



Project Title

Assistance provided for drafting the organizational structure of ZF Lezha

Project Type

Local Administration

Project Location

Functional Area Dajç, Blinisht, Kallmet, Ungrej, Balldre, Zejmen, Kolsh, Shen Koll, Lezhe, Shëngjin

Total Pre-Estimated Budget

30,000 Euro

Project Background and Analysis

The concept of functional area was at the heart of the territorial reform implemented in Albania during 2014 through which new and bigger local units were determined and great expectations toward a more consistent development and more efficient use of the public sector resources as well as utilization of the private sector energies were created.

In this context, new local units arising after the reform will face many challenges related to the local communities they will be administering. It is necessarily required the harmonization of the organizational structures with the functions of local units in order to better face the needs and convert them into concrete services to the community. Under this framework the restructuring process of local units assumes a primary importance in the very first days of government in order to make possible that services offered to the community by the latter are appropriate.

Specific Objectives of the Project

The overall objective of the project is the creation of an organizational structure which fits the needs of the community and is fully harmonized to the functions of the local unit and functional area.

The specific objectives are the following:

- Increase of services quality by instituting and administration at citizens service which is fast serving and accurate in the implementation of all its obligations;
- Implementing the objectives established by law;
- Increasing efficiency in the utilization of financial resources by avoiding double functions and responsibilities and by reducing excessive administrative costs;
- Accurate work description and regulations on competences.

Expected Results and Project Indicators

It is expected that all local units which are part of the functional area and their communities will benefit from this project. The project will provide:

- Increase of local units capacities;
- Improved performance of the local structure;
- Functional detachment and assessment of sector responsibilities;
- Efficient management of financial resources.

PROJECT 10



functional area programme
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Project Activities

The project will be structured in phases. Phases will include a preliminary assessment of the situation immediately after the establishment of the new local unit. The project is expected to last not more than 3 months and it will be finalized with the approval of the structure and the regulatory package within the unit's council.

Projects activities mainly include:

- Assessment of the current situation of the local unit and legislation. Frequent meetings with current structures in order to understand their role and position.

- Establishing the working group composed of local units staff and local experts. The working group should be guided by the vice chairman of the unit;

- Determining the tasks of the group and engagement of each participant;

- Providing the first recommendations and the first draft of the organizational structure along with financial impacts (for each structure and position);

- Finalizing the organizational structure;

- Providing the draft regulations containing the job descriptions for each employee;

- Approval by the Chairman;

- Preparing the draft decision regarding the structure and regulation along with economic impacts to be submitted to the municipality council ;

- Approval;

- Assessment of legal contracts derived by services and planning of the new structure dealing with services organization.

Project Maturity

The project is congruent with the study of the functional area of Lezha. It can start immediately after the consolidation of the new local structures as an immediate requirement of the units to perform their functions. The project is also easy to implement by the local unit and the experts as well.

The project introduces an important process related to the further development of the local units and it is actually an emergent request of the latter.

Financial Resources and Implementation Partners

Due to the immediate necessity and reduced deadlines this project may be supported through grants issued by different donators such as DLDP etc. Since the project consists in providing technical assistance placed within the local unit it does not require major financing.

The project will be totally implemented next to the local units (functional areas).

Project Cost

The project budget is described in detail in the human resources expenses (consultancy, transport expenses, materials, trainings etc.

Organizational structure – 12,000 euro

Assessment of service structures and legal consequences of contract amendments – 15,000 euro

Meetings and other logistic costs – 3,000 euro