



European Union



January - August 2016

Inception Report

**Economic and Social Empowerment
for Roma and Egyptians - a booster
for social inclusion (ESERE) project**

Ref no. 00093842
2015/372-102

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1. Acronyms

CCF	Community Counseling Forums
CDP	Community Development Plans
CPD	Commissioner on Protection from Discrimination
CUP	Community Upgrading Projects
CSO	Civil Society Organizations
ESERE	Economic and Social Empowerment for Roma and Egyptians
EU	European Union
LG	Local Government
MoSWY	Ministry of Social Welfare and Youth
MoU	Memorandum of Understanding
NAPIRE	National Action Plan for the Integration of Roma and Egyptians
NES	National Employment Services
NGO	Non-Governmental Organizations
NPO	Non Profit Organizations
PA	Peoples' Advocate
ToR	Terms of References
UNDP	United Nations Development Programme
VET	Vocational Education Training
WP	Work Package

2. Executive summary

This document reports on the *“Economic and Social Empowerment for Roma and Egyptians- a booster for social inclusion” (ESERE)* project inception phase and provides the plan for the first year of the project implementation period. A brief introduction of the EU funded *ESERE* project (background, work-packages, geographical distribution and involved partners) is given in continuation of this chapter. This chapter also contains an overview of activities carried out in the project inception phase (January- August 2016). An overview of the funds delivered and those committed is provided at chapter 3. The activities implemented and results achieved during the reporting period are elaborated at chapter 4. Project updates from the inception phase and the lessons learned recommendations are included in the Annual Work Plan for 2016. The final part of the document is supplemented by a list of annexes which support and provide detailed information on activities carried out.

2.1 Background info

Roma and Egyptian communities are among the poorest, most marginalized and socially excluded groups in Albania. Studies show that the level of poverty among Roma is twice as high as the majority population. Low level of educational attainment, high unemployment rate, low monthly incomes, extreme living conditions and direct and indirect barriers in accessing public services are indicators that prevail in the majority of Roma and Egyptians. The 2011 census identified only 8,300 Roma and 3,368 Egyptians, while other official reports estimate between 18,276¹ and 120,000 Roma² and presumably over 200,000 Egyptians³, which make Roma and Egyptian socio-economic inclusion relevant for the overall country development.

The *“Economic and Social Empowerment for Roma and Egyptians- a booster for social inclusion”* project is a multi-sectorial and multi-stakeholder EU funded intervention that aims to promote the economic and social empowerment of Roma and Egyptian communities in Albania focusing in the regions of Tirana, Durres, Shkodra and Berat.

The project relies on the Roma and Egyptian community led development as well close co-operation with central and local authorities in the targeted regions. The project supports the Government of Albania in its efforts to achieve the objectives set

1 Open Society Foundation in Albania (OSFA), *Roma Census Study of Albania Communities*, April 2014.

2 Estimate provided by the Roma Association “Amaro-Drom” quoted in the World Bank report *Roma and Egyptians in Albania: From Social Exclusion to Social Inclusion*, prepared by Hermine De Soto, Sabine Beddies and Ilir Gedeshi, 2005.

3 *Ibid*, estimate provided by the Egyptian Association “Vëllazërimi”.

forth in the National Action Plan for the Integration of Roma and Egyptians, 2016-2020, while promoting respect for human rights, gender mainstreaming and intercultural dialogue, as prerequisites for the country's EU integration.

The project empowers Roma and Egyptian communities to participate in local planning processes and prioritization of infrastructure development of Roma and Egyptian neighbourhoods through Area-Based-Approach. It works to build capacities of Roma and Egyptian civil society organizations to be able to implement small scale projects in response to community needs. The project also supports Roma and Egyptian individuals through skills, employment and entrepreneurship. The government is supported for delivering inclusive integrated family based social services and to implement and monitor the National Action Plan for the Integration of Roma and Egyptians, 2016-2020.

WORK-PACKAGE 1: SKILLS, EMPLOYMENT AND ENTREPRENEURSHIP FOR ROMA AND EGYPTIAN WOMEN, MEN AND YOUTH

Inequality between Roma and Egyptians and majority population in the job market, especially for women, is significant in Albania. The activities of this work package aim to support Roma and Egyptians' inclusion in active employment programmes, education and vocational training opportunities and in governmental institutions, intending to activate their productive potential and to support their integration in the labour market, ultimately narrowing the employment gap between these minorities and the majority of the population.

WORK-PACKAGE 2: COMMUNITY LED LOCAL DEVELOPMENT FOR ROMA AND EGYPTIAN INCLUSION

Supporting the ground for Roma and Egyptian civil society and activists and local administration to work together and implementing practical policies on Roma and Egyptian inclusion is crucial in the process of combating poverty and social exclusion. Roma and Egyptian local communities in Tirane, Durrës Shkodra and Berat will be mobilized into Community Counselling Forums (CCFs) for prioritizing local needs and implementing relevant actions (e.g. self-help activities on youth, culture, education, environment etc.) in close co-operation with local authorities. Municipalities will be supported to design Local Action Plans on Roma and Egyptians, while Roma and Egyptian CSOs will be supported through capacity building and grant schemes on local initiatives.

WORK-PACKAGE 3: IMPROVING ACCESS TO BASIC SERVICES (EDUCATION, HEALTH, SOCIAL CARE, CIVIL REGISTRATION)

Roma and Egyptians are less likely to meet the eligibility criteria for basic and social services because of the lack of personal documents or a formal residence transfer, illiteracy or inability to complete the application forms, highly complicated procedures, possession of ownership on lands they do not possess *de facto*, etc. The project will particularly support Ministry of Social Welfare and Youth, Ministry of Education and Sports, Ministry of Health and municipalities to design packages and delivering integrated community based social services targeting families and children. A programme on communication for behaviour change model will get established to influence attitudes and behaviours of public servants at national and local level.

WORK-PACKAGE 4: BUILDING CAPACITIES AND SUPPORTING IMPLEMENTATION AND MONITORING OF THE NATIONAL ACTION PLAN FOR THE INTEGRATION OF ROMA AND EGYPTIANS (NAPIRE) 2016-2020

At the national level, the project will strengthen the capacity of the government to monitor implementation of the National Action Plan for the Integration of Roma and Egyptians in the Republic of Albania 2016-2020. Improvement and updating of the National Electronic Data Collection System ROMALB will happen at the national and local level to ensure disaggregated data on Roma and Egyptians feeds monitoring and reporting. The project will support training of national and local officers and of civil society organizations on monitoring and reporting on Roma and Egyptian related policies.

Programme duration: Jan 2016-Dec 2018

Geographic coverage: Tirana, Durrës, Berat and Shkodër

Partners: Ministry of Social Welfare and Youth

Municipalities of Tirana, Durres, Shkoder and Berat

2.2 Overview of activities carried out

WORK-PACKAGE 1: SKILLS, EMPLOYMENT AND ENTREPRENEURSHIP FOR ROMA AND EGYPTIAN WOMEN, MEN AND YOUTH

The project is supporting Roma and Egyptians' inclusion in active employment programmes, education and vocational training opportunities intending to activate their productive potential and to support integration in the labour market.

The NGO Center for Economic and Social Studies (CESS) is contracted to carry out a mapping of skills, employment and entrepreneurship opportunities of Roma and Egyptian communities in the project sites of Tirana, Durrës, Berat and Shkodra, starting in August 23, 2016 and to be completed by November 21, 2016. The operational

specification for internship schemes targeting young Roma and Egyptian students and newly graduates are designed in close consultation with National Employment Service (NES) and endorsed in July 2016. Also, subsidized employment and on-the job training programmes were designed and consulted with stakeholders, and are tailored to the needs of Roma and Egyptian communities. Simultaneously, significant progress is made in identifying potential employers of Roma and Egyptians. ToRs are drafted to hire four (4) individual experts to write the training modules, design the curricula and deliver training to potential teachers and instructors on Life Skills and Basic Literacy.

From July to August 2016, the newly recruited coach and employment mediators, who work closely in the terrain but placed within NES and Regional Employment Offices of Tirana, Durres, Shkodra and Berat respectively, have already identified and listed more than 373 cases of Roma and Egyptian unemployed individuals and students (whereof 276 job-seekers, 97 internship students, eight (8) self-employment potential activities) that are interested in participating in any of employment promotion programmes. To date, four (4) individuals are facilitated to employment in Berat (three in cleaning services and one woodworker); Five (5) students/recent graduates successfully received an offer to start an internship placement (in newspaper, law office, architecture company, private university) and 13 internship places are agreed with the State Social Services for Tirana and Durres.

Currently, efforts are made to introduce the ESERE Project's support to private businesses and approaching more Roma and Egyptians to stable and formal employment opportunities.

WORK-PACKAGE 2: COMMUNITY LED LOCAL DEVELOPMENT FOR ROMA AND EGYPTIAN INCLUSION

Roma and Egyptians in the intervention municipalities are supported to become key actors in local development. Support is being extended to Roma and Egyptian community members, civil society organizations and activists to work in partnership with local administration and implement practical policies on Roma and Egyptian inclusion. Roma and Egyptian local communities in Tirane, Durres Shkodra and Berat are mobilized into 13 Community Counselling Forums (CCFs) to prioritize local needs and implement development initiatives (e.g. self-help activities related to education, health, protection from discrimination, and promotion of human rights.) in close partnership with local authorities. A group of 3 Roma experts is involved to strengthen the organizational development of community counselling forums and NGOs/CSOs. To date, nine (9) community mobilization activities have been organized in the municipalities of Tirana, Shkodra, Durres and Berat involving over 180 R&E community members with the aim of empowering communities to become actors in various local actions such as environmental protection, art works, neighbourhood cleaning, education promotion activities through exchange of information in a recreational setting as well as provision of health and social care information.

The Project has partnered with Human Development Promotion Center (HDPC) to develop a capacity and training assessment for local R&E CSOs and activists that will serve to pave the road for preparing and delivering relevant training programmes and fostering cooperation and partnership between R&E CSOs and local government units and communities.

Four (4) Community Upgrading Infrastructure Projects (one in each municipality) have been identified as priorities by R&E communities, respectively: 1) systematization of the riverbank in Shkoza, Tirana; 2) sewage system at Buna bridge area in Shkoder; 3) construction of a kindergarten in Barrikada neighbourhood in Berat; and 4) systematization of the internal roads, sewage system and lightening in Nishtulla, Durres. Municipalities have already started to prepare the technical project. 350 Roma and Egyptian families are expected to benefit from these interventions.

WORK-PACKAGE 3: IMPROVING ACCESS TO BASIC SERVICES

The project is support Ministry of Social Welfare and Youth, Ministry of Education and Sports, Ministry of Health and municipalities to improve access of Roma and Egyptians to basic equitable, inclusive and decentralized services, including education, health, social care and civil registration. A request for proposal on conducting a need assessment on the capacities, tools and methodologies needed to deliver integrated community based social services for Roma and Egyptians in the municipalities of Tirana, Durres, Berat and Shkodra and preparing four pilot packages of integrated community based social services aiming at enabling local governments units to facilitate access of Roma and Egyptian communities to public and social services with a special focus on civil registration, education, social and health care, has been launched and offerors are being evaluated.

A round table was organized on July 4, 2016 to discuss on inclusive models of education, inclusion in the basic –part time education based on the order No 28, date 2.08.2013 of the Minister, of the Ministry of Education and Sport and on how to adapt this model to Roma and Egyptians needs.

On the occasion of the International Roma Day (during 4th-8th April 2016), ESERE project in partnership with the Ministry of Social Welfare and Youth organized the “Cultural Diversity Week”. The activities took place in Tirana and Durres with a special focus in promoting respect for cultural diversity and social inclusion of Roma and Egyptians in Albania. A round table took place in Tirana to promote dialogue between Roma youth and Members of Parliament, advocate for the inclusion of Roma and Egyptian communities in the development mainstream raise awareness about challenges they face, and also encourage preservation of Roma culture as part of the Albanian cultural heritage while promoting successful role models of young educated Roma.

On 24 June 2016 the project supported the Members of Egyptian Community in Albania to mark the national day for the very first time. A national Conference and an Artisan Fair was organized on this occasion which brought together members of the Egyptian

Community in Albania, government representatives, international organizations, media etc. The Conference brought forth facts on the identity, history, culture and tradition of the Egyptian Community as well as the efforts of this group to be recognized as minority in Albania.

Terms of Reference (ToR) for developing a Behavior Change Model with the guidelines, toolkits and a training manual to influence attitudes and behaviours of public servants at national and local level, have been prepared and launched. The application deadline is September 9, 2016.

There are identified 115 cases in needed civil registration in the project sites. 16 families from Bregu i Lumit area are assisted to prepare claim and apply for rent bonus and social housing programme (two of them benefited social housing).

139 individuals who could not access health care services are identified and assisted (97 cases are in the process of obtaining health cards, 34 children are referred and vaccinated, eight cases are supported to prepare documents for disability payment, five cases of children in emergency situation are referred to Child Protection Unit).

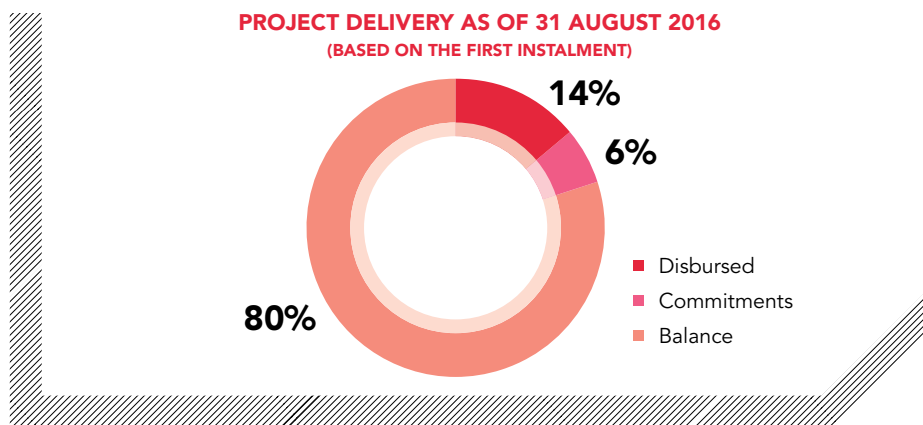
WORK-PACKAGE 4: BUILDING CAPACITIES AND SUPPORTING IMPLEMENTATION AND MONITORING OF THE NATIONAL ACTION PLAN FOR THE INTEGRATION OF ROMA AND EGYPTIANS 2016-2020

The project supported the Ministry of Social Welfare and Youth for Launching of the National Action Plan for Integration of Roma and Egyptians communities (2016-2020). The event took place on 9 March 2016 in Tirana and brought together representatives of the government, national and international partners, civil society organizations as well as Roma and Egyptians activists. During the event the Government of Albania emphasized its commitment to improve the socio-economic status of both communities. Terms of Reference have been prepared and launched for the recruitment of two consultants to upgrade Rom Alb system and raise capacities of governmental bodies for implementing and monitoring the National Action Plan for Integration of Roma and Egyptians communities. Training will be delivered to public officials to increase their capacities on policies and measures promoting Roma and Egyptian Communities aligned with the national action plan.

3. Budget and expenditures

The project is funded 100% by the European Union and the total fund is 4,000,000.00 EUR. The first instalment of 1,355,521.00 EUR (1,483,064.55 USD) was received at the beginning of the project in January 2016.

Project delivery as of 31 August 2016 stands at **14 % of the first instalment**, with **204,240 USD** or **186,675 €** disbursed.



4. Progress during the reporting period

The results of ESERE project fall in four areas mentioned below. The outputs are measurable and with immediate effect on the beneficiaries, especially the work package related to active employment measures and improved access to basic equitable, inclusive and decentralised services. The impact of the project will increase the capacity of Roma and Egyptians to participate in local development and planning of central and local level institutions to address social inclusion.

More concretely, the results of the project affecting Roma and Egyptian communities are as following:

- Improved and diversified employment promotion measures developed and provided to Roma and Egyptian women and men aiming at enhancing their skills and employability chances;
- Increased participation of Roma and Egyptian women and men in local development processes;
- Improved access to basic equitable, inclusive and decentralised services and integration in the Albanian society;
- Enhanced institutional capacities at the central and local level to address social inclusion of Roma and Egyptian women, men, boys and girls.

WORK PACKAGE - ESTABLISHMENT OF THE PROJECT MANAGEMENT STRUCTURES AND PROCEDURES

Immediately after the signature of the Agreement, between the European Union and the United Nations Development Programme (UNDP), signed on 22 December 2016, UNDP recruited the project staff and established the financial management and accounting procedures as well as the reporting lines for project implementation.

Core project staff hired, including Project Manager, Employment Coordinator, Social Inclusion Coordinator, Community Development Coordinator, Programme and Public Information Assistant, Project Engineer, 4 Local Coordinators, Finance Assistant, and 4 Community Exchange Workers.

Project Management Procedures are drafted and approved at the first Project Management Committee Meeting (pls. do find details at Annex "1"). The Project Management Committee is composed of representatives from the EUD, UNDP, Ministry of Social Welfare and Youth, Ministry of European Integration, Representatives of municipalities of Tirane, Durrës, Berat and Shkodra and three CSO representatives. A consultative workshop on the approach and activities of the project was organized in September in Tirana and a regional based assessment and profile is prepared for each of the intervention areas (pls. do find details at Annex "2").

In collaboration with the municipalities of Tirana, Durrës, Berat and Shkodra, regional offices are established and respective Memorandum of Understandings signed.

Work Package 1 - Increased employment and skills development opportunities accessed by Roma and Egyptians women and men reduce the employment gap between R&E communities and the majority of the population.

The activities of this work package aim to support young Roma and Egyptians' inclusion in active employment programmes, education and vocational training opportunities. These activities aim to develop *tailor made employment promotion programmes* for Roma and Egyptian communities intending to activate their productive potential and to support their integration in the labour market, ultimately narrowing the employment gap between these minorities and the majority of the population.

Act. 1.1. Carry out a mapping of the working age R&E women and men in each project site, disaggregated by age, gender, employment / income generation activities / unemployment / long-term status etc.

During the inception period, the project team has mapped and evaluated what offers the labour market in Albania specifically to unemployed Roma and Egyptian individuals. A low level of skills, coupled with low levels of educational attainment positions Roma and Egyptians rather unfavourably in securing a positive labour market outcome. Data on the employment situation of Roma and Egyptians in Tirana, Durrës, Shkoder and Berat has been collected by the Regional Employment Offices and through site visits in Roma and Egyptian populated neighbourhoods. Overall data indicates that there is low level of employment or self-employment among Roma and Egyptian communities.

Following a request for proposal launched and published on UNDP Albania's website, the NGO Center for Economic and Social Studies (CESS) is contracted on August 23, 2016, to carry out a mapping of skills, employment and entrepreneurship opportunities of Roma and Egyptian communities in the project sites of Tirana, Durrës, Berat and Shkodra. Specifically, the purpose of the services to be performed by CESS is to develop a mapping on (i) employability data of Roma and Egyptians in project sites, that includes basic demographic, labor market and complex data, (ii) individual unemployed profiles for each of R&E subject to the mapping (iii) potential employers of R&E communities and finally, (iv) entrepreneurship initiatives among R&E communities that could be further supported and developed.

Mapping's final completion date is November 21, 2016.

Act. 1.2. Provision of general employability training (including basic literacy/ life skills) to empower and motivate R&E citizens to enter the labour market.

In order to set out the content of the curricula on basic literacy and life skills, on July 4, 2016, in Tirana, a roundtable was held on "Basic literacy and life skills education and vocational training" with the participation of competent representatives from the Ministry of Education and Sports, Education Development Institute, National Agency

of Vocational Training, Ministry of Social Welfare and Youth, Roma and Egyptian NGOs, UNICEF. The debates had two main topics: first, to illustrate the purpose of life skills and basic literacy curricula, as well as its impact on improving employability; second, to design a suitable curricula in terms of content, admissibility in the program, age range, certification and accommodation of the program within the education system.

Based on the findings of the roundtable, ToRs are drafted that address identification and selection of four (4) individual experts to write the underlying modules, design the curricula and deliver training to potential instructors on Life Skills and Basic Literacy Training. On August 29, 2016, ESERE met relevant stakeholders consulted the ToRs, which ToR will be officially launched by August 2016.

Act. 1.3. Design, make operational and pilot 5 employment promotion programmes tailored to the needs of the R&E communities (e.g. On-the-job/ vocational training, Income generation programme, Internships for university and high school graduates, Public works in cooperation with municipalities, Subsidized employment etc.).

Approximately 12 meetings took place during July 2016 to discuss the content and the framework of pilot employment promotion programmes with the National Employment Service, the Regional Employment Services of Tirana, Durres, Shkoder and Berat and the Employment Promotion Department near the Tirana Municipality.

Three Community Counselling Forum (CCF) meetings with focus employment incentives programmes, support to private enterprises and business initiatives and internship opportunities provided by the ESERE Project were held in Durres on July 12th, 2016, in Berat on August 9th, 2016 and in Shkodra on August 16th, 2016.

Two schemes are drafted related to **on the job training and subsidized employment** having similar features with the active labour market measures applicable by the government. The schemes are shared for consultation with the National Employment Services of Tirana.

A list of interested Roma and Egyptians in employment is drafted by the employment mediators who keep updating it regularly. The list contains relevant personal information for each individual in order to make attentive and relevant recommendations to potential employers.

During August 2016, employment mediators have also prepared a list of potential employers of Roma and Egyptians that will be either approached as soon as the ESERE's employment promotion programmes are finalised or have already expressed an interest to be part of such programmes. Mostly, potential employers pertain to the *fason* and sanitary industries. However, in Berat, three (3) Roma and Egyptians have been already employed as cleaning caretakers at the cleaning company of Berat city and one (1) woodworker in a furniture company.

During June-August 2016, priority was given to the **internships programme**. In this regard, a detailed Operational Specifications on the internship scheme is drafted. Based on this draft-document, the key target group of internships will be 30 young Albanian

Roma and Egyptians, living in the region of Tirana, Durres, Shkodra or Berat, aged 18-28 years old, and who either: (i) have completed their degrees in the last 24 months; (ii) are currently enrolled in an Albanian university; or (iii) are high school graduates (having received the final Maturity Diploma). ESERE Project's funded internships are for a maximum of 12 months for internship. Potential employers could be both in the private or public sector.

The key partner in this process will be the Roma and Egyptian student NGO Roma Versitas Albania (RVA). UNDP Albania will grant to RVA funds that are designated for use throughout September 2016 - December 2017 of the overall IS implementation scheme, including distribution of allowances designated for interns under an internship placement, as well as participation of RVA representatives in the selection of internship candidates, the matching process and monitoring of commitments undertaken under the ESERE Project/IS.

For purpose of internship placements, ESERE's local coordinators and employment mediators have prepared a list of young Roma and Egyptians falling under the target group criteria. The list includes details of 97 R&E students and will be updated and serves as the basis to match these individuals with potential employers.

Four (4) young Egyptians have successfully obtained a 12 months internship placement in Tirana, respectively at a newspaper company, project management departments at a private university in Tirana, and a legal and financial company. Several internship placements are being negotiated in the private and public sector in all four regions.

Also, one meeting with students and recent graduates of the region of Berat was held on July 18th, 2016, focusing on describing internship programmes of the ESERE Project and identifying potential students who are interested in this programme.

Finally, employment mediators have identified at least two (2) potential self-employment cases in each of the four project sites that could be supported and further developed by the ESERE Project. These cases are being monitored and analysed before a final deliberation is made on their support.

Act. 1.4. Capacity support to the National Employment Service and/or other implementing partners for the implementation, monitoring and evaluation of employment promotion measures targeting Roma and Egyptian women and men.

Four meetings have been organized with employment counterparts during July-August time-period to discuss on potential areas for capacity building activities to be provided to National Employment Service and/or other implementing partners for the implementation, monitoring and evaluation of employment promotion measures targeting Roma and Egyptian women and men.

Act. 1.5. Five employment mediators /coaches, trained and placed within the NES offices.

(i) Recruitment of Employment Mediators:

The following employment mediators were recruited and placed within the NES Regional Offices:

- Mrs. Briselda Reme is the ESERE Mediator for Supporting Roma and Egyptians Skills, Employment and Entrepreneurship in Tirana NES Office who started on July 18, 2016.
- Mrs. Majlinda Bakushi is the ESERE Mediator for Supporting Roma and Egyptians Skills, Employment and Entrepreneurship in Durres NES Office who started on July 18, 2016.
- Mr. Kastriot Dulla is the ESERE Mediator for Supporting Roma and Egyptians Skills, Employment and Entrepreneurship in Berat NES Office who started on July 18, 2016.
- Mrs. Ermira Heta is the ESERE Mediator for Supporting Roma and Egyptians Skills, Employment and Entrepreneurship in Shkoder NES Office who started on August 1, 2016.

(ii) Recruitment of Coach

Mr. Roni Gashi is the employment coach. He took up the role on July 18, 2016 and is placed with the General Directorate of NES.

Work Package 2- Piloting Community Led Local Development (CLLD) for R&E inclusion at the local level through integrated, inclusive and sustainable development

Roma and Egyptian communities in the regions of Tirana, Durres, Berat and Shkodra were mobilized and became key partners in advancing the social inclusion agenda in the country through the lenses of Community Led Local Development (CLLD) approach.



Photo 1. Children getting oral care during a self-help activity in Berat.

The principles of this approach rely on active participation and representation of local communities in designing and implementing an integrated development strategy based on the communities' resources and potentials while building a sustainable partnership with local government authorities for combating poverty and exclusion.

From the assessment carried out by the project team in the inception phase, 3-4 project areas of intervention were selected in each municipality, using the following criteria:

- Number of Roma and Egyptians
- Number of Roma and Egyptian households

- Conditions of the settlements (e.g. access to water, sewage, electricity, status of territory etc.)
- Geographic distribution
- Other ongoing projects
- House and land property/ legalization status
- Presence of civil registration problems
- Presence of challenges to access basic services
- Municipality engagement on Roma & Egyptian issues
- Level of poverty within the communities, etc.

Using the above mentioned criteria, the ESERE team visited all the municipal/ administrative units that could be included in the project. The preliminary collection of information is described as Fast Facts from Areas of Intervention in Annex "3" enclosed to this report.

The preliminary assessment leaded the project to select the following areas of intervention:

TIRANA MUNICIPALITY:

1. Administrative Unit no 1 (Shkoze)
2. Administrative Unit no 4 (Bregu i Lumit, str. Halit Bega, surrounding of Bjaram Curri area etc.)
3. Administrative Unit no 6 (Kombinati, Fabrika e Qelqit, Sharre surroundings etc.)
4. Administrative Unit no 11 (Laprake, Bregu i Lumit, Treshi etc.)

DURRES MUNICIPALITY:

1. Cezma e Ferres
2. Nishtulla
3. Kulle, Sukth

SHKODER MUNICIPALITY:

1. Tophane
2. Liria Quarter
3. Behind Buna bridge

BERAT MUNICIPALITY:

1. Barrikada
2. Kushtrimi
3. Ish- Pjeshkorja

The project will reach directly



1,814

Roma and Egyptian families, approximately
10,000 inhabitants.

Act. 2.1. Support mobilisation and empowerment of the target group at the local level to enable them be the actor in inclusive local development, get self-organized and undertake self-help (actions and groups)

In close collaboration with local authorities, civil society organizations and meetings with community members a Local Analyses Package has been prepared for each of the regions providing information on the target group such as the population size, geographical distribution of the Roma and Egyptian Communities as well as their socio economic status.⁴ The Local Analyses Package will help in programming the intervention and the activities that will take place in the framework of the Project.

A consultative meeting with Local Government representatives of four regions that took place on 14 June 2014 served to pave the ground on developing an inclusive local plan in the establishment and functioning of Community Counselling Forums (CCFs). Local Government authorities and project staff were introduced to the principles of the Community Led Local Development and the purpose of the Community Counselling Forums. A prioritising exercise was introduced and explained to the group and local coordinators were advised to use the same methodology during CCF meetings.

The event served as an opportunity to establish a mutual understanding of the structure and functioning of the Community Counselling Forums and at the same time to echo on the importance of achieving social integration of Roma and Egyptians and having them become key actors towards the development of their own communities.⁵

Project staff and Local Authorities are working closely with the CCFs established in each of the targeted regions to implement capacity development activities for community mobilization, self-help, advocacy, partnerships with local government, planning and implementation of development actions, projects etc.

Thirteen Community Counselling Forums have been established in the intervention regions, respectively, four (4) in Tirana region, three (3) in Durres region, three (3) in Shkodra region and three (3) in Berat region. The Forums are composed by 8-15 individuals and the age and gender diversification factor has been addressed carefully. The members of the CCFs will be empowered to play a crucial role in promoting active citizenship of all community members and having their voice heard in the process of developing and advancing their local development priorities.⁶



Photo 2. Hand made products with recycling material in Shkodra.

⁴ Please see Annex 2. Local Analyses Package

⁵ Please see Annex 5. WP 2. Act 2.1 Report on CLLD Workshop

⁶ See Annex 5, WP 2, Act. 2.1. - CCF Composition in each region

Nine community mobilization activities have been organized in the regions of Shkodra, Durres and Berat involving over 180 Roma and Egyptian community members with the aim of empowering Roma and Egyptian communities to become actors in various local actions such as environmental protection by using recyclable materials from different equipment to create contemporary art works, neighbourhood cleaning, education promotion activities through exchange of information in a recreational setting (summer camp) as well as provision of health and social care information. All the above mentioned activities have been organized in close partnership with local government units in each region and with the participation of Roma and Egyptian families⁷.

Act. 2.2. Reinforce R&E representation in local governments' decision making, planning and project implementation process

Preparations are underway to organize the planned activities. During the last quarter of 2016 the Project will support local government units along with Roma and Egyptian Community Counselling Forums to draft and revise Local Community Development Action Plans as per the newly established administrative and territorial reform. Dialogue will be facilitated between local government units and community members through a participatory planning approach aiming at creating positive synergies for achieving sustainable development in local Roma and Egyptian communities.

Act. 2.3. Provide support to organizational development of community counselling forums and NGOs/CSOs

Starting from July 2016, the Project is providing capacity development support to the established Community Counselling Forums in Tirana, Durres, Berat and Shkodra in the framework of the Community Led Local Development approach introduced by the European Commission aiming amongst other Roma and Egyptian inclusion at the local level. A series of trainings and expertise is being provided to CCF members aiming to enable them become key actors in setting the local communities development agenda, prioritizing local needs and implementing relevant actions in close co-operation with local government units. The Project has recruited a group of three experienced Roma experts to design and deliver a training package/modules for CCFs, focusing on capacity building on social inclusion of Roma and Egyptian community members as per the principles set forth in the Community Led Local Development approach.

Act. 2.4. Support through capacity strengthening and provision of small grants to five (5) local development initiatives of Roma and Egyptian CSOs in each of the four areas of intervention

The Project strives to strengthen capacities of local Roma and Egyptian CSOs operating in regions of Tirana, Durres, Berat and Shkodra in preparing and implementing

⁷ See Annex 5, WP 2, Act. 2.1. – Community Mobilization Activities

community development projects. Therefore, the Project has partnered with Human Development Promotion Center (HDPC) for a period of six (6) months to develop a capacity and training assessment for local Roma and Egyptian CSOs and activists that will serve to pave the road for preparing and delivering relevant training programmes and fostering cooperation and partnership between Roma/Egyptian CSOs and local government units and communities.

HDPC has currently prepared an inception report outlining the methodology and the detailed work plan with the proposed activities necessary to 1) conduct a capacity needs and trainings assessment of Roma and Egyptian NGOs, as well as 2) prepare and deliver training and coaching programme and will present it for approval to the project management within the month of July 2016.

Act 2.5. Supporting Roma/Egyptian youth activism initiatives.

Preparations are underway to organize the planned activities. Youth activism initiatives will be identified in close collaboration with community members and in line with the communication strategy and action plan being developed in the framework of the Project.

Act. 2.6. Implement Community Upgrading infrastructure (soft and hard) Projects (CUP) based on the Community Action Plans, identified as integrated priority actions in the selected segregates

Consultation meetings and site visits have taken place between project staff, CCFs and local government authorities to identify community upgrading infrastructure needs and priorities and match them with local government funding and contribution for feasibility of implementation.

In Tirana, one Community Upgrading Project (CUP) related to the Systematization of Lana Riverbank at Shkoza area is already identified as the first priority. This intervention will allow the municipality to start construction of new housing units in Shkoza, providing adequate alternative housing solution to Roma families living currently in barracks. The municipality is preparing the technical project design and works are expected to start soon. Overall 60 Roma families (approximately 300 inhabitants) will benefit out of this intervention.

In Shkodra, the local communities residing behind Buna bridge have identified the systematization of sewage system as their priority. The municipality directories have already started to prepare the technical project for this intervention which will directly target more than 100 Roma and Egyptian families.

In Durres, systematization of the internal roads, lightening and sewage system are identified as priorities in Nishtulla, and cleaning of the water channels and lightening of the neighbourhood in Kulla.

In Berat, the construction of a new kindergarten was identified as the first priority for Barrikada neighbourhood in Berat.

Work Package 3 - Procedures, models, tools and guidelines are established and made operational based on the Integrated Approach and a Behavioural Change Model to support better access of Roma and Egyptian communities to basic services and to foster a tolerant and inclusive society in Albania.

During the inception period the project staff organised several meetings with key stakeholders and governmental institutions with the aim to create understanding about the project, build collaboration as well as gaining agreement on improving access of Roma and Egyptians to basic services. Several consultations took place to develop the concept for the pilot packages of integrated community based social services.

Under this work-package, the project particularly is working with MoSWY, MoES and municipalities to focus on delivering integrated community based social services targeting families and communities. The model of school as community center will support the early inclusion and parenting program featured to Roma and Egyptian communities. The model will enable children of the R/E families can be provided with a safe environment with integrated programmes including play, recreation, education, health, and psychosocial support which will be delivered and/or information about services/supports provided. The activities will embrace elements of cultural mediation and create an environment for children to get protected from violence, exploitation and abuse.

The project is supporting Roma and Egyptian individuals who are not registered to get civil registration, and be eligible for social assistance and access a wide range of other services, including healthcare, social housing and education.

During the inception period the project team has identified 115 cases in need of civil registration (including administrative and court cases) in Tirana, Durrës, Berat and Shkodra which will be assisted through legal and administrative procedures. Information will be obtained to Roma and Egyptian communities about the value of civil registration as prerequisite to improve access to their rights. One unregistered Roma child has been registered so far. With regards to healthcare access, the project has identified and is supporting 139 R&E individuals who could not access health care service due to lack of health cards and adequate information. More specifically, 97 cases are in the process of getting free health cards, eight (8) cases supported in preparing documentation for pension and disability payment, 34 cases have been assisted and got vaccination by the public health centres. The project has also referred five (5) cases of children in street situation to the Child Protection Unit (CPU) in Shkodra.

At present, the project in collaboration with the Municipality of Tirana is supporting 16 R&E families from Bregu i Lumit to prepare claim and apply for rent bonus program and social housing program.

Act. 3.1. Prepare and pilot 'packages' of integrated social services (including engendered guidelines, cases, tools and procedures), based on the integrated and family approach to support better access of R&E to social, health and education services

A request for proposal on conducting a need assessment on the capacities, tools and methodologies needed to deliver integrated community based social services for Roma and Egyptians in the municipalities of Tirana, Durres, Berat and Shkodra and preparing four pilot packages of integrated community based social services aiming at enabling local governments units to facilitate access of Roma and Egyptian communities to public and social services with a special focus on civil registration, education, social and health care, is launched on the UNDP's website in July 2016. The offers are in the process of evaluation. The achievement of this service will rely on two key deliverables: (1) Strengthen the institutional capacities of municipalities to deliver integrated services (2) Prepare pilot packages of integrated community based social services designed for each of four regions(project sites) relevant to the local context, tailored to the needs of Roma and Egyptians and customized at community level.

Act. 3.2 Support models for inclusive education and disaggregation

A round table was organized on July 4, 2016 to discuss on inclusive models of education, access and the procedures for following basic –part time education based on the order No 28, date 2.08.2013 of the Minister, of the Ministry of Education and Sport and on how to adapt this model to Roma and Egyptians needs. Based on this order Roma and Egyptians adults who did not completed or never enrolled in compulsory education have the right to get registered in the school of basic part-time education.

The roundtable brought together technical representatives from the Ministry of Education and Sports, Ministry of Social Welfare and Youth, as well as representatives from the Education Development Institute, National Agency of Vocational Education Training, national and international partners, civil society organizations.

- a. Based on the discussions it was concluded that: The order does not need any improvements as its legal content includes articles that provide equal opportunities for all the citizens to get enrolled;
- b. The Ministry of Education and Sport needs to strengthen the monitoring mechanisms for the basic part-time education programme in order to improve its effectiveness and implementation on the ground. For this reason, the program should contain also plans to evaluate the effectiveness and the results should be presented for public discussions.
- c. The part –time primary education, currently piloted in Tirane and Durres is evaluated very positively by the Roma and Egyptian communities and the individuals enrolled themselves, and the opportunities to extend it in other regions should be evaluated.

The project is supporting the initiative of the Ministry of Education and Sports on schools functioning as Community Centres in the pilot municipalities and sharing of learning of this model at the regional and national level. A request for proposal for implementing

four Schools as Community Centers is prepared and will be launched on the UNDP's website in September 2016. The achievement of this service will rely on three key deliverables: (1) Develop four local tailor made models of schools as community center, based on the needs of schools, children and communities (2) Four schools (elementary schools) as community center established and operational in ESERE project sites (3) Strengthening the relation school- community for ensuring a bigger number of Roma and Egyptian children have access to quality education.

Elementary schools with considerable numbers of Roma and Egyptians pupils in the project sites are assessed and identified by project team, to apply the model school as community center in close consultation with Ministry of Education and Sports and local education institutions.

Act. 3.3. Set up and implement the tools needed for efficient communication and extended Intercultural Dialogue to increase the efficiency of the project efforts for R&E inclusion

ESERE project strives to support economic and social empowerment of Roma and Egyptians communities in Albania, and to foster a tolerant and inclusive society. In this context the project is contributing to set up and implement actions needed to overcome the boundaries that separate Roma and Egyptians from mainstream society, by generating intercultural dialogue at national and local level and take concrete actions that reflect understanding and appreciation of cultural diversity. Under this work-package a communication specialist is hired and is preparing the project Communication Strategy and Action Plan.

A project Fact-Sheet is prepared and distributed to inform key stakeholders on the project details.



Figure 3. ESERE project Fact-Sheet

In line with these commitments, during the inception period ESERE project has supported the following activities:

3.3.1. On the occasion of the **International Roma Day** (during 4th-8th April 2016), ESERE project in partnership with the Ministry of Social Welfare and Youth organized the "Cultural Diversity Week". The activities took place in Tirana and Durres with a special focus in promoting respect for



Photo 4. Roma youth and members of parliament dialogue.

cultural diversity and social inclusion of Roma and Egyptians in Albania.

A round table took place in Tirana to promote dialogue between Roma youth and Members of Parliament, advocate for the inclusion of Roma and Egyptian communities in the development mainstream raise awareness about challenges they face, and also encourage preservation of Roma culture as part of the Albanian cultural heritage while promoting successful role models of young educated Roma. Discussions focused on the main areas of the National Action Plan for Roma and Egyptian Inclusion 2016-2020 such as Education vs Employment; Housing; Participation in decision making; and the position of Roma women and girls.

In partnership with the Institute of Roma Culture, Promoting Roma Language and Identity through Roma language Club, was organized at the Faculty of Foreign Languages, University of Tirana.

While in Durres, Promoting Roma Culture and Rights and the Launching event of ESERE project, took place at Alexander Moisiu Theatre.

<http://www.al.undp.org/content/albania/en/home/presscenter/articles/2016/04/06/in-parliament-today-roma-youth-discuss-challenges-in-education-housing-and-political-participation-.html>

3.3.2. On 26 April 2016 **Project launching event** took place in Shkodra. The Programme was presented in the presence of local government authorities, civil society, media and members of Roma and Egyptian Communities living in Shkoder. Voltana Ademi, Mayor of Shkoder, present at the launching event underlined the importance of social and economic inclusion of Roma and Egyptian Communities in the development mainstream. Furthermore, she expressed the commitment of the municipality to cooperate with UNDP to improve Roma and Egyptian's access to public services such as education, employment, health and other sectors. <http://www.al.undp.org/content/albania/en/home/presscenter/articles/2016/04/26/shkodra-part-of-the-eu-funded-programme-economic-and-social-empowerment-for-roma-and-egyptians-a-booster-for-social-inclusion-.html>

3.3.3. On 24 June 2016 the project supported the **Members of Egyptian Community in Albania to mark the national day** for the very first time. A national Conference and an Artisan Fair was organized on this occasion which brought together members

of the Egyptian Community in Albania, government representatives, international organizations, media etc. This Day came into being in commemoration of the first Assembly of the Egyptians gathered in 1990 in Ohrid. The Conference brought forth facts on the identity, history, culture and tradition of the Egyptian Community as well as the efforts of this group to be recognized as a unique community in Albania.

<http://www.al.undp.org/content/albania/en/home/presscenter/articles/2016/06/24/egyptian-community-in-albania-marks-their-national-day/>

Act. 3.4. Set up and implement Behaviour Change Models to influence attitudes and behaviours of public servants at national and local level

A Behaviour Change Model will be developed to change the attitudes and behaviours of public servants with regards to Roma and Egyptian access to public services. Terms of reference for developing the Behaviour Change Model with the guidelines, toolkits and a training manual for public servants are prepared and launched on the UNDP's website and the latest deadline of application is August 9, 2016.

Work Package 4- Providing support to the implementation, monitoring and evaluation of the National Action Plan for Roma and Egyptian Integration in the Republic of Albania, 2015-2020 at the national, regional and local level

In order to build capacities and support implementation and monitoring of the national action Plan for Roma and Egyptian Integration, the project staff, has organised several meetings with the Ministry of Social Welfare and Youth and key partners directly involved in the overall management of this action plan. During the meetings it was concluded to organize a workshop with representatives from line ministries, Roma and Egyptian focal points, and regional and local authorities in order to reactivate and strengthen the Rom Alb system and to evaluate steps needed for system institutionalization.

Act. 4.1. Raise capacities of the relevant bodies of MoSWY to coordinate, monitor and evaluate the implementation of the National Action Plan on Roma and Egyptian Integration, 2015-2020.

ESERE project supported Ministry of Social Welfare and Youth for Launching of the National Action Plan for Integration of Roma and Egyptians communities (2016-2020). The event took place on 9 March 2016 in Tirana and brought together representatives from government authorities, national and international partners, civil society organizations as well as Roma and Egyptians activists. During the event the Government of Albania emphasised its commitment to improve the socio-economic status of both communities.

Act. 4.2. Support line ministries to design inclusive policy responses and implement the actions of the National Action Plan on Roma and Egyptian Integration

Preparations are underway to organize the planned activities. ToR for two consultants are advertised and they will be contracted within September 2016 to upgrade Rom Alb system and raise capacities of governmental bodies for implementing and monitoring the National Action Plan for Integration of Roma and Egyptians communities. Training will be delivered to public officials to increase their capacities on policies and measures promoting Roma and Egyptian Communities aligned with the national action plan.

Act. 4.3. Provide capacity development training to local and central government officials aligned with territorial and social care reforms

The ongoing territorial reform caused significant changes in the set-up of LGUs and their structures duly responsibilities on social inclusion of vulnerable communities. In this context, capacity building support will be provided to the existing and new structures to enable them to deal with specific issues of R&E inclusion.

Act. 4.4. Support the set up and strengthening of stakeholder partnerships, coordination and networking to mobilize relevant organizations, create synergies between development activities and avoid overlapping

Preparations are underway to organize the planned activities. In line with the Operational Conclusions of the EU-Albania Roma Inclusion Seminar that took place in April 2016, the project will support on a regular basis (every 6 months) an inter-sectorial policy coordination and monitoring meeting to take place between government institutions, including Roma focal points from line ministries, independent institutions and civil society to discuss progress. Integrated Policy Management Group (IPMG) serves as instrument for monitoring progress on implementation of the NAPIRE. The Thematic Group on Social Inclusion will be supported to involve in discussion at least two women and men representatives of Roma and Egyptian CSOs in order to contribute and monitor implementation of the NAPIRE. The group will meets at least once in six months to discuss on implementation of NAPIRE.

5. Annexes

Annex 1. Minutes of the First PMC meeting



European Union



Minutes of the Project Management Committee (PMC) meeting for

"Economic and Social Empowerment for Roma and Egyptians" (ESERE) Project

Funded by European Union and implemented by UNDP in partnership with MoSWY

LOCATION AND TIME: UNDP Country Office – Conference Room
Wednesday, May 04, 2016 at 11.00-13.00

PARTICIPANTS

Mr. Brian J. Williams	UN Resident Coordinator and UNDP Resident Representative;
Mr. Alessandro Angius	Project Manager, EU Delegation in Albania;
Ms. Aurela Bozo	Civil Society Representative;
Mr. Latif Kazanxhi	Civil Society Representative;
Mr. Edvin Lame	Adviser, Ministry of Social Welfare and Youth;
Ms. Rudina Lula	Head of the Monitoring and Evaluation Department on EU Assistance, Ministry of European Integration;
Mr. Florian Tahiri	Deputy Mayor of Durres Municipality;
Mr. Filip Vila	Adviser, Municipality of Shkodra;
Ms. Anisa Ruseti	Head of Protection and Inclusion Department, Municipality of Tirana;
Ms. Entela Lako	Programme Specialist, UNDP;
Ms. Mirjeta Ramizi	ESERE Project Manager;
Ms. Jorida Malevi	Community Development Coordinator, ESERE Project;
Ms. Valbona Dervishi	Social Inclusion Coordinator, ESERE Project;
Mr. Benild Shaqiri	Finance Assistant, ESERE Project;
Ms. Blegina Hado	Programme and Public Information Assistant, ESERE Project

OPENING REMARKS

Mr. Brian J. Williams, UN Resident Coordinator and UNDP Resident Representative opened the meeting by welcoming participants. He highlighted the importance this meeting has to ensure success of Project implementation, good management of funds as well as maximizing long term impact of Project achievements.

Mr. Angius, representing EU Delegation emphasized the fact that this project is one of

the very important projects that EU is financing. Empowerment of Roma and Egyptian communities is a high priority in the EU agenda and will be increasingly high throughout the entire Albania's accession process.

Mrs. Rudina Lula, Head of the Monitoring and Evaluation Department on EU Assistance, Ministry of European Integration (MEI) mentioned that ESERE is the first IPA 2014 project which has become operational and MEI is very interested to monitor its progress. Mrs. Lula expressed her appreciation for the support UNDP and EU are providing to the Albanian Government regarding social inclusion of Roma and Egyptians and stressed out that the empowerment of Roma and Egyptian communities is one of the five key priorities of Albanian Government highlighted in the roadmap for EU accession.

Mr. Edvin Lame, Advisor to the Minister of Social Welfare and Youth highlighted the importance that this project has for the social inclusion of Roma and Egyptian communities especially for the communities living in Shkoder and Berat. He stressed out the fact that up to know these cities haven't involved projects and investments related to social-economic development of Roma and Egyptian communities and he is confident that project intervention in this regard will have a positive impact. Mr. Lame recommended that ESERE PMC includes one representative of the Egyptian community.

ROLE OF PROJECT MANAGEMENT COMMITTEE

The Project Management Committee (PMC) is established to oversee and coordinate the operations of ESERE project. The PMC will oversee the overall implementation of Project activities. It will provide strategic guidance and approve the Annual Work Plans (AWP) and budgets. It will act as principal supervisory body for implementation of the project and provide policy guidance and recommendation regarding project strategy and objectives. The Committee's responsibilities will also include: approving annual priorities and reports, providing guidance at the substantial and political levels and oversee Annual Reviews, and mid-term and final evaluations.

ROLE OF THE LOCAL GOVERNMENT IN PROJECT IMPLEMENTATION

The regional and local authorities of Tirane, Durres, Shkoder and Berat will be the key partners in implementing the activities of the project at the local level. Memoranda of Understanding is being signed with the four municipalities where roles and duties as regards project implementation are clearly stipulated. In the framework of ESERE Project, the role of the municipalities consists in the followings:

- Be represented at PMC which meet twice a year to overview the overall implementation of the project activities (one local representative per region);
- Host within their office premises two local staff in charge of implementing the project activities at the local level.
- Play a leading role in facilitating the preparation of the Local Action Plans on Roma and Egyptians.
- Contribute in kind for the Infrastructure Development Projects, which will be tendered by UNDP.

- Prepare the technical documentation for agreed infrastructure projects (part of the community development plans/ Local Action Plans on Roma and Egyptians) and send it to UNDP for the latter to proceed with tendering of civil works.
- Make operational and maintain the completed infrastructure projects, after they have been finalized/handed over to LG. Ensure that Roma/Egyptian individuals are hired for operationalizing and maintaining the completed projects.

PRESENTATION OF ESERE ANNUAL WORK PLAN 2016

ESERE annual work plan 2016 is a guiding document for the activities to be carried out during 2016. It was drafted in close consultation with all the related stakeholders including MoSWY and all its subordinated directorates, Ministry of Education and Sports, Ministry of Health and other line ministries, local government units, civil society organizations, Roma and Egyptian experts and communities etc.

DISCUSSIONS AND COMMENTS

The issue of the project targeted beneficiaries was discussed. Mrs. Lako explained that it is difficult to identify the number of project beneficiaries. The project in close consultation with the respective municipalities is still in the phase of identification of project interventions areas and the number of beneficiaries may vary and sometimes be bigger than the targeted population. Project components such as integrated social services, employment and infrastructure interventions will have a broader impact than a simple neighbourhood and the beneficiaries' number will be bigger than the targeted population.

One of the main problems regarding Roma population is the lack of reliable statistics. There are clear indications of an increase of Roma population in the region of Tirana, but still data and statistics about this are missing. Having this into account close cooperation is needed between local authorities, central government, civil society organization and project team in order to identify and target the most in need and marginalized members of Roma and Egyptian communities.

Monitoring of the implementation of the National Action Plan for the Integration of Roma and Egyptians (NAPIRE) 2016-2020 by Roma and Egyptian civil society organizations aside line ministries is very crucial. This is also in line with the recommendations of the 2016 Albania- EU Policy Dialogue seminar on Roma and Egyptian Inclusion. UNDP is very interested to have civil society involved and fully supports this recommendation. Reflecting on this, an activity was added in the enclosed work plan under Act. 4.1 on delivering training and coaching to 10 CSOs for increasing their capacities on monitoring and reporting on the implementation of the NAPIRE.

Gender mainstreaming should also be considered as a guiding approach of the project implementation. Addressing the different implications for Roma and Egyptian women and men along all planned actions in all levels of intervention as foreseen in this project will ensure gender mainstreaming and reflect gender equality concerns for both

populations. The Local Action Plans for Roma and Egyptians should be guided by the human rights approach and gender mainstreaming.

During the meeting was stressed out the importance of avoiding segregation. Every kind of ESERE project intervention will rely on the desegregation approach.

The representative of Shkodra municipality informed that the municipality is organizing its department of social services and it is foreseen that the Roma and Egyptians will have a special attention. However intervention to Roma community in Shkodra will be very difficult since the majority of Roma population is not officially registered in the municipality, they live in segregated "labour camps" and the civil society is very weak. The representative of Tirana municipality mentioned that they face similar difficulties for the Roma population living in 'Bregu i Lumit', "Shkoza" etc. Municipality representatives will work closely with the project local team in Tirana as well as with the Ministry of Social Welfare to address these issues day by day.

Regarding the issue of Community Upgrading Projects, it was highlighted that at this stage Community Counselling Forums will be established in each region with an equal participation of men and women. Based on the needs of the communities they will prepare a priority list of projects which will later be discussed with the local government officials.

Equal access of Roma and Egyptian Communities to social services is crucial. This is a project component designed carefully in co-operation with the Ministry of Social Welfare and Youth. It will be translated into pilot packages of integrated social services based on community and family approach. Specific attention should be given to coordination among local government offices and central government offices at the local level. Project teams and MSWY have a special role to play to this effect.

ESERE is a development project that is being implemented in four regions of the country following the overall project approach and the following principles (a. Integrated Territorial Development for Social Inclusion; b. Participation of Roma and Egyptians; c) Multi-sectorial and multi-stakeholder development; d. Disaggregation; e. Top down and bottom up decision making; f. Intercultural dialogue; and g. Gender mainstreaming). The results matrix specifies the indicators and targets on all the intervention areas. These are the basis of all project activities and subsequently project results and reporting. In this context the project interventions are planned to respond to local development context of R&E communities always following a development approach without being able to address the direct needs of some communities that are in need of emergency/humanitarian type of assistance. The ESERE team will work closely with governmental and non-governmental partners to coordinate efforts for mobilizing other types of support for the needy communities.

ENDORSEMENT OF ESERE WORK PLAN (2016) AND NEXT STEPS

- ESERE PMC will include one more participant, a representative of the Egyptian community.
- Participants endorse ESERE work plan 2016.
- Memorandum of Understanding will be signed with the respective four municipalities.
- Establishment of local offices for hosting the Local Coordinator and Community Exchange Worker will happen in the following two weeks.
- MSWY will plan the inclusion in the 2017, 2018 and 2019 budget of the VAT costs for community upgrading projects. In total 12 projects of 75,000 EUR each.
- The next meeting is anticipated in November- December 2016.

Terms of Reference for Project Management Committee (PMC)



European Union



Terms of Reference for Project Management Committee (PMC)

for the *Economic and Social Empowerment for Roma and Egyptians- a booster for social inclusion (ESERE)* project

1. Introduction

UNDP Albania, in partnership with the Ministry of Social Welfare and Youth, is implementing the ***Economic and Social Empowerment for Roma and Egyptians- a booster for social inclusion (ESERE)*** project. The project is funded by the European Union and aims at the social and economic empowerment of Roma and Egyptian communities in Albania through supporting community led local development, infrastructure development, building capacities of Roma/ Egyptian civil society organizations, encouraging skills, entrepreneurship and employment, improving access integrated basic services and assisting implementation and monitoring of the social inclusion policies in the regions of Tirana, Berat, Durres and Shkodra.

2. Membership

The members of the PMC will include:

- The United Nations Resident Representative/UNDP Country Director;
- A representative of EU Delegation;
- A representative of the Ministry of Social Welfare and Youth;
- A representative of the Ministry of European Integration;
- Four representatives from local government units of Tirana, Durres, Berat and Shkoder;
- Two representatives of Civil Society;

The PMC will be co-chaired by the representatives of UNDP, EU Delegation, and the Ministry of Social Welfare and Youth.

3. Frequency of meetings

The PMC will normally meet twice per year. Additional meetings based on the requirements of the Project may be convened exceptionally upon the request of any of the Co-Chairs. The Project Manager will assist the organization of the PMC meetings and due recording of PMC proceedings.

4. Responsibilities of the PMC

The PMC will act as principal supervisory body for implementation of the project and provide policy guidance and recommendation regarding project strategy and objectives. The primary responsibilities of the PMC are:

- Oversee the overall implementation of the project;
- Providing guidance at the substantial and political levels and support the solution of any bottlenecks during project implementation;
- Review progress reports and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to the agreed plans;
- Approve the Annual Work-plans;
- Endorses the evaluation panel recommendations for grant agreements with CSOs
- Oversee Annual reviews and mid-term and final evaluations.
- Participate in project activities and monitoring visits.

All meetings of the committee are announced in writing and its decisions and recommendations shall be recorded in minutes, which are cleared by the members of the committee.

Annex 2. Local Analyses Packages

Pls. find annex 2 enclosed.

Annex 3. Fast Facts from Areas of Intervention

Durres municipality (186 Roma families/ 1353 Roma inhabitants & 280 Egyptian families / 1400 Egyptian inhabitants)												
Area of intervention	Roma		Egyptians		Female			No of families benefiting social housing	No of Unemployed Job Seekers	No of employed	No of persons with health cards	No of children accessing primary education
	No of families	No of inhabitants	No of families	No of inhabitants		No of unregistered children	No of registered homeless					
Cezma e ferres (Administrative unit 7 and 8) Durres	1	3	250	1300	40%	4	2	0	50	30	120	80
Nishtulla, Durres	120	900	10	40	60%	9	0	0	30	30	30	60
Kulle, Sukth	65	450	20	60	60%	7	0	0	10	2	16	80
Total	186	1353	280	1400	53%	20	2	0	90	62	166	220

Shkodra municipality (473 Roma/Egyptian families & 1654 Roma /Egyptian inhabitants)															
Area of intervention	Roma		Egyptians		Roma/Egyptians		Females	No of unregistered children	No of registered homeless	No of families benefiting social housing	No of Unemployed Job Seekers	No of employed	No of persons with health cards	No of children accessing primary education	
	No of families	No of inhabitants	No of families	No of inhabitants	No of families	No of inhabitants									
Tophane	23	153					50%	6 children	68	0	340	19	6	R	E
Liria Quarter			356	1157			60%							133	173
Behind Buna Bridge					94	344	60%								
Total	23	153	356	1157	94	344	56%								

Tirana municipality (623 Roma and Egyptian families/ 1400 Roma inhabitants/ 1000 Egyptian inhabitants)													
Area of intervention	Roma		Egyptians		Females	No of unregistered children (identified by the project)	No of registered homeless	No of families benefiting social housing	No of Unemployed Job Seekers	No of employed (identified by NES)	No of persons with health cards (data from CCF)	No of children accessing primary education (data from CCF)	
	No of families	No of inhabitants	No of families	No of inhabitants									
Administrative Unit no. 1	52	200			50%	16	0	0	0	2= 1F+1M	20	20	
Administrative Unit no. 4	149	664	141	350	60%			0	0	4=4F+1M	17	150	
Administrative Unit no. 6	82	410	88	440	60%			0	0	1=1F	10	60	
Administrative Unit no. 11	55	250	56	250	60%			0	0	2=1F+1M	8	90	
Total	338	1524	285	1040	57,5%			87 2015-2016	938=510F+428M	9 emp 11 emp promotion/6 F	55	320	

Berat municipality (62 Roma families/ 324 Roma inhabitants & 190 Egyptian families/1000 Egyptian inhabitants)												
Area of intervention	Roma		Egyptians		Females	No of unregistered children	No of registered homeless	No of families benefiting social housing	No of Unemployed Job Seekers	No of employed	No of persons with health cards	No of children accessing primary education
	No of families	No of inhabitants	No of families	No of inhabitants								
Barrikada	0	0	80	480	60%	15	85	0	96	40	72	87
Kushtrimi	6	24	110	520	60%				232	150	174	137
Ish-Pjeshkorja	56	300	0	0	60%				126	0	168	45
Total	62	324	190	1000	60%				454	190	414	269

Annex 4. Project work-plan: Jan-Dec 2016

Major Activities	Actions	Timeline Jan – Dec 2016											
		Q1			Q2			Q3			Q4		
		Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Establishment of the Project Management Structures and Procedures													
Signature of the Contribution Agreement, Core project staff selected project management procedures drafted and operational, project launched and operational	-First and second Project Management Committee Meeting				x						x		
	-Progress Reports (Inception report and 1 st annual report)						x						x
	-Draft detailed work plan for Jan-Dec 2016			x									
	-Core project staff hired and operational (Contractual services- individuals)			x									
	-Establishment of project local office close to LG in Tirane, Durres, Shkoder and Berat (wp2)				x	x							
	-Signed MoUs with LGs				x								
Work Package 1:													
1.1. Carry out a mapping of the working age R&E women and men in each project site, disaggregated by age, gender, employment / income generation / unemployment / long-term, etc. status/ employment needs / aspirations / areas of immediate support in the field of employment.	-Study conducted to map Roma and Egyptian women and men employment needs, aspirations, areas of immediate support in the field of employment. (contractual service- company)				x	x	x	x	x				
1.2. Provision of general employability training (including basic literacy/ life skills) to empower and motivate R&E citizens to enter the labour market.	-Curricula developed for basic literacy/ life skills training. (expert: 30 wd)								x	x	x	x	x
	-Instructors identified and trained. - 38 Roma and Egyptians identified and supported to follow basic literacy/ life skills training. (R&E follow the training in 2017)											x	x

Major Activities	Actions	Timeline Jan – Dec 2016											
		Q1			Q2			Q3			Q4		
		Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.3. Design, operationalize and pilot 5 employment promotion programmes (4 programmes+ internships) tailored to the needs of the R&E communities.	<ul style="list-style-type: none"> -Revised, adapted and piloted on-the-job training programme. 20 R&E benefit in 2016/ 80 R&E for 3 years. -Revised, adapted and piloted subsidised employment programme. 8 R&E benefit in 2016/ 20 R&E for 3 years. -Income generation programme piloted, targeting young R&E women and men (6 R&E benefit in 2016/ 20 R&E for 3 years). -R&E university and high school graduated conduct internships in private and public sector (6 R&E benefit in 2016/ 30 R&E for 3 years). - Public works programme piloted in Tirana, Berat, Dures and Shkoder municipalities targeting 10 R&E for 2016 (100 in 3 years). (contractual service- company; grants agreements) 				x	x	x	x	x	x	x	x	x
1.4. Capacity support to the National Employment Service and/or other implementing partners for the implementation, monitoring and evaluation of employment promotion measures targeting Roma and Egyptian women and men.	- Training curricula developed to enable NES staff develop a new set of skills in addressing the needs of Roma and Egyptian communities. (34 wd)						x	x	x	x	x		
	- 4 training sessions held, one in each region for NES and other employment related stakeholder (including employment mediators).									x	x		
1.5. Local employment mediators /coaches identified, trained and placed within the NES offices in the targeted regions.	- 5 local employment mediators hired, trained and placed with NES offices (one in each region and one in NES) (490*30)							x	x	x	x	x	x
Work Package 2:													

Major Activities	Actions	Timeline Jan – Dec 2016											
		Q1			Q2			Q3			Q4		
		Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2.1. Support mobilisation and empowerment of the target group at the local level to enable them be the actor in inclusive local development, get self-organized and undertake 20 self-help (actions and groups).	-Design and implement Local Analyses Package in Tirana, Durrës, Shkodër and Berat in partnership with LGs by identifying the areas of intervention, the target group assessment, identification of self-help actions.				x	x	x						
	-4 Community Counselling Forums (CCF) established and strengthened (1 in each region).					x							
	- Periodical meetings with representatives of local government institutions.				x	x	x	x	x	x	x	x	x
	20 self-help activities during 2016 as following:												
	- Four sports/youth activities implemented (1 every quarter/ each region).					x				x			x
	-Two education promotion activity (youth literacy course, books reading sessions, women & children health information sessions) per region organized by community volunteers. (1 every six months/ each region).						x						x
	-Culture activity / year (theatre, music, dance and/or drama performance) aimed at raising awareness on a certain issue or problem identified during the community mobilization meetings.											x	
	- Periodical cleaning and greening of neighbourhoods (1 every six months/ each region).						x				x		
	- Four events (1 in each region) to promote gender equality and women/girls potentials in economic development and empowerment.											x	
	- Four events (1 in each region) involving students to advocate on human rights, voluntarism, environmental protection etc.										x		

Major Activities	Actions	Timeline Jan – Dec 2016											
		Q1			Q2			Q3			Q4		
		Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2.2. Reinforce R&E representation in local governments' decision making, planning and project implementation process.	-Capacity Development Training provided to Municipality stakeholders on inclusive development, CLLD, communication- and practical tools to R&E inclusion. (end of Sep 2016 launch call for proposals)									X	X	X	X
	-Periodical meetings for participatory planning and action/ project implementation exercises and in generation, identification of local projects to be supported.											X	X
	-Revise existing Local Community Development Action Plans as according to the territorial reform and develop a new LCDAP in Shkoder.											X	X
	- Prepare progress reports for implementation of LCDAPs. (year 3-2018)												
2.3. Provide support to organizational development of local community based organizations and self-help groups.	Develop and implement a training curriculum on social inclusion for community counselling forums and NGO/ CSOs. (year 2017)												
2.4. Support through capacity building and grant schemes five (5) local initiatives of Roma and Egyptian CSOs in each of the four areas of intervention.	-Capacity and trainings needs assessment and implementation of the trainings programme targeting R&E CSOs.			X	X	X	X	X	X	X	X	X	X
	-(20) small grants between 5.000- 15.000 Euro each delivered to NGOs/CSOs.												
	-Organize annual conference and 2 exchange visits to facilitate experience sharing and networking of local CSOs. (year 2017-2018)												
2.5. Supporting Roma/Egyptian youth activism initiatives.	-15 R&E youth innovative activism initiatives supported. (8 in 2017, 7 in 2018)												
2.6. Implement 12 Community Upgrading Projects (CUP) soft and hard based on the Community Action Plans, identified as integrated priority actions in the selected segregates.	12 (twelve) Community Upgrading Projects (CUP) – with an average value of EUR 75,000 per project –identified and implemented: - Identify projects; (2016)					X	X	X	X	X			
	-Prepare Community Upgrading Projects (CUP) tender dossier, contract and complete civil works for at least 12 agreed infrastructure projects; (2017-2018)									X	X	X	X

Major Activities	Actions	Timeline Jan – Dec 2016											
		Q1			Q2			Q3			Q4		
		Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Work Package 3:													
3.1. Prepare and pilot ‘packages’ of integrated social services (including guidelines, cases, tools and procedures), based on the integrated and family approach to support better access of R&E to social, health and education services.	-Publication/ need assessment to assess and develop capacities, tools, and methodologies to strengthen community based services and human capacities in service provision through community based social work program as part of the social care services provided by local government (in cooperation with MSWY).					X	X	X	X	X			
	- 4 Intercultural community centers operational with integrated social services. (1 Service Contact in 2016, one in 2017). Pilot packages of integrated social services.								X	X	X	X	X
	- Networking of community centres for integrated social services											X	X
	- 4 health outreach programmes prepared (early treatment, drug prevention, birth control, baby care) and implemented.								X	X	X	X	X
	- Support 50 R&E in civil registration (10 registered citizens in each pilot area, in total 40, and minimum 50 cases initiated).					X	X	X	X	X	X	X	X
3.2 Support models for inclusive education and desegregation.	–Schools as Community Centres established and operational in minimum 4 schools in pilot municipalities.					X	X	X	X	X	X	X	X
	-Ministry of Education and Sports will be supported to review the programme of early part-time primary education adapting it better to the needs of the Roma and Egyptian beneficiaries. (expert)							X	X	X			

Major Activities	Actions	Timeline Jan – Dec 2016											
		Q1			Q2			Q3			Q4		
		Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3.3. Set up and implement the tools needed for efficient communication and extended Intercultural Dialogue to increase the efficiency of the project efforts for R&E inclusion.	- Project Communication Strategy and Action Plan prepared.				x	x	x						
	- A high Profile media event to launch the Action and highlight its objectives and involved partners. This event will be organized in one of the project areas.				x								
	-5/ 20 public events in the project regions with involvement of beneficiaries and main stakeholders such as commemoration of International Roma Day and other Internationally marked days. (5 during first year/ 20 during 2016-2018)				x	x	x	x	x	x	x	x	
	-Photo brochures on the Action's performance.										x	x	x
	-Quarterly newsletters highlighting the activities of the Action and their impact.									x			x
	-1/ 2 Documentaries to highlight project results. (one in 2017)				x								
	-Capacity building workshop for media and organisations that report on cultural diversity. (2017)												
	-Participation in 2 talk shows on broadcast media such as radio and television. (during 2017-2018)												
	-Utilization of Social Media to disseminate information on project results.												x
	-Drawing Contest with 9th year school children (one per region). (during 2017-2018)												
	-Best Practices Brochure at the end of the Action.												
	-Production of a series of video diaries : One day in the life of A Roma/Egyptian. (during 2017-2018)												
	-Missions to programme areas with representatives of the EU, UNDP as well as Central and Local governments.												
	-Production of promotional items such as pens, t-shirts, mugs, hats, USBs and notebooks.												

Major Activities	Actions	Timeline Jan – Dec 2016											
		Q1			Q2			Q3			Q4		
		Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3.4. Set up and implement Behaviour Change Models to influence attitudes and behaviours of public servants at national and local level.	-Guidelines and toolkit for behaviour change prepared (30 wd).							X	X	X	X		
	- At least 20 persons from municipal level (different departments and institutions) and 3 persons from ministerial level participated in the Capacity Development programme for behavioural change and intercultural dialogue. (2017)												
Work Package 4:													
4.1. Raise capacities of the relevant bodies of MoSWY to coordinate, monitor and evaluate the implementation of the National Action Plan on Roma and Egyptian Integration, 2015-2020.	- Situational Analyses of Roma and Egyptians in Albania completed;							X	X	X	X	X	X
	- Training delivered to minimum 30 officials increased their capacities on policies and measures promoting vulnerable communities, aligned with the national action plan, through training sessions (including representatives of all relevant Ministries/ departments); (2 trainings)									X	X	X	X
	- ROMALB data collection system at the national and municipal level improved, updated and functional; (expert 30 working days)					X	X	X	X	X			
	- Training and coaching delivered to minimum 10 CSOs increased their capacities on monitoring and reporting on the implementation of the NAPIRES. (expert 30 working days)									X	X	X	X
4.2. Support line ministries to design inclusive policy responses and implement the actions of the National Action Plan on Roma and Egyptian Integration.	- Training delivered to minimum 100 LG officials increased their capacities on policies and measures promoting vulnerable communities, and ROMALB system through training; (5 trainings in 2016)											X	X
	-Monitoring visits implemented in every 6 months at 4 relevant municipalities together with MSWY staff; (Expert 8*750)					X	X	X	X	X	X	X	X
4.3. Provide capacity development training to local and central government officials aligned with territorial and social care reforms.	- Training delivered to minimum 15 persons aligned with territorial and social care reform from each pilot region + 10 from national level; (in 2017)												

Major Activities	Actions	Timeline Jan – Dec 2016											
		Q1			Q2			Q3			Q4		
		Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4.4. Support the set up and strengthening of stakeholder partnerships, coordination and networking to mobilize relevant organizations, create synergies between development activities and avoid overlapping.	- Minimum 60 relevant partner organizations mapped and involved in stakeholder partnerships and networking for Roma and Egyptian inclusion; (expert, 15 wd)										X	X	
	-Multi-stakeholder Coordinating Forum established and operational including also experts representing at least 6 different fields of research, following the countries priorities for R&E inclusion as per the National Action Plan. (1 st meeting organized)												X
Travel													
Communication and audio-visual equipment													
Stationary and other office supplies													
Audio-visual and Printing Prod. costs													
Miscellaneous													
Facilities and admin													
Office rent (WP 3)													

Annex 5. Technical report, studies as per WPs.

WP 1. Act 1.2. Report on Basic Literacy and Life Skills Educational and Vocational Training

WP 2. Act 2.1 Report on CLLD Workshop

WP 2, Act. 2.1. - CCF Composition in each region

WP 2, Act. 2.1. – Community Mobilization Activities

