Council of Ministers

UNDP Albania

Project Document

**"Supporting the Administrative Procedures Reform
of the Council of Ministers in Albania"**

Brief Description

This project will provide support to the institution of the Council of Ministers to improve management and functioning of its daily processes for enhancing efficiency of its services in compliance with EU administrative standards. This support will follow three main directions:

√ Review and analyze the existing legislative framework of administrative procedures and propose necessary amendments including primary and secondary legislation

√ Make recommendations on the reforms required to achieve better management and functioning of the structure of the CoM.

√ Provide support to the CoM operations units to develop and improve their administrative arrangements, procedures, and technical capacities

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Expected CCPD 2012-2016 Outcome:	**Outcome 1.2**: Public administration will be supported to enhance capacities, practices and systems for effective delivery of national development priorities and international obligations
Expected CCPDP 2012-2016 Output:	**Output 1.2.2**: Government is equipped to attract, develop capacity of and retain high quality civil servants for improved performance
Implementing Partner:	UNDP Albania
Responsible Parties:	Council of Ministers

Programme Period:	2011-2012	AWP budget:	USD 100,000
Key Result Area (Strategic Plan):	Foster capacities for Economic growth and human development	Total resources required:	USD 100,000
		Total allocated resources:	USD 100,000
Atlas Award ID:			
Start date:	June 2011	• Regular:	Coherence Fund
End Date	June 2012	• Other:	
PAC Meeting Date:			
		Unfunded budget:	
Management Arrangements	(NIM) National Implementation		

Agreed by the Minister for Innovation and ICT:

Genc Pollo, Minister   Date: ___ June 2011

Agreed by UNDP:

Zineb Touimi-Benjelloun   Date: ___ June 2011
UN Resident Coordinator and UNDP Resident Representative

I.   **Background**

The Council of Ministers is the highest executive institution in Albania, which is mandated by law to determine the main directions of Government policies. It is an administrative body which supports the activities of the Government, the Prime Minister, the Deputy Prime Minister and the Minister of State. The activities of the Council of Ministers are regulated under the Law on "The organization and functioning of the CoM" Nr. 8417, Date 21 October 1998 (which was amended on 30 January 2003), and the Law "On the Status of Civil Servants" (Nr. 8549, Date 11 November 1999).

The structure of the Council of Ministers includes the collegial body of the Council of Ministers which holds power and authority vested equally among its members, the cabinet of the Prime Minister, the cabinet of the Deputy Prime Minister, and the cabinet of the Minister of State. The Council of Ministers structure is supported by a common administration under the direction of the Secretary General of the Council of Ministers. The Council of Ministers structure is determined by Prime Minister's order with a proposal from the Secretary General.

The CoM structure is composed by the following departments:

- Department for Strategy and Donor Coordination
- Department of Internal Audit and Anticorruption
- Department of Digital Albania
- Department of Legislation and Coordination
- Department of Documentation
- Department for Relations with the Public
- Office of Information and Communication
- Department of Finance, Human Resources, and Services
- IT Unit

The Minister of State (currently holding the portfolio of the Minister for Innovation and Information and Communication Technology) has requested UNDP on behalf of the Council of Ministers to offer technical assistance in order to help this institution to carry out a reform of administrative procedures in order to improve management and functioning of its daily processes, and the quality of its services in compliance with the EU administrative standards.

The main departments that will be on the focus of this reform of administrative procedures are:

Department of Finance, Human Resources, and Services, which is responsible for budget planning and management of the CoM structure, staff salaries, equipment, human resource management, operations and administration, etc.

Department for Relations with the Public, which is responsible for organization of events, filing of complaints addressed to the Prime Minister, the Deputy Prime Minister, the Minister of State and the Secretary General of the Council of Ministers. It files, reviews, and follows up the received complaints that expect to find a solution by relevant bodies of the government, and which require an intervention of the Prime Minister, the Deputy Prime Minister, the Minister of State or the Secretary General of the Council of Ministers.

Department of Documentation, which organizes and manages preparation of documents for the meetings of the Council of Ministers, including protocoling, monitoring, editing, publishing, distributing, and archiving documentation.

Information Technology Unit, which is responsible for development and implementation of information technology solutions for the CoM, and the online publications of the CoM,.

II.   Project strategy

The project will try to reach three specific objectives:

- Review and analyze the existing legal framework and administrative procedures with regard to the functioning of the structure of the CoM, and propose necessary amendments including primary and secondary legislation

- Provide recommendations with regard to improvements and new procedures to be introduced to achieve a better management and functioning of the CoM administration

- Provide support to the CoM operations units to implement and further improve their administrative arrangements, procedures, and professional capacities

The project implementation will follow two phases. **During the 1st phase**, the project will try to address a number of issues such as screening the existing legal framework which serves as a basis for governing the administration of various services within the CoM. In this framework, the project will look into finding an appropriate model to propose for adaption in the CoM context.

The results of this phase are materialized with a baseline report which will highlight the problems and existing gaps that need to be addressed together with recommendations for addressing them. A roadmap for the implementation of the recommendations will be prepared. Clear suggestions will be made during this phase on all the procedures that will need to be adopted, and how they can be modelled in line ministries and other relevant government institutions. Legal and sub/legal acts, manuals of procedures, and all necessary changes will be described and specified.

The 2nd phase will consist of subcontracting a legal entity that will assist the CoM to draft up the manual/s of policies and procedures, basic standards of communication between state and public administration institutions, with international entities, etc. Technical assistance and capacity building will be offered to the CoM administration during this phase to carry out these reforms.

Areas of CoM's work that will be affected by the project are administration, archiving (document management, paper filing system, registration and distribution, electronic filing system, archiving techniques, templates of correspondence, etc), relations with the public (handling of requests and complaints from the public, etc), financial management (inventory procedures, managing in-and-outside the country per diems, financial reporting, statistical information, etc), Information technology and systems, etc.

The project will introduce the administration of the CoM the capacity development cycle.

III.   Partnership

CoM and UNDP will implement this project in close partnership with the institution of the Minister for Innovation and ICT, other line Ministries, state and public administration institutions, etc.

WORK PLAN

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME					RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4	Q 5		Funding Source	Budget Description	Amount
Output 1: Administrative procedures in the PM's Office are reformed *Baseline:* *Indicators:* *Legislative and procedural recommendations are implemented* *Targets:* *Propose and implement changes in the operations of the PM's Office which are in line with best administrative standards*	**Activity Result 1: The quality of operations in the CoM are increased** - Review and analyze the existing legal framework and administrative procedures (administration, archiving, IT systems, finance, inventory, statistics, communication, PR, standard correspondance, etc). Propose amendments and recommendations for changes - Sub-contract a company to implement the recommended changes	X	X				CoM and UNDP CoM and UNDP	One UN Coherence Fund	International consultant Law Company	USD 30,000 USD 60,000
			X	X	X					
Output sub-total										**USD 90,000**

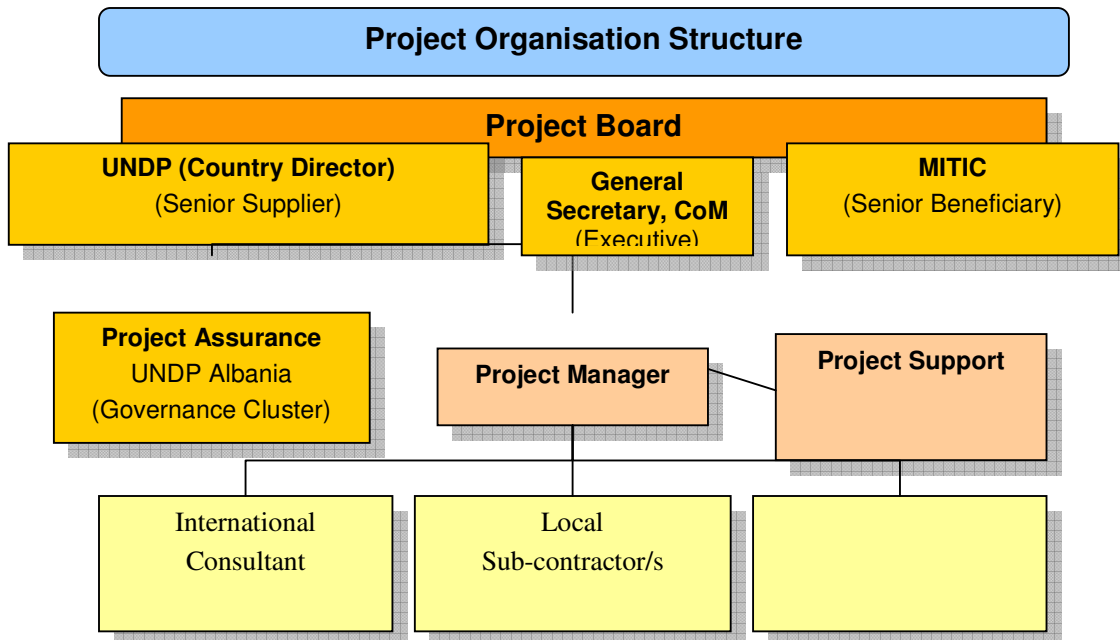| EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME					RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4	Q 5		Funding Source	Budget Description	Amount
Miscellaneous		X	X	X	X	X	CoM and UNDP	One UN Coherence Fund		USD 3,000
							UNDP	One UN Coherence Fund	GMS (7%)	USD 7,000
Total Programme Budget							UNDP	One UN Coherence Fund		USD 100,000

IV. MANAGEMENT ARRANGEMENTS

The Project will be managed under the National Implementation (NIM) modality with implementation support provided by UNDP:

(a) Day-to-day project support
(b) Identifying expertise which is available in the international and domestic market
(c) Recruiting necessary international or local expertise
(d) Carrying out tenders for procuring services and/or goods as per the rules and regulations
(e) Issuing contracts and making payments related to expenses incurred as part of project implementation
(f) Preparing and distributing periodic reports including financial reports

The project organisation structure will be as follows:

Project Organisation Structure

Project Board

| UNDP (Country Director) (Senior Supplier) | General Secretary, CoM (Executive) | MITIC (Senior Beneficiary) |

Project Assurance UNDP Albania (Governance Cluster)

Project Manager

Project Support

International Consultant

Local Sub-contractor/s

A Project Board – aimed to monitor and steer the strategic direction of the programme implementation – will be convened under the chairmanship of the General Secretary of the CoM as the Executive, the Minister of Innovation and ICT as Senior Beneficiary, and UNDP Country Director as Senior Supplier. The Senior Supplier's primary function within the Project Board will be to provide guidance regarding the technical feasibility of the project. The Senior Beneficiaries will be representing the interests of those who will ultimately benefit from the project. Their primary function within the board is to ensure the realization of project results. The Project Board will meet every six-months or upon need. The first board meeting will convene following the approval of the Project Document in order to discuss and agree on the following matters:

- How to ensure successful implementation with the cooperation among all the parties involved
- Agree on the following activities
- Adjusting and confirming the work plan and strategy of the project
- Making decisions on the direction of the project if needed
- How to ensure sustainability of the project

The UNDP Governance Cluster will be in charge of Project Assurance. The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures that appropriate project management milestones are properly managed and completed.

V. 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:

<u>Within the annual cycle</u>

- o 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.
- o An Issue Log will be activated in ATLAS and updated to facilitate tracking and resolution of potential problems or requests for changes.
- o 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 project implementation.
- o Based on the above information recorded in ATLAS, Semi-annual Progress Reports will be submitted to the Project Board, using the standard report format available in the Executive Snapshot.
- o A project Lessons-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.
- o A Monitoring Schedule Plan shall be activated in ATLAS and updated to track key management actions/events.

<u>Annually</u>

Annual Review Report: An Annual Review Report will be prepared and shared with the Project Board. As a minimum requirement, the Annual Review Report will 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.

Evaluation

A formal UNDP evaluation *may* be conducted at the end of this project.

Quality Management for Project Activity Results

OUTPUT 1: Administrative procedures in the PM's Office are reformed		
Activity Result **Atlas Activity ID**	Activity Result 1: The quality of operations in the PM's Office are increased	Start Date: June 2011 End Date: June 2012
Purpose	The purpose of this activity result is to offer CoM technical assistance to improve management and functioning of daily processes for enhancing the efficiency of its services	
Description	The activity result will enhance the efficiency services offered by the administration of the CoM	
Quality Criteria	**Quality method**	**Date of Assessment**
Enhanced efficiency of services	Evaluation of the degree of professionalization of services that are offered	2nd and 3rd quarters

VI. LEGAL CONTEXT

This document will be signed by the Government and UNDP, and it constitutes a Project Document as referred to in the CCPD and SBAA and their provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

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;
Assume all risks and liabilities related to the implementing partner'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.

UNDP Resident Representative alone can make project revisions with regard to budget and timeframe. On substantive revisions, the approval and signature of Government will be required.

The implementing partner 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: An assessment of risks that may affect the project should be conducted
during the formulation

RISK LOG

#	Description	Date Identified	Type	Impact & Probability	Counter measures / Mngmt response	Owner	Submitted updated by
1	Delays in the contracting process of the international consultant and the law company	Prior to project beginning	Operational	Probability: 3 Impact: 3	Use all the possible sources to identify the expertise that is needed for this project	Project Board	Project Assurance