



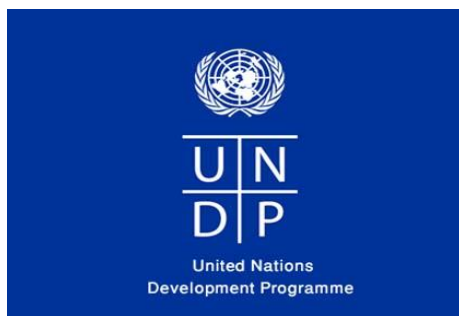
## Preparation of a Manual on the Service of Public Procurement and Training Modules for Local Governments

### The objective

The objective of this project was to prepare guidance (self-help manual) on the procurement and contracting of works and public services based on the Albanian legislation and international experiences. The need for procurement training, manuals and materials is the result of the fact that in year 2002, municipalities and the communes started to administer by themselves the funds for investments under the approved law of Functioning and Organization of the Local Government.

### Activities

URI 's job was to develop the Module on the Public Procurement including the Operational Manual, training program and materials on the procurement issues in order to increase efficiency and absorbing capacities at the local level.



### Manual topics cover:

- Current legislation in procurement of services goods and works; new responsibilities and functions of Local Government in the process of decentralization.
- Transparent and fair procurement techniques and plans for contracting out the services, goods and works.
- General national/internationally accepted public procurement concepts.
- Contracting and model technical specifications on procurement of basic procurement of services, goods and construction works.

### MAIN FACTS

#### PARTNERS:

- ✓ UNDP (Local Governance Program)

#### DURATION:

October 2002 – March 2003

#### BENEFICIARIES:

- ✓ Local Government

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### About URI

Since 1999 the Urban Research Institute (URI) has been delivering big results for development projects and programmers carried out throughout Albania. Our core business focuses on community development, local government strengthening, environmental protection, decentralization, and public services. We conduct studies, lobby the government, train local government units, increase public access to information, and connect development partners. URI has worked with donors such as USAID, Swiss Cooperation, the Netherlands Embassy, UNDP, World Bank, EU, SIDA, Open Society/Soros Foundation, etc.