Contracting Authority:
European Union Delegation to Albania

<table>
<thead>
<tr>
<th>Title of the action:</th>
<th>Supporting Social Inclusion of Roma and Egyptian Communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of the action:</td>
<td>Albania (Tirana, Berat, Korca &amp; Vlora)</td>
</tr>
<tr>
<td>Name of the applicant</td>
<td>UNDP Albania</td>
</tr>
<tr>
<td>Nationality of the applicant</td>
<td>International Organisation</td>
</tr>
<tr>
<td><strong>Applicant's contact details for the purpose of this action</strong></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Postal address:</strong></td>
<td></td>
</tr>
<tr>
<td>Rr. Papa Gjon Pali II, ABA Business Center, 6th Floor, Tirana,</td>
<td></td>
</tr>
<tr>
<td>Albania.</td>
<td></td>
</tr>
<tr>
<td><strong>Telephone number:</strong> (fixed and mobile) Country code + city</td>
<td></td>
</tr>
<tr>
<td>code + number</td>
<td></td>
</tr>
<tr>
<td>355 42 276600</td>
<td></td>
</tr>
<tr>
<td><strong>Fax number:</strong> Country code + city code + number</td>
<td></td>
</tr>
<tr>
<td>355 42 232075</td>
<td></td>
</tr>
<tr>
<td><strong>Contact person for this action:</strong></td>
<td></td>
</tr>
<tr>
<td>Zineb Touimi Benjelloun</td>
<td></td>
</tr>
<tr>
<td><strong>Contact person's email:</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Z.Touimi-Benjelloun@one.un.org">Z.Touimi-Benjelloun@one.un.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td></td>
</tr>
<tr>
<td>Rr. Papa Gjon Pali II, ABA Business Center, 6th Floor, Tirana,</td>
<td></td>
</tr>
<tr>
<td>Albania.</td>
<td></td>
</tr>
<tr>
<td><strong>Website of the Organisation:</strong></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.undp.org.al">www.undp.org.al</a></td>
<td></td>
</tr>
</tbody>
</table>

Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in case it cannot contact an applicant.
# Table of content

**The action** ....................................................................................................................................... 4

1.1. Budget of the action, amount requested from the Contracting Authority and other expected sources of funding ......................................................................................................................... 4
1.2. Description of the Action .............................................................................................................. 4
1.3. Applicant's experience of similar actions .................................................................................... 28
1 THE ACTION

1.1. BUDGET OF THE ACTION, AMOUNT REQUESTED FROM THE CONTRACTING AUTHORITY AND OTHER EXPECTED SOURCES OF FUNDING

The total cost of the action is 1,695,000 EUR.
The amount requested from the Contracting Authority is 1,500,000 EUR.
Other expected sources of funding are UNDP for 150,000 EUR and the Albanian Government for 45,000 EUR. The contribution from the Albanian Government is confirmed in the Financing Agreement signed with the European Commission on 30 November 2011. An operational agreement between UNDP and the Albanian Government will set the details for the contribution to be provided by the latter.

1.2. DESCRIPTION OF THE ACTION

1.2.1. Description

Roma in Albania are recognised as a ‘linguistic’ minority, a second-tier status compared to ‘national’ minorities (Greeks, Montenegrins and Macedonians). Unlike Roma, Egyptians have not been attributed a minority status under the rationale that they have not preserved their identity (i.e. language) and tend to identify themselves as Albanians. Regardless of their recognition as a minority, Roma and Egyptian (here following "R&E") are both marginalised and socially excluded communities. Both communities in Albania live at the margin of poverty due to a long-standing and two-fold social exclusion. The majority of the population views them as second-class citizens due to their low levels of education and their poverty, and due to prejudice against non-white people. The causes of poverty and social exclusion for Roma and Egyptians in Albania are poor income and living conditions, lack of access to public goods and services such as healthcare and public education, the labour market, etc. Services provided by the government have not adequately responded to the diverse needs of these communities. As a result, the level of poverty in these communities is estimated to be four times higher than that of other parts of the population.

The findings of the national vulnerability study on “Social Vulnerability of Roma in Albania of 2006” show that Roma face additional vulnerabilities besides prejudice and direct discrimination, such as a low chance of acquiring higher education due to poorer knowledge of majority language, fewer opportunities on the labour market due in part to poorer educational achievements, etc. As a result of the multiple dimensions of their poverty and social exclusion, R&E do not have sustainable formal income and employment security; they lack access to public and social support services, resulting in them living in deplorable conditions. A 2005 World Bank study on “Roma and Egyptians in Albania: From Social Exclusion to Social Inclusion” reveals that of total household expenditures, food constitutes 71% for Balkan Egyptians and 64% for Roma. As Roma and Balkan Egyptians have few opportunities to engage in formal employment, they rely on casual work and informal sources of income such as second-hand clothes trade, can collection and begging.

Roma and Balkan Egyptian civil society has been growing during the past year taking over a more active role in representing the voice of Roma and Egyptian communities. There are no exact data, but various sources mention that there are over 15 Roma Non Governmental Organizations (NGOs) and more than 10 Egyptian NGOs operating in Albania. Though most of the Roma NGOs are based in Tirana, some of them have branches or affiliates in the regions. Generally, Roma NGOs seem to be more involved in discussions and activities with public authorities at both central and local level, and there is a Roma Strategy and Action Plan on the Roma Decade for them.

In contrast, few Egyptian NGOs or representatives are engaged in civil society activities. Recently a network of 8 Egyptian NGOs circulated a call to Government and donors to refer to them as “Egyptians of Albania”. The call also insists that they be recognised as an ethno-cultural minority and not linked with the Roma. The Government’s policy via the National Action Plan on the Roma Decade targets only Roma and not Egyptians, though on a few occasions some government decisions have
been addressed to Egyptians as well. Several international institutions, inter alia the Council of Europe, the European Union, Roma Education Fund, etc., when referring to Roma communities, usually also include Ashkalia, Sinti and Egyptians.

There are no official statistics on the number of Roma and Egyptians in Albania while various sources provide different data. The Roma communities are considered in the range of 90 000-120 000 whereas the Egyptians declare that their number is over 200 000.

There is a recognised need for further strengthening of Roma and Egyptian civil society, to raise their capacities in preparing and implementing projects benefitting their communities, to enhance their partnership with other civil society organisations and to give them a more powerful voice in the national and local development processes.

R&E people, as economically marginalised persons, have limited entrepreneurship experience and opportunities. Although some of them have vocational skills, they often lack business and management skills, making it difficult for them to successfully establish their own businesses. Many R&E lack sufficient capital to cover the initial cost of business start-up and lack the collateral necessary to secure loans. R&E entrepreneurs tend to operate from home or in the street, relying on inadequate tools and equipment.

The Albanian Government has since 2003 adopted a National Strategy for Roma and in 2008 joined the Decade of Roma Inclusion Declaration. In 2009, a National Action Plan for Roma was approved aligning the Strategy with the commitments under the Declaration. The Action Plan sets six priority areas including education, employment, health, housing, cultural heritage and equal opportunities, to be implemented and achieved by 2015. Despite the political commitment expressed, the state budget has provided very limited financial resources for implementation of the National Action Plan and there needs to be a better monitoring and reporting mechanism at central and local level government.

The Technical Secretariat for Roma is responsible for coordinating implementation and monitoring of the Strategy and Action Plan for Roma and is currently establishing a monitoring and reporting system in collaboration with Focal Points for Roma in line ministries and Regional Councils, with UN support. However, the Technical Secretariat is still lacking capacity in terms of coordination, data collection and analysis, planning, reporting, monitoring and documenting actions. There is also a recognised need for capacity development support to make the Roma Decade National Action Plan operational at the local (municipality/commune), regional and national levels. This project will assist the Roma Technical Secretariat and implement concrete actions in support of the Roma Decade and Action Plan directly benefitting R&E Communities and civil society.

The Ministry of Labour, Social Affairs and Equal Opportunities (MoLSAEO), through the Directorate of Cross-Cutting Strategies, in which the Roma Technical Secretariat is located, will be directly involved in the overall management of the Project.

**Overall Objective**

The overall objective of the project is to contribute to the social, economic and political empowerment of Roma and Egyptian people in Albania.

**Project purpose**

The project purpose is the further improvement of social inclusion of most vulnerable communities consisting of Roma and Egyptians in Albania, with focus in the regions of Berat, Korca and Vlora.

This will be achieved through the improvement of living conditions of R&E Communities through Community Upgrading Projects (CUP); capacity building activities aimed to R&E civil society organizations (CSOs); support measures targeting R&E entrepreneurs; and assistance to the Roma
Technical Secretariat of the MoLSAEO. All of the above will be supported by a comprehensive communication and visibility strategic plan.

The methodology selected is based on hands-on support to active participation in community activities and businesses required and selected by the beneficiaries. Through this choice it has been calculated that the impact will be stronger and the interest of different stakeholders higher and more sustainable in the long term.

**Expected results**

The expected results fall in five areas, identified and included as such in the action plan. The outputs will be measurable and with immediate effect on the beneficiaries, especially the components of community projects and the support for the R&E entrepreneurs. The impact has also been forecasted to increase the capacity of the R&E CSOs in the political and legal context at the national and local level.

More in details, the results of the project affecting the target group, are expected to be the following:

1. Increased participatory local planning materialized in nine community development projects. Those projects will be identified and prioritized by local R&E Communities and implemented at local level. The equal representation of women and men in this process will be a basic condition;
2. Capacity of civil society organisations to combat discrimination increased, and their capacity to successfully participate in national and international financial support schemes improved;
3. Increased income generation by newly-established as well as reinforced pre-existing businesses run by Roma / Egyptians;
4. Increased capacity of Roma Technical Secretariat to monitor implementation of the Roma Strategy and the Roma Decade Action Plan strengthened;
5. The results from communication campaign will include: 5.1 the profile of R&E communities improved, and 5.2 increased awareness of R&E community members about policies, strategies and instruments for their social inclusion

**Activities**

The project will be implemented by UNDP who will be entrusted the EU funds through a standard Contribution Agreement (under the joint management mode pursuant to Article 53 of the Financing Regulation and the corresponding provisions of the Implementing Rules). UNDP will implement the Action in line with its governing rules & regulations.

UNDP is already providing longstanding significant assistance and institutional strengthening related to the rights of R&E Communities in Albania and therefore the organisation’s expertise in the field is considered of added value to this project.

The project is built upon the project cycle management approach and is composed by six work packages, as mentioned below:

1. Establishing the project Management structures and procedures
2. Developing participatory local planning and small scale infrastructure projects
3. Strengthening civil society capacity to combat discrimination
4. Job promotion for R&E Communities
5. Providing support for the implementation of Roma Strategy and Decade Action Plan
6. Preparing and implementing the visibility and communication campaign aiming to: 6.1. raise the profile of R&E engagement in community projects, business as the best way to combat discrimination. 6.2. raise their awareness about social inclusion.
Each work package is further detailed in specific actions.

**Work Package 1 - Establishment of the project Management structures and procedures**

Immediately after the signature of the Contribution Agreement, UNDP will start the recruitment of the project staff, establishment of the project management procedures and protocols, accounting procedures and financial management and the reporting lines. To allow these steps, it is agreed that the official implementation period will be started with an Administrative order about 1 ½ month after the signature of the Contribution Agreement.

Results: Core project staff hired (Programme Manager, 3 Community Coordinators, Finance Assistant and Programme Assistant), Start – up project management procedures activated.

**Work Package 2 - Participatory local planning and infrastructure supported projects**

The goal of this work package is to increase the participation of the R&E Communities in the local development agenda and to have strategic development plans implemented in the locations of Berat, Vlore and Korca.

Up to date a model of participatory planning has been introduced in the local government units where important vulnerable Roma community reside (Tirana, Durres, Fier and Elbasan). The approach relies on the mobilization of local communities into community-based organizations (CBOs) which function as open community fora, where local needs are prioritized and relevant actions are implemented in partnership with respective local authorities. This helps to identify and agree on priority local infrastructure projects in both hard and social infrastructure (Community Upgrading Projects – CUPs), including road rehabilitation, bridge reconstruction, sewage systematization and construction of community centres with kindergarten and health facilities.

To make sure the investments remain sustainable after the end of the project, the partner local government units of the regions of Berat, Vlora and Korca will be required through a Memorandum of Understanding (MoU) to take over the projects once they are completed and provide related contribution to be defined.

The Roma Progress Report 2010 will serve as a strategic input for the identification and selection of the priority areas of intervention. At national level, twenty-three small scale infrastructure projects have been implemented during the year 2010 in R&E Communities, with a special focus in water supply and sewage sectors (Tirana 1; Vlore 2; Berat 2; Fier 3; Elbasan 1; Korca 1; Lezhe 6; Durres 6; Shkoder 1). As a result of these projects, 1,710 families in the national level benefited with improved water supply and sewage system (disaggregated by qarks: Korca 300 families; Elbasan 100; Lezhe 250; Durres 600; Berat 40; Fier 100; Vlore 320 families).

The detailed activities of this work package are:

**Act. 2.1. Rapid Assessment of Potential Intervention Areas**

The project team will:

- prepare the methodology of assessment, and
- conduct a rapid assessment to identify the project intervention areas in each of the three regions (Vlore, Berat and Korca).

The result will be comprehensive analysis indicating for each region the area of intervention, the target group assessment, identification of self-help actions and the cost-benefit analysis of each component.

**Act. 2.2. Community mobilization activities**
The project team will coordinate the needs analysis, planning, monitoring and evaluation of the ideas produced by the target communities the project is working with, through workshops and meetings.

Apart from the identification of CUPs, community mobilization will promote self-help activities, involving local human resources on a voluntary basis to the benefit of living condition of the community. They will consist of different types of gatherings and events in sport, art, culture, etc.

These activities will contribute also to other program results as they will increase awareness, capacity and life skills of the participants. At the same time these activities would encourage the feelings of community belonging and the value of volunteering to support community priorities.

The following community events may be organized in each of the regions:

- Three sports/youth activities;
- At least two education promotion activity (youth literacy course, books reading sessions, women & children health information sessions) per region organized by community volunteers;
- At least one culture activity / year (theatre, music, dance and/or drama performance) aimed at raising awareness on a certain issue or problem identified during the community mobilization meetings;
- Periodical cleaning and greening of selected neighborhoods as required together with educational activities on the need of safe, clean and healthy environment.

Promotion of human rights and the principles of non-discrimination, rights of children, persons with disabilities and elderly, equality between men and women will be at the basis of community mobilization efforts at the local level. In this context, specific efforts will be devoted to ensure women participation in all activities at the local level. Specific activities to advocate on gender equality and respect for the rights and dignity of women and girls at the community level will be organized every year in the three project regions.

These activities shall be conducted in partnership with local governments, other NGOs and community based organizations. They will be properly included in the Visibility & Communication campaign and proper resources will be allocated in order to increase their impact to the general public at large.

Act. 2.3. Reinforcing of R&E representation in the Local Government Level

At local level, the activities will focus on improved representation of R&E Communities in the local government decision-making level and on improved monitoring by these communities on identified development issues. This will be achieved through:

1. Facilitation of the establishment and sustaining of three Regional Coordination Committees including representatives of local R&E Communities, to monitor the implementation of the project and, on completion of the project, the implementation of local development plans and of the Roma Strategy and National Action Plan on the Roma Decade (identification, financial planning, implementation);

2. Preparation and implementation of four training sessions (one for each project region and one for central government officials in Tirana) on anti-discrimination, minority rights and intercultural education for local and central government representatives.

The final results will be one Regional/Municipal Coordination Committee per selected area established, including representatives of local R&E communities, and four training sessions delivered.

Act. 2.4. Preparation & Signature UNDP – Local Governments Memorandum of Understanding (MoU)

The activity will include the preparation and signature of the MoU specifying the modalities of collaboration during the preparation of the Community Development Plans and the Community
Upgrading Projects, where a very important component will be the sustainability after the IPA funding is over.

UNDP has already been working closely with the local government in those regions as well as with representatives of the R&E Communities. Through the MoU, UNDP will aim to involve institutionally the selected local government (LG) in the development of community projects through a participatory approach.

Result: 3 MoU prepared, agreed and signed.

Act. 2.5. Design & Implement R&E Community Development Plans

The next step will be the support of the selected target group through capacity building programs on: a) community mobilization, b) self-help and advocacy, c) partnerships with local government and d) development planning.

This activity will aim to facilitate the dialogue of local government with R&E CSOs through participatory planning exercises and selecting the projects to be supported at the local level. This will be achieved through facilitation of discussions for the preparation of the three-year community development plan in each of the selected regions; training to local government officials in Berat, Korca and Vlore on participatory local planning, and active support to CBOs in the selected regions.

The result will be the preparation of a Three-Year Community Development Plan for each locality selected.

Act. 2.6. Identify, Select & Implement Nine Community Upgrading Projects

Based on the Community Development Plans and the agreement reached for priority interventions in the different target areas, a number (nine) of Community Upgrading Projects (CUP) – with an average value of EUR 50,000 per project – will be identified for implementation. The relevant technical documentation will be prepared by the benefitting local government unit. These projects may include both hard and social infrastructure including road rehabilitation, bridge reconstruction, sewage systematization and the construction of community centres with kindergarten and health facilities.

The technical section of the local government units involved will be in charge of developing the technical designs taking into account and reflecting the local and regional regulations, development strategies, any investment plans and the relevant legal framework. UNDP will provide all the necessary assistance and expertise for supporting the preparation of the technical designs of the CUPs and will approve the final package. Alongside the facilitation of agreement between communities and local government units, the UNDP technical assistance will include mainly the preparation of the Terms of Reference for Works / Equipment / Supplies / Services to initiate the procurement process.

The implementation will be in partnership with local government of each region. UNDP will undertake the due procurement action and will be responsible for the bidder selection, contract signature, implementation, payments, monitoring, reporting and closure of each of the CUPs.

Work package 3 - Strengthening civil society capacity to combat discrimination

This work package will focus on the capacity building of the R&E NGOs as well as on the awareness raising on how to combat discrimination against R&E Communities. The expected results will be translated in better-run organisations having access to an extended base of potential funding sources where the R&E NGOs may submit high-quality applications.

The strengthening of capacity of R&E NGOs and NGOs specialised in R&E Communities will consist of capacity building of selected individuals and the organisational development of selected CSO applied to the preparation and implementation of the small grant application scheme.

While a carefully designed screening process will identify the individuals that will participate in the project, during the implementation of the UN programme “Empowering Vulnerable Local
Communities in Albania”, UNDP has identified key NGOs that cover the R&E communities in Berat, Korca and Vlora.

In Berat, “Shoqata Romet e Bashkuar” deals mainly with socio-economic projects, the CSO "Sfinks" covers cultural activities and the "Instituti per Bashkepunim dhe Zhvillim" is currently implementing a World Bank funded project on vulnerable communities' employment affecting 284 actively-employed R&E women.

In Korca the NGOs "Disutni Albania", "Amaro Drom", "Amaro Dive", "Romet per Integrim" are active on social activities, "Romani Baxt", "Amarea Roma", "Roma Active Albania" and "Mbrojtja e Levizjes Rome" on legal issues and political representation of Roma minorities.

Two Egyptian NGOs are active in Vlora, while Roma communities here are mostly represented by branches of national Roma NGOs.

The detailed activities of this work package are:

**Act. 3.1. Assessment, Capacity Building & Networking of NGOs in each target region**

This activity will consist in the “Assessment of Capacity & of Training Needs of R&E NGOs” on issues like project proposal writing, fundraising and sound project management, based on the PCM.

This will result in a definitive list of NGOs active in each region, completed by their profile, field of expertise, human resources and financial situation.

The next stage will be the delivery of capacity building exercises to the selected NGOs on identified themes. On the basis of the capacity and training needs assessment, training programmes will be developed and implemented by specialist technical assistants working directly with R&E NGOs, in the form of a) in-class trainings, and b) on the job training (including training on Project Cycle Management, the Guidelines for Applicants, Grant Application Format and the Budget Breakdown);

**Act. 3.2 Support collaboration of R&E NGOs and non-R&E NGOs**

In order to increase the mutual trust and exchanges among R&E NGOs and non-R&E NGOs a “Bank of Ideas” will be organized at the end of the first year of project implementation. The objective of this activity will be the promotion of cooperation of R&E NGOs and non R&E NGOs in a spirit of trust and collaboration for projects of common interest benefiting local communities.

An Evaluation Committee composed of UNDP, local government representatives, local coordinator of the region and NGOs representatives will be established and select the three best proposals, if possible one per each target area. A selection procedure pack, including the quality criteria for the grant award, will be established and applied. The three best proposals from the “Bank of Ideas” will be funded with an average amount of 12,000 Euro and promoted by the project.

**Act. 3.3 Preparation & Launching of the Small Grant Program**

Following the implementation of the trainings programmes targeting R&E NGOs, a small-grant programme will be developed. The priority areas identified during the previous stages will be the background for enabling direct interventions implemented by the R&E NGO. An open call for proposals will be launched and up to fifteen grants between 5,000- 12,000 Euro each will be selected for funding.

The Small-Grants Application Pack will be built in such a way as to take into account the result of the scoping exercise referring to sectors of intervention and the profile of the targeted NGOs, their administrative capacities, the activities to be supported, and the evaluation scores. Basic eligibility conditions such as: registration as a legal person, a certain amount of turn-over and 1-3 years of expertise shall be respected. The final draft of the Application Pack will be consulted with the stakeholders.
UNDP will manage the grant allocation process until the end. The final result will be the signature of some 15 grants contracts between EUR 5,000 and EUR 12,000. At least 2 proposals for region will be will be part of those supported. The projects will be monitored regularly; they will report and will be properly evaluated.

**Work package 4 - Job Promotion for R&E Communities**

The labour market in Albania offers limited opportunities for youth in general and R&E Communities in particular. A low level of skills, coupled with low levels of educational attainment, positions them rather unfavourably in securing a positive labour market outcome. Self-employment and the set up of micro and small enterprises represent important occasion of income generation as well as in economic and business development activities.

However, the R&E Communities face obstacles while setting up or running a business. This component aims to focus on the private initiative in order to support it through market-mechanisms. It will target mainly young individuals without leaving aside the women sub-group.

The activities of this work package would aim to support young R&E people to set up and run profitable businesses.

The detailed activities are composed by: a) economic & business assessment of R&E Communities & actors, focussed on income generation & social inclusion, b) business development covering the start-ups and the existing ones, c) the employment component including VET and other facilities, and d) support to the above through coaching, monitoring and re-calibration to ensure their sustainability after the end of the project.

**Act. 4.1. R&E employment and business assessment**

The goal of this action would be to obtain a clear and all-comprising view of economic and business environment surrounding the R&E economic communities, the main R&E business actors, their profile and the kind of support to offer to them. This assessment will be based on two pillars of income generation: the employment and the business activity. Both will be analyzed as a main vector of social inclusion.

Initially the assessment methodology will be constructed, based on a questionnaire and individual interviews. Then the project team will go in the field to gather the data. All relevant stakeholders will be questioned including employers, businesses, individuals, VET schools, local government, Chambers of Commerce, etc. The data gathered will be analyzed in order to produce an as faithful view of the reality as possible.

The final document will provide a detailed view of the main sectors where R&E Communities and businesses are active, the constraints they face in their work, suggest ways to overcome them, the needs of the R&E selected individuals employed or not, the needs of employers (R&E or not) and also propose different and innovative ways of tackling those issues. On the basis of this document, the initial action plan will be reviewed and adapted within the framework of the project as signed with the EU.

**Act. 4.2. Supporting & Coaching R&E Business**

Initially business development training will be offered to about 60 carefully involved and proactive individuals from R&E community that demonstrate an overall suitability and motivation to enterprise set up. The training will be focused on: basic numeracy/literacy and entrepreneurship skills and will aim to provide selected R&E youth with guidance in exploring self-employment options and understanding the steps involved in starting a business. At the end, about 20 participants will be selected on the basis of their entrepreneurial potential, expressed through the submission of a business idea and the assessment of the business idea by the business support expert and the project team.
Recognizing that the operation of micro and small enterprises by the R&E Communities in the informal economy limits their ability to realize full potential both in terms of profitability and employment, a modified form of support is envisioned for such informal sector enterprises. The intervention will aim at their formalization and it will comprise a short training programme on businesses planning and management as well as assistance on business registration.

Furthermore support will be provided in the expansion and/or strengthening of pre-existing handicraft businesses as well as other viable businesses (e.g. recycling) run by R&E people, keeping in mind the need for equitable distribution of support to women and men. Based on the R&E Business Strategy a selected number of R&E owned companies will be selected for support. The goal would be to sustain their economic momentum and if possible, increase their turnover with the view of employing more R&E community members and increasing the revenue pertaining to the community.

The support to the selected businesses will take the form of administrative and legal assistance with all issues affecting the normal running of the business including, but not restricted to, relations with the tax administration, commune administration, employment office, etc. Particular attention will be paid to their proper financial management and relations with the credit organizations. For selected start-up and / existing companies support kits containing needed equipment will be procured and provided by the project.

After the identification of the support recipients, ongoing assistance will be provided to them to renew technical tools (quantification and evaluation of needs budget, quantification of the total and per business) and skills and to help them develop their business management skills. The beneficiaries provided with entrepreneurship skills but lacking vocational skills will benefit from appropriate vocational trainings courses as well. 30 entrepreneurs (20 new businesses and 10 artisan/handicraft businesses) will be supported with start-up kits to be procured by the Project and to be given for free.

The final result of this activity will be better run, more visible and more prosperous R&E owned businesses. Their employment figures are expected to be higher as well following contributions by the project.

The next step in supporting the R&E private initiative will be the marketing of selected R&E products resulting from the business activities identified above. The participation of R&E businesses in networks and in national and international sector organizations will be promoted and supported with regard to their sustainability in the long-term.

Act. 4.3. Promoting Employment

This activity will aim at the increasing and improving the supply as well as meeting the requests of the demand side of employment. From the supply side the VET component will be of paramount importance. Previous projects of UNDP have found that the level of skills and training differs within the members of the community. In order to address these differences and to increase the overall average, the assessment and the recommendations to follow will be based on the following specific target groups: unskilled and untrained, as per employment status, self-employed and students and university graduates 1 as identified in the previous UNDP project "Rapid Assessment for Accommodating R&E Communities in the Labour Market"[i]. Training support measures will be

---

1 The level of skills and training differs within the members of the R&E Communities. In order to address these differences, the assessment and the recommendations to follow are based on four specific target groups:
- Unskilled and untrained
- Previously or recently trained
- Self-employed
- Students and university graduates

In the first group are all of the individual in the Roma and Egyptian communities that have no formal training, be that formal education or professional training. The second group is that of previously or recently trained. The third group is that of self-employed, which includes individuals that have small businesses and often informal, or who conduct activities for their own account in their own homes. The fourth group is that of students who are currently studying at a university or those who have already graduated from a university.
adapted to each sub-group. Also partnership will be created with VET schools (public and non-public) located in the region. At the successful completion of the VET course the R&E individuals will be supported with personal set of professional tools to assist them to enter the labor market.

From the demand side, a very important component will be on-the-job training and the promotion of the R&E community towards employers located in the target areas. Here measures facilitating training and employment of R&E individuals will be designed and applied as applicable.

The final result of this activity would be about 60 individuals supported in skill-development and VET.

**Act. 4.4. Monitoring & Re-calibration of Support**

Throughout the timeline of this active labour market measure, monitoring of the performance of career development of selected individuals, of self-employed women and men and micro-enterprises will take place. The evaluation will be carried out against pre-established targets. Special attention will be paid on how to ensure the sustainability of the business projects after project completion.

For each target a Follow-Up & Monitoring Fiche will be drafted where the relevant parameters necessary to understand and observe the situation of the beneficiary will be described. This will be followed by field visits, interviews, and simple meetings on the ground. Where necessary the support will be re-designed to better fit the profile of the beneficiary and the changes in the outside environment. This approach will be participatory and will be based on the real needs of the beneficiary.

**Work package 5 - Providing support for the implementation of Roma Strategy and Decade Action Plan**

The 5th work package will deal with the political and institutional environment affecting R&E target groups in Albania. It will be focussed in the central government level and will target national R&E structures as well as the local ones.

The detailed activities are:

**Act. 5.1. Supporting the MoLSAEO and the Roma Technical Secretariat**

MoLSAEO is in charge of the policy making with relation to Roma and Egyptian communities. While the Roma Technical Secretariat is the body established for coordinating with MoLSAEO the implementation and monitoring of the policies affecting Roma community.

At the national level, the actions will aim to strengthen the capacity of the government to monitor implementation of the Roma Strategy and Roma Decade National Action Plan. The Inter-ministerial Committee members will be trained through training sessions that will be delivered with focus on policies and measures promoting the vulnerable groups. The Project will also support the establishment of a data collection system at the local level (in the three project regions) with disaggregated data on Roma and Egyptians to assist local level monitoring and reporting. Technically it will be a web-based reporting and monitoring system, which will be utilized by Roma Technical Secretariat. The system will be designed to provide the following functions:

- Data collection: an interface will be available for entering data for each data collection unit type. Data collection units are: schools, health centers, MoLSAEO local units etc. Reporting system: an interface will be available for accessing pre-calculated reports and indicators. The user interface shall offer the capability to modify existing reports and even create new reports from scratch.
- User management: an interface will be available to add, modify, activate, de-activate the users of the system, according to pre-defined security policies.
- Access control: an interface will be available to control access to different parts of the system, according to pre-defined security policies.

The project will support the training, on an annual basis, of local potential users of the system, so that web-based reporting and monitoring system is also duly utilized by the relevant local stakeholders. Sustainability of the full data collection (entry) on the local level will be ensured through the involvement and support of the local governments. Initially the project will envisage including this action in the MoUs so as to enable the local actors to become responsible for the data of activities occurring in their territory.

In the event of Roma Technical Secretariat is further upgraded and expanded within the hierarchy of MoLSAEO, technical expertise will be provided to review the new functions and develop capacity building programmes needed to perform the new mandated tasks.

Though the project will be implemented by UNDP, the Roma Technical Secretariat, as the main government partner in the project implementation, will receive technical support on issues related to project management cycle, with the aim of increasing their capacities in the management of donors support projects.

Act. 5.2 Supporting the Anti-Discrimination Commissioner

The action will support the Office of the Anti-Discrimination Commissioner (ADC) to promote the democratic values of non-discrimination, tolerance, understanding and support among R&E Communities and Albanian civil society more broadly.

Capacity support will be provided to the ADC Office on issues related to the protection of R&E rights from any form of discrimination. As R&E population are among the groups that are quite often subjected to various forms of discrimination, the ADC Office will be assisted to outreach these groups, spread information on the minority rights and the protection provided by the antidiscrimination law.

Training on minority rights and diversity of values will be provided to ADC staff to support the overall efforts of mainstreaming minority rights in the policies and procedures of the institution. The ADC Office will be assisted to develop an outreach plan to inform the R&E population on the mandate of the institution and the use of complaint and redress mechanisms. 6 public information events (2 per region) will be organized with the assistance of the project team.

In the support to be provided to the ADC Office, an “How to” manual will be developed as a practical tool to support relevant staff in receiving filing and responding to the complains. In a parallel process the ADC Office will be assisted in updating the standard complain format with user friendly information in order to facilitate the process of filling the required information by R&E citizens.

Work Package 6 - Awareness Raising & Information Campaign

This WP covers the specific communication, dissemination and knowledge management activities of the project, in order to secure that outputs and results of project are disseminated in an effective way.


The WP will be based on a Communication Strategy and Plan (CS&P). The CS&P will be prepared immediately after the signature of the project and will serve as the roadmap to the information & dissemination component of the project. The Communications Strategy will briefly summarize the objectives, target audiences, the communications channels as well as a plan to implement the strategy.

The CS&P will specify the information and communication tools to be used for implementing a comprehensive educational awareness and advocacy campaign focusing on the rights and values of R&E in Albania as well as for disseminating and informing about the results of the Action.
Act. 6.2. Implementing a national education awareness and advocacy campaign

This component aims at increasing public awareness on the rights of R&E communities and advocating and promoting their acceptance and integration in the society away from any form of discrimination. Innovative ways of promoting R&E positive examples and role models will be identified and made use of in the overall communication plan.

The communications strategy will also highlight involvement of high profile personalities from Albania to serve as Goodwill ambassadors to advocate for Roma rights and their inclusion in society. The target group of this campaign will be the general Albanian public all over the country, government institutions, civil society organizations, academia, and media. Media will be a very important target and communication channel on focused on themes anti-discrimination and human rights protection.

A specific part of the communication strategy will be fully devoted to the dissemination of the action results among the local communities and other stakeholders. This will be duly crafted not only to show past efforts and positive progress, but at the same time to assist mobilization of activists and volunteers to partner in the action implementation activities. Partnership with R&E CSOs is considered as very important contributing to the profile-raising of R&E values and cultural traits.

The communication outputs and relevant indicators that the projects can plan are the following:

- A high profile media event to launch the project and to highlight its objectives, partners etc.
- Two public events on progress and results delivered by the project. Two media training sessions on how to report on Roma related issues to be organized. Here the United Nations Press Club will be intensively involved.
- 2 Photo brochures to be produced.
- One project general brochure to be produced and distributed
- One TV/radio/web streaming broadcasted
- Two Talk Shows featuring successful Roma to be organized in two popular TV channels with national coverage.
- Three press trips to project areas to be organized.
- Social media like Facebook, Twitter pages to be used to disseminate project results.
- A video documentary bringing Roma voices (project beneficiaries), to be produced.
- At least a story about the project per quarter to be posted at the UNDP website and sent out to partners via email alerts.
- Three events involving school students to be organized.

1.2.2. Methodology

_the methods of implementation and reasons for the proposed methodology;

The selected methodology combines capacity building on individual and organizational level, with financial and political support to both selected local and central government so as to ensure the sustainability after the funding ends. All three pillars interact during the whole duration of the project and are designed as such as to produce tangible and measurable results.

The CSO capacity building has been designed to be exercised and tried in real life situations of:

- a) local planning, including the design, implementation and evaluation of community projects,
- b) identification of high potential individuals and their support through coaching,
c) identification of new sources of finance and programmes adapted to R&E communities and help to
them prepare quality proposals,

d) support to R&E CSO to actively participate in national and regional forums and policy-making
forums.

Each component has been carefully drafted to include the individual dimension in the organizational
and political component. Hence the project has adopted this three-pronged approach targeting high-
potential individuals, successful businesses and government (being it local and or national). The
political support is necessary for the integration of the R&E communities in the regional and national
policy-making mechanisms. The local government has been involved through the joint-planning and
implementation of the Community Small Projects as a part of the three-year community development
plans. The national level is involved through the implication of the Roma Technical Secretariat in the
project.

The financial support is represented through the competitive grant allocation scheme directed both to
the R&E CSO. By earmarking certain amounts to finance the community projects, the project makes
possible the reinforcement of the capacity building effect through real-life situations where the
beneficiaries have to compete and contribute themselves to see their projects implemented. By doing
so, they will be equipped and get the necessary skills to compete in the other situations where the
playground will be open to other actors as well.

An important methodological angle of the project will be the development of common instruments &
tools to be used for the, a) assessment, b) training and c) project development taking place in different
work packages. The assessment used in work-package 2 will include elements that will be used in
other activities to be carried on under other work-packages. At the same time, training sessions will be
built-up with modules that can be inter-changeable and used in different training sessions not-
withstanding the module.

where the action is the prolongation of a previous action, explain how the action is
intended to build on the results of this previous action. Give the main conclusions and
recommendations of evaluations that might have been carried out;

The proposed EU funded project is closely linked and coordinated to the July 2010 - July 2013 United
Nations (UNDP, UNICEF, UNFPA) project on empowering vulnerable communities of Albania,
worth around 2 million EUR which supports participatory planning, access to rights (service
provision), and institutional strengthening in Tirana, Durres, Elbasan and Fier, as well as institutional
strengthening of central government. The proposed EU funded project would carry out some similar
activities in three other regions Vlore, Berat and Korca, as well as continuing and complementing the
work of the UN project with the central government.

Between 2008 and 2010, the United Nations Development Programme in Albania and United Nations
Volunteers provided direct assistance to vulnerable ethnic minorities worth around 630 000 EUR to
partner with relevant organizations and government institutions at the regional level to assist
partnership building to address development priorities, implement pilot infrastructure projects and
mobilizing communities and a broad range of NGO partners. Between 2006 and 2008, the United
Nations Development Programme in Albania supported minority rights capacity building and
advocacy, raising awareness and building knowledge on Roma and Egyptian rights among the
majority (worth around 20 000 EUR). In 2007, the United Nations Development Programme in
Albania supported the preparation of a Progress Report (worth around 48 100 EUR) on the
implementation of the Roma Strategy, which identified key problems and produced a manual with
concrete guidelines to address these problems.

In addition, in 2010 the Institute for Democracy and Mediation, with the support of UNDP Albania,
conducted a CIVICUS Civil Society Index for Albania, which charts civil society development and
assesses the capacity of the sector to meet Albania’s development challenges and societal expectations
from this sector. This will provide a good general baseline for the project in the activities targeting
where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project. Please specify the potential synergies with other initiatives, in particular from the European Union;

The European Union is currently the most important international donor to civil society. Since 2001 the European Union has provided approximately 900 000 EUR to projects addressing the needs of the Roma/Egyptian communities under both the European Instrument for Democracy and Human Rights for Albania "Country Based Support Scheme" and under the CARDS and IPA instruments. Currently four projects in support of Roma / Egyptian are under implementation totaling EU contribution of about 700 000 EUR.

Also with EU funding under the IPA 2010 Regional Initiative for Roma Integration in the Western Balkans, OSCE / ODIHR is going to implement the Project "Best Practices for Roma Integration" (BPRI), worth 3 million EUR. The project will last 21 months and is expected to be finalized by the end of 2013. The project aims at improving the quality of life and access to rights of the Roma, Ashkali and Egyptian communities in the Western Balkans and also intends to work with Albania in order to: 1) develop a regional capacity-building programme targeting a selected number of Roma groups/settlements and relevant local and regional authorities. It also aims at: 2) setting up a regional service aiming at improving the provision of free legal aid to Roma, Ashkali and Egyptian communities and facilitate access to documents. In addition, it intends to: 3) conduct regional actions aiming at improving living and housing conditions of these communities as well as: 4) raise awareness among the general public on Roma issues and promote participation and visibility of these communities in public life. Finally, this multi-beneficiary project also aims at: 5) fostering regional coordination and active participation of relevant public authorities in the field of Roma inclusion, as well as visibility and promotion at European level of actions carried out in the Western Balkans. As the implementation of this project shall start during the first semester 2012, special attention and coordination should be paid, notably with regards to activity 1, 2 and 3 in order to allow the best possible complementarities.

Regular contacts will be held also with the IPA regional project "Technical Assistance for Civil Society Organisations" (TACSO) which is covering the Western Balkans and Turkey, aiming to increase the capacity of civil society organisations and to strengthen their role within a participative democracy, including strengthening the overall public image and accountability of civil society organisations. The second phase of the Project, due to last for a period of 24 months, started in mid 2011.

The IPA funded “People2People programme” worth 4 million EUR supports since January 2009 visits of representatives of civil society organisations from the Western Balkans countries and Turkey to EU institutions and bodies, as well as organising events in the beneficiary countries in order to reach more grass-roots civil society organisations and focus on national situations and challenges. The programme fosters dialogue between governments, civil society organisations and EU institutions in the context of the pre-enlargement strategy, targeting, among others, NGOs dealing with acquis-related subjects such
as non-discrimination, human rights groups, including minorities' defense groups, human rights activists and legal aid offices.

The Council of Europe funded Project “Promoting human rights and protecting minorities by building an active regional network of relevant bodies that foster the implementation of national legislation in line with European standards and practices” has set up and nurture an active regional network in the Western Balkans of relevant bodies involved in promoting human rights and in protecting minorities, especially but not exclusively made of the national minority councils and ombudsmen. The aim of the project was to focus on the implementation of existing legislation in line with European standards and practices, starting with but not limited to anti-discrimination norms.

The procedures for follow up and internal/external evaluation;

The Contribution Agreement will allow the UNDP to use its proper evaluation procedures. Monitoring and evaluation will be conducted in accordance with the UNDP monitoring and evaluation plan. As an integral part of the project, which fosters transparency and credibility of achieved results, the monitoring and reporting processes will involve gathering of information to make timely informed judgment and assessment of progress including among others the identification of strengths and weaknesses of the project.

Two main means will be used as the basis for monitoring the progress of project implementation:

- detailed annual work plans and
- monitoring field visits.

The work-plan will give indications of the activities to be implemented under each work package. It will describe in detail the required inputs and the expected results within a given timeframe. The managers of each Agency will carry out field visits at regular intervals to verify the progress and interact with the target group. This will help assess how the project is affecting these groups (directly or indirectly, positively or negatively).

The following elements are part of the monitoring and evaluation system of the project:

- baseline data and indicators for the Project will be established at the beginning of the project, upon the completion of the Strategic development plans as outlines in Work Package 2;
- a performance monitoring framework for the Project will be developed;
- a comprehensive results report on progress will be produced on an annual basis;
- an annual review of the Project will be conducted jointly with the Albanian Government, Donor and other key partners and the findings will be used to fine tune the upcoming annual work plan and activities.

The role and participation in the action of the various actors and stakeholders (local partner(s), target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them;

The local authorities of the three selected locations of Berat, Korca and Vlora will actively participate in the project. The Roma Technical Secretariat will be a key player for the 5th Work Package as well. During the lifetime of the project R&E CSOs will be identified and actively involved in the project. Specialised organisations with experience in employment & business development affecting R&E target groups will be actively involved in the project and will provide the relevant expertise with relation to the “Job Promotion of R&E communities” WP. Specialized organizations in education awareness campaign will be engaged to implement specific parts of the Communication Plan.
As the project is implementing its activities in the framework of One UN programme in the country, it will ensure a strategic integration and cohesion with other projects of UN organizations in the country working the area of human security, human rights and vulnerable communities. The project will also aim at building partnerships with other organizations in the country that work towards similar goals in order to broaden the scope of beneficiaries and ensure the synergy of development results. The Social Inclusion Sector Working group (with the participation of bilateral, multilateral donors and UN organizations,) also dealing Roma issues, will be used extensively for bringing on board new partners and maximizing the impact of project interventions.

The organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals):

A Project Management Committee (Project Board) will be established to oversee and coordinate the operations of this project. The PMC will oversee the overall implementation of Project activities. It will provide strategic guidance and approve the Annual Work Plans (AWP) and budgets. It will act as principal supervisory body for implementation of the project and provide policy guidance and recommendation regarding project strategy and objectives. The Committee’s responsibilities will also include: approving annual priorities and reports, providing guidance at the substantial and political levels and oversee Annual Reviews, and mid-term and final evaluations. It will be composed of an EU Delegation representative, the UNDP Resident Representative/Country Director, a high representative of the MoLSAE O, a representative of the Regional Authorities benefiting from the project, and a representative of a civil society organization.

- A National Project Manager (PM) will be hired by UNDP and will be charged with the task of starting the implementation of the project from the planning phase to the implementation and reporting phases. He/she will coordinate the implementation of the project, and will integrate management and review mechanisms of the whole joint project. She/He will be responsible for the design, planning of the project activities, resource administration and ensuring the quality of results and their alignment with local priorities and PMC committee orientations. The National Project Manager will have a strong background in ethnic or vulnerable communities’ issues and will supervise the daily implementation of the joint project, ensuring harmonization of activities and collaboration amongst all stakeholders and partners. Familiarity with the UN system, rules and procedures is highly desirable in the candidate. He/She will also work closely with counterparts at the Ministry of Labour and Equal Opportunities and other key stakeholders and governmental agencies to build capacities, to improve minority policies), and to support training and advocacy.

- At the regional level, three Community Coordinators (CCs) will work with the partnering local authority units to implement project activities. The Community Coordinators will develop annual and quarterly work plans for implementing the project activities in the different beneficiary communes and quarters in his/ her region in close partnership with local NGOs and stakeholders. She / He will report regularly to the Project Manager.

- A Finance Project Assistant will provide the administration, operation and financial support to all staff. He/she will be assisting the PM all financial, procurement and administrative issues of the project following UNDP rules and regulations.

- A Programme/ Public Information Assistant will provide support to the PM in different programmatic and public information aspects of project implementation. A project driver will be hired as well;

- Roma/Egyptian people working with their peers at the community level will be engaged as Community Exchange Workers (under UNV Contract). Working with the CBOs, the Community Exchange Workers will be active volunteers working to implement the tasks at the community level in close cooperation with other project staff.
Technical experts and consultants of different specializations, especially targeting expertise in employment and business development for R&E will be hired as per the project needs.

the main means proposed for the implementation of the action (equipment, materials, and supplies to be acquired or rented);

The main means requested for the implementation of the project will be transport equipment, office equipment and office supplies. All the equipment needed for the Community Upgrading Projects in the Work Package II, as well as the renewable technical tools and equipments forecasted for the Works Package III will depend on the kind of projects and businesses selected and will follow the rules of secondary procurements of the project.

At the end of the project, the vehicle procured will be handed over to the Technical Secretariat for Roma within the MLSAEQ.

the attitudes of all stakeholders towards the action in general and the activities in particular;

The main Government partner responsible for coordination of the planned actions will be the MoLSAEQ, with the focal point being the Roma Technical Secretariat under the Directorate of Cross-Cutting Strategies, taking the lead in coordinating the work with the other government agencies. More specifically the main government partners for the JP will undertake the following:

The MoLSAEQ, being a key institution in covering vulnerable minority issues will be the main partner for the implementation of several components of the project, ensuring also coordination with the line Ministries but also with local government authorities at regional or municipal/commune level. The MOLSAEQ will also ensure the commitment and contribution to the project results of various institutions under its own jurisdiction such as the National Employment Service in Tirana and in the regions as well as of the public vocational schools in Vlora and Korca.

The regional and local authorities of Korca, Vlora and Berat will be the key partners in implementing the activities of the project at the local level. They will ensure coordination with authorities of those municipalities and communes with high number of ethnic minorities where project activities will be implemented. Memoranda of Understanding will be signed with the local authorities of the four pilot areas where roles and duties as regards project implementation will be clearly stipulated.

Civil Society Organizations (CSOs) (R&E and non R&E) will be key partners in implementing several project activities at the local level. They will be the targeted beneficiaries of several capacity building interventions of the project included in the Work Package II, and will be involved in the implementation of projects coming out from the call for grant proposals.

Anti-Discrimination Commissioner will be a partner and beneficiary in the implementation of the work package 5.

The Institute of Training of Public Administration will be partnering with the project for implementing the capacity building component for civil servants at the central and local level.

Media will be a partner for the project especially in the implementation of WP 5 and 6. In partnership with UNDP Partnership and Advocacy Unit, the project will involve national and local media from the very start of the project making sure they understand the development challenges of vulnerable minorities and assist in their turn to spread this understanding to the wider public.

the planned activities in order to ensure the visibility of the action and the EU funding.
Public information surrounding vulnerable communities will seek to have an actual impact on the communities themselves, informing them of their rights and duties as well as the role that different stakeholders at local and national level have for their human security and wellbeing.

To ensure that Government, partners, beneficiaries and other stakeholders are adequately informed about the progress on the project activities, a communications plan will be developed by the project management unit in coordination with the UNDP Partnership and Advocacy Unit. The communications strategy will focus on both internal and external communication for the Action. The internal communications plan will work to mobilize increased support of different stakeholders at different moments of the project’s implementation, such as line ministries, local government units, civil society partner organizations, etc. The external communications plan will manage public relations for the project.

General public awareness raising and educational programmes on specific aspects of the project will target both women and men of all age groups, promoting Roma/Egyptian community values and cultures and showing them as equal rights holders in Albanian society.

The project will ensure to share information on the project results and lessons learned with a broad range of stakeholders at national and local level, to raise the profile of the project interventions. The project team will make sure to spread widely the project results and success stories also to increase awareness of the public at large on the progress that is being made in the country in the issue of vulnerable communities but also to attract the attention of new development partners on such issues.

The project will ensure visibility for the EU and their contribution in the development agenda of the country. With partnership of EU Information Centres and other related networks the project shall duly promote the project activities in order to reach the highest level of audience. EU contribution will be made evident in all the media work, through logos and flags, promotional materials, briefings etc. The Communications Strategy and Action Plan will elaborate the details of all visibility actions to ensure appropriate branding.
### 1.2.3. Duration and indicative action plan for implementing the action (max 4 pages)

The duration of the action will be 30 months.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Semester 1</td>
<td>Semester 2</td>
<td>Sem. 3</td>
</tr>
<tr>
<td>WP 1</td>
<td>M (-1) &amp; (-2)</td>
<td>Month 1</td>
<td>2</td>
</tr>
<tr>
<td>Signature of the Contribution Agreement, Core project staff selected, project management procedures drafted and operational, project launched.</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Act. 2.1. Rapid Assessment of Potential Intervention Areas</td>
<td>x</td>
<td>X</td>
<td>x</td>
</tr>
<tr>
<td>Act. 2.2. Community mobilization activities</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Act. 2.3. Reinforcing of R&amp;E representation in the Local Government Level</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Act. 2.4. Preparation &amp; Signature UNDP – Local Governments Memorandum of Understanding (MoU)</td>
<td>x</td>
<td>X</td>
<td>x</td>
</tr>
<tr>
<td>Act. 2.5. Design &amp; Implement R&amp;E Community Development Plans</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Act. 2.6 Identify, Select &amp; Implement Nine Community Upgrading Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP 3</td>
<td>Act. 3.1. Assessment, Capacity Building &amp; Networking of NGOs in each target region</td>
<td>x</td>
<td>X</td>
</tr>
<tr>
<td>WP 3</td>
<td>Act. 3.2 Support collaboration of R&amp;E NGOs and non-R&amp;E NGOs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP 3</td>
<td>Act. 3.3 Preparation &amp; Launching of the Small Grant Program</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>WP 4</td>
<td>Act. 4.1. R&amp;E employment and business assessment</td>
<td>x</td>
<td>X</td>
</tr>
<tr>
<td>WP 4</td>
<td>Act. 4.2. Supporting &amp; Coaching R&amp;E Business</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>WP 4</td>
<td>Act. 4.3. Promoting Employment</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>WP 4</td>
<td>Act. 4.4. Monitoring &amp; Re-calibration of Support</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>WP 5</td>
<td>Act. 5.1. Supporting the MoLSAEO and the Roma Technical Secretariat</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>WP 5</td>
<td>Act. 5.2 Supporting the Anti-Discrimination Commissioner</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>WP 6</td>
<td>Act. 6.1. Preparation of the Communication and Strategy and Action Plan</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>WP 6</td>
<td>Act. 6.2. Implementing a national education awareness and advocacy campaign</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>
1.2.4. Sustainability of the action (max 3 pages)

To foster sustainability, the project activities have been formulated on the basis of the following three-pronged approach.

First, the Project is in line with the Government of Albania policy priority to integrate the vulnerable ethnic minorities, in the social and economic life of the country, to alleviate poverty and ensure growth. The social and economic inclusion of minorities is encompassed in Albania’s aspirations to EU membership: the Albanian Government has committed itself to the EU and other International institution principles aiming to improve the situation of the vulnerable groups.

Second, the activities implemented will be integrated in policy and programme development of the Government at the national and local level. This component will more evident in the local level where the input of the R&E communities will be more visible and the expected results more tangible and measurable. It is to be expected that a more active participation in the local government politics, will result in local politicians being more accountable to their electorate.

The support given to the R&E private initiatives is expected to increase the chances of survival of the existing R&E businesses and also contribute for better chances at the start up phase of the green-field investment, i.e. new business activities that start from scratch. The non-reimbursable grants will contribute to lower the sunk costs as well as the profitability threshold of those businesses by sparing them a part of fixed investments, administrative costs, marketing, etc.

Finally, sustainability will be enhanced by linking the Project to other initiatives targeting R&E Communities and / or being of interest to them, being implemented by other organizations working in the area of R&E empowerment, promotion of human rights and social inclusion policies, regional development, youth participation, employment and migration. UNDP has an indicative list of the actors involved in the R&E communities in the selected areas. Its updating will be a by-product of the assessment component of the 2nd WP.

The action will have quantifiable and measurable impact in the form of 9 development projects identified by the local communities, and implemented in a sustainable manner. The increased knowledge of civil society organisations' members in R&E Communities on human rights, relevant policies and mechanisms to promote these rights (based on training needs assessment of civil society organizations) will be measured through the high number of R&E civil society organisations advocacy actions that will be supported and promote rights of the R&E population (baseline – very limited number of actions at the community level).

Regarding the private initiative, the impact will be measured through the number of new businesses started since the beginning of the projects (at least 20), the number of new businesses registered, (both female and male owned) (at least 10), the number of R&E youth receiving vocational education training (at least 60).

On the central level, the impact will be measured through the number and quality of annual progress reports prepared with inputs and feedback from line ministries and civil society (two yearly reports).

- Describe a dissemination plan and the possibilities for replication and extension of the action outcomes (multiplier effects), clearly indicating any foreseen dissemination channel.

Sustainability of project activities will also be ensured through the involvement of national, local and regional authorities in activity implementation and monitoring. This includes the commitment of government structures to continue the activities beyond the final phase of the project. Civil society will also be encouraged to continue their work to the benefit of vulnerable communities, support local and regional authorities in this regard but also make them accountable on their undertakings.
• Provide a detailed risk analysis and contingency plan. This should include a list of risks associated for each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.

From a social point of view, the main problem is the image of R&E society in the rest of Albania. They are qualified as passive, missing advanced skills and closed in their communities. Even if the activities planned target any of those misconception, the success of the project will depend on a large degree on the willingness of the R&E community to take in its own hands it own affairs and be pro-active in determining the projects their community benefits the most. During the preparation of the Project proposal, we noticed that it was mainly other people that keep saying that they know very well what R&E need, even without asking any of them.

The political context is paramount for the successful implementation and sustainability of the Project achievements. We assume that both the central and local government will continue to actively support the R&E initiatives.

The above initiatives will remain only a list of good intentions if not backed by concrete engagements by the Government, the financial support being the most important. The Project will realize its objectives if the beneficiaries continue to be backed in their initiatives and if the economic and financial crisis that is affecting Europe does not rupture the economic sector activities in the selected R&E businesses.

Mitigation measures will consist on preparing the respective action plans that: a) are consulted with the beneficiaries, b) clearly take into account the interest of the stakeholders, c) are realistically timed and d) are based on a sound financial analysis.

Describe the main preconditions and assumptions during and after the implementation phase.

The main preconditions are social, political and economic. The social and economic conditions of a successful project will depend also on the degree in which the world crisis and its effects will affect Albania. It is to be expected that the R&E communities being part of the moist vulnerable groups will be amongst those that will feel the first and deeper the impact of the crisis.

No political factor affecting the project is foreseeable in the current situation.

The following assumptions will condition the degree of success of the project

1. Willingness of local government to sustain initiatives.
2. Local Governments and Communities able to work in partnership.
3. Communities are willing to discuss their concerns with local government
4. R&E civil society organisations understand the need for improving their capacities and participating in the project activities.
5. R&E communities’ members are interested in being informed on civic/minority rights and social integration.
6. Heterogeneity of R&E Communities is being accounted for.
7. Formalisation of R&E small businesses would lead to sufficient benefits for the entrepreneur compared to the costs.
8. Business development support is appropriate to entrepreneurial circumstances.
10. MoLSAEO effectively engages in a dialogue with local government structures on the implementation of Roma Strategy.
11. Continued commitment from central and local governments for the social inclusion and integration of Roma and Egyptian communities.

- Explain how sustainability will be secured after completion of the action. This may include aspects of necessary follow-up activities, built-in strategies, ownership, communication plan, etc. In so doing so, make a distinction between the following 3 dimensions of sustainability:
  
a. Financial sustainability: financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs, etc;

The financial sustainability will be translated in three levels:

In the central & local government level, it will be aimed to include the cost of the actions that are to continue after the end of the project, in the central and / or local government budget.

At the NGO level the project will certainly assist them to participate in every financing possibility that is presented during the lifetime of the project so as to diversify their sources of finance and cover their income after the end of the project.

In the R&E entrepreneurship level, the project will cover the start up & certain equipment costs which will lower the financial burden on the R&E businessman. The project will also cover certain costs of marketing of their products.

b. Institutional sustainability: including structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local "ownership" of action outcomes;

MoLSAEO is committed to implement the project in cooperation with line Ministries, local government units and civil society.

The institutional sustainability will be translated in stronger regional representation of R&E communities, in more versatile & professional R&E NGOs, and in a more active Roma Secretariat within the MoLSAEO, in a consolidated Anti-Discrimination Commissioner office accessible by R&E communities.

c. Policy level sustainability: where applicable) including the structural impact of (improved legislation, consistency with existing framework/s, codes of conduct, methods, etc.).

The policy level will affect mainly the regional dimension as methodologies for the preparation and implementation of the participatory Community Development Plans will be prepared. Consolidation of web-based reporting and monitoring system will assist policy decisions at the national level on priority actions and funding allocations,

d. Environmental sustainability (what impact will the action have on the environment – have conditions put in place to avoid negative effects on natural resources on which the action depends and on the broader natural environment)

The environmental sustainability will be conditioned during the preparation of TORs and ITT of the business projects and community development projects.
1.2.5. Logical Framework

Please fill in Annex C² to the Guidelines for applicants.

² Explanations can be found at the following address:

1.3. **APPLICANT’S EXPERIENCE OF SIMILAR ACTIONS**

Maximum 1 page per action. Please provide a detailed description of actions managed by your organisation over the past three years. This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

<table>
<thead>
<tr>
<th>Project title: Empowering Local Communities Project…</th>
<th>Sector (see Section 3.2.2 of Section 3):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location of the action</strong></td>
<td><strong>Cost of the action (EUR)</strong></td>
</tr>
<tr>
<td>Tirana, Elbasan Fier</td>
<td>...630,000</td>
</tr>
</tbody>
</table>

**Objectives and results of the action**
UNDP provided assistance to pilot local governments to prioritize Roma issues in the local development planning and implementing pilot infrastructure projects. Other components dealt with civil registration and vocational training.

<table>
<thead>
<tr>
<th>Project title: Empowering Vulnerable Local Communities Joint programme</th>
<th>Sector (see Section 3.2.2 of Section 3):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location of the action</strong></td>
<td><strong>Cost of the action (EUR)</strong></td>
</tr>
<tr>
<td>Tirana, Elbasan, Fier, Durres</td>
<td>1,920,000</td>
</tr>
</tbody>
</table>

**Objectives and results of the action**
Participatory planning, access to rights (service provision), and institutional strengthening in Tirana, Durres, Elbasan and Fier, as well as institutional strengthening of central government.

---

3 If the Donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.