mine affected communities. The goal of mine risk education (MRE) is to discourage life-threatening behaviour and activities among at risk vulnerable groups.

During the period 2008 / 2010, the national NGO "Victims of Mines and Weapons Association" (VMA) and the Albanian Red Cross (ARC) will continue to conduct MRE in

the mine-affected communities. Activities in the communities will focus on schools and local communities. Information will be disseminated through community-based Anti-Mine Committees. Interactive activities such as concerts, competitions, plays, and expositions will inform the locals of the dangers of landmines and ERW. Liaison activities with demining organizations will be undertaken to bolster MRE efforts. Monitoring, coordinating, and prioritizing these activities will be the responsibility of AMAE.

The long-term objective is to integrate a new curriculum for mine/ERW and small arms risk education into the Albanian education system and mainstream MRE. The Institute of Curricula and Standards has introduced the "Mine/Weapons Awareness Education" curriculum in schools in the prefecture of Kukes as a pilot project with the plan that it will be soon adopted in other areas of the country where an ERW, especially AXO threat exists. UNICEF and AMAE are working with the Ministry of Education and Sciences to ensure that these objectives will be achieved.

#### **– Victim assistance**

Since 1999-2000, when the casualty rates were extraordinarily high prior to a mine action program, the number of landmine victims has declined to less than ten per year down to only 2 since 2005, in northeast Albania.

The Ministry of Health is actively engaged in victim assistance in Albania. A Community-Based Rehabilitation network comprised of 30 nurses provides emergency and on-going medical assistance to mine/UXO victims. The National Trauma Centre in Tirana and the Regional Hospital in Kukes have surgeons on staff for trauma and orthopaedic surgery. The National Orthotic Prosthetic Centre (NOPC) in Tirana provides prostheses to lower limb amputees and the Kukes Hospital Prostheses Workshop provides repairs for damaged prostheses and new fittings. Upper limb and above knee amputees are sent to the Slovenia Institute for Rehabilitation for the provision of more technically difficult prostheses. Starting since mid-2006 Handicap International has been providing training and support for technicians and physiotherapists to build the capacities at national and local level.

The "Victims of Mines and Weapons Association" (VMA) operates a revolving loan fund to help mine victims establish home-based economies and facilitate the socio-economic reintegration of Albania's mine survivors. The project has assisted 67 mine survivors in the period 2004 /2007, providing them with training and support in developing small enterprises while 20 more survivors are planned to benefit in 2008.

Since 1999, 10 sight impaired mine survivors have received specialized medical assistance for their eye injuries, 8 child mine survivors have returned to their studies, 130 mine amputees have received physical rehabilitation and prostheses abroad, and 238 mine/UXO survivors have been incorporated in the Community Based Rehabilitation (CBR) network in Northeast Albania.

The Ministry of Labour and Social Affairs (MoLSA) produced the first National Strategy on Disability for Albania in June 2005. AMAE and other national actors contributed to have the new Strategy ensuring that mine victims, depending on their grade of disability, are included in the National Strategy on Disability, which entitles them to benefits (i.e. disability pension and long-term medical assistance, including physical rehabilitation and support for prostheses).

In the frame of its support to local development, UNDP is also implementing the "Kukes Regional Development Initiative" (KRDI) funded by the EC, which is providing small-scale infrastructure development projects identified and prioritized by the communities in the Kukes region, with a specific focus on mine-affected villages. To date, small-scale infrastructure projects (such as irrigation canals, drinking water supplies and sewage systems) have been implemented in 20 of the mine-affected villages.

A project "Access to Physical Medicine and Rehabilitation [PMR] in Albania" is under implementation and planning to provide: (1) Training for 6 prostheses/orthotic technicians; (2) a programme for training the physiotherapists at the Faculty of Nursing in Tirana. 30 students have been enrolled already in the academic year 2007-2008. With funds from this project a physiotherapy cabinet is established at the Faculty of Nursing in Tirana in support of the training programme for the students.

The physical rehabilitation unit in Kukes Regional Hospital is fully operational within the Hospital structure. The Centre has been upgraded in equipments with EC support and training. The prosthesis Workshop is currently assisting with repairs and new fittings with prostheses all people in need. The development of these capacities in the region is considered an important aspect of the Victim Assistance strategy.

#### **– UNDP – EC Partnership and the Completion Initiative**

The Mine Action Project is part of the UNDP Area Based Development Programme (ABD) that started operating in Oct 2004 and is based on the Kukes MDG Regional Development Strategy 2004-2015.

The four main thematic pillars of the ABD intervention envisaged to provide assistance in:

- Economic Development
- Human Security
- Capacity Building
- Cross Border Cooperation

This programme relied on the understanding that the application of an ABD approach would make possible to address human development and human security concerns and contribute to the achievement of the MDGs in an integrated and holistic manner and fully exploit the interrelations between issues affecting a specific geographical area in a way that would not be possible by using sector specific or target group specific approaches.

The success of the ABD interventions was directly linked to the results of the Mine Action Programme in Kukes. The removal of landmine/UXOs and the development of psycho-social and economic initiatives to reintegrate landmine/UXO survivors into their communities would enable the improvement of socio-economic situation in NE Albania and the border cross control between Kosovo and Albania as well as allow for proper patrolling and response to events of criminality (human trafficking, terrorism, smuggling etc.).

The EC has partnered with UNDP since 2004 and provided considerable financial support to the AMAP through CARDS (Technical Survey and Clearance worth 2 MEUR) and APL Budget Line (Completion Initiative worth 2.57 MEUR), thus providing critical inputs for the fulfilment of the AMAP objectives.

The TSC project was aimed at contributing to the clearance of the mine affected areas and, more important, at establishing 4 teams of National Deminers as a base for a National Clearance Capacity to work in the last phase of the AMAP with reduced international support.

Even if affected by a serious accident in 2004, the TSC Project was able to fulfil its aims with the release of more than 420,000 m<sup>2</sup> of land and with the establishment of the expected 4 teams of deminers, plus 2 additional teams of deminers, in order to complete the 6-team structure planned for the National Clearance Capacity.

As a background, the Completion Initiative is a response supported by UNDP that seeks to accelerate mine action activities in countries where a concerted effort and relatively modest investment of approximately \$10 million would aim to solve the landmine problem in a short timeframe (i.e. 3-5 years).

Although concentrating on the AP mine problem in attempts to meet treaty obligations, the Completion Initiative strives to ensure the development and ownership of national clearance and survey capacities to undertake ERW work in general and address any residual mine-problem that may surface well beyond treaty deadlines.

This approach will serve the MBT by enabling more countries to develop a plan that aims at reaching completion of Article 5. Albania has developed such national plan with the involvement of all implementing partners and UNDP support in the frame of the Completion Initiative.

The EC support to the Completion Initiative provided support to the clearance pillar of the AMAP and expanded also to the other pillars, including Coordination & Monitoring, Victim Assistance and Mine Risk Education.

The "Completion Project", allowed critical advancements in all the MA pillars:

- in Clearance, it contributed to the reduction of the mine affected areas with more than 800,000 m<sup>2</sup> released; also the capacity of the 6 Teams of national deminers established under the TSC was further consolidated, so that since the 2007 clearance season they are able to work with a reduced support from international expertise;
- in Coordination & Monitoring, it supported the regular functioning of AMAE in the framework of its Capacity Building Project, including in particular the preparation of the National MA Standards and the final evaluation of the whole Programme and specifically of the AMAE Capacity Building Project;
- in Victim Assistance, provided support to
  - the ongoing medical assistance and physical rehabilitation of mine/UXO victims with provision of medical equipment to health structures at central (National Orthotic and Prosthetic Centre in Tirana) and local level (Kukes Regional Hospital)
  - the socio-economic reintegration of 30 young victims with promotion of vocational training and local enterprise initiatives

- in Mine Risk Education secured that constant information about mine threat and minefields in the area was provided to the communities and supported the introduction of the "Mine / Weapons Awareness Education" Curricula in the Prefectures of Kukes, in collaboration with UNICEF and the Ministry of Education.

During 14-26 May 2007, a Programme Evaluation was conducted by the Geneva International Centre for Humanitarian Demining. The Evaluation Team had meetings and interviews with all major stakeholders in Tirana and Kukes, including representatives from the Government, UN agencies, donors, local authorities, mine affected communities and final beneficiaries.

The Evaluation expressed appreciation for the overall setup and accomplishments of the AMAP and considered the target to finalize the clearance within the deadline set by the Mine Ban Treaty fully feasible, if adequate resources will be secured.

## **1.7 Description of the action and its effectiveness**

---

### **1.7.1 – National Mine Action Coordination and Monitoring**

**The Overall Objective** of the proposed Action will contribute to the making of a Mine Free Albania and the fulfilment of the Albanian obligations under Art.5 of the AP Mine Ban Treaty by the set deadline in August 2010.

As mentioned above, UNDP has been providing technical assistance and support to AMAE since April 2002 through a "Capacity Building" Project funded by different donors, including UNDP itself and the Swiss Government (through the provision of in-kind Technical Assistance).

During this period, UNDP has managed to get AMAE up-and-running, including an IMSMA (Information Management System for Mine Action) Cell, a Support Cell (administrative, logistics and finance) and Operations Cell incorporating an integrated quality management (QM) section, together with a Regional Office in the NE Albania. AMAE is organized with HQs in Tirana and a Regional Office in Kukes, including the Operation Cell (see AMAE structure at website: [www.amae.org.al](http://www.amae.org.al)).

A complete set of AMAE Technical & Safety Standards (TSSs), based on IMAS, has been introduced. More recently, a full set National Mine Action Standards has been developed, including a specific Risk Management and Victim Assistance sections which are new to International MA Standards too.

Under the present Action, the UNDP support to AMAE will be further extended for the period August 2008 / July 2010.

In this context, the Action's Specific Objectives are the following:

- Secure a proper Coordination and Monitoring of all the mine action activities in the country including adjust priorities and oversee activities of mine

clearance, victim assistance and mine risk education, in accordance with International Mine Action Standards (IMAS).

- Ensure that due level of awareness is maintained and reaching the most affected targets, through mine risk education activities.
- Support the ongoing medical care, physical rehabilitation and socio-economic reintegration of 238 mine/UXO victims.

The present Action will also enable the coordination of the Mine Action Strategy with the UNDP Area Based Development Programme and the Regional Development Strategy.

The realization of the Specific Objectives will be pursued through the achievement of five key results:

- Result 1:** Levels of coordination of various mine action partners at policy and operations is maintained and improved until the conclusion of the mine action programme in Albania.
- Result 2:** Proper monitoring and quality control of mine clearance operations is ensured and cleared land properly certified for hand-over to local communities.
- Result 3:** Mine risk education activities coordinated and carried out in collaboration with local governments, the education system network and civil society organizations.
- Result 4:** Close cooperation and advocacy support with local governments and health institutions maintained for the rehabilitation and socio-economic integration of mine survivors.
- Result 5:** Regional cooperation with other mine action programmes in neighbouring countries is ensured, exchange of experiences and best practices shared and international obligations of the Albanian government assisted to a successful compliance.

In terms of activities, the following indicative sequence will be followed:

- Result 1:** Levels of coordination of various mine action partners at policy and operations is maintained and improved until the conclusion of the mine action programme in Albania.
- Activity 1.1 Support the MoD in organizing twice a year the Albanian Mine Action Committee (AMAC) meetings.  
1.1.1. - Prepare accordingly Mine Action progress reports and other necessary information for the AMAC meetings
- Activity 1.2 Call and organize monthly local Coordination and Operations meetings in Kukes to review progress and plans with stakeholders.
- Activity 1.3 Develop, through consultations, the list of priorities for mine/UXO clearance.  
1.3.1. - Conduct surveys and field visits within local communities to precise/update the priorities to address during the de-mining season.

1.3.2 - Consult with local stakeholders the list of priorities for clearance and obtain official approval prior to starting field activities.

1.3.3. - Update of the mine clearance priority list by AMAE based on the completion reports received by DCA and in cooperation with the local authorities.

1.3.4. - Submit for official approval of the priorities by the Regional Authorities in Kukes.

1.3.5. - Final approval of the Priorities by AMAC and signature by the Chairman of AMAC, before the start of the demining season.

Activity 1.4 Support further resource mobilization efforts for Mine Action in accordance with the National Mine Action Plan.

1.4.1 – Ensure annual update of the Albanian component of the Mine Action Portfolio.

1.4.2 – Ensure regular updates of the National Mine Action Plan.

1.4.3. - Undertake regular bilateral meetings with various donors.

1.4.4 - Help organize the annual fund raising event of "Night of 1000 dinners".

1.4.5 - Organize two donor field trips a year in the areas of clearance operations.

Activity 1.5 Prepare all relevant information and awareness materials for the International Day of Mine Action, April 4, annually.

Activity 1.6 Update quarterly the AMAP Brochure and ensure its distribution to various national and international stakeholders.

Activity 1.7. Organize in May 2009 a National Workshop to establish a Transition Strategy for the Mine Action Programme, after 2010.

**Result 2:** Proper monitoring and quality control of mine clearance operations is ensured and cleared land properly certified for hand-over to local communities.

Activity 2.1 Maintain regular liaison with the mine affected communities to share information on the progress of mine clearance operations and be informed about their needs.

2.1.1. – Monthly meetings of the AMAE Liaison Officer with head of villages, border police and other local beneficiaries.

2.1.2. – Daily visits to the mine affected areas.

Activity 2.2 Run IMSMA database as an integrated component of Mine Action.

2.2.1 – Collect, enter and analyse information in IMSMA about mine clearance, MRE and Victim Assistance.

2.2.2 - Prepare updated contamination maps and distribute as needed to implemented partners and border police, military representatives, local authorities etc.

Activity 2.3 Preparation by the AMAE Operations Cell of the annual Operational Plan for Clearance, based on the approved list of priorities.

- Activity 2.4 Accreditation by AMAE of the mine action operators to conduct mine clearance, mine risk education and victim assistance activities in northeast Albania.  
 2.4.1 – Review of the documentation submitted by the implementing organizations.  
 2.4.2 – Physical check of the equipment to ensure that these are proper, safe and sufficient for field operations.  
 2.4.3 - Issue letters of accreditation.
- Activity 2.5 Issue task dossiers for the Demining Organization, which determine the areas to be cleared based on the priorities and the Operational Plan.
- Activity 2.6 Monitoring by the AMAE QM Team of the refresher training for the local deminers before the start of the demining season.
- Activity 2.7 Daily monitoring of the mine/UXO clearance operations to ensure that these are conducted in accordance with the safety rules and as per the task dossiers.
- Activity 2.8 Quality Control by the AMAE QM Teams of the areas cleared by the demining organization with random sampling method, based on the IMAS.
- Activity 2.9 Handover of the area cleared by the demining organization.  
 2.9.1 - Preparation of handover certificates which are signed by AMAE, demining organization and local authorities.  
 2.9.2 – Organize formal handover ceremonies in order to inform the beneficiaries about the area cleared.
- Result 3:** Mine risk education activities coordinated and carried out in collaboration with local governments, the education system network and civil society organizations.
- Activity 3.1. Monitoring monthly by AMAE of the MRE activities conducted in Northeast Albania and where else needed within the Albanian territory to ensure that these are reaching the most affected targets and with the most effective means.  
 3.1.1 Monitoring visits by AMAE MRE & VA Officer to the MRE activities  
 3.1.2 Receive and review the Monthly Reports on MRE activities by the implementing partner
- Activity 3.2 Review of awareness materials, posters, leaflets or booklets by AMAE to make sure these contain the appropriate messages for the different targets.
- Activity 3.3 Produce MRE information materials (poster or flyers), which include safety messages, directions to request for support to the Demining Organizations etc.
- Activity 3.4 Produce annually a TV-Documentary on mine awareness and Mine Action Progress in Albania to be broadcasted on national TV.



**Result 4:** Close cooperation and advocacy support with local governments and health institutions maintained for the rehabilitation and socio-economic integration of mine survivors.

Activity 4.1 Coordinate the victim assistance efforts in framework of the Albanian Mine Action Programme and based on the Victim Assistance Strategy.  
4.1.1 Coordinate the yearly triage by the Institute of Rehabilitation in Slovenia and NOPC Tirana with mine amputees.

Activity 4.2 Monthly monitoring visits by AMAE to the medical and physical rehabilitation for mine survivor's activities ongoing in northeast Albania.

Activity 4.3 Monthly monitoring visits by AMAE to the projects of socio-economic reintegration of mine survivors and their family members in northeast Albania.

Activity 4.4 Observe and contribute to the implementation of the National Strategy for People with Disabilities, in framework of the Albanian Mine Action Programme.  
4.4.1 Monitoring by AMAE of the training of 6 Ortho-prosthetic technicians from NPOC through PMR Project.  
4.4.2 Monitoring of the Physiotherapy Curricula at the Nursing Faculty in Tirana, implemented through the PMR Project of Mine Action.

**Result 5:** Regional cooperation with other mine action programmes in neighbouring countries is ensured, exchange of experiences and best practices shared and international obligations of the Albanian government assisted to a successful compliance.

Activity 5.1 Support participation of the Albanian Government to international meetings under the Mine Ban Convention.

Activity 5.2 AMAE representatives attend the international meetings under the Mine Ban Convention, as part of the Albanian State Delegation.  
5.2.1 AMAE prepares on behalf of the Government the reports and background information needed in these meetings on the progress of Albania in complying with the various Articles (Article 5, 6, 7 and 9) of the Mine Ban Convention.

Activity 5.3 Prepare on behalf of the Albanian Government the annual Transparency Report as required by Article 7 of the Convention to be submitted to the UN Secretary-General.

### **1.7.2 Expected impact on target groups**

The effective implementation of the current Action will have an impact on the full spectrum of the 39 affected communities in Kukës region. The removal of the mine threat will relieve these communities of this life threatening burden and impediment

to sustaining a normal livelihood and development. Therefore, the primary beneficiaries of this initiative will be the communities, the border police, and individuals - the men, women and children most affected by landmines. The communities of the mine affected villages will have the opportunity to benefit from the development projects in the region which are now hampered by the presence of mine and UXO-s.

### **1.7.3 Long-term impact**

The entire Project represents a significant contribution towards the fulfilment of the Government objective to make Albania free from mines within the deadline set by Article 5 of the Mine Ban Treaty.

### **1.7.4 Visibility**

Due visibility will be assured to the activities in all the components taking in consideration the EC -UN Joint Visibility Guidelines.

## **1.8 Methodology**

---

### **1.8.1 - Execution modalities**

The Project will be implemented by UNDP, in accordance with its internal rules and regulations for DEX execution modality.

### **1.8.2 - Project Management**

#### **- Steering Committee**

At the strategic level the Project will be overseen by a Steering Committee, which will be chaired by the Deputy Minister of Defense/Chairman of AMAC and composed of:

- Representatives of European Commissions Delegation
- Representatives of United Nations Development Programme
- Head of Kukes Regional Council

The Steering Committee will meet preferably every quarter to provide policy guidance to the Project and review and approve its work plans and progress. AMAE will play the role of the Secretariat to the Steering Committee.

#### **- The Project Implementation Unit**

UNDP, as the implementer of the Action, will establish a Project Implementation Unit (PIU) for the day-to-day management of the implementation. AMAE Director will be the Project Manager assisted by the UNDP Security Cluster Manager. The roles and responsibilities of key project staff are explained in the Attachment A.

Once the Project Management is in place, a detailed results framework and monitoring plan based on Annual outputs and objectively verifiable indicators (OVIs) will be developed. The Project will make reference to this framework in preparing quarterly and annual progress reports.

The Project Implementation Unit will operate with its (AMAE) two offices in Tirana and Kukes for all coordination and monitoring of mine action components and activities. The Unit will liaise with local stakeholders regularly and formally trigger monthly meetings of the Local Coordination and operation Group to discuss and resolve issues, review progress and inform on plans of work the relevant actors and authorities concerned.

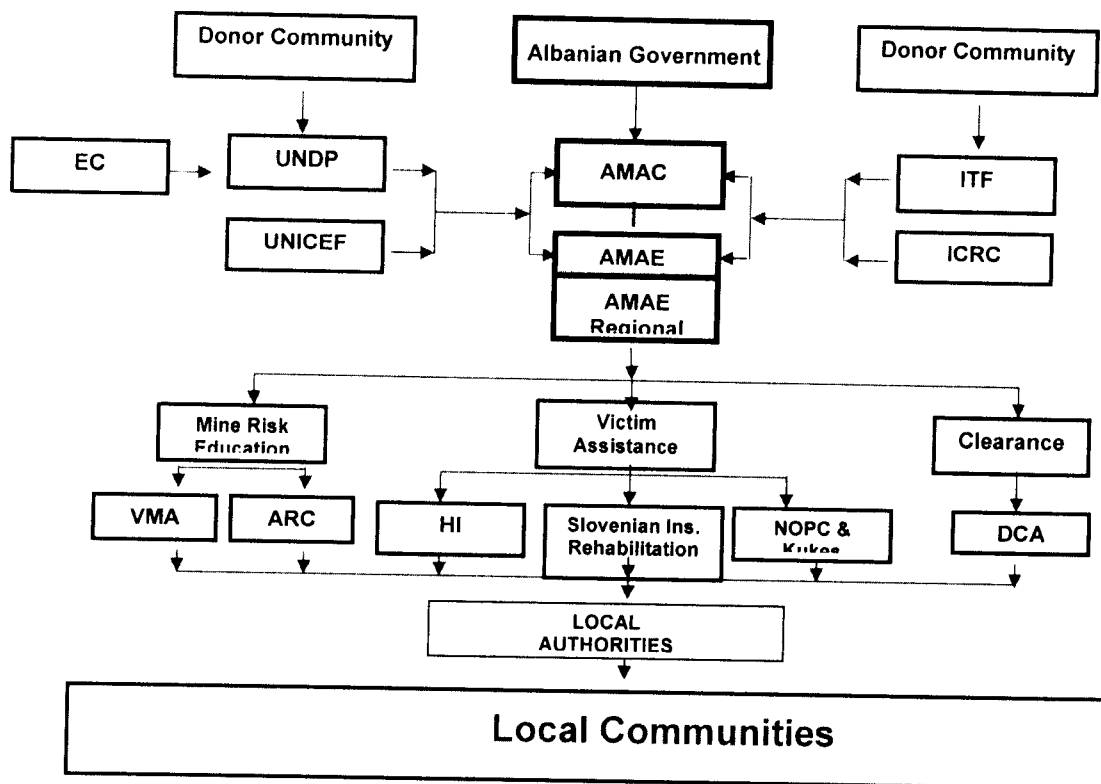
#### **- Project Partners**

A well coordinated system of actors is now in place, which is operating within the Albanian Mine Action Programme and this includes:

- The Albanian Mine Action Committee (AMAC), the inter-ministerial committee in charge of policy coordination and guidance; the Committee is chaired by the Deputy Minister of Defence and its complete composition includes all the governmental bodies involved in Mine Action including Ministry of Foreign Affairs, Ministry of Health, Ministry of Education, Ministry of Interior, Ministry of Environment, Ministry of Finance, Ministry of Economy and as observers: UNDP, UNICEF, ICRC, EC, US and German Embassies.
- The Albanian Mine Action Executive (AMAE), which is in charge of implementation of the Mine Action Programme under direction of the AMAC, coordinating and monitoring all Mine Action in the country. AMAE has a main office in Tirana and a Regional Office in Kukes to directly monitor the mine action activities in the field. UNDP is supporting AMAE since 2002 with technical assistance in building the local capacities to coordinate and monitor Mine Action in Albania and funding support.
- Current implementing partners of the Mine Action Programme include: Danish Church Aid (DCA), Victims of Mines and Weapons Association (VMA), the Albanian Red Cross (ARC) as well as Slovenian Institute of Rehabilitation, NOPC in Tirana Military Hospital, Kukes Regional Hospital, etc;
- A committed group of donors including the EC, UNICEF, ICRC, UNDP, the governments of Canada, United Kingdom, Switzerland, Sweden and through ITF the governments of USA, Germany, Denmark and Czech Republic.

#### **Fig. 1 Albanian Mine Action Community Chart.**

## The Albanian Mine Action Community



### 1.8.3 – Monitoring and Evaluation

In accordance with UNDP's Financial Rules and Regulations and the requirements of the donor, UNDP will maintain a direct control over financial aspects of the Project. In addition, UNDP will constantly be part of a close and substantial monitoring of the implementation progress, through its internal monitoring mechanisms.

The Project will be subjected to quarterly reviews, using the progress reports, quarterly work plans and delivery rates.

In compliance with UNDP's internal rules and the donor's requirements, two sets of reports, external and internal will be generated.

Externally, UNDP shall submit periodical and final narrative and financial reports. The narrative report shall include at least:

- summary and context of the project implementation;
- activities carried out during the reporting period;
- difficulties encountered and measures taken to overcome problems;
- any agreed change introduced during implementation;
- achievements and results;

The final report shall be forwarded to the EC within six months of the end of the implementation period of the Agreement.

Internally, UNDP will seek progress reporting on a quarterly basis, in accordance with its operational procedures.

In addition, representatives of the European Commission shall be invited to participate in monitoring and evaluation missions relating to the performance of the Project implementation.

## **1.9 Duration**

---

The duration of the action will be 24 months, with the expected starting date being August 2008.

## **2. BUDGET FOR THE ACTION**

See Annex A (worksheet 1)

## **3. EXPECTED SOURCES OF FUNDING**

See Annex B (worksheet 2)

## **4. LOGICAL FRAMEWORK**

See Annex C

## **ATTACHMENT A - KEY STAFF TERMS OF REFERENCE**

### **1. National Director and Project Manager**

The AMAE Director is responsible to the AMAC Chairman for the execution of the following duties:

- Advise AMAC on Mine Action policy and assist in the formulation of a National Mine Action Plan;
- Assist with and compile Mine Action priorities and present them to AMAC for confirmation;
- Provide the secretariat for AMAC;
- Responsible for the formulation and execution of strategic and operational plans for AMAE.
- Co-ordinate and control all Mine Action in Albania through the AMAE;
- Manage the AMAE in respect of all matters including personnel, information, planning, operations, standards, training, logistics and finances;
- Maintain the Mine Action information database on a daily basis;
- Compile monthly reports on Mine Action and reports on all visits regarding Mine Action activities for distribution to AMAC, UNDP and other interested parties;
- Provide accurate information to the press and media in consultation with AMAC;
- Provide advice, planning and relevant training to the AMAE personnel regarding Mine Action, MRE, victim assistance, quality management and mine surveys;
- Ensure through AMAE the quality management of all Mine Action in Albania;
- Liaison with the international community, local communities and all authorities regarding Mine Action;

The AMAE Manager will make no policy decision without consulting with AMAC;

### **2. Victim Assistance & Mine Risk Education Officer**

The Victim Assistance & Mine Risk Education Officer is responsible to the AMAE Director for the execution of the following duties:

- The VA and MRE Officer is an active member of the AMAE and coordinates and monitors all MRE and VA activities conducted under the Albanian Mine Action Programme (AMAP) and implementing partners in Albania;
- Liaise and coordinate with other agencies, local authorities, and organizations for MRE and VA activities in order to encourage synergies and avoid any overlap of project ideas;
- Provide regular updates to the MRE and VA strategies for Albania;
- Contribute to the preparation of the NMAS and SOPs for the MRE and VA components;
- Maintain a database of all Mine Risk Education and Victim Assistance activities conducted in Albania by all agencies;
- Based on IMAS, provide appropriate guidance and standards for Mine Risk Education and VA in Albania to implementing partners and coordinate their activities (ICRC, UNICEF, ITF, UNDP, Ministry of Health, Ministry of Education, MoLSA, NOPC, Regional Hospitals, HI, VMA and Albanian Red Cross );
- Participate in the monthly Mine Action Coordination meetings and present a monthly summary of MRE and VA activities;
- Ensure MRE and VA organizations provide regular reports on their activities to the AMAE;

- Do advocacy and resource mobilization for MRE and VA projects;
- Assist organizations in developing MRE and VA project proposals through providing quality feedback to ensure that the proposals are inline with the national strategy priorities;
- Coordinate all MRE and VA activities in Albania;

### **3. Programme Specialist**

The Programme Specialist is responsible to the AMAE Director for the execution of the following duties:

- Make sure, in cooperation with the AMAE Operations Department that the task dossiers issued for mine action to implementing partners are in accordance with the Albanian Mine Action Programme (AMAP) strategy, priorities and work plan.
- Provide support and advice in the establishment of reliable mechanisms for ensuring that mine/UXO related information are processed through appropriate channels and eventually received by the AMAE IMSMA database.
- Drafting several plans, and related documents as required to support AMAE activities;
- Ensure all the necessary data for AMAE Management during the preparation of briefing documents;
- Collect and consolidate monthly reports on separate activities of the AMAE and the implementing partners;
- Prepare progress Mine Action Programme reports, briefings and presentations for various donors as required;
- Prepare the annual plans and reports for the Mine Action Programme;
- Collect data and draft the report for the Albanian Government as required under Article 7 of the AP Mine Ban Convention;
- Support the AMAE Director in preparing the periodic reviews of the Albanian Mine Action Portfolio;
- Support in preparing various project proposals for submission by AMAE to various international donors;
- Prepare briefing materials on the Albanian Mine Action Programme as required by Government for participation/contribution to eventual international Mine Action meetings/events.

### **4. Operations Officer**

The Operations Officer is responsible to the AMAE Director for the execution of the following duties:

- Advise the Director on the planning and execution of demining operations in Albania.
- Plan and co-ordinate demining operations in northeast Albania according to the Albanian Mine Action Plan and under direction of the Director.
- Advise and assist demining organisations in the execution of their operations. This will include liaison with authorities and communities regarding Albania processes and customs.
- Plan and direct the activities of the Regional Office and the Quality Management Team in the execution of their duties, including the support of demining, collection of information and surveys.
- The identification and allocation of mine/UXO clearance tasks and/or areas of responsibility to all operational organisations;
- Monitor the AMAE Technical and Safety Standards and make recommendations to the Director AMAE for changes to recognized drills, Standard Operating

Procedures (SOPs) and safety standards for manual, dog and mechanical demining, survey and EOD procedures;

- Overall supervision of demining tasks executed by demining organisations in Albania;
- Coordinate reporting by all demining organisations to the Operations Cell in a timely manner;
- Ensure the AMAE communications network is operating at all times and make daily contact with each demining organisation;
- Responsible for liaison regarding MEDEVAC, demolitions and with Albanian Armed Forces for the issuing of explosives to demining organisations for demolitions;
- Responsible for issuing all permits to demining organisations for the carriage of explosives in Albania;
- Maintenance and control of task dossier folders
- Plan and co-ordinate training and standards of demining in Albania according to the AMAE TSS's, NMAS and under direction of the AMAE Director.
- Assess and do QM (Quality Assurance and Quality Control) regarding demining activities under the direction of the AMAE Director.
- Certify all demining done in Albania on the required IMSMA format.
- Ensure that all cleared land is handed over in the correct manner to the relevant authorities, communities or owners.

## **5. Community Liaison Officer**

The Community Liaison Officer is responsible to the Operations Officer for the execution of the following duties:

- Develop and maintain the interface between AMAE, UNDP, OSCE, local government, Police, Military Forces (AAF and KFOR) operating in the designated region, in order to facilitate co-ordination of activities and exchange of information.
- Provide AMAE with continuous and accurate information on the security situation in the region.
- Assist in the establishment of reliable mechanisms for ensuring that mine/UXO related information (accidents and incidents reports, minefield records) gathered by police and locals in the region are processed through the appropriate channels and eventually received by the AMAE IMSMA database.
- Act as the focal point in the region for issues associated with the implementation of the AMAE Operational Mine/UXO Clearance Plan. In this capacity and in close co-operation with the local government in the region, responsible for matters pertaining to the support required.
- Responsible for liaison between the AMAE and local government as well as the International Organizations working in the region.
- Prepare all necessary documents and certificates for the hand-over procedure of cleared land to the local government.
- Keep military forces, police, local population and other organization in the region informed of the humanitarian mine action activities being planned and conducted in the respective areas.
- Organize meetings among other International Organizations, NGO's and local government on AMAE request.
- Monitoring mine awareness activities in the country to ensure these comply with AMAE Best Practices and an effective integration with mine and UXO clearance activities.



## **6. IMSMA Specialist**

The IMSMA Specialist is responsible to the Operations Officer for the execution of the following duties:

- Assist the establishment of the IMSMA capability and formulate a work plan for data gathering, entering, collation and dissemination of mine action information;
- Liaise with other agencies and NGOs regarding mine action information and regularly update partner organizations in IMSMA and GIS matters;
- Prepare data, statistics and graphics to support reporting and recording requirements of AMAE, the Albanian Government, donors, and other clients with mine action related information;
- Assist in preparing task dossiers for all survey and clearance tasks in NE Albania;
- Secure and control the software in the AMAE Regional Office;
- Administrate the IMSMA database/GIS component for the Regional Office, including data entry, mapping, data quality and database back-up;
- Receive all system related reports and enter them into the IMSMA system along with preparing appropriate hard copy files;
- Generate reports, data sets, etc required to produce task dossiers for mine clearance agencies as directed by operations;

## **7. Quality Management Team**

The Quality Management (QM) Team is responsible to the Operations Officer for the execution of the following duties:

- Execution of all Quality Assurance tasks, under the direction of the Operations Officer.
- Execution of all Quality Control tasks, under the direction of the Operations Officer.
- Execution of all survey, clearance tasks, if required, and under the direction of the Operations Officer.
- The Quality Management Team is responsible for the operational safety of all clearance operations.

## **ATTACHMENT B - LIST OF ACRONYMS**

AAF – Albanian Armed Forces  
AMAC - Albanian Mine Action Committee  
AMAE – Albanian Mine Action Executive  
AMAP – Albanian Mine Action Programme  
ARC – Albanian Red Cross  
CBR - Community Based Rehabilitation  
DCA - Danish Church Aid  
DEX - Direct Execution  
EOD – Explosive Ordnance Device  
GIS - Geographical Information Systems  
ICRC – International Committee of Red Cross  
IMAS – International Mine Action Standards  
IMSMA - Information Management System for Mine Action  
IP - Implementing Partner  
IS - Impact Survey  
ITF - International Trust Fund  
KRDI – Kukes Regional Development Initiative  
UXO – Unexploded Ordnance  
MA – Mine Action  
MBT – Mine Ban Treaty  
MEDEVAC – Medical Evacuation  
MoD - Ministry of Defence  
MoE – Ministry of Economy  
MoH - Ministry of Health  
MoLSA – Ministry of Labour and Social Affairs  
MRE – Mine Risk Education  
NCC - National Clearance Capacity  
NE – North East  
NPOC - National Prosthetic Orthotic Centre  
PIU – Project Implementation Unit  
PMR – Physical and Medical Rehabilitation  
QM - Quality Management  
SEEMACC – South East Mine Action Coordination Council  
SFD - Special Fund for the Disabled  
SOP – Standing Operations Procedure  
TS - Technical Survey  
TSC - Technical Survey and Clearance  
TSS - Technical & Safety Standards  
UNMAS – United Nations Mine Action Service  
VA – Victim Assistance  
VMA - Victims of Mines and Weapons Association