

STRONG MUNICIPALITIES – STRENGTHENING THE ROLE OF COUNCIL SECRETARY

Context

Helvetas Swiss Intercooperation (HSI) has been awarded by SDC the mandate to implement the “Strong Municipalities” (BF) program in Albania. After a territorial-administrative reform and a decentralization process implying for Albanian municipalities the management of bigger territories and enhanced functions, the project supports municipalities to enhance a citizen-oriented management to improve services. Technical support to administrations is combined with support for bottom-up participation and monitoring through municipal councils. The project also strengthens capacities of de-concentrated agencies at the regional level so that they contribute to the implementation of the decentralization policy of the central Government.

Project objectives

The central objective of the project is to improve public services, supporting municipal administrations, municipal councils and citizens committed to contribute to better service delivery. One of its two specific objectives is to strengthen representation and oversight function of Municipal Councils. The secretary function is identified as a driver supporting a better functioning of local councils. It's expected that BtF strengthens them by developing guidelines and manuals for institutional strengthening of council secretary as well as upgrade the existing model into a better functioning one. URI has diagnosed the intermediate role of secretary between council-executive-community and propose concrete improvements in 6 municipalities, in particular has: provided an overview and main

findings of the current functions, role and working patterns of the secretary of council, report findings, problems and best practices associated with the activity of the secretary of the council; proposed ToR for the existing function of secretary of council and a capacity building plan based on analyses and good practices aiming short term improvements immediately after local elections; proposed short term organizational changes and funding instruments (modelling approach) about which BtF might advocate in the short and midterm in order to improve representative and oversight function of council.



Results of the project

- Narrative report of findings and rationale of: report findings, problems and gaps to address with that associate with the current role, functions and working patterns of the secretary of the council; proposed model (structural and regulatory frame work as well as funding instruments) in short and mid-term; propose training themes and capacity building plan (incl. ToR of secretary) as well as enabling legal/policy base or recommendations for improvements.
- Narrative report on MC Secretary and comparative analysis between Albania model and other countries in region.
- Define training themes and ToR to develop training modules based on the identified capacity building plan.

- Elaborated good practices referring directly to secretary function in relation to citizens, commissions, deconcentrated agencies, prefectures, executive etc.
- The legal frame work based regulating the secretary function work and its statues of implementation.

GENERAL INFORMATION

DONORS:

- Helvetas Swiss Intercooperation (HSI)

PARTNERS:

- Municipalities of Berat, Divjaka, Kukës, Vlorë, Vorë and Kamëz

DURATION:

- 01/2019 - 05/2019

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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.