



Project Document

Census 2011 Preparatory Assistance

The new population Census for Albania is due to be carried out by the Institute of Statistics (INSTAT) in 2011. The Census will provide the country's accurate view of demographic, economic and social reality. It will also be a starting point for a reliable system of current vital and population statistics for the next decade. The census will be an important long-term investment in the whole statistical system of the country in terms of capacity and the institutional building. This project aims to provide INSTAT with the necessary support towards the preparatory Census work that will take place before the field operations.

Agreed by (Implementing Partner): INES NURJA, GENERAL DIRECTOR, INSTAT

21 December 2009

Agreed by UNDP: NORIMASA SHIMOMURA, UNDP COUNTRY DIRECTOR

21 December 2009

UNDAF Outcome(s):

1) *A transparent and accountable government developing and implementing effective national policies*

3) *An enabling environment in place to ensure people's participation in policy formulation and the national decision making process*

Relevant One UN Programme Goal and Outcome

1) *National Institutions and Public Sector able to respond to the requirements of the EU Accession process including implementation of the IPS*

2) *Greater participation in public and decision making*

Expected CP Outcome(s):

1. *Comprehensive Integrated Planning Framework with RBM Feedback Mechanisms in place with Government effectively utilizing these tools to implement priority interventions for the achievement of MDGs*

3. *Institutions and forums in place to support people's participation including youth, women – with people empowered to take active part in policy formulation and decision making at all levels*

Expected CPAP Output(s):

1.1. *The Information System supports the Integrated Planning System (IPS) and contributes to monitoring of NSDI*

3.1. *Civil society mechanisms monitor progress made towards achievement of MDGs and implementation of NSDI process*

Implementing partner:

INSTAT

Responsible Parties:

UNDP, INSTAT

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| Project Title: Census 2011 Preparatory Assistance | |
| Award ID: | _____ |
| Start date: | 21 December 2009 |
| End Date | 31 December 2010 |
| PAC Meeting Date | 25 November 2009 |

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| Estimated annualized budget: | 281,232 USD |
| Total resources required: | 281,232 USD |
| Total allocated resources: | 281,232 USD |
| • Regular | _____ |
| • Other: | |
| ○ Donor: One UN Coherence Fund | _____ |
| ○ Donor | _____ |
| ○ Donor | _____ |
| ○ Government | _____ |
| Unfunded budget: | _____ |
| In-kind Contributions | _____ |

I. SITUATION ANALYSIS

The last population and housing census of Albania was conducted in April 2001. Since then, the political, economic and social conditions in the country have changed. The demand for reliable and sustainable data at the size, structure and spatial population distribution, especially at the local and regional level, are in continuous increase. The continuous migration movement of the population from rural to urban zones, and to the other countries has a great impact on the accuracy of the statistical data.

A new Population and Housing Census is considered a priority national project by the Albanian Government. It is of highest importance for determining the socio-economic goals and plans of development at national and regional levels, as well as for multilateral and bilateral cooperation projects. In addition, the Census will make a significant contribution on the continuous process of democratization and decentralization in local level process.

The main goal of the Population and Housing Census is to give an up-to-date and accurate picture of the demographic, economic and social reality of the country. But, in the case of Albania, the Census is also a key mechanism towards a reliable system of current vital and population statistics based on surveys. The Census will be an important long-term investment in the whole statistical system of the country in terms of capacity and the institutional building.

According to the article Nr. 9180, date 5.02.2004 for the Official Statistics, INSTAT is the judicial entity that conducts the Census operation. INSTAT will be the focal point for establishing the national statistical information, as well as for coordinating related activities. The professional commitment and organizational capacities of INSTAT have been recently evidenced in conducting the first Agricultural Units Census, in 1998, the last Population and Housing Census in 2001, and several surveys conducted during these past years including Living Standard Measurement Surveys (LSMS) (2002, 2005 and 2008) and Household Budget surveys. However, INSTAT has limited qualified personnel and therefore needs technical assistance and supplementary human and financial resources for conducting large scale operations like the Census. As stated in the Article no.3, Law No. 9180, dated 05.2.2004 "On Official Statistics", the census registration is regulated with a specific law. INSTAT and other governmental bodies in Albania are obliged to produce within the appropriate deadlines the draft acts and decrees to be adopted by the parliament and the Government.

II. STRATEGY

In its role as an independent institution charged with producing timely, relevant and transparent statistics, INSTAT is the judicial entity which will carry out the Census operation starting in 2011. The census will contribute to the provision of basic data at the national and local levels to facilitate the implementation, monitoring and evaluation of socio-economic development plans and programs as well as for the other administrative purposes and scientific researching. In more detail, the relevance of Census has several dimensions:

- Population - Population estimates are a key parameter in allocating the budget and resources
- Housing - Measures over-crowding and indicates the need for new housing.
- Employment & - Allows the government and businesses to plan investment decisions

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| Qualifications | and training requirements. |
| Transport | - Information on employment locations and travel to work which will assist the public transport and road planning. |
| Minority groups | Identity location and characteristics of minority groups that are used to monitor equal opportunities and to allocate resources appropriately. |

The Census will also contribute to strengthen the capacity of INSTAT to handle all phases of future population censuses and surveys as well as facilitate the development of a master sampling frame that will improve the basic infrastructure of the whole statistical system in harmonization with European Union standards.

As this massive project is expected to be financed by different donors INSTAT has asked UNDP support and cooperation on (i) the legislative work for Census procedures in accordance with EU standards and regulations (ii) developing Census questionnaire in a participatory manner. In detail, this project will consist of advisory missions, legal research and intensive reporting from and to many different legislative branches, interest groups and the census commission as well as establishing the local census authorities.

The legislation process comprises an essential pre-condition for the implementation of the whole Census Cycle. Therefore cooperation and support on the legislative work in developing a specific Census Bill to be adopted by the parliament and government is a very important step. The developing of the Census law amendments and questionnaire in conformity with the EU recommendation and practices will ensure the proper ground for the implementation that is a guarantee for Albanian citizens, institutions and governmental bodies' rights and duties.

The Law on the Population and Housing Census which sets up the duties and responsibilities for the Central Census Commission was approved in 2008. The law stipulates the establishment of a Central Census Commission that supervises the entire operation. Further amendments would be needed by administrative decisions to fulfill international requirements as well as to set up the Census Commissions at the local level. In detail, such an activity consists of advisory missions, legal research and intensive reporting from and to various legislative branches, meetings with interest groups and the Central Census Commission. In more specific terms, the project objectives are:

- Establishing a sustainable and efficient managerial and organizational infrastructure at the regional level to conduct Census 2011
- Define the Census Organizational Structure
- Define the Census Management Structure

To ensure that INSTAT undertakes successfully its responsibilities of implementing the Census and managing its budget, the process need to be planned in detail and implemented in an efficient manner. This in turn requires a high level of technical and administrative expertise. In order to ensure a meaningful participation of local authorities in the implementation and the monitoring process it is of utmost importance to have strong regional councils able to articulate the interests of various groups and make the government institutions accountable for their commitments to the Census. Therefore, the setting-up of Census Local Authority or Regional Census Councils is as important as professional capabilities of the staff involved in its implementation.

All local authorities have to establish for Census purposes a Census Commission that reports to INSTAT. Expertise is required in order to produce the composition and competences for this authority and job descriptions for key roles members.

The proposed technical assistance through this project will aim to allow governmental bodies and inter ministerial groups to provide feedback on the produced legal acts as well as to report demands of various parties. It also includes the establishment of an administrative inter-ministerial co-coordinating body. The legislative work has to consider the scope and potential use of data collected within the Census and to ensure that the follow up is in place. Activities related to legislative work as shown below will last at least 12 months. They will include:

- Define the rights and duties of the State and citizens within the Census operation and in particular to define the governmental bodies which will use Census data in the framework of the follow up of this project.
- Set up technical and organizational characteristics of the operation
- Define basic criteria such as resident population households and families enumeration areas
- Design the composition and competences of ad-hoc commissions
- Establish the registration date and data collecting period
- Establish the technical and organizational steps to be undertaken in order to ensure appropriate protection of personal data in conformity to the recommendation of the Council of Europe.
- Ensure the interests of minorities and other interest groups are included in every procedure taken during the census cycle and these are presented to the council so the census questionnaire is responsive to citizens' rights in accordance to EU guidelines.
- Report to and from the census commission
- Identification of both matters of concerns and examples of good practices during meetings with interest groups and report the outputs to the census commission
- Provision of advice on how to bring national laws and practice into line with Council of Europe standards and European good practices
- Preparation, discussion and presentation of drafts to Parliament Commissions and Council of Ministers in order to achieve the objectives
- Proposes ways in which Council of Europe standards could be developed during the process
- Reporting on activities and findings.

III. PROJECT SUSTAINABILITY

The project is expected to improve the capacity at INSTAT for the successful implementation of the census operations. Good quality statistics plays are essential to the development of appropriate policies by the government, and are also relevant to businesses, NGOs, academia and the public at large. Furthermore, the increased scope and quality of statistics is of crucial importance for the Albania's progress towards the European Union, as it will provide adequate statistical information to evaluate the progress in various areas and chapters. Additional statistical indicators will help to identify areas for future focus and assistance. The project is designed to match other ongoing and planned projects with the aim to ensure both sustainability and economies of scale.

The Census Unit, expected to be established through this project will continue its work after the conclusion of this project phase. This is the preparatory work for the census and work will continue until the completion of the whole census operations using the same methods, staff, premises and management skills. Criteria for success are not only linked to institutional resources

but also to the availability of expert know-how and the skills to motivate key multipliers to participate in the census project.

The legal expertise on the census process and procedures provided by this project will establish the necessary foundations for the implementation of the population Census in Albania. The establishment of the legal frame in line with Council of Europe Standards and European good practices will increase efficiency and will sanction and guarantee Albanian citizens', institutions' and governmental bodies' rights and duties during the registration process.

The determination of the legal frame and procedures will clearly define the roles and responsibilities of all the parties involved in the Census cycle as well as the basic criteria for progress. The legal know-how gained from INSTAT staff and other governmental bodies through the expertise offered by this project that will lead to the production of decrees and several procedures will serve as an important tool for the further implementation of the census cycle.

This UNDP project will finance project personnel, expertise on the required topics, and other project activities to accomplish the preparatory work for the development of legal framework, procedures and census questionnaire and to establish a sustainable and efficient managerial and organizational infrastructure at regional level to conduct Census 2011.

The development of the Census Bill in conformity to the EU standards requires specialized international expertise. In this respect, the project will aim to provide legal expertise for the formulation of the Census law (including the regulatory framework), other relevant by-laws and administrative and judicial practices related to the Census operation and Census questionnaire. National experts that be hired to will support and amplify the required international expertise to achieve expected results including the following:

- provide advice, guidance and, where applicable, offer expert interpretation of the technical aspects of the Law of Census as well as other relevant Census laws.
- develop proper amendments of the Census Questionnaire in conformity to EU recommendations
- assist the INSTAT staff during the developing of Census process
- liaise closely with the Central Census Commission and other governmental and non-governmental stakeholders

IV. RESULTS AND RESOURCES FRAMEWORK

| <p>Intended Outcome as stated in the Country Programme Results and Resource Framework:</p> <p>1) National Institutions and Public Sector able to respond to the requirements of the EU Accession process including implementation of the IPS</p> <p>2) Greater participation in public and decision making</p> <p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</p> <p>1. Comprehensive Integrated Planning Framework with RBM Feedback Mechanisms in place with Government effectively utilizing these tools to implement priority interventions for the achievement of MDGs</p> <p>3. Institutions and forums in place to support people's participation including youth, women – with people empowered to take active part in policy formulation and decision making at all levels</p> | | | | |
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| <p>Applicable Key Result Area (from 2008-11 Strategic Plan):</p> <p>Partnership Strategy: Census is a comprehensive project that takes place over a period of 3 years. It includes the preparatory activities that this project is supporting, the field work and operations as well as the follow up work in data analysis and publications. As such the Census will need the work and cooperation of various government institutions at the central and local level led by INSTAT as well as other donors such as the European Delegation in Albania, Eurostat and UNFPA. Being the preparatory phase, this project will be implemented in cooperation with all these partners.</p> | | | | |
| <p>Project title and ID (ATLAS Award ID): Census 2011 Preparatory Assistance, Atlas ID (tbd)</p> | | | | |
| INTENDED OUTPUTS | OUTPUT TARGETS FOR (YEARS) | INDICATIVE ACTIVITIES | RESPONSIBLE PARTIES | INPUTS |
| <p>Output 1: By end of 2010, legal Framework for the 2011 census has been established, regional census management structure is in place and methodological framework has been designed</p> <p>Baseline:</p> <p>1. Lack of sub-legislation to Census Law</p> <p>2. 2001 Questionnaire formulated</p> <p>3. Census management structures non-existent</p> <p>Indicators:</p> | <p>2010 Targets:</p> <p>1. Complete legal framework for census drafted and approved</p> <p>2. Census questionnaire finalized under consultation of main minority and other interest groups and reflects minority and other interest groups' concerns</p> | <p>Activity Result 1: Establishment of legal framework in line with International standards, including Council of Europe Standards</p> <ul style="list-style-type: none"> • Hold 1st meeting to set a perception baseline of the current situation with Central Census Commission • Design and approve the specific secondary legislation for conducting a population census • Use of information from existent sources for identifying in a better way the regional organization structure for the Census Hold Regional Group Meetings Legal working group established • Experts advice, study-visit, training courses, | <p>INSTAT, UNDP</p> | <p>See below at the <i>workplan</i></p> |

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| <p>1. Number of legal acts and amendments to the census law</p> <p>2a. Census questionnaire responds to minority and other interest groups' concerns</p> <p>2b. Number civil society and interest groups consulted</p> <p>3. Census management structures at the local level established</p> | <p>3. Census management structures at the local level established</p> | <p>for population census</p> <ul style="list-style-type: none"> • Setting -up of the working group among the beneficiaries and their commitment to guarantee the success of the implementation of Census. <p>Activity Result 2: Methodological framework of population Census set up, including design of the questionnaires by determining proper definitions according to EU standards and definition of the exact wording of questions;</p> <ul style="list-style-type: none"> • Setting up the working group with representative from INSTAT, the line Ministries and the interested stakeholders for the preparation of Census questionnaire • Preparing and Holding the National Workshop • Drafting questionnaires • Dissemination of results to the Census Commission and action brief with key recommendations • Transfer knowledge of EU and international standards by short-term and medium term experts, seminars, workshops and trainings, study visits, to INSTAT staff <p>Activity Result 3: Sustainable and efficient managerial and organizational infrastructure established at regional level to conduct Census 2011</p> <ul style="list-style-type: none"> • In close consultation Central Census Commission, preparation of a draft organizational structure at the local level ready for the implementation of the Census • Training and workshops | <p>INSTAT, UNDP</p> |
| | | | <p>INSTAT, UNDP</p> |

V. ANNUAL WORK PLAN

| EXPECTED OUTPUTS <i>And baseline, associated indicators and planned targets</i> | PLANNED ACTIVITIES <i>List activity and associated actions</i> | TIMEFRAME | | | | RESPONSIBLE PARTY | PLANNED BUDGET * (per Activity Result) | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Q1/ 10 | Q2/ 10 | Q3/ 10 | Q4/ 10 | | Funding Source | Budget Description |
| <p>Output 1: By end of 2010, legal Framework for the 2011 census has been established, regional census management structure is in place and methodological framework has been designed</p> <p><u>Baseline:</u></p> <ol style="list-style-type: none"> Lack of sub-legislation to Census Law 2001 Questionnaire formulated Census management structures non-existent <p><u>Indicators:</u></p> <ol style="list-style-type: none"> Number of legal acts and amendments to the census law 2a. Census questionnaire responds to minority and other interest groups' concerns 2b. Number civil society and interest groups consulted Census management structures at the local level established <p><u>Targets:</u></p> | <p>Activity Result 1: The establishment of legal framework in line with International standards, Council of Europe Standards to conduct the Census 2011</p> <p>Actions:</p> <ul style="list-style-type: none"> Hold 1st meeting to set a perception baseline of the current situation with Central Census Commission Design and approve the specific secondary legislation for conducting a population census Use of information from existent sources for identifying in a better way the regional organization structure for the Census Hold Regional Group Meetings Legal working group established Experts advice, study-visit, training courses, for | X | X | X | X | INSTANT, UNDP | <p>Activity result 1</p> <ul style="list-style-type: none"> Project Manager International expertise Local experts Administrative costs | <p>Activity result 1</p> <ul style="list-style-type: none"> Technical assistance - 31.000 \$ Project management and support costs - 31,133\$ |

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| <p>1. Complete legal framework for census drafted and approved</p> <p>2. Census questionnaire finalized under consultation of main minority and other interest groups and reflects minority and other interest groups' concerns</p> <p>3. Census management structures at the local level established</p> | <p>population census</p> <ul style="list-style-type: none"> Setting –up of the working group among the beneficiaries and their commitment to guarantee the success of the implementation of Census. | <p>X</p> | | | | <p>INSTAT , UNDP</p> | <p>One UN Coherence Fund</p> | <p>Activity Result 2: Project Manager International expertise Local experts Administrative costs</p> | <p>Activity Result 2:</p> <ul style="list-style-type: none"> Technical assistance - 68.200 \$ Project management and support costs 31,133\$ |
| <p>Activity Result 2: Methodological framework of population Census set up, including design of the questionnaires by determining proper definitions according to EU standards and definition of the exact wording of questions;</p> <ul style="list-style-type: none"> Setting up the working group with representative from INSTAT, the line Ministries and the interested stakeholders for the preparation of Census questionnaire Preparing and Holding the National Workshop Drafting questionnaires Dissemination of results to the Census Commission and action brief with key recommendations Transfer knowledge of EU and international standards by short-term | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> |

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| | <p>and medium term experts, seminars, workshops and trainings, study visits, to INSTAT staff</p> | | | | | | |
| <p>Activity Result 3: Sustainable and efficient managerial and organizational infrastructure established at regional level to conduct Census 2011</p> <ul style="list-style-type: none"> • In close consultation Central Census Commission, the Consultancy will prepare a draft organizational structure at the local level ready for the implementation of the Census • Training and workshops | | X | | | One UN Coherence Fund | Project Manager International expertise Local experts Administrative costs | <ul style="list-style-type: none"> • Technical assistance – 67,200 \$ • Project management and support costs – 31,133\$ |
| TOTAL | | | | | | | <ul style="list-style-type: none"> • 260,190 USD |

VI. BUDGET

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|-----|-----------------------------------|----|-------|--------|--------|
| 1.1 | International Legal expertise | 20 | Day | 750 | 15,000 |
| 1.2 | National Legal expertise | 30 | day | 200 | 6,000 |
| 1.3 | Workshops, focus group meeting | 10 | unit | 1,000 | 10,000 |
| 2.1 | International technical expertise | 20 | day | 750 | 15,000 |
| 2.2 | National administrative expertise | 12 | month | 1,200 | 14,400 |
| 2.3 | National technical expertise | 12 | month | 1,200 | 14,400 |
| 2.4 | Training, meetings | 25 | unit | 1,000 | 25,000 |
| 3.1 | Census manager | 12 | month | 2,500 | 30000 |
| 3.2 | Regional meeting/workshop | 10 | unit | 1,000 | 10000 |
| 3.3 | International expertise | 20 | day | 1000 | 20000 |
| 3.4 | National expertise | 6 | month | 1,200 | 7200 |
| 4.1 | PC | 1 | unit | 2000 | 2,000 |
| 4.2 | Lap top | 2 | unit | 2,500 | 5,000 |
| 4.3 | Vehicle | 1 | unit | 30,000 | 30,000 |
| 4.4 | Office supplies | | | | 15,000 |
| 5.1 | Project assistant | 12 | month | 1,000 | 12000 |
| 5.3 | Driver | 12 | month | 700 | 8400 |
| 6.1 | Travel expenses | | | | 11,000 |
| 6.2 | Communications | | | | 5,000 |
| 6.3 | Miscellaneous expenses | | | | 5,000 |
| 7.1 | UNDP Administrative fee | 7% | | | 18228 |
| 7.2 | Administrative agent | 1% | | | 2604 |

VII. MANAGEMENT ARRANGEMENTS

INSTAT which is the main institution in charge of carrying out the Census will be responsible for planning and management of project operations. INSTAT in collaboration with other governmental bodies will be obliged to produce within the appropriate deadline the draft acts and decrees to be adopted and coordinate the meetings with stakeholders and census team and commission.

Governmental bodies, inter-ministerial groups and stakeholders will provide output and feedback on several laws, acts produced as well as procedures. An administrative inter-ministerial co-coordinating body will provide suggestions and directives. The international expertise offered through this project will ensure these directives are in line with international recommendations and European standards and practices.

The user communities that will be consulted include:

- a. Central government departments and ministries;
- b. Local government authorities;
- c. Health service providers;
- d. Public and utility services, such as energy suppliers, water authorities, fire departments, the police, etc;
- e. Academics;
- f. Market researchers and other professional and/or private sector bodies

Consultation may be conducted through a variety of means and media. It can, for example, be carried out through formal and regular meetings of Advisory Groups or Working Groups comprising invited representatives of the user communities and census authorities, or more directly, by means of public consultation papers and questionnaires.

INSTAT will serve as the national implementing agency, since it is the agency entrusted with collecting and producing official statistics as it pertains to all aspects of social and economic life in Albania. INSTAT is an autonomous institution and has a well-organized managerial structure. It is headed by the General Director, who oversees staff split into several departments. The responsibilities of INSTAT will include the leading of the overall census preparatory process. Also, INSTAT, in collaboration with government institutions and interest groups, will coordinate any revisions that will need to be made to the census questionnaire prior to printing and implementation. This will ensure buy-in and relevance for the many users of the final census product.

UNDP will coordinate and provide the technical assistance to INSTAT with regard to the census preparatory activities. This will include international and national expertise in areas such as legal drafting, drafting of the census questionnaire, organization of participatory meetings and assistance in establishing the nationwide census operation structures.

The project management will follow the applicable UNDP standards for project management and oversight. For this purpose the following management hierarchical structure will be established: Project Board – Project Assurance – Project manager.

The Project Board is responsible for making by consensus management decisions for the project when guidance is required by the Project Manager, including recommendation for UNDP approval of project revisions. In order to ensure UNDP's ultimate accountability, final decision-making rests with UNDP in accordance with its applicable regulations, rules, policies and procedures. Project reviews by the Project Board will be made as necessary when raised by the Project Manager, but at least regularly every quarter. The Project Board will be consulted by the Project Manager in order to receive

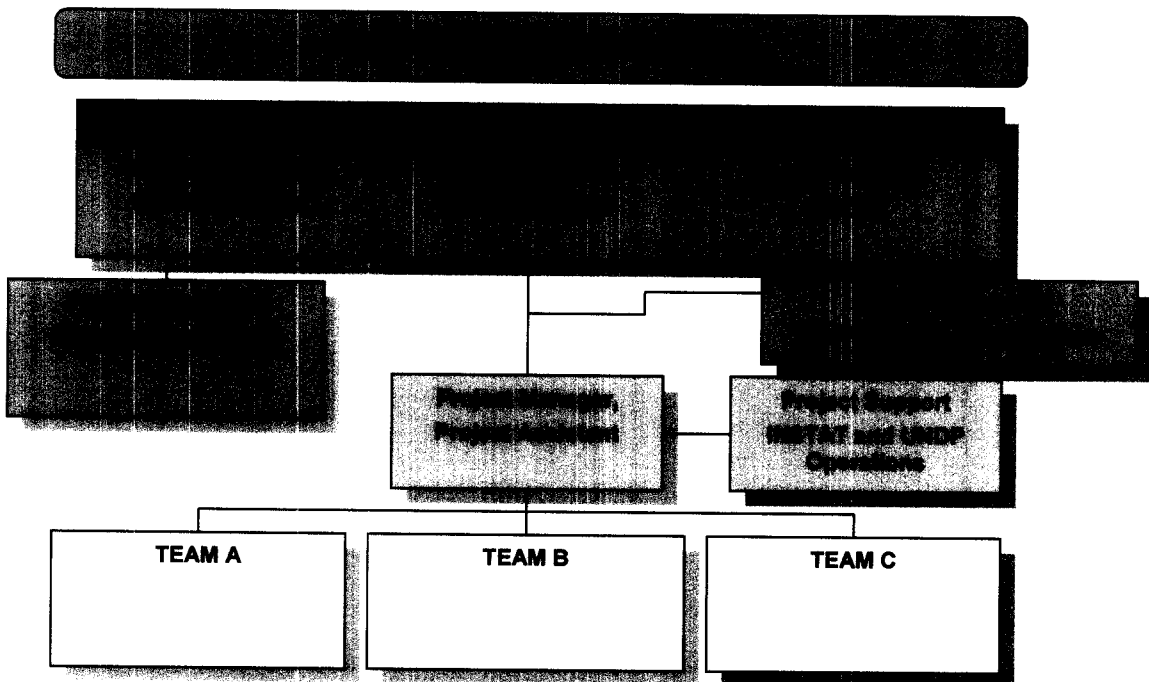
necessary decisions when project management tolerances in terms of time, cost and scope have been exceeded. The Project Board will consist of the following members:

- Senior Executive: INSTAT Director;
- Senior Supplier: UNDP
- Senior Beneficiary: INSTAT Director

The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The Project Assurance in this Project will be performed by the UNDP Albania Governance Programme Officer.

The Project Manager has the authority to run the project on a daily basis on behalf of the Project Board within the frame laid down by the Project Board. The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified time frames and cost.

The Project Manager will collaborate closely with the Governance Cluster and solve implementation issues before they escalate upwards to the Project Board.



Capacity Assessment

The capacity assessment of INSTAT, conducted by UNDP before the start up of the LSMS 2008 project, reviewed capacities needed to implement similar projects in terms of technical, managerial, administrative and financial capacities. Technical capacity was assessed as the ability to monitor the technical aspects of the project. Managerial capacity is the ability to plan, monitor and co-ordinate activities whereas administrative capacity is the ability to procure goods, services and works on a transparent and competitive basis, recruit and manage the best qualified personnel on a transparent and competitive basis, prepare and sign contracts and manage and maintain equipment. Financial capacity is the ability to produce project budgets, ensure physical security of advances, cash and records, disburse funds in a timely and effective manner, ensure financial recording and reporting,

and prepare, authorize and adjust commitments and expenditures. Such an assessment took place during the period March – April 2008. During the implementation of the LSMS 2008 project, it was certified that INSTAT is fully up to the task for the completion of survey field work of. The LSMS project was audited during 2008 and the report audit for this project was satisfactory.

Cash Transfer modality

Based on the capacity assessment, and following the NIM cash transfer modalities, the direct agency implementation modality will be used for this project based on a Letter of Agreement signed together with this project document. UNDP will conduct expenditure from requisition through to disbursement with no cash being transferred to INSTAT.

Nonetheless, should the need for direct cash transfer to INSTAT arise this can be arranged upon a request from the INSTAT Director (who will act as the National Project Director) to the UNDP Country Director.

Should this be the case, the **Financial Report (FR)** or **Funding Authorization and Certificate of Expenditures (FACE)** reporting expenditures and requesting advances must be submitted to the UNDP Country Office (CO) on a quarterly basis, also signed by INSTAT Director. The Project Manager and the UNDP CO finance unit will control the outstanding advances balances in order to monitor the correct implementation of the funds. The Expenditures detail must also be used to monitor the correctness of the recorded expenditures, and to provide detailed financial information to the projects.

The **Combined Delivery Report (CDR)** will be issued quarterly reflecting all disbursements made by the project during a certain period. The final CDR at the end of the year will be signed by INSTAT General Director as the Project National Director.

According to UNDP practices, NIM projects have to be audited at least once in the life of the project, therefore, this project will also be subject to audit as considered appropriate by the CO.

VIII. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.

- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

Quality Management for Project Activity Results

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| Output 1: By end of 2010, legal Framework for the 2011 census has been established, regional census management structure is in place and methodological framework has been designed | | |
| Activity Result 1 | Legal Framework Establishment of legal framework in line with International standards, Council of Europe Standards to conduct the Census 2011 | Start Date: 1 Dec - 09 End Date: 31 - Dec 2010 |
| Purpose | The legislation process comprises an essential pre-condition for the implementation of the whole Census Cycle. The development of Census law amendments and questionnaire in conformity with the EU recommendation and practices will ensure the proper ground for the implementation that is a guarantee for Albanian citizens, institutions and governmental bodies' rights and duties. | |
| Description | <ul style="list-style-type: none"> ▪ Identification of both matters of concerns and examples of good practices during meetings with interest groups and report the outputs to the census commission ▪ Provision of advice on how to bring national laws and practice into line with Council of Europe standards and European good practices ▪ Preparation, discussion and presentation of drafts to Parliament Commissions and Council of Ministers in order to achieve the objectives ▪ Proposes ways in which Council of Europe standards could be developed during the process ▪ Reporting on activities and findings. | |
| Quality Criteria | Quality Method | Date of Assessment |
| Legal framework in conformity with EU requirements | Review by project manager Consultants' reports | On a quarterly basis |
| Laws in line with CoE standards | Consultants' reports | On a quarterly basis |

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Output 1: By end of 2010, legal Framework for the 2011 census has been established, regional census management structure is in place and methodological framework has been designed | | |
| Activity Result 2 | Methodological Framework Methodological framework of population Census set up, including design of the questionnaires by determining proper definitions according to EU standards and definition of the exact wording of questions; | Start Date: 1 Dec - 09 End Date: 31 - Dec 2010 |
| Purpose | The developing of the Census questionnaire in conformity with the EU recommendation and practices will ensure the proper ground for the implementation that is a guarantee for Albanian citizens, institutions and governmental bodies' rights and duties. | |

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|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Description | <ul style="list-style-type: none"> ▪ Define the rights and duties of the State and citizens within the Census operation and in particular to define the governmental bodies which will use Census data in the framework of the follow up of this project. ▪ Set up technical and organizational characteristics of the operation ▪ Define basic criteria such as resident population households and families enumeration areas ▪ Design the composition and competences of ad-hoc commissions ▪ Establish the registration date and data collecting period ▪ Establish the technical and organizational steps to be undertaken in order to ensure appropriate protection of personal data in conformity to the recommendation of the Council of Europe. ▪ Ensure the interests of minorities and other interest groups are included in every procedure taken during the census cycle and these are presented to the council so the census questionnaire is responsive to citizens' rights in accordance to EU guidelines. ▪ Report to and from the census commission | |
| Quality Criteria | Quality Method | Date of Assessment |
| The census questionnaire is finalized in a participatory manner | Review by project manager Consultants' reports | On a quarterly basis |
| The census questionnaire reflects minority concerns | Review by project manager Consultants' reports | On a quarterly basis |

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Output 1: By end of 2010, legal Framework for the 2011 census has been established, regional census management structure is in place and methodological framework has been designed | | |
| Activity Result 3 | Regional Management Structure Sustainable and efficient managerial and organizational infrastructure established at regional level to conduct Census 2011 | Start Date: 1 Dec - 09 End Date: 31 December 2010 |
| Purpose | Proper Management of census at the regional level, ensuring a meaningful participation of local authorities in the implementation and monitoring process | |
| Description | <ul style="list-style-type: none"> • Establishing a sustainable and efficient managerial and organizational infrastructure at the regional level to conduct Census 2011 • Define Census Organizational Structure • Define Census Management Structure | |
| Quality Criteria | Quality Method | Date of Assessment |
| The regional census structures' duties and responsibilities are well defined and they are fully | Review by project manager Consultants' reports | On a quarterly basis starting from the |

| | | |
|-------------|--|-----------------------|
| operational | | third project quarter |
|-------------|--|-----------------------|

IX. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of (country) and UNDP, signed on 17 June 1991. Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency. The executing agency shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the executing agency's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

ANNEX 1: RISK ANALYSIS

OFFLINE RISK LOG



Project Title: Census 2011 Preparatory Assistance **Award ID:** tbd **Date:**

| | | | | | | | | | |
|---|-------------------------------------------------------------------------------------------------------|---------------------------|----------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------|-----------------|-----------|-----------|
| 1 | Further decrease of the value of USD | At the project submission | Financial | Higher operational and human resources costs P = 2 I = 2 | Find additional funding | UNDP | Project Manager | 25 Nov 09 | No change |
| 2 | Change in INSTAT governance structures | At the project submission | Organizational | Turn over in INSTAT governance structure due to political change will slow down the implementation P = 1 I = 3 | Conduct updating sessions with INSTAT management | UNDP | Project Manager | 25 Nov 09 | No change |
| 3 | Census organisational structures at the local level are delayed and take time to be operational | At the project submission | Operational | Any delays will affect the census field work implementation P = 3 I = 1 | UNDP and INSTAT will work closely with the census commission and local authorities to tackle any problems in time | UNDP | Project Manager | 25 Nov 09 | No change |
| 4 | The finalization of the questionnaire is delayed due to disagreements and pressures of various nature | At the project submission | Strategic | P = 3 I = 3 | Consultations with pressure groups and periodic contact with central decision making authorities | UNDP | Project Manager | 25 Nov 09 | No change |