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REGIONAL PROGRAMME ON LOCAL DEMOCRACY IN THE WESTERN BALKANS (RELOAD)

ASSESSMENT OF EXISTING MECHANISMS FOR DISBURSMENT OF PUBLIC FUNDS TO CSOs IN 12 PARTNER MUNICIPALITIES IN ALBANIA

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List of abbreviations

ASCS – Agency for the Support of Civil Society
CSOs – Civil Society Organisations
EU – European Union
DCM – Decision of Council of Ministers
UNDP – United Nation Development Programme
NCCS – National Council for Civil Society
CoM – Council of Ministers
MoC – Ministry of Culture
MTBP – Medium Term Budget Programme
ReLOaD – Regional Programme of Local Democracy
ToRs – Terms of Reference

"This study has been produced with the assistance of the Regional Programme on Local Democracy in the Western Balkans (ReLOaD), the project funded by the European Union, and co-financed and implemented by the United Nations Development Programme (UNDP). The contents of this study are the sole responsibility of the consultant and can in no way be taken to reflect the views of the European Union, nor the UNDP."



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I. Introduction

1.1 Scope of an assessment study at ReLOaD selected partner municipalities

Following the evidence-based assessment of existing public financial sources and mechanisms for support of CSO at the country level, as part of the Regional Programme of Local Democracy (ReLOaD) programme a closer look at the way municipalities distribute their own resources, especially when it comes to funding of CSOs activities at the local level, is foreseen. This paper discusses public financing of CSOs in the 12 selected partner municipalities of ReLOaD, with the main purpose to assess the existing financing mechanisms, regulations and procedures, as a preparation for the introduction and institutionalization of the mechanism for transparent project-based funding for CSOs.

1.2 Methodology for allocation of public funds to civil society organisations (LOD Methodology)

LOD methodology is a transparent mechanism for the disbursement of funds for CSO projects primarily intended for the local self-governance units. The methodology aims to focus municipal spending intended for CSOs on priority needs of the community. It is based on EU best practices and takes a competitive project-based approach to public funding disbursement to CSOs. It has been developed and tested in over 40 municipalities and cities in Bosnia and Herzegovina and serves as a helpful toolkit for local authorities to improve local democracy through transparency and inclusiveness in decision making. It is a flexible and adjustable tool that can be used at other levels of public government, or in any public institution, for allocating funds to the civil society organisations. LOD methodology is the first inclusive and transparent set of tools and procedures that is based on five basic principles that consist of transparency, involvement (inclusiveness), expediency, continuity and universality, application of which positively influences public administration reform and strengthens the trust between citizens, civil society and local governance. Proper use of the methodology will improve the quality of services that NGOs provide to their members and citizens.

The methodological approach for transparent allocation of funds intended for civil society organizations (LOD Methodology), has been developed based on the need for simple tools that can be used primarily by local communities for the distribution of their own budget resources. It is a set of steps that, in a simple, comprehensive and flexible manner explains step-by-step the entire process of financing, including preparation, management and implementation of the selection of CSOs project proposals that are subject to future allocation of public budgets. Simple and sequential cyclic process, which makes the LOD methodology, is based on the elements of the PCM and consists of 10 methodological units that are assorted into five simple steps as in the following figure.

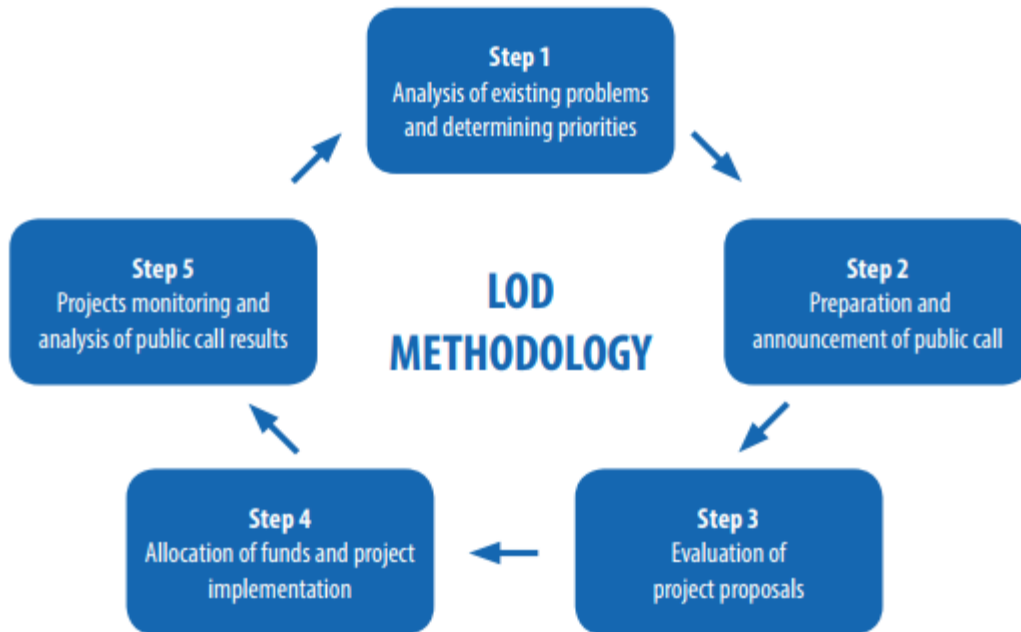


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Figure 1: LOD Methodology



Source: LOD Methodology for Allocation of Funds to Civil Society Organizations¹

Each of these five consecutive steps involve the key elements as follows:

1. “Analysis of existing problems and determining priorities;
 - a. Analysis of the priorities in the local community and strategic development documents;
 - b. Determining priority areas;
2. Preparation and announcement of public call for CSOs;
 - a. Development and preparation of a public call;
 - b. Preparation of documents for submission of project proposals;
3. Evaluation of project proposals by CSOs;
 - a. Establishing the commission for evaluation of project proposals;
 - b. Evaluation of (submitted) project proposals;
4. Allocation of funds and project implementation;
 - a. Reporting on project implementation;
 - b. Promotion of projects, project results and financiers;
5. Projects monitoring and analysis of public call;

¹ Omerefendić, Samir; Ignjatić, Siniša; Hadžalić, Namik; Bokun, Sanja; Žarak, Damir; Matic Branka; Abaspahic, Zlatko. 2016. *LOD Methodology for Allocation of Funds to CSOs: Practical Manual*. Sarajevo: UNDP BiH, p. 9. available at <https://www.un.org.al/employment-and-procurement/thirrje-p%C3%ABr-shprehje-interesi-nga-bashkit%C3%AB-n%C3%AB-shqip%C3%ABri-p%C3%ABr-t%C3%AB-marr%C3%AB-pjes%C3%AB>



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- a. Monitoring of projects implementation;
- b. Analysis of public call and preparation of guidelines for the new public call.”²

ReLOaD programme aims to introduce this methodology as a tool for implementation of projects from CSOs at the local level in partner municipalities in all Western Balkans’ beneficiary countries, including Albania. In this regard, the approval and implementation of this Methodology is considered as a mandatory criteria to be part of this Programme.

1.3 Assignment Methodology

As foreseen in the Terms of References (ToRs), combining desk review and field work, the consultant made use of i) desk research and ii) semi-structured person to person interviews with representatives of ReLOaD selected partner municipalities.

Documentary analysis: The documentary analysis undertaken in the framework of the assignment focused primarily on the key project documents, such as Methodology for transparent fund disbursement to CSOs (LOD Methodology), project document, etc. Other relevant documents, included review of municipalities’ applications and submitted documentations, their existing strategic framework, annual budgetary programmes, working documents as well as legal frameworks which regulated CSOs support mechanisms at these municipalities. The relevant legal framework, included apart the primary legislation, also by-laws, Decisions of Municipality Councils, Internal Regulations and procedures for allocating funds to CSOs, where they were available and easily accessible.

Structured and semi-structured face to face interviews: At the local level person to person interviews were conducted with employees who were assigned as the contact points for ReLOaD activities. When possible, and due to availability of staff, discussions were held with other municipalities’ employees who are day to day involved and knowledgeable of the procedures applied during project management, public procurement and service providing processes.

This assessment took place during October – December 2017.

² Ibid., pp. 13-14



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II. Summary of overall funding mechanisms for supporting CSOs at partner municipalities

The 12 selected partner municipalities of Regional Programme of Local Democracy (ReLOaD), are Shkodra, Tropoja, Lezha, Dibra, Durres, Tirana, Elbasan, Librazhd, Prrenjas, Rroskovec, Korça and Permet, as shown in Figure 2.

Figure 2: ReLOaD programme partner municipalities (highlighted in green)



In some municipalities, such as Tirana, Shkodra, Lezha, Permeti and Roskovec the territorial reform changes and its impact in the reorganisation of the municipality territory and staffing, affected collection of data relevant to year 2015. Among the 12 partner municipalities only in Municipality of Prrenjas no form of funding/support for CSOs projects has been reported. In other municipalities, experience with CSOs projects varies largely, with the larger Municipalities being more active in



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funding CSOs projects/activities. A summary of these experiences is provided in tables 1 to 4 and are further discussed in more details under the sections dedicated to each municipality.

Table 1: Amount of money (EUR) allocated (years 2015 – 2017)

	Culture	Economic development	Tourism	Environment	Social services	Sports	Total (EUR)
Tirana	1,335,580		16,071	21,248		54,303	1,427,382
Durres	81,683				26,227		107,910
Elbasan					27,688	7,143	34,831
Shkodra	50,756	24,709	18,397		251,503		345,365
Korca		33,721			103,065		136,786
Lezha					42,864		42,864
Tropoja	13,570						13,570
Diber	3,571						3,571
Roskovec	33,069						33,069
Librazhd	300		214		34,491		35,005
Permet	7,143						7,143
Prrenjas							0
Total (EUR)	1,525,852	58,430	34,682	21,248	485,838	61,446	2,187,496

Source: Municipalities provided data, own calculation

Culture projects are ranked higher in number compared to other areas due also to the existing . Municipalities of Tirana and Durres have dedicated budget programme for culture and art, under which a budget line for culture and artistic projects is foreseen. Shkodra Municipality budgets every project dedicated programmes established Artistic and Cultural Committees to evaluate CSOs applications. Even though, application in these municipalities for these type of projects use the same formats as the Ministry of Culture, running of the calls for proposals is different.

Table 2: CSOs type of projects supported (years 2015 – 2017)

	Culture	Economic development	Tourism	Environment	Social services	Sports	Total no of projects
Tirana	77		1	2		3	83
Durres	13				7		20
Elbasan					3	1	4
Shkodra	11	5	11		11		38
Korca		3			10		13
Lezha							0
Tropoja	3						3
Diber	1						1
Roskovec	5						5
Librazhd	1		1		6		8
Permet	4						4
Prrenjas							0



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Total no of projects	115	8	13	2	37	4	179
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Source: Municipalities, own calculation

There is no legal framework allowing municipalities finance/donate directly to CSOs activities/projects, and in none of the municipalities **a dedicated budget line for this purpose is present**. Keeping this constrain in mind, municipalities have explored **alternative ways to enable CSOs involvement at the local level**. There are **three procedures** through which municipality funds are being allocated to CSOs and they include **i) calls for proposals, ii) direct allocation** following a formal request for funding and **iii) public procurement** (through request for offers and small value purchase).

The procedure of calls for proposals is used only in two municipalities, Durres and Shkoder. Whereas Tirana Municipality runs an ongoing call for application for funds for cultural, youth, sports and touristic projects.

Table 3: Procedures applied for allocating funds to CSOs activities/projects

	Calls for Proposals	Direct allocation following a request for funding	Request for offers / public procurement	Small value purchase / public procurement
Tirana		x		
Durres	x	x		
Elbasan		x		
Shkodra	x	x	x	x
Korca				
Lezha		x		
Tropoja		x		
Diber		x		
Roskovec			x	x
Librazhd			x	x
Permet				x
Prenjas				

Source: Municipalities, own calculation

Overall it is assessed that **LOD methodology elements are partially present in all municipalities**. Also in municipalities which have financed CSOs projects, substantial elements of the methodology are missing such as developed guidelines and standardised application sets. In addition, elements of the methodology such as reporting and monitoring responsibilities are performed on *ad-hoc* forms and lack backing documents, mainly guidelines, timelines and standardised formats for evaluation and reporting purposes.

Table 4 provides a summary of the assessment to what extend LOD methodology elements are somehow part of the existing municipalities' working procedures. Overall findings and



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recommendations follow up in order to facilitate reading through each municipality experience as discussed under section III.

Table 4: Presence of LOD methodology elements in partner municipalities

	Step 1 Analysis and priority areas setting	Step 2 Preparation and announcement of public call	Step 3 Evaluation of project proposals by CSOs	Step 4 Allocation of funds and project implementation	Step 5 Project monitoring and analysis of calls' results
Tirana	Partially present	Partially present	Partially present	Partially present	Partially present
Durres	Partially present	Partially present	Partially present	Partially present	Partially present
Elbasan	Partially present	Not present	Not present	Not present	Not present
Shkodra	Partially present	Partially present	Partially present	Partially present	Partially present
Korca	Partially present	Not present	Not present	Not present	Not present
Lezha	Partially present	Not present	Not present	Not present	Partially present
Tropoja	Partially present	Not present	Not present	Not present	Not present
Diber	Partially present	Not present	Not present	Not present	Not present
Roskovec	Partially present	Partially present	Partially present	Partially present	Partially present
Librazhd	Partially present	Not present	Not present	Not present	Not present
Permet	Partially present	Not present	Not present	Not present	Not present
Prrerjas	Partially present	Not present	Not present	Not present	Not present

Source: Interviews with Municipalities, review of local strategic documents in place and other relevant municipality documentation

2.1 Overall Findings:

- Step 1 (analysis and priority areas setting) – analysis and priority areas setting is assessed as partially present in all project partner municipalities. In all the 12 municipalities’ strategic documents, such as Local Development Plans and their Strategic , Local Strategic Documents of Social Inclusion, Local Environmental Protection Plans, Anti-Corruptions Plans, and the Medium-Term Budget Programmes³ have been developed in a participatory manner and in close cooperation with civil society and business sector. During the preparation of these local level strategic documents and budgetary programmes, public consultations events need to be organized in compliance also with the law “On Public Notification and Consultation”⁴. Given preparation of MTBP and the existence of local strategic documents, the **basis foundations for analysis and priority setting for planning CSOs calls is considered present in all 12 municipalities**. Nevertheless, it should be noted that **in none of these documents, clear cut policy and priority areas for CSOs development at the local level are foreseen**.

³ Law no.68/2017, dated 27.04.2017, “On Financing Local Self Governance”, article 3.2 stipulates that “The mid-term budget program is a three-year presentation of local budget spending plans, by linking directly each budgetary programme with the activities, products, objectives and policy goals as foreseen in the Local Strategic Development Documents”

⁴ Law no. 146/2014, dated 30.10.2014 “On public notification and consultation” provides the legal framework for involvement and consulting of CSOs in decision-making processes



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- Step 2 (preparation and announcement of public call for CSOs) – partially present – and relates mainly to experiences shared by Tirana, Shkodra, Durres and Roskovec municipalities. Announcement of the call is done mainly on the municipality website and social media, no publication in the written media – newspapers has been reported; duration of the calls are more than 3 weeks, with the Municipality of Tirana running an ongoing call. **In none of the shared experiences a comprehensive application set has been prepared and is available, guidelines for applicants and selection criteria are missing**, and elements of LOD methodology are present somehow in the documents requested in i) application form, ii) projects proposal, iii) budget breakdown, iv) administrative identification form, v) financial identification form, vi) eligibility statement. Issuance/acceptance of the documentation is recorded through formal protocol – in Tirana and Shkodra Municipalities, Citizen Information Office are used.
- Step 3 (evaluation of project proposals by CSOs) – partially applied – this task is performed by the Artistic and Cultural Council, which is assigned this responsibility with the Decision of Municipality Council. The Council gathers each month and approves the received applications. **No guidelines nor individual projects evaluation forms are used by the Artistic and Cultural Council to approve the proposals**; announcement of results is done individually to the successful applicants;
- Step 4 (allocation of funds and project implementation) – partially applied – **no reporting formats have been part of the existing calls and requested to be used by public funds awarded CSOs**. Given the nature of the projects (one time event cultural activities) the successful applicants are asked to submit at the end of the activity implementation a final narrative and final financial report, along with the invoices, photos, sub-contracts etc. mainly to justify the planned expenses; also different reporting formats used by CSOs have also been reported; while **no requirements for visibility elements** are present, depending on the type of the activity municipalities funded projects do promote municipalities' logos as a financer and when possible activities (especially cultural ones) are broadcasted and promoted on the local media and municipality website;
- Step 5 (projects monitoring and analysis of public call results) – partially applied – **monitoring responsibilities are assigned usually to employees within the responsible Department/Sector running the activity**. Interviews showed that **monitoring is rarely performed**, mainly also to the type of CSOs projects being funded. Besides Shkodra municipality, in the other ones no Project Implementation Monitoring Guidelines have been prepared and **no standardized formats for monitoring** the activities are available. The overall reporting of CSOs implemented activities, if available, is done as a part of the MTPB reporting activity;

2.2 Overall Recommendations:

The following section contains an overall recommendation for ReLOaD partner municipalities. One should acknowledge the fact that the following relate mainly to those Municipalities which are **large enough in terms of territory, population (local CSOs) and financial resources** and have as a strategic priority support to CSOs:



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- Step 1 (analysis and priority areas setting) – while the relevant strategic programmes are in place or under preparation and CSOs involvement is recognised, it is recommended that Municipalities – especially those which are **large enough in terms of territory, population (local CSOs) and financial resources** and have as a strategic priority support to CSOs to **develop a dedicated budget line “programme” for CSOs support and set the priority areas (thematic areas) for running the budget in a participatory approach in discussion with CSOs**. This would allow support for other type of CSOs projects such as social protection, economical and tourism promotion etc., apart art and cultural activities through a transparent and participatory procedure.
- Step 2 (preparation and announcement of public call for CSOs) – municipalities should **plan ahead, budget, assign responsibilities and prepare a clear timetable** supporting them in the process of launching, evaluating and implementing the public calls. In the case of existing practices, a comprehensive set of documentation should be prepared along with “Application Guidelines”, particular attention should be paid to include in the set of documents formats for project proposals, activity and visibility plan, logframe matrix, eligibility statement and check list. Publication of the call should be done also on newspapers, apart municipality website and social media. The call should have a duration (not ongoing) and it is recommended for a period of more than 3 weeks.
- Step 3 (evaluation of project proposals by CSOs) – **Artistic and Cultural Councils are a good example of Evaluation Committee, thus they are recommended to be reorganized with representation from SCOs representatives and not only – also a representative of the Municipality staff** should be part of the Evaluation Committee in order to assess linkage of proposed applications with the municipality priorities. Evaluation guidelines, and standardized forms for individual and summary projects evaluation forms, as well as evaluation minutes of meetings should be prepared and used; announcement of results (evaluation decision) should be public and published on the website of the municipalities;
- Step 4 (allocation of funds and project implementation) – municipalities should adopt beside final reports, **also periodic narrative and financial reports when running calls for proposals** along with **requirements for visibility elements**;
- Step 5 (projects monitoring and analysis of public call results) – **municipalities should place more importance to monitoring activities**, followed when possible also with site visits. There is also a need in training and enabling the municipalities’ employees to perform these functions;



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III. CSOs public funding experiences at partner municipalities

This section discusses in more details the elements of LOD methodology as discussed with ReLOaD programme partner municipalities. The section per each municipality is organised around experiences with different projects implemented/run by CSOs, funding procedures are discussed, and main findings related to elements of LOD methodology are summarised. Last, a recommendation section on adopting LOD Methodology elements is provided per each municipality.

3.1. Municipality of Tirana

Tirana Municipality dedicated budget to CSOs projects/activities amounts to around EUR 1.4 million during 2016 and 2017 budgetary years. The funded projects covered mainly artistic and cultural activities and are provided in more detail in Table 5.

Table 5: CSOs activities funded by Tirana Municipality

Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal base, dated	Procedure	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
Culture	ASMSH CSO	Il mio Canto	Culture & Tourism Programme	DMC no.58, dt. 30.12.2015	Application for funds	40,054	
Culture	J&K CSO	Spring Day	-/-	-/-	-/-	37,328	
Culture	Liburnetik CSO	Tirana Art Fest	-/-	DMC no.58, dt. 30.12.2015; DMC no.84 dt.29.12.2016	-/-	25,071	39,279
Culture	Tirana Chamber of Commerce	Tirana of Children Fair	-/-	-/-	-/-	14,643	14,643
Sports	EDS Foundation	Motofest	-/-	-/-	-/-	17,143	17,143
Culture	Cultural Association "VIZart"	International Exhibition "Albania in the Aquarelle" (Edition 2 & 3)	-/-	-/-	-/-	6,429	12,143
Culture	CSO Utilis Albania	Summer & oranges	-/-	-/-	-/-	8,250	8,250
Culture	Different Trains CSO	Different Trains	-/-	-/-	-/-	3,571	3,571
Culture	Patricia Nugree CSO	Tirun # Run 4 Autism	-/-	DMC no.58, dt. 30.12.2015	-/-	7,146	
Culture	Bash - art CSO	Made in Albania	-/-	-/-	-/-	18,214	
Culture	Foundation for Composition Development (FZHK)	"PIANODROM 4 - 2016"	-/-	-/-	-/-	3,179	
Culture	URA Center	BUNK-JAZZ	-/-	-/-	-/-	21,429	
Culture	Deliart Association	Nights of the Albanian clip	-/-	-/-	-/-	7,143	
Culture	Dritan Hoxha Foundation	Top awards	-/-	-/-	-/-	98,643	
Culture	Culture media art	Opera Fest "Marije Kraja"	-/-	-/-	-/-	11,094	
Culture	World of Art CSO	Violin Marathon	-/-	-/-	-/-	1,429	



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Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal base, dated	Procedure	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
Culture	ASMSH CSO	Youth and Crainess	-/-	-/-	-/-	21,643	
Culture	People and ideas	Day without cars	-/-	-/-	-/-	34,286	
Culture	Cultural Association "VIZart"	Tirana Park Sculptures	Culture & Tourism Programme	DMC no.58, dt. 30.12.2015	Application for funds	22,629	
Culture	Mega art	Balkans' Music	-/-	-/-	-/-	2,821	
Culture	Association for Art and Culture Management	Balkan Theater Tirana Fest	-/-	-/-	-/-	19,964	
Culture	"Life Spaces" CSO	International Music Fest	-/-	-/-	-/-	11,529	
Culture	Vox Baroque Center	Vox Baroque	-/-	-/-	-/-	5,714	
Culture	Foundation "Book and Promotion Institute"	Youth Literature Festival	-/-	-/-	-/-	5,643	
Culture	Albanian Billiard Federation	Billiard Championship	-/-	-/-	-/-	7,143	
Culture	People and ideas CSO	Dua Lipa in Albania	-/-	-/-	-/-	34,286	
Culture	Poeteka CSO	Poetics Performance Festival	-/-	-/-	-/-	2,857	
Culture	Albanian Center for Psychological and Psychotherapeutic Services	Exhibition-21 photo exhibition	-/-	-/-	-/-	1,429	
Culture	Albania Community Assist CSO	Street Theater	-/-	-/-	-/-	2,857	
Environment	Association for New Environmental Policies	Tirana Youth for clean air	-/-	-/-	-/-	10,714	
Culture	Cultural Association "VIZart"	Graphics Expositis in VIZart	-/-	-/-	-/-	3,543	
Culture	"Marsi Basket" CSO	Tirana Marathon '16	-/-	-/-	-/-	28,571	
Culture	Tirana Film Institute	Tirana International Film Festival	-/-	-/-	-/-	7,250	
Culture	Akademia Kult	Kult Prices	-/-	-/-	-/-	7,143	
Culture	URA CSO	Fol(k) & Rock in the Bunk	-/-	-/-	-/-	17,857	
Environment	Association for New Environmental Policies	Let's clean Tirana	-/-	-/-	-/-	10,714	
Culture	Qendra e Artit Konteporan	Three Tenors 2016	-/-	-/-	-/-	5,786	
Culture	Dhurojme ide	Lighting Sclupture Exhibition Luminapolis	-/-	-/-	-/-	36,514	
Culture	J&K CSO	Nata e Bardhë 2016	-/-	-/-	-/-	42,857	
Culture	Tirana Association	Sofra Tiranase 2016	-/-	-/-	-/-	4,286	
Culture	Albanian Institute for Social and Economic Development	28-29 November	-/-	-/-	-/-	19,966	
Culture	"Food and Welfare" Association	It belongs to us	-/-	-/-	-/-	5,000	



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Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal base, dated	Procedure	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
Culture	Event Center	Christmas 2016	-/-	-/-	-/-	10,668	
Culture	Media Circus Center	Happy 2017	-/-	-/-	-/-	17,071	
Tourism	Free Thinking Association	Promotion of Agro Cultural Tourism	Culture & Tourism Programme	DMC no.84 dt.29.12.2016	Application for funds		16,071
Culture	MAM Foundation	Theater play 5 guys	-/-	-/-	-/-		14,286
Culture	New Generation CSO	Dita e Verës 14 mars	-/-	-/-	-/-		26,757
Culture	Theranda Center	Radio Tirana	-/-	-/-	-/-		42,857
Culture	Mega Art	Dancing Marathon	-/-	-/-	-/-		13,321
Culture	New Generation CSO	Walking theater tour	-/-	-/-	-/-		10,750
Culture	Different World CSO	Tirana Session	-/-	-/-	-/-		7,071
Culture	Social Studies Institute	Future Albania	-/-	-/-	-/-		10,767
Culture	Jehona Shqiptare	Young talents	-/-	-/-	-/-		2,143
Culture	Air studio	“Animal Farm” Play	-/-	-/-	-/-		7,143
Culture	N8	Bazar’s Day	-/-	-/-	-/-		10,571
Culture	Aca	School Theater Fest	-/-	-/-	-/-		6,071
Culture	Alba sky film	Little prince	-/-	-/-	-/-		7,143
Culture	Dhurojme ide	Tirana of Books	-/-	-/-	-/-		4,286
Sports	Media Circus Center	Youth Sports Championship 2017	-/-	-/-	-/-		20,017
Culture	Ura CSO	Three Musketeers	-/-	-/-	-/-		10,714
Culture	Ura Center	Magic Evening	-/-	-/-	-/-		21,429
Culture	ART Plus	Mediterranean Biennale 18"	-/-	-/-	-/-		21,429
Culture	Event Center	May in Tirana	-/-	-/-	-/-		3,696
Culture	Tok Event	Cloud Festival	-/-	-/-	-/-		3,571
Culture	Albanian Chinese Foundation	Dritero’s Light	-/-	-/-	-/-		35,714
Culture	Tradita popullore	My tradition	-/-	-/-	-/-		4,971
Culture	Art Vizion	My Tirana	-/-	-/-	-/-		28,571
Culture	Corial	Main Square opening	-/-	-/-	-/-		120,069
Culture	Air studio	Animal Farm Play in administrative units	-/-	-/-	-/-		7,143
Culture	Come to Theater	8 women comedy	-/-	-/-	-/-		7,143
Culture	Hapesirat e jetes	Festivali Ballkanik i Bandave Frymore	-/-	-/-	-/-		15,929
Culture	New Generation CSO	Chamber Music Concert	-/-	-/-	-/-		7,143
Culture	Zumba Art	Summer in Tirana	-/-	-/-	-/-		31,729
Culture	ASLV	Opera Open Air	-/-	-/-	-/-		37,857
Culture	Co-Plan	ENHR Conference	-/-	-/-	-/-		4,571
Culture	Media Circus Center	Albanian Soul Event	-/-	-/-	-/-		47,770
Culture	IDM Center	Tirana reads 2017	-/-	-/-	-/-		2,143
						721,507	705,875 ⁵

⁵ Municipality Funds for CSOs activities implemented during the month of December are not included in 2017 figures



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Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal base, dated	Procedure	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
TOTAL (2016 – 2017)							1,427,382

Source: Municipality of Tirana

The funds for art, youth, sports and culture activities are programmed in the yearly municipality budget under Culture and Tourism Budgetary Programme. The annual budget allocated to projects targeting art, youth, sports and culture is around EUR 900,000 and they are distributed through direct applications for funds. Review of the extended list of funded artistic and cultural projects for years 2016 and 2017 shows that more than 60% of the applications have been awarded to SCOs. The remaining ones are awarded to individuals (artists, sportsmen/women) and even companies (film production).

Table 6: CSOs activities funded by Tirana Municipality

	Year 2016	%	Year 2017	%
Total no of projects awarded cultural funds	64		87	
CSOs project awarded	44	69%	55	63%
Total allocated funds (EUR) for culture projects	861,112		924,304	
Funds (EUR) allocated to CSOs projects	721,507	84%	705,875	76%

Source: Municipality of Tirana, own calculations

Existing procedure:

The procedure is regulated through a Decision of Municipality Council no. 21, dated 23.05.2016 “On the establishment of the Artistic and Cultural Council and remuneration of its members” and the Decision of the Municipality Council No 12, dated 11.03.2016 “On Approval of the Regulation Financing Culture, Art, Youth and Sports Projects”. The General Directorate of City Promotion, and its Departments responsible for sports, culture and arts, are responsible for running the procedure.⁶

The application is open throughout the year and the notification is placed on the municipality website, under “Municipality offered services” main-menu, “culture” sub-menu⁷. Eligible applicants are individuals, CSOs, foundations, being those national and international which contribute to the promotion of sports, youth, artistic and cultural values of Tirana city. The call asks all the interested parties to submit their applications no more than 30 days before the implementation of the foreseen activities requesting funding. On the website only the list of required documents is mentioned, whereas no formats for the application are provided. The regulation, even though very short, mentions that each request funding, along with the other needed documentation should be submitted officially to the Civil Information Unit, near each administrative units of the Municipality (24 of them). The application form filled by the applicants, is the same format with the one used by the

⁶ <http://www.tirana.al/programi-transparences/rregullorja-e-bashkise-se-tiranes/>

⁷ <http://www.tirana.al/tirana-sherbime/kultura/>



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Ministry of Culture in its calls for application and should be accompanied by a short project proposal (not more than 7 pages), budget, as well as the requested documentation.

Once applications are officially submitted, they are gathered in the General Directorate of City Promotion, which assesses whether the applications are in compliance with the overall objectives and programme of Tirana Municipality. Once the assessment phase is completed, the applications are submitted for decision making to the Artistic and Cultural Council. The Artistic and Cultural Council (functioning as an evaluation committee) consist of 9 representatives from different cultural areas, with a serving term of no more than two years.⁸ The Regulation for the work of Artistic and Cultural Council is very loose, and does not foresee any accountability mechanisms for preventing conflicts of interests. The Council meets every month to discuss artistic and culture projects being submitted. The period from the application to the approval of the funds is 30 days. After the approval of the project by the Artistic and Cultural Council, the respective Departments within the General Directorate of City Promotion prepare the Decision of the Mayor, as well as the Contract with the winning entity, determining the funds to be used for these projects. In the respective signed contract, monitoring responsibilities are assigned to the respective department (culture, youth, and sports) within the General Directorate of the City Promotion.

Findings:

As a summary, tracking of LOD methodology elements in the Municipality of Tirana existing procedures for supporting CSOs projects, looks as follows:

- Step 1 (analysis and priority areas setting) – partially applied – in the annual MTBP programmed funds dedicated to artistic and cultural projects which promote Tirana Municipality programme objectives are programmed. Revitalizing of cultural and sports life is among seven MTBP priorities for year 2016⁹ and 2017¹⁰; CSOs, business associations and citizens are invited¹¹ and consulted during the preparation of MTBP as well as other strategic documents such as – draft Social Plan, draft Action Plan for Social Inclusion, Local General Development Plan and its Strategic Environmental Assessment; **apart art and culture funds no specific CSOs calls are being planned; additionally no clear priority setting (thematic areas) to guideline applications is being followed;**
- Step 2 (preparation and announcement of public call for CSOs) – partially applied – an ongoing public announcement (throughout the year) for funding opportunities is placed under the “Services in Tirana” Municipality website menu, “Culture” submenu. A comprehensive application set is not available, guidelines for applicants are not available, and elements of LOD methodology are present somehow in the documents requested in i) application form, ii) projects proposal, iii) budget breakdown, iv) administrative identification form, v) financial identification form, vi) eligibility statement. Publication of the call is done only on

⁸ <http://www.vendime.al/wp-content/uploads/2017/02/Vendim-i-Keshillit-Bashkiak-nr-21-viti-2016.pdf>

⁹ <http://www.tirana.al/wp-content/uploads/2016/04/Objektivat-e-politikes-se-cdo-programi-te-PBA-2016-2018dok-2.pdf>, pg. 7

¹⁰ <http://www.tirana.al/wp-content/uploads/2017/03/Relacioni-i-PBA-2017-2019-.pdf>, pg 7

¹¹ The calendar and specific notifications of public hearings, are published online <http://www.tirana.al/programi-transparences/konsultimi-publik/>



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the website of the Municipality. Issuance/acceptance of the documentation is recorded through formal protocol.

- Step 3 (evaluation of project proposals by CSOs) – partially applied – this task is performed by the Artistic and Cultural Council, which is assigned this responsibility with the Decision of Municipality Council. The Council gathers each month and approves the received applications. **No guidelines nor individual projects evaluation forms are used by the Artistic and Cultural Council to approve the proposals**; announcement of results is done individually to the successful applicants;
- Step 4 (allocation of funds and project implementation) – partially applied – **no reporting formats are part of the existing call**. Given the nature of the projects (one time culture activity) the successful applicants are asked to submit at the end of the activity implementation a final narrative and final financial report, along with the invoices, photos, sub-contracts etc. mainly to justify the planned expenses; **no standardized formats are available for reporting purpose**; while **no requirements for visibility elements** are present, depending on the type of the activity all artistic and cultural projects do promote Tirana Municipality logos as a financer and when possible are broadcasted and promoted on the website of the municipality;
- Step 5 (projects monitoring and analysis of public call results) – partially applied – monitoring is assigned to the responsible Department within the General Directorate of City Promotion. Given the one time activity of these type of projects, no Project Implementation Monitoring Guidelines have been prepared and no standardized formats for monitoring the activities are available. The overall reporting of culture and tourism activities is done as a part of the MTPB reporting activity;



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3.2 Municipality of Durres

In the Municipality of Durres, funded CSOs activities are reported in the area of culture and social services. During 2015 – 2017, the overall amount of funds dedicated to these type of activities has been around EUR 107,910. The type of activities, procedure and yearly allocations are provided in more details in Table 7.

Table 7: CSOs activities funded by Durres Municipality

Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal base, dated	Procedure	Allocated funds in 2015 Euro	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
Culture	Alba-Folk Society	Organization of Festive Concerts	Social - cultural activities 2016	DMC no.329, dt 16.02.2016	Call for application		8,857	
Culture	Shoqata Italo-Shqiptare Arti dhe Kultura	International Festival of Room Music	Social - cultural activities 2016/2017	DMC no.329, dt 16.02.2016 DMC no.402, dt 23.01.2017	Call for application		7,143	7143
Culture	Durres Beauty	International Festival of Dance	Social - cultural activities 2016/2017	DMC no.329, dt 16.02.2016 DMC no.402, dt 23.01.2017	Call for application		7,143	7,143
Culture	Miqte e muzikes	Organisation of a comedy show our Durres	Social - cultural activities 2016	DMC no.329, dt 16.02.2016	Call for application		7,143	
Culture	Ne Krahet e Shpreses	Organisation of Beauty Contest Mr and Miss Durres	Social - cultural activities 2016/2017	DMC no.329, dt 16.02.2016 DMC no.402, dt 23.01.2017	Call for application		3,571	3,571
Culture	Unioni Artistik	Organization of Olive Fest	Social - cultural activities 2016	DMC no.329, dt 16.02.2016	Call for application		3,571	
Culture	Durresi	Sea Fest	Social - cultural activities 2017	DMC no.402, dt 23.01.2017	Call for application			3,571
Culture	Ne Krahet e Shpreses	Organisation of Beauty Contest Mr and Miss Durres	Social - cultural activities for year 2017	DMC no.402, dt 23.01.2017	Call for application			3,571
Culture	Ulis	Organisation of Portokalli Show	Social - cultural activities 2017	DMC no.402, dt 23.01.2017	Call for application			5,000



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Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal base, dated	Procedure	Allocated funds in 2015 Euro	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
Culture	Sot per te ardhmen	Organization of Song Marathon	Social - cultural activities 2017	DMC no.402, dt 23.01.2017	Call for application			14,256
Social services	Sot per te ardhmen	Legal, psychological, telephone service for cases of domestic violence	Social programme for year 2015 / 2016 / 2017	DMC no.242, dt 14.01.2015 DMC no.329, dt 16.02.2016	Direct allocation	3,743	4,457	3,743
Social services	Sot per te ardhmen	Facilitating of daily services for children	Social programme for 2016	DMC no.329, dt 16.02.2016	Direct allocation		3,571	
Social services	Shoqata e grave me probleme sociale	Day care for children, education, food, activities	Social programme for 2016	DMC no.329, dt 16.02.2016	Direct allocation		3,571	
Social services	Qendra ditore "Dielli Mengjesit"	Day care for children, education, food, activities	Social programme for 2016	DMC no.329, dt 16.02.2016	Direct allocation		3,571	
Social services	Qendra Drejt Zhvillimit Mendor te Shendetit	Day care for children, education, food, activities	Social programme for 2016	DMC no.329, dt 16.02.2016	Direct allocation		3,571	
						3,743	56,169	47,998
TOTAL (2015 – 2017)								107,910

Source: Municipality of Durres

Existing procedure:

The procedure for allocation of public funds to CSOs in Durres Municipality is through i) calls for applications and ii) direct allocations.

The funds for art and culture activities are being programmed in the annual municipality budget since year 2008 and have been distributed through **calls for application**. Decision of Municipality Council no. 87, dated 27.06.2008 "On the establishment of the Culture Council in Durres Municipality" outlines the responsibility of the Culture Council, as a decision-making structure near the Directorate of Education, Culture, Youth, Sports and Religious Communities. The Culture Council has 11 members, with a serving term of no more than two years and who meet 6 times per year to discuss artistic and culture projects.

There is **one call for each budgetary year**. The call is open by the Directorate of Education, Culture, Youth, Sports and Religious Communities and is published on-line at the website of Durres Municipality from month of January to mid-March. The call asks all the interested parties to submit their applications for overall planning purposes of the yearly allocated culture fund. No format are



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provided at this moment of the call. Every applicant submits personally to the Directorate of Education, Culture, Youth, Sports and Religious Communities an official request, along with the project proposal (not more than 7 pages) and the budget. Every request is officially registered and the standard application form is filled in with the applicant. A dossier per each applicant is prepared containing the i) application form, ii) project proposal.

The folders for each application are submitted for decision making to the Cultural Council, which decides with 2/3 of its present members' votes. In each meeting two to three applications are screened and assessed. The minutes of the meetings are being kept by a culture expert near the Directorate of Education, Culture, Youth, Sports and Religious Communities. Once the project is approved by the Cultural Council, a contract is signed between the applicant and the Municipality Mayor. In the respective signed contract, monitoring responsibilities are assigned to a culture expert in the Directorate of Education, Culture, Youth, Sports and Religious Communities.

On the other hand, funds for social services have been **directly allocated** to four operating CSOs in Durres Municipality, aiming to extend their daily services to children and persons with disabilities in terms of education, food, activities; as well as women in terms of legal, psychological, telephone service for cases of domestic violence. Priorities in the social area are identified in the Municipality Social Plan (2017-2020) revised as per the new territorial division; as well in the Social Inclusion Plan. Unfortunately, none of these documents address social services related activities' budgeting. The funds are being programmed under the respective social services budget line of the Annual Municipality budget. No standardised formats for reporting are available, CSOs do report on individual bases. Monitoring is mainly done as part of the overall work of the Social Services Directorate. Payments are made as a lump sum at the end of the year, following submission of final reports, declaration of expenses and submission of invoices.

Findings:

As a summary, tracking of LOD methodology elements in the Municipality of Durres existing procedures for supporting CSOs projects, looks as follows:

- Step 1 (analysis and priority areas setting) – both culture and social services funds are budgeted in the annual MTBP of the Municipality, which according to the law requires participatory budgeting and its adoption process as per the Law “On Public Notification and Consultation” requires notification and discussion of upcoming budget funds and priorities with CSOs, citizens and businesses. Culture and social services comprise clear budget programmes within the MTBP. Funds for “culture and artistic projects” are budgeted based on previous years' experience and are part of the overall culture programme.
- Step 2 (preparation and announcement of public call for CSOs) – partially applied for culture and art funds. The announcement covers mainly one call for proposal which duration is more than 5 weeks and is run at the beginning of each year. There is not a formal set of document prepared ahead of the opening of the call. The registration format contains elements of the i) administrative identification form, ii) financial identification form, iii) eligibility statement and iv) check list. Publication of the call is done only on the website of the Municipality and it is not possible to be retrieved once the call has finished. Issuance/acceptance of the documentation is recorded through formal protocol.



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- Step 3 (evaluation of project proposals by CSOs) – this task is performed by the Artistic and Cultural Council, which is assigned this responsibility with the Decision of Municipality Council. They gather 6 times per year and approve the projects. No guidelines nor individual projects evaluation forms are used by the Culture Council to approve the proposals; announcement of results is done individually to the successful applicants;
- Step 4 (allocation of funds and project implementation) – no reporting formats are part of the call documentation nor are asked the successful applicants to report according to some formats; given the type of the activity all cultural projects are broadcasted and promoted on the website of the municipality;
- Step 5 (projects monitoring and analysis of public call results) – monitoring responsibilities are assigned to a cultural expert in the Directorate of Education, Culture, Youth, Sports and Religious Communities; there are not available Project Implementation Monitoring Guidelines; performance analysis of public call results is prepared as part of the MTBP monitoring activities;



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3.3. Municipality of Elbasan

Municipality of Elbasan experience with CSOs project has been rather limited. Interviews with employees of finance, social services and projects departments informed that **no public funds have been allocated/funded CSOs activities**. The amount of money funding CSOs activities in Elbasan Municipality, in the period 2015-2017, is EUR 34,831.

Table 8: CSOs activities funded by Elbasan Municipality

Category	Beneficiary CSO implementing the project/activity	Service covered	Budget line	Legal bases, dated	Procedure	Allocated funds in 2015 Euro	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
Social Services	Tjeter Vizion	Support for the victims of human trafficking	Conditional transfer from central government	Law no. 10252, dated 11.03.2010	Direct allocation	3,643	11,140	12,905
Sports	Cycling Federation	Organizing of bicycle marathon	Reserve funds	DMC no. 31, dated 25.03.2016	Direct allocation		7,143	
						3,643	18,283	12,905
TOTAL (2015 – 2017)								34,831

Source: Municipality of Elbasan

Existing procedure:

Apart to the “in kind” support to provide free rental offices for CSOs, Elbasan Municipality is responsible for transferring public funds to “Tjeter Vizion”, a CSO which provides services to victims of human trafficking¹². This is a conditional transfer from the central government. Only one example in funding CSOs projects has been reported, and funds for this sport activity have been reallocated from reserve funds, following a Memorandum of Cooperation with Ministry of Education and Sports. Support for persons with disabilities, i.e. transport services is provided through direct transfers to individuals. These funds are programmed under “economic assistance programme” and can be collected from individuals near the postal service. Another form of “in kind” support for local CSOs has been exemption from local taxes, i.e. the case of Albania Sport and Tourism (AST).

Findings:

As a summary, tracking of LOD methodology elements in Elbasan municipality procedures for running public funds, looks as follows:

- Step 1 (analysis and priority areas setting) – overall strategic framework is present in this municipality and participatory budgeting procedures are applied, however no LOD elements could be traced due to no experience of municipality with funding CSOs activities;
- Step 2 to Step 5 – not present;

¹² Ministry of Health and Social Protection, former Ministry of Labor, Social Services and Equal Opportunities, is responsible for supporting CSOs which provide services to victims of human trafficking. These CSOs include “Tjeter Vizion” in Elbasan, “Vatra” in Vlora and “Different and Equal” in Tirana Municipality. These funds are programmed under the “social protection” Programme and ensure transfer of funds for food.



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3.4. Municipality of Shkodra

In the Municipality of Shkodra, public funds have supported CSOs activities mainly in economic development, tourism, culture and social services. Due to territorial reform and its impact in the reorganisation of the municipality, data relevant to year 2015 were difficult to retrieve. As per 2016 – 2017 period, the overall amount of funds dedicated to these type of activities has been around EUR 345,365. The amount includes also a “conditional transfer” from central government at the amount of EUR 241,358 to support the operational activities of “Shpresa” Centre, which enables social services to abandoned and people with disabilities. Therefore, the municipality’s amount of funds programmed and spent on CSOs projects/activities is around EUR 104,007.

It should be noted that all the projects and related budgets are public online and easily accessible in the internet site of the municipality¹³. The type of activities funded, procedure and yearly allocations are provided in more details in Table 9.

Table 9: CSOs activities funded by Shkodra Municipality

Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal base, dated	Procedure	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
Economic development	Consulting and Development Partners	Organisation of a works fair in collaboration with the University and vocational schools	Economic Development and Tourism activities 2016	DMC no. 17, dated 28.04.2016	On line public procurement	450	
Economic development	Consulting and Development Partners	Manufacturing businesses’ products fair	Economic Development and Tourism activities 2016	DMC no. 17, dated 28.04.2016	On line public procurement	564	
Economic development	Resurset natyrorë në zhvillim, Velipoja ekspres	Fair for the promotion of values and products of the territory	Economic Development and Tourism activities 2017	DMC no.8, dated 30.01.2017	Call for application / on line public procurement		837
Economic development	BID Shkodra	Activities to promote business initiatives	Economic Development and Tourism activities 2016 and 2017	DMC no. 17, dt. 28.04.2016 DMC no.8, dt 30.01.2017	Direct transfer	11,429	11,429
Tourism	The Door	Theth Fest	Economic Development and Tourism activities 2016	DMC no. 17, dated 28.04.2016	On line public procurement	1,836	
Tourism	Water Sport on the Lake	“Triathlon Labeat”	-/-	-/-	-/-	836	

¹³<http://www.bashkiashkoder.gov.al/>



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Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal base, dated	Procedure	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
Tourism	Artisanal Organisation	Tourism Day	-/-	-/-	-/-	1,057	
Tourism	Creative City	Day of Lake festival	-/-	-/-	-/-	1,678	
Tourism	The Door	Bicycle Day	-/-	-/-	-/-	826	
Tourism	The Door	Opening of Tourism Season in Velipoja	Economic Development and Tourism activities 2017	DMC no.8, dated 30.01.2017	Call for application		2,857
Tourism	Albania Handicraft Organization	Artisanal Fair	-/-	-/-	On line public procurement		2,029
Tourism	The Door	Bicycles Day	-/-	-/-	Call for application		2,143
Tourism	Qendra e Gruas "Hapat e Lehte"	Tourism Day	-/-	-/-	On line public procurement		1,211
Tourism	Albania Water Sport	"Triathlon Labeat"	-/-	-/-	Call for application		1,786
Tourism	Albania Water Sport	Day of Lake	-/-	-/-	Call for application		2,138
Culture	QZHK, Sot përtëardhmen	Maratona e Këngës	Culture and Recreational activities 2016	DMC no. 17, dated 28.04.2016	Call for application	7,143	
Culture	Code Partners	Summer Concerts	-/-	-/-	-/-	2,143	
Culture	Creative City	Modern Music Fest	-/-	-/-	-/-	3,898	
Culture	Code Partners	Organisation of end year activities	-/-	-/-	-/-	1,429	
Culture	Acli-Ipsia	Shkodra Jazz Festival	-/-	-/-	-/-	7,143	
Culture	PrenkëJakova	Ndërmendje	-/-	-/-	-/-	10,714	
Culture	AcliIpsia	Flowers Day	Culture and Recreational activities 2017	DMC no.8, dated 30.01.2017	Call for application		3,571
Culture	RrokJakaj	JazzFestival	-/-	-/-	-/-		7,143
Culture	Zef Jubani	Karnaulet	-/-	-/-	-/-		4,000
Culture	Rozafa 94 & Code Partners	Organisation of end year activities	-/-	-/-	-/-		2,143
Culture	Vox Baroque	Music Fest	-/-	-/-	-/-		1,429
Social services	The Door	Popular GamesFest, 9th edition and 10th edition	Social services activities 2016 and 2017	DMC no. 17, dated 28.04.2016 MC no.8, dated 30.01.2017	Small value procurement	943	1,343



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Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal base, dated	Procedure	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
Social services	Shpresa	Family-home service for abandoned kids and people with disabilities	Social services activities 2016 and 2017	Conditional transfer from the Central Gov't	Direct allocation	120,679	120,679
Social services	Consulting & Development Partners	Organization of International Day for Children	Social services activities 2016	DMC no. 17, dated 28.04.2016	Small value procurement	357	
Social services	The Door	No Children Outside	-/-	-/-	-/-	1,679	
Social services	Terres de Homme	Organisation of the International Women Day	Social services activities 2017	DMC no.8, dated 30.01.2017	Small value procurement		223
Social services	ARKA	Organisation of international day for roma minorities	Social services activities 2017	-/-	-/-		643
Social services	The Door	Payment for the music teacher and social employee to train the musical band of people with disabilities to perform during yearly activities	Social services activities 2017	DMC no.8, dated 30.01.2017	Direct transfer		1,893
Social services	Shoqata e Tetraplegjikeve	Catering services for International Day of Disability People	Social services activities 2017	-/-	Small value procurement		393
Social services	Rozafa 94, Consulting and Development Partners	Organisation of Shkodran'fest musical festival	Social services activities 2017	-/-	Small value procurement		2,671
						174,804	170,561
TOTAL (2016 – 2017)							345,365

Source: Municipality of Shkodra

Existing procedure:

Information collected from Shkodra Municipality indicate that funding of the abovementioned activities foresee three key procedures i) public procurement, ii) direct transfer and iii) call for proposals as approved by the Artistic and Cultural Council.



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By the end of current fiscal year¹⁴, the Municipality prepares its upcoming annual budget as part of its three year medium term budget programme preparation. Each directorate in line with the overall Municipality's objectives and its area of work prepares detailed "project fiches". Three are the main budget programmes (among 13 that the municipality runs) that foresee budgeted CSOs programme activities' implementation and/or collaboration. These programmes include i) Economic Development and Tourism, ii) Culture and Recreation and iii) Social Services. Other budget programmes address cooperation/support of CSOs projects/activities through an "in kind" contribution.

The **call for applications procedure** is being used for part of activities foreseen under the "Economic Development and Tourism" and "Culture and Recreation" budget programmes. The procedure through which the call is managed is as follows.

Each Directorate, in line with its working programme, prepares an open invitation which is published online in the municipality webpage. The invitation follows a "standardised format" which provides i) information on the purpose and description of the activity/project; ii) application criteria; iii) selection criteria; iv) duration of the public call and announcement of the winner; v) budget limitation as well as v) information on submission or documents (the application format)¹⁵. The duration of the public call is depends on project nature, but it is not more than five weeks.

The evaluation of submitted application is done in compliance with Article 7 of the Regulation on the financing of cultural, artistic, sports and youth projects in the Municipality of Shkodra¹⁶, as well as in compliance with the criteria, specifications and funds set forth in the open invitation, published on the official website of Shkodra Municipality. Evaluation of applications is done by the "Artistic and Cultural Council" which consist of 7 (seven) members. The evaluation procedure involves open discussions on each submitted project proposal. It involves a two stage process, which evaluates i) the submitted documentation and ii) assessment of meeting the required criteria. During the evaluation process a record is held in which the discussions of each member of the council are reflected. At the end of the evaluation, Decision of the Artistic and Cultural Council is prepared, acknowledging all the applications and announcing the winning applicant. Announcement on the wining applicant is published on the municipality website, and the winning applicants are contacted through email and telephone.

As per project implementation phase, the winner is officially invited to sign a service contract with the Municipality. Through an Internal Order signed by the Mayor, a Monitoring Committee is

¹⁴ With the new Budget Law, the municipalities should approve the budget for the upcoming year within the month of December of the current year;

¹⁵ It should be noted that application format is similar to the one used by Ministry of Culture, Tirana and Durres Municipality

¹⁶ Decision of Municipality Council No.27, dated 01.06.2016 "On the establishment of the artistic and cultural council, the remuneration of its members and the approval of the regulation of funding of cultural, artistic, sports and youth projects in the Municipality of Shkodra", available at http://www.bashkiashkoder.gov.al/web/Vendimet_e_Keshillit_169_1.php



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established. The Municipality prepares a monitoring plan¹⁷ (through standardised formats) where monitoring committee members and their responsibilities are indicated. At the end of each activity two monitoring reports (through standardised format) are prepared – one by the Monitoring Committee and one by the CSO implementing the activity. The procedure involves also a standardised audit trail of all the above mentioned stages which is part of the dossier for executing the ex-post payment procedures.

Other programmed CSOs funded projects/activities under the i) Economic Development and Tourism, ii) Culture and Recreation and iii) Social Services budget programmes are managed through the **public procurement procedure**. In these cases, the procedure followed has been the one as foreseen by the public procurement law. Pursuant to Law no. 139/2015 “On Self Government” Article 8, paragraph 2; Law no. 9643, dated 20.11.2006 “On Public Procurement” as amended; DCM no. 914, dated 29.12.2014 “On the Approval of Public Procurement Rules”, Municipality of Shkodra annually issues the internal order for “Establishment of the working group for drafting the procurement procedures documentation”. Legal provisions as foreseen in the abovementioned legal framework are followed in preparing the technical specifications. A procurement order is signed by the Mayor and an invitation to tender is published on line at the public procurement site. In compliance with the Public Procurement Law, the contracts are awarded to the lowest price offer. Awarding of the contract is published on the public procurement bulletin. Monitoring responsibilities are assigned to the relevant Departments responsible for implementation of activities.

Only three examples of **direct transfers** of public funds to CSOs have been reported. These include the direct allocation to Shpresa CSO, Business Improvement District (BID) Shkodra and the payment of honorarium for services provided by 3rd parties to CSOs. These funds are budgeted in the approved annual budget programme.

Findings:

As a summary, tracking of LOD methodology elements in Shkodra municipality existing procedures, looks as follows:

- Step 1 (analysis and priority areas setting) – culture, tourism, economic development, recreational and social services related activities are detailed in respective “project fiches” and budgeted in the three-year MTBP of the Municipality. These activities are in line with the Municipality priority and development programme; CSOs and citizens are involved in budget preparation as part of participatory budgeting process. As per Law “On Public Notification and Consultation” CSOs are invited and attend proceedings of the Municipality Council;
- Step 2 (preparation and announcement of public call for CSOs) – the announcement covers the respective event as per the activity calendar approved by the Municipality Council as part of the MTBP. The announcement is done on the website of the municipality; there is a standard application set used for project proposals which contain to certain extend (not very elaborated) all the elements of the LOD methodology. While standardised formats are

¹⁷ These monitoring plans can be considered as “reporting guidelines” as they use standardized formats which are used in all projects implementation



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available for i) announcement on the web and ii) application form, information on administrative identification form, financial identification form, eligibility statement, budget and activity breakdown are provided as part of the application form. Elements of logical framework, visibility plan and check list are not present. Publication of the call is done only on the website of the Municipality. Issuance/acceptance of the documentation is recorded through formal protocol, with the acceptance of all the application forms by the Citizen Information Sector.

- Step 3 (evaluation of project proposals by CSOs) – this is task performed by the Artistic and Cultural Council, which is assigned this responsibility with the Decision of Municipality Council. As per Council Regulation they can gather up to 12 times per year to discuss applications. Evaluation guidelines are provided shortly in the Regulation of Artistic and Cultural Council. No individual projects evaluation forms are used by the Culture Council to approve the applications; announcement of results is done on the website of the municipality and individually to the successful applicants;
- Step 4 (allocation of funds and project implementation) – standardized reporting formats, as per existing reporting guidelines are used to implement the project; CSOs activities are promoted in the website of municipality and when possible on the local media and media;
- Step 5 (projects monitoring and analysis of public call results) – monitoring is assigned through a mayor decision to the responsible Directorate, a simplified form of Project Implementation Monitoring Guidelines is available as part of the mayor decision and standardized formats for monitoring the event. The overall reporting of overall activities under each programme is done as a part of the MTPB reporting activity;



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3.5. Municipality of Korça

In this municipality public funds supporting CSOs activities are reported mainly as contributing to already ongoing initiatives of CSOs. Overall the budget funding to CSOs activities for the years 2015 – 2017 has been around EUR 136,786.

Table 10: CSOs activities supported by Municipality of Korça

Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line ¹⁸	Legal base, dated	Procedure	Allocated funds in 2015 Euro	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
Social Services	Docas Emanuel Foundation	Rent, water and electricity coverage for 3 daily centers for children	Social City Programme 2015/2016/ 2017	DMC no.16, dated 13.03.2015 DMC no.18, dated 17.03.2016 DMC no.5, dated 12.01.2017	Call for expression of interest / public procurement	11,829	16,400	17,314
Social Services	Docas Emanuel Foundation	Rent, water and electricity coverage for 1 daily center for elderly	Social City Programme 2015/2016/ 2017	DMC no.16, dated 13.03.2015 DMC no.18, dated 17.03.2016 DMC no.5, dated 12.01.2017	Call for expression of interest / public procurement	13,629	17,057	17,743
Social Services	Jesus Crist for Balkans Foundation	Rent, water and electricity for the emergency shelter for victims of domestic violence	Social City Programme 2015/2016/ 2017	DMC no.18, dated 17.03.2016 DMC no.5, dated 12.01.2017	Call for expression of interest / public procurement		2,429	2,057
Social Services	Terre des Hommes, Dorcas Emanuel, World Vision	Coverage of honorary expenses for summer camp teachers, transport	Social City Programme 2016/2017	DMC no.18, dated 17.03.2016 DMC no.5, dated 12.01.2017	Direct transfer		2,143	2,464
Economic development	Business Improvement District Korça CSO	Activities to promote business initiatives	Operational Expenses	DMC no.16, dated 13.03.2015 DMC no.18, dated 17.03.2016 DMC no.5, dated 12.01.2017	Direct Transfer	3,493	15,114	15,114
						28,950	53,143	54,693
TOTAL (2015 – 2017)								136,786

Source: Municipality of Korça

¹⁸ <http://bashkiakorçe.gov.al/files4users/files/Buxhet%20viti%202016.pdf>



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Existing procedures:

Annual programming of Municipality's funds supporting CSOs activities are based on the Memorandum of Cooperation among the Municipality and the relevant CSOs, such as Dorcas Emanuel Foundation, Albanian American Development Fund, Jesus Christ for Balkans' Foundation, etc.. These Memorandum of Cooperation, stipulate among others the Municipality of Korça responsibility to cover rent, water and electricity for the daily centers run by these CSOs, as well as to financially support Business Improvement District (BID) Korça CSO to run activities that promote business initiatives.

Information shared by Municipality of Korça indicate that funding of the abovementioned activities is done through i) public procurement procedure and ii) direct transfer.

The public procurement procedure has been followed in ensuring rent coverage for the daily centers run by the Dorcas Emanuel Foundation and Jesus Christ for Balkans' Foundation. Allocation of these funds followed a two stage procedure. At the beginning of the year, the Social Protection Department, prepares an analysis document and identifies priorities in the framework of MTPB preparation. Given participatory budgeting experiences, particular attention is provided to the most vulnerable groups – elderly, children and women. The existing legal framework does not allow Municipalities to engage directly in contractual leasing agreements. In order to overcome this legal constraint, the Municipality opens a call for expression of interest in the media. In order to meet transparency criteria, the Municipality in compliance with Decision of Council of Ministers no 1195, dated 5.08.2008¹⁹, opens a procedure for selecting the audio-visual media where they will announce the call for leasing the locations to accommodate the centers.

Once the MTPB is approved, for each of the cultural activities a working group (Commission) is established with an Internal Order of the Mayor. These persons (usually three) prepare the technical specifications (Terms of References) and budget according to each of the activity. A procurement order is signed by the Mayor and an invitation to tender is published on line at the public procurement site. Along it, the announcement is published on the municipality's billboard and internet site. In compliance with the Public Procurement Law, the contracts are awarded to the lowest price offer. Awarding of the contract is published in the billboard and internet website of the Municipality. Only two examples of **direct transfers** of public funds to CSOs have been reported. These include the direct allocation to Business Improvement District (BID) Korça and the payment of honorarium for services provided by 3rd parties to CSOs. These funds are budgeted in the approved yearly budget programme.

Apart these projects, the Municipality programmes and implements other cultural, tourism, youth and social projects which are prepared and managed by Municipality's employees of the respective Departments. CSOs are invited to attend and participate in these events, but they are not the ones which run these activities.

¹⁹ DCM no. 1195, dated 5.08.2008 "On the Purchase, Preparation, Production of TV programmes or advertisements for transmission by radio and television operators or to be published in written media, and for contacts for transmission time by public administration



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Findings:

As a summary, tracking of LOD methodology elements in Korça municipality existing cooperation procedures with CSOs, looks as follows:

- Step 1 (analysis and priority areas setting) – activities which relate to projects implemented by CSOs in social services are detailed in respective “project fiches” and budgeted in the MTBP of the Municipality. These activities are in line with the Municipality priority and development programme, and are foreseen in the 9 programmes that the Municipality runs; CSOs and citizens are involved in budget preparation as part of participatory budgeting process. As per Law “On Public Notification and Consultation” CSOs are invited and attend proceedings of the Municipality Council;
- Step 2 to Step 5 – due to no presence of calls for proposals with CSOs, LOD elements are not present; nevertheless, it should be noted that the Municipality uses standardized reporting formats (narrative and financial) for monitoring the CSOs work running each particular center. Monitoring responsibilities are assigned to the Social Protection Department, as per the respective Decision of the Municipality Council which approves the Memorandums of Cooperation with the respective CSOs. The reporting of overall activities under each programme is done as a part of the MTPB reporting activity;



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3.6. Municipality of Lezha

Following the reorganisation of the administrative territory of the Municipality in 2015, the municipality is preparing its three year MTBP as of 2017. Funds before 2017 are difficult to be traced down, especially when it comes to CSO project funding. As per 2017 budget²⁰, municipality funds supporting CSOs activity amount to EUR 42,000 and they are direct transfers.

Table 11: CSOs activities supported by Municipality of Lezha

Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal base, dated	Procedure	Allocated funds in 2017 Euro
Social Services	Red Cross Lezha Branch	Rent, water and electricity coverage for the elderly daily center	Housing and Social Services Programme 2017	DMC no.166, dated 10.07.2017	Direct transfer	3,586
Social Services	Red Cross Lezha Branch	To support families in need and with socio-economic problems	Housing and Social Services Programme 2017	DMC no.166, dated 10.07.2017	Direct transfer	7,143
Social Services	Opera Life Onlus	Co-financing of 10% of the investment for a new Women and Children Center	Housing and Social Services Programme 2017	DMC no.166, dated 10.07.2017	Direct transfer	32,136
TOTAL 2017						42,864

Source: Municipality of Lezha

Existing procedures:

Municipality funds are transferred to partner CSOs, based on the Memorandum of Cooperation among the Municipality and the relevant CSOs, and as approved by the Municipality Council of the yearly MTBP. The Memorandum of Cooperation with Red Cross, Lezha Branch²¹ stipulates among others Lezha Municipality responsibility to cover rent, water and electricity for the elderly daily center run by this CSOs. Similarly, the Memorandum of Cooperation²² with Opera Life Onlus, foresees the co-financing of the investment works for a new center “OLA Center” which will serve as a sanitary and social center for women and children. All the above projects have been foreseen under the Service and Social Care Programme, one of 10 budget programmes that the municipality runs.

²⁰ http://www.lezha.gov.al/web/vendimi_i_buxhetit_2167.pdf

²¹ Article 4, Memorandum of Cooperation between Lezha Municipality and Red Cross, Lezha Branch, Prot no. 8146, dated 13.09.2017

²² Memorandum of Cooperation between Lezha Municipality and Opera Life Onlus, Prot no. 5785, dated 06.07.2017



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Findings:

As a summary, tracking of LOD methodology elements in Lezha Municipality procedures for running public funds, looks as follows:

- Step 1 (analysis and priority areas setting) – overall strategic framework is present in this municipality and participatory budgeting procedures, are applied as of 2017 budget exercise;
- Step 2 to Step 5 – no LOD elements present due to limited experience of the municipality with CSOs;



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3.7. Municipality of Tropoja

Tropoja Municipality reported funding only one CSO activity – being implemented by the same CSO over the last 10 years. This CSO has been organising one of the most known cultural activities of this region. The overall budget allocated to CSOs is EUR 13,570.

Table 12: CSOs activities supported by Municipality of Tropoja

Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal bases, dated	Procedure	Allocated funds in 2015 Eur	Allocated funds in 2016 Eur	Allocated funds in 2017 Eur
Culture	Unioni Artistik i Kombit Shqiptar	Organization of “Sofra Dardane” celebration for year 2015	Cultural heritage - social-cultural activities	DMC no.6/1, dated 16.02.2015	Direct allocation	3,571		
Culture	Unioni Artistik i Kombit Shqiptar	Organization of “Sofra Dardane” celebration for year 2016	Cultural heritage - social-cultural activities	DMC no.49, dated 23.12.2015	Direct allocation		3,571	
Culture	Unioni Artistik i Kombit Shqiptar	Organization of “Sofra Dardane” celebration for year 2016	Cultural heritage - social-cultural activities	DMC no.102, dated 20.12.2016	Direct allocation			6,429
						3,571	3,571	6,428
TOTAL (2015 – 2017)								13,570

Source: Municipality of Tropoja

Existing procedures:

The procedure for granting this fund is as follows – during the preparation of the annual MTBP, under the budget line “cultural heritage, social cultural activities” a total amount is programmed for the corresponding budgetary year. The amount is co-financing the overall organisation of a three-day festival with representatives from artistic Albanian groups coming from Albania, Kosovo, Montenegro and Macedonia. The budget is approved by a Municipal Council Decision (DCM).

At the moment when the activity will be organised, the CSO (Unioni Artistik i Kombit Shqiptar) submits a request for funding the activity along with a financial expenditure plan. Through a Municipality Council Decision, the funds are transferred to the CSO. The municipality has no standardized forms to monitor the implementation of the project and neither the CSO report on it – provides a narrative report. Additionally, the organization does not submit a financial report at the end of the activity with the exception of film/photographic materials about the organisation of the event. Allocation of the funds to “Unioni Artistik i Kombit Shqiptar” CSO and activity implementation are reported as completed by the municipality, as part of its MTBP annual reporting activity.



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Findings:

As a summary, tracking of LOD methodology elements in Diber municipality procedures for running public funds, looks as follows:

- Step 1 (analysis and priority areas setting) – overall strategic framework is present in this municipality and participatory budgeting procedures are applied;
- Step 2 to Step 5 – no LOD elements present due to limited experience of the municipality with CSOs;



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3.8 Municipality of Diber

In the last three years Diber Municipality has supported only once CSOs activities. The supported CSO has been organising one of the most known cultural activities of this region. The overall budget allocated to CSO is EUR 3,571.

Table 13: CSOs activities supported by Municipality of Diber

Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal bases, dated	Procedure	Allocated funds in 2015 Eur	Allocated funds in 2016 Eur	Allocated funds in 2017 Eur
Culture	Oda Dibra	Organization of the 2017 Oda Dibrane celebration	Municipality Reserve Fund	DMC no.94, dated 27.09.2017	Direct allocation			3,571
TOTAL (2015 – 2017)								3,571

Source: Municipality of Diber

Existing procedure:

The reported procedure stipulates the CSOs submitting a formal request to Secretary of the Municipality Council before the organisation of this activity. The official request is accompanied with a project idea and the estimated budget for organising this celebration. As this activity is not budgeted in advance in the yearly MTBP, funding has been made possible through the reserve funds – a special fund which needs the approval of the Municipality Council to be implemented. The Municipality staff mentioned that the Municipality has provided “in-kind” support for organizing this activity in previous years. There are no standardized reporting formats used by municipality. The CSO prepared a financial report once implementing the activity.

No further funding of CSOs activities by the Municipality budget in other sectors is reported. It has been mentioned that Municipality is providing space (no rent) to Red Cross to run the Center for the Elderly Persons, as per the Cooperation Agreement with the Red Cross Association. Heating and small treatments (coffee, etc) to the elderly people are covered as well by the municipality. Also, one employee is part of the municipality structure and budgeted in the municipality payroll.

Findings:

As a summary, tracking of LOD methodology elements in Diber municipality procedures for running public funds, looks as follows:

- Step 1 (analysis and priority areas setting) – overall strategic framework is present in this municipality and participatory budgeting procedures are applied, however no LOD elements could be traced due to limited experiences of the municipality with CSOs;
- Step 2 to Step 5 – not present;



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3.9 Municipality of Roskovec

In the Municipality of Roskovec, public funds implemented by CSOs have been mainly for cultural activities. During 2016 – 2017, the overall amount of funds dedicated to this type of activities has been around EUR 33,069. Data for year 2015 were not available. The type of activities, procedure and yearly allocations are provided in more details in Table 14.

Table 14: CSOs activities supported by Municipality of Roskovec

Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal bases, dated	Procedure	Allocated funds in 2015 Euro	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
Culture	Qendra Aleanca Gjinore per Zhvillim	Social-cultural activities for Roskovec Fest (24 July)	Social - cultural activities for year 2016	DMC no.2, dated 21.01.2016	Request for offer / on line public procurement		8,896	
Culture	Gruaja, Komuniteti, Mjedisi – harmonizuar per Zhvillim	Organisation of Olive Festival	Social - cultural activities for year 2016	DMC no.2, dated 21.01.2016	Small value purchases		2,714	
Culture	Qendra Aleanca Gjinore per Zhvillim	Organisation of social-cultural activities for end of year celebration	Social - cultural activities for year 2016	DMC no.2, dated 21.01.2016	Request for offer / on line public procurement		11,807	
Culture	Gruaja, Komuniteti, Mjedisi – harmonizuar per Zhvillim	Social-cultural activities for Roskovec Fest (24 July)	Social - cultural activities for year 2017	DMC no. 80, dated 21.12.2016	Small value purchases			3,507
Culture	Gruaja, Komuniteti, Mjedisi – harmonizuar per Zhvillim	Organisation of Olive Festival	Social - cultural activities for year 2017	DMC no. 80, dated 21.12.2016	Small value purchases			2,641
						n/a	23,417	9,652
TOTAL (2015 – 2017)								33,069

Source: Municipality of Roskovec

Existing procedure:

The procedure under which these funds have been allocated to CSOs is as follows. The Directorate of Culture and Sports prepares an overall calendar of activities with the corresponding budget. The calendar is based on the traditional events/dates that have been traditionally celebrated in the Municipality. The calendar along with an estimated budget is proposed for approval to the Municipality Council as part of the MTPB of the Municipality.



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Once the MTPB is approved, for each of the cultural activities a working group (Commission) is established with an Internal Order of the Mayor. These persons (usually three) prepare the technical specifications (Terms of References) and budget according to each of the activity. A procurement order is signed by the Mayor and an invitation to tender is published on line at the public procurement site. Along it, the announcement is published on the municipality's internet site and social media (facebook). In compliance with the Public Procurement Law, the contracts are awarded to the lowest price offer. Awarding of the contract is published on the public procurement bulletin, internet website and social media. The procedure has shown that CSOs experienced with the public procurement procedure have been successful.

Given that these activities relate to one-time events, at the end of event/activity implementation financial reporting with the exact amount of how much has been spent is prepared and signed by the working group (commission). A narrative report, along with photos is prepared by the CSOs and submitted to the Mayor.

Funding of CSOs activities in other sectors is not reported by the Municipality. Involvement of CSOs is expected in running the newly established shelter for victims of domestic violence 24 to 48 hours.

Findings:

As a summary, tracking of LOD methodology elements in Roskovec municipality existing procedures for running culture public funds, looks as follows:

- Step 1 (analysis and priority areas setting) – culture activities are budgeted in the three-year MTBP of the Municipality. These activities are in line with the usual celebrated dates in the Municipality; as per Law “On Public Notification and Consultation” CSOs are invited and attend proceedings of the Municipality Council;
- Step 2 (preparation and announcement of public call for CSOs) – partially applied as announcement covers mainly one time cultural event as per the cultural event calendar which is usually approved by the Municipality Council as part of the MTBP. A Commission (three persons from different units) is set up to prepare the set of documents and budget. The procedure followed and the set of documents is done in compliance with public procurement formats as implementation is done through public procurement procedure. Publication of the notification is done online in the public procurement bulletin, municipality's website and social media; issuance/acceptance of the documentation is recorded through formal protocol;
- Step 3 (evaluation of project proposals by CSOs) – evaluation is performed by the same Commission established to prepare the procurement procedure. Evaluation is done in compliance with the public procurement procedure;
- Step 4 (allocation of funds and project implementation) – cultural projects are mainly one time implemented activities; while there are no standardized reporting formats – the CSOs a narrative report; the cultural activities are promoted in the website of municipality;
- Step 5 (projects monitoring and analysis of public call results) – monitoring is assigned to the working group (Commission) which prepares a final financial report, whereas the overall reporting of cultural events is done as a part of the MTPB reporting activity;



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3.10 Municipality of Librazhd

In the Municipality of Librazhd, public funds implemented by CSOs have been mainly for cultural activities. During 2015 – 2017, the overall amount of funds dedicated to activities implemented by CSOs are EUR 48,005. The type of activities, procedure and yearly allocations are provided in more details in Table 14.

Table 14: CSOs activities supported by Municipality of Librazhd

Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal bases, dated	Procedure	Allocated funds in 2015 Euro	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
Social Services	MEDPAK / Daily Center for Children with Disabilities	Monthly salaries for 4 employees working at Daily Center	Social - cultural activities for year 2016	As per MTPB approved by DMC for year 2015, 2016, 2017	n/a	13,000	12,407	15,258
Social Services	MEDPAK / Daily Center for Children with Disabilities	Transportation costs for children with disabilities to attend the daily center	Operational costs	As per MTPB approved by DMC for years 2015, 2016, 2017	Request for offer / on line public procurement	2,641	1,246	2,939
Culture	Dorezi	Transport cost for the Dorezi fest	Social - cultural activities for year 2017		Small value purchases with three offers			300
Tourism	World Vision	Organisation of Honey Festival	Municipality Reserve Fund		Small value purchases with three offers			214
						15,641	13,653	18,711
TOTAL (2015 – 2017)								48,005

Source: Municipality of Librazhd

Existing procedure:

Municipality of Librazhd experience with CSOs is mainly related to the long standing municipality cooperation with MEDPAK (as of year 2008), a regional CSO working in Protecting the Rights of Persons with Disabilities. Annual programming of Municipality's funds supporting MEDPAK activities, is based on the Memorandum of Cooperation between the Municipality and MEDPAK. This Memorandum, specifies among others that Municipality of Librazhd is responsible for providing the location, salaries of the employees of the daily center, as well as transportation costs for people with disabilities.



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Once the annual MTPB is approved, finance department prepares a request for offer for transport services is published in the public procurement bulletin. In compliance with the Public Procurement Law, the contract is awarded to the lowest price offer. “In-kind” contribution of the Municipality in providing the building for the centre of elderly people, is foreseen in the Memorandum of Cooperation with Red Cross Association.

Regarding the other two small allocations for CSOs activities, the one for cultural events is part of the overall approved culture programme; whereas the tourism one is allocated from the reserve fund of the Municipality. Nevertheless, in both cases the allocation followed the public procurement procedures.

Findings:

As a summary, tracking of LOD methodology elements in Librazhd municipality existing procedures for running culture public funds, looks as follows:

- Step 1 (analysis and priority areas setting) – as of 2016 the Municipality has prepared and approved the Local Development Plan; the municipality; apart these the municipality has implemented a new initiative aiming at preparation of projects with citizens participation. The regulation²³ foresees identification of priority projects through participatory approach, evaluation and scoring process;
- Step 2 to 4 are not present due to no experience with call for proposal;
- Step 5 (projects monitoring and analysis of public call results) is somehow covered through the overall reporting as a part of the MTPB reporting activity;

²³ Municipality Council Decision No 40, dated 20.04.2017 “On approval of the regulation for the preparation of projects with citizen participation”



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3.11. Municipality of Permet

In the Municipality of Permet, no public funds implemented by CSOs are reported. Nevertheless, the Municipality programmes funds to support two main cultural activities which are organised by local CSOs. Due to changes in municipality staff figures for year 2015 are not available. During 2016 – 2017, the overall amount of funds dedicated to these cultural activities is EUR 7,143. The type of activities, procedure and yearly allocations are provided in more details in Table 15.

Table 12: CSOs related activities funded by Permet Municipality

Category	Beneficiary CSO implementing the project/ activity	Service covered	Budget line	Legal bases, dated	Procedure	Allocated funds in 2015 Euro	Allocated funds in 2016 Euro	Allocated funds in 2017 Euro
Culture	CIOFF	Organisation of the Multicultural Fest (hotel accommodation, lunch, cocktails etc.)	Social - cultural activities for year 2016 / 2017	DMC no.6, dated 04.03.2016 DCM no. 4, dated 14.02.2017	Purchase of services	n/a	2,857	2,857
Culture	Klubi i Shkrimtareve dhe Artisteve Naim Frasheri	Organisation of Naiminan Day (hotel accommodation, lunch, cocktails etc.)	Operational costs	DMC no.6, dated 04.03.2016 DCM no. 4, dated 14.02.2017	Purchase of services	n/a	714	714
							3,571	3,571
TOTAL (2016 – 2017)								7,143

Source: Municipality of Permet

Apart the abovementioned examples, Permet Municipality mainly provides “in kind” support to CSOs which relates to human resources, facilities where they can organise cultural or other type of events.

Findings

As a summary, LOD methodology elements in Permet municipality are not present:

- Similar to Municipality of Librazhd, Municipality of Permet is applying a new initiative²⁴ for preparation of projects with citizens participation which relates mainly to Step 1 of the methodology (analysis and priority areas setting) and foresees identification of priority projects through a participatory approach, evaluation and scoring process; beside to this regulation the municipality has adopted its Strategic Plan for 2017-2028 period;
- Step 2 to 4 are not present due to no experience with CSOs call for proposals;

²⁴ Municipality Council Decision No 5011, dated 14.04.2017 “On approval of the regulation for the preparation of projects with citizen participation”



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- Step 5 (projects monitoring and analysis of public call results) is somehow covered through the overall reporting as a part of the MTPB reporting activity;

3.12. Municipality of Prrenjas

In Municipality of Prrenjas neither implementation of public funds by CSOs is reported nor does the Municipality programme public funds that do support organisation of activities/events implemented by CSOs.



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ANNEX 1 – LIST OF MET STAKEHOLDERS

Brunilda Prifti – Head of Cabinet, Korça Municipality

Illir Zguri – Director, Social Protection Department, Korça Municipality

Elizeta Vando – Head of Unit, Social Protection Department, Korça Municipality

Aida Shkodrani – Head of Projects Department, Korça Municipality

Anxhela Dishnica – Director of Legal Department, Korça Municipality

Diamanta Vito – Director, Projects and Economic Development Directorate, Elbasan Municipality

Manuela Beluli – Director, Budget and Finance Directorate, Elbasan Municipality

Shefki Lila – Director, Social Services Directorate, Elbasan Municipality

Petrit Marku – Director of the Integration Directorate and Development Strategies, Lezha Municipality

Jak Pjetri – Director of the Welfare and Social Care Directorate, Lezha Municipality

Denisa Karaçi – Head of Unit, Welfare and Social Care Directorate, Lezha Municipality

Stela Mandusha – Specialist, Directorate of Projects, Municipality of Shkodra

Jeta Xhabija – Head of Unit, Directorate of Social Services, Shkodra Municipality

Denisa Mamillo – Head of Unit for Development Programming and Local EU coordinator, Municipality of Permet

Selman Cepele – Director, Finance and Budget Directorate, Roskovec Municipality

Elfrida Goga – Expert for Social Services, Roskovec Municipality

Enkelejd Musabelliu – General Director, General Directorate of Economic Development, Tirana Municipality

Arlind Ahmetaj – Expert, General Directorate of Economic Development, Tirana Municipality

Ina Xhakoni – Director of the Directorate of Development Policies, Durres Municipality

Vilma Kovaci – Expert, Directorate of Development Policies, Durres Municipality

Meme Xhaferaj – Director of the Social Services Directorate, Durres Municipality

Genti Salillari – Expert, Directorate of Education, Culture, Youth, Sports and religious Communities, Durres Municipality

Gordana Karaj – Expert, Prrrenjas Municipality

Nesila Koka – Expert, Librazhd Municipality

Vjollca Berbati – Head of Finance Unit, Municipality of Tropoja

Zamira Gjeleshi – Head of Culture, Education, Communication and Gender issues, Diber Municipality

Lorenc Cibaku – Director, Budget and Finance Directorate, Diber Municipality