



QUARTERLY  
PROGRESS REPORT

GEORGIA COMMUNITIES  
EMPOWERED FOR LOCAL  
DECISION-MAKING

APRIL TO JUNE 2009

Prepared for



Prepared by

*The Urban Institute*

Georgia Communities Empowered for Local Decision-Making  
United States Agency for International Development  
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## QUARTERLY PROGRESS REPORT

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### GEORGIA COMMUNITIES EMPOWERED FOR LOCAL DECISION-MAKING

Cooperative Agreement No.:	114-A-00-04-00131-00
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Key Personnel:	William Krause, Chief of Party, bill@urban.ge

#### Project Description

The overall objective of this project is:

— More Effective, Responsive, and Accountable Local Governance in Georgia (USAID Strategic Objective 2.31).

Intermediate Results that should advance the objective include the following:

— Improved Capacity of Local Communities to Engage Local Government to strengthen communities' capacity to rebuild essential services, restore incomes and empower all citizens of Georgia to have an effective voice in government.

CELD is designed to achieve community level impact by using a bottom-up approach to systematically assist Georgian communities to nurture democratic reform efforts.

Expected key results are:

1. Legislative reform matching local government revenues more closely to local government responsibilities is in place.
2. The interests of local governments are advocated and local government best practice is disseminated through demand-driven, democratically organized associations with grass-roots support.

3. Local government/citizen partnerships implement more effective and participatory methods for managing resources and delivering services.
4. Realistic local economic development plans and actions in targeted communities are developed and implemented.
5. Sustainable capacity of Georgian organizations to deliver technical assistance and training to local governments is established.
6. Public awareness of and citizen participation in the affairs of local self-government is increased.

## I. HIGHLIGHTS

- Information centers in Gori and Mtskheta and Social Service Departments in Tetrtskaro, Zugdidi, Dusheti, Kaspi and Kareli are fully operational and providing services to IDPs, local governments and donors.
- Proposal writing workshops in 12 municipalities provided training to 20 to 25 participants from each municipality.
- One day training on local government legislation was provided to 287 participants in 13 municipalities.
- Community-Based Economic Development Advisory and Working Group workshops were conducted in Kareli, Kaspi, Khashuri, Dusheti, Mtskheta, Sachkhere, Tsalenjikha, Chkhorotsku, Zugdidi and Senaki municipalities. At the workshops, participants: reviewed and made final corrections to their updated SWOT analyses, updated their mission statements, reviewed their action plan progress and developed an updated action plan to reflect to the current situation.
- 14 municipalities received assistance in defining village level programs for funding, holding public hearings on budgets and organizing activities to get the 2010 budget process underway.
- The Municipal Service Providers' Association conducted an assessment of the current system of the cleaning and garbage collection fee administration and met with municipalities to plan improvements.
- CELD provided assistance to 12 municipalities for developing mid-term evaluation reports on Service Improvement Action Plan implementation.

## II. PROGRESS OF MAJOR ACTIVITIES

### Cross-Cutting Activities

#### *Coordination Meetings*

On May 27, 2009, the Mtskheta Post-Crisis Information Center, funded by the local government and CELD, conducted a presentation of the Center's activities in Mtskheta. Thirty people, including representatives from European Monitoring Mission in Georgia (EUMM), Terre des homes (TDH, International Relief and Development (IRD), Mtskheta Gamgeoba, Gori Gamgeoba, Dusheti Gamgeoba, Ministry of Refugees,



village trustees of three municipalities, CELD coordinators and CELD staff members, attended the meeting. The presentation provided information on the Center's founding, sources of information, tools for collecting the information and activities conducted. The representatives of international organizations talked about their activities in IDP settlements and about future cooperation of the stakeholders. The Gori Information Center, also partially funded by CELD, shared their experiences. Village trustees obtained answers from the representative of the Ministry of Refugees on the questions such as to the status of IDPs and state assistance. The attendees expressed the wish to conduct such meetings every month, which will help increase the efficiency of the work on IDP issues.

On June 18, 2009, CELD representatives attended the presentation on the new Local Government program implemented by the Civil Society Institute and financed by the European Union representation in Georgia. The three year project started in March. Project partners from the regions are: Batumi City, Kobuleti, Ozurgeti, Chokhatauri, Gori, Kaspi, Kvareli and Gurjaani municipalities. The program components are: training for local public servants; developing the tools for improving the citizen participation level; raising public awareness on local self-governance, improving the legislative base; and assisting local governments in effective planning of the budget. The CELD offered the use its materials related to program budget ing developed under CELD program budget component.

On June 26, 2009, CELD staff member, Irina Tserodze, and CELD consultant, Eka Targamadze, attended the presentation on the survey prepared by the Caucasian Institute for Economic and Social Research in cooperation with GTZ. The topic of the survey was: "Expenditure policy of local self governments in Georgia." The survey contained the following topics: an analysis of expenditure of the local budgets in the years 2007, 2008, 2009; the legislative and economic base for conditional expenses; and a study of expenditures of the pilot municipalities: Terjola, Lagodekhi, Senaki, Gori and City of Rustavi. The survey showed that a significant sum of money is directed from the budgets of local self-governments towards financing activities that are not their responsibility.

On June 11, 2009, CELD Chief of Party, Bill Krause, visited Chkhorotsku municipality and met with Deputy Gamgebeli Murman Chikovani. CELD programs and their status were discussed. The Deputy Gamgebeli mentioned that cooperation with CELD has been very important and necessary. Since the budget is meager, all assistance, be it equipment or technical assistance is extremely desirable for the municipality. The Deputy Gamgebeli listed projects for which implementation would be very beneficial for the municipality: tea plantations, canning factory, etc. Communication was named as one of the biggest problems. Internet access is very poor and low-speed in the municipality. In addition, the amount of transfers was discussed at the meeting. The Finance Head of the Gamgeoba said that they always send realistic figures to the Ministry of Finance, but transfers are never enough for addressing those problems that they have to cope with locally. CELD was asked to assist the municipality in preparing a high quality booklet about the Chkhorotsku municipality and to assist with one laptop for the Deputy Gamgebeli.

On June 11, 2009, CELD Chief of Party also visited the Tsalenjikha municipality and met with the Deputy Gamgebeli, Mamuka Tsimintia. He expressed gratitude to CELD for the implemented programs and hoped that this would continue. He said that because of economic crisis they failed to purchase two garbage trucks and 200 garbage containers. The Deputy Gamgebeli also talked about the necessity for a billing program to assist with fee collections. CELD is working with the Municipal Service Providers' Association on this. Another request was made to assist in organizing and maintaining of so called household books. Having a computer program would include all the data related to each household living in the village

allowing trustees to exercise their powers more effectively. He mentioned that CELD training-sessions have been very result-oriented for Gamgeoba representatives and trustees. One more issue mentioned by the Deputy Gamgebeli was the poor internet connection. Since Tsalenjikha municipality has two cities on its territory and one is 30 kms away (Jvari), it is very hard to handle administrative issues from Tsalenjikha not having internet connection at all.

### *Information Centers*

#### *Gori Information Center*

Gori Post -Crisis Information Center began functioning in October, 2008 to collect information that is shared with governmental or nongovernmental organizations as well as with donor organizations. The Center collects information about the international organizations working in the field, implemented projects, contact details, the list of people by settlements, number of cottages, beneficiaries of cash assistance, contact information of trustees etc. The Center cooperates and provides the requested information to the following organizations: Georgian Young Lawyers Association, Fund Abkhazia, United Nations Development Programme (UNDP), International Relief and Development, United Nations High Commissioner for Refugees (UNHCR), CNFA, United Nations Office for the Coordination of Humanitarian Affairs, DRS, CARE, CHF International, Transparency International Georgia and The International Research & Exchanges Board. It also provides this service to the Gori administration, Mtskheta Information center and the Shida Kartli Governors' office.

During the reporting period, 29 organizations and 407 people used the Gori Information Center's service. The Gori Information Center hotline is functioning during normal working hours. Billboards with contact information of the Center were installed in IDP settlements of Gori. At the request of Gori Council, the center is involved in a fundraising process for a summer holiday project for IDP children. The Gori Information Center takes active part in discussions between Gori and Lublin, Poland about the friendship of these two cities.

Forms with demographic and property data have been created by the Center for local databases. These forms were given to the local trustee of Shavshvebi territorial district, who will collect information in the village of Patara Khurvaleti. This territorial district was given a computer by CELD. The same is planned for Karaleti district.

#### *Mtskheta Information Center*

In April, May and June 2009, the Mtskheta Information Center continued to work on IDP problems from Akhagori and Liakhvi Gorge residing in Tserovani, Prezeti, Tsilkani and Tsinamdzgvriantkari. 3000 questionnaires were distributed for updating the database of IDPs and their needs. Six mailboxes and information boards were installed in IDP settlements. The Center actively cooperates with the local governments, NGOs and the following international organizations: EUMM, TDH, UNHCR, UNDP, Norwegian Refugee Council and CELD. The information on the assistance needed is obtained from IDPs via a hotline, questionnaires, village trustees and onsite visits



During the reporting period, the Mtsketa Center staff members had 21 meetings with donor organizations for obtaining information on the type and date of the planned assistance for IDPs. Donors were provided with the latest data of IDPs kept in the Mtsketa Center. As a result of 47 meetings with the local officials, daily information on the problems of IDPs collected by the Center was submitted to the administration of the municipality for the future decisionmaking. The Information Center provided 32 citizens with the requested public information

#### *Tetrtskaro, Zugdidi, Dusheti, Kaspi and Kareli Information Centers*

Tetrtskaro, Zugdidi, Dusheti, Kaspi and Kareli Information Centers were created within the social service departments of the municipality Gamgeobas as Conflict Recovery Information Centers. The Centers keep updated information on IDP numbers and needs, assistance provided, donor organizations and their projects in the database. During April, May and June 2009, 1652 individuals obtained information. Those international organizations who work on IDP issues, UNDP, IRD, EUMM, UNHCR, TDH, World Food Programme, CHF International, CARE, International Committee of the Red Cross used the information centers' service 40 times.

#### *Training Provided to Local Public Servants*

CELD provided technical assistance to 12 municipalities by conducting proposal writing workshops for war damaged cities and villages. The request was made by municipality representatives in the survey that CELD coordinators made in the immediate post-war period. The questionnaires revealed the need for qualified proposal writers to better manage the financial assistance that international organizations provide to GOG and municipalities. Proposal writing training was conducted for 20-25 representatives from each municipality (May, June 2009). The participants were representatives of CELD-established Information Centers, social services' staff, economic services' staff, local NGOs and CBOs, village and CC IDP coordinators. The targeted municipalities were: Gori, Kaspi, Mtskheta, Tetrtskaro, Kareli, Zugdidi, Tsalenjikha, Senaki, Chkhorotsku, Dusheti, Sachkhere and Khashuri. In total, 261 community representatives were trained. Three communities have already started to work on realistic business proposals. CELD is following up with help on specific proposals as municipalities request it.

From May 16 to June 27, 2009, one day legislation training sessions were conducted in Gamgeoba conference halls in 13 Municipalities for the Gamgeoba Trustees as well as Gamgeoba and Sakrebulo public servants. 287 participants from the following municipalities attended the sessions: Senaki, Zugdidi, Chkhorotsku, Tsalenjikha, Gori, Kaspi, Kareli, Khashuri, Borjomi, Mtskheta, Dusheti, Tetrtskaro and Sachkhere. The presenter, Beka Mikautadze, referred to the following legislation: Organic Law; Organic law newly proposed amendments; Budget Law; State Supervision Law; Privatization Law; and Property Law. The following materials were distributed to the attendants at the sessions: Organic Law on Self-Governance (with most recent updates); upcoming changes in the Organic Law regarding the Municipality Trustee functions and copies of the presentation. Participants welcomed the idea of a better definition of Trustee responsibilities, but were concerned about the lack of resources and training to successfully carry the responsibilities out.

### **Strengthening Communities: Managing Local Resources**

#### *Community-Based Economic Development (CBED)*

During May and June 2009, CBED Advisory and Working Group workshops were conducted in Kareli, Kaspi, Khashuri, Dusheti, Mtskheta, Sachkhere, Tsalenjikha, Chkhorotsku, Zugdidi and Senaki municipalities. At the workshops, participants: reviewed and made final corrections to their updated SWOT analyses, updated their mission statements, reviewed their action plan progress and developed an updated action plan to reflect to the current situation. At the one day workshops, draft updated community profiles and SWOT analyses were presented to the municipality Council and Gamgeoba representatives as well as representatives from local businesses, NGOs and the media for discussion and the incorporation of their comments. 335 representatives from 10 municipalities attended the workshops. As the follow up of the workshops, CBED Local Working Groups started working on preparing information brochures for public discussion.

### *Other*

On April 27, 2009, CELD Communitied Based Economic Development Program Manager met with the UNDP Shida-Kartli Coordination Advisor, Vakhtang Lomjaria, to discuss and coordinate CELD and UNDP current activities and future plans. The CBED Program Manager presented CELD ongoing and planned activities for the next several months and the approximate dates of the local plans' finalization and provided UNDP with the electronic versions of the Gori, Kaspi, Khashuri and Kareli Economic Development Plans.

During April 2009, the CELD CBED Program Manager conducted follow up monitoring visits in Kareli, Mtskheta and Dusheti municipalities, met with the working group members and assisted in updating the statistical information for the community profile. The Local Working Group members drafted and submitted request letters for the regional statistical department to get information for 2007 and 2008.

On May 6, 2009, the CELD CBED Program Manager attended the presentation, organized by UNDP and Shida-Kartli Regional government, on developing a Regional Development Strategy for the Shida-Kartli Region in the Gori Municipality. At the meeting, UNDP Governance Team Leader, Natia Natsvlshvili, presented the regional planning strategy process, working group formation and coordination with other donors working in Shida-Kartli region. She indicated that UNDP will closely cooperate with CELD and use the updated versions of municipality Economic Development Plans to develop a regional strategy. At the meeting, the Shida-Kartli Deputy Governor for regional planning, Giorgi Avaliani, spoke about the importance of the Regional Strategy and invited everyone to participate in planning process.

On May 22, 2009 CELD's Chief of Party and the CELD CBED Program Manager met with representatives of UNDP, including Natia Natsvlshvili, to discuss CELD and UNDP activities and future plans in the Shida-Kartli Region in the field of economic development. At the end of the meeting, CELD provided the UNDP representative with all materials developed by the Working Group members at that time.

On May 30 and June 1, 2009, CELD conducted a workshop training for CELD Local Coordinators and consultants on the CBED Planning Process and Methodology. Nine CELD Local Coordinators and consultants were trained in the 5 CBED steps: Organizing CBED planning process; Scanning/ Data collection; Analysis and Assessments; Action Plan Development and Formal Adoption; Economic Development Plan Implementation and Monitoring. The role and responsibilities of CELD Local



Coordinators in all stages of the planning process and future plans of the program were discussed at the workshop as well.

In addition to the meetings held by the CBED Program Manager, CELD Local Coordinators from partner municipalities, Mtskheta, Dusheti, Kaspi, Kareli, Khashuri, Sachkhere, Zugdidi, Chkhorotsku, Tsalenjikha, and Senaki, met with the CBED Working Group members in each municipality to assist them to update and finalize the Local Economic Development Plan community profile. The CELD Local Coordinators organized and attended meetings with municipality CBED Working and Advisory Group members to present the community profile, review and make changes in community priority problems and SWOT analyses and review and discuss community action plans. All current and planned projects of the municipality and donors working in the community were discussed. The list of Advisory Group members was developed together with the CBED Working Group members.

### *Financial Management*

The government allocated small amounts of funding to individual villages for projects to be determined by the citizens. During the reporting period, CELD's financial management consultants participated in program planning and gave recommendations for developing programs and presenting them to the citizens. Each priority was selected based on the public's will at public meetings conducted by the village trustees. In May 2009, CELD reviewed the status of the village development programs' development. Implementation of 671 projects with the total amount 5,126,172.20 GEL is planned in 936 villages, including Gori, Kaspi, Kareli, Akhalgori, Dusheti, Mtskheta, Khashuri, Borjomi, Senaki, Sachkhere, Zugdidi, Chkhorotsku, Tsalenjikha and Tetrtskaro municipalities.

In April 2009, CELD financial management consultants, together with CELD Local Coordinators, worked out budgets-in-brief, which aim to provide main parameters for the 2009 municipality budgets and their programs. The budgets-in-brief were developed in Akhalgori, Mtskheta, Dusheti, Gori, Kaspi, Kareli, Zugdidi, Sachkhere, Tsalenjikha, Chkhorotsku, Senaki, Khashuri, Borjomi and Tetrtskaro.

In April 2009, CELD conducted seminars on the public budget hearings. The municipalities' representatives from the Gamgeoba, Council and trustees attended the sessions. Each session was comprised the following topics: review of new local budget programs; a presentation on citizen participation tools; a presentation of the agenda for conducting public hearings; and a presentation on public hearings in villages. Active discussions took place at municipality and village levels on public hearing issues.

In May 2009, with the help of CELD Local Coordinators, information was obtained and reviewed on first quarter 2009 budget execution for the 14 partner municipalities. The structure of budget revenues and expenditures, factual indicators of the quarterly budgets and comparisons with annual and quarterly planned indicators were discussed with each finance department.

On May 15, 2009, CELD conducted a workshop in Tbilisi to evaluate program budget project results to date and develop future plans. Representatives of the Gamgeoba and Council from Gori, Kareli, Kaspi, Akhalgori, Dusheti and Tetrtskaro attended the workshop. The following topics were discussed: the program budget concept; budgets-in-brief; the specifics of drafting capital programs; the importance of public hearings and tools for conducting them; and the monitoring of budget programs.

In May 2009, CELD assisted in the development of social and healthcare brochures based on the 2009 local budgets for the 14 partner municipalities. Municipalities intend to distribute them to citizens.

In June 2009, working meetings were held in the municipalities with finance services and program budget working groups on the following topics: working specifics and responsibilities of working groups; procedures for defining program structure; program budget request forms and budget organizations; and the responsibility for filling them out. CELD assisted municipalities to develop a draft resolution of the Council for approving program budget forms. The resolutions include attachments of annual programs and monitoring forms and instructions on developing the programs and working groups.

During the reporting period, CELD conducted a survey to identify the areas where the 14 municipalities' finance services departments would like additional training and recommendations. CELD prepared a package of the questions and applied to the MoF's Department of Local Budget Planning. They expressed an interest to meet with the municipalities and a decision was made to conduct a joint working meeting, which will be organized by CELD in July 2009.

In addition to the activities carried out by CELD financial management and budget consultants, CELD Local Coordinators conducted the following additional activities in partner municipalities: participating in setting the priorities of the village development program and providing recommendations to the local self-government units. 154 working meetings were conducted by the CELD Coordinators in targeted municipalities on the 2010 program budget draft, budget request forms and the program structure.

#### *Georgian National Association of Municipal Service Providers*

The Georgian Municipal Service Providers Association (MSPA) continues cooperation with CELD to provide technical assistance to twelve municipalities. During the period of April - June 2009, MSPA assisted targeted municipalities to improve the quality of the solid waste collection service.

In April and May 2009, MSPA conducted an assessment of the current system of the cleaning and garbage collection fee administration. This assessment had two main objectives: to evaluate the current situation of the garbage collection fee administration and to provide recommendations on how the fee administration in targeted municipalities should be modified to increase local budget revenue through better administration. This assessment was carried out by Ketj Jakeli (MSPA) and CELD Local Coordinators.

The first phase of the assessment was the review of the legislation and regulations of targeted local governments (Organic Law, Fee Administration Law, Municipal Council resolutions of targeted 12 municipalities on establishing the garbage collection and street cleaning fee). Next, questionnaires were developed for interviewing local authorities on service provision and fee administration issues. The second phase of the assessment was interviewing three local authorities in each targeted municipality using these questionnaires. The CELD Local Coordinators interviewed the Council Chairs, Deputy Gamgebels and heads of two departments: Economic Development and Infrastructure Departments. In total, 33 local officials were interviewed.

Based on the information obtained through the interviews, an analysis was developed and presented to the group of respondents at a workshop held on May 14<sup>th</sup> and 15<sup>th</sup> in Tbilisi.



Six main problems were identified regarding the current status of the waste fee administration: (1) inadequate distribution of the budget resources on service provision; (2) lack of methodology for calculating the service cost; (3) inaccurate, and in some cases lack, of customers' database; (4) low capacity in revenue forecasting/planning; (5) lack of services in rural areas; and (6) lack of fee administration/collection organizational units and infrastructure. At the end of the first day, the workshop participants were divided into the six groups and were assigned to develop their vision on solving those problems – each group was assigned to work in groups on one problem. The second day of the workshop was started with the group presentations

The other issues of the second day agenda were: (1) discussion of the specifications that billing and collection software should contain; and (2) information campaign brochures for increasing customers' awareness on service related issues and particularly the current fee and the payment procedures.

*Monitoring and Evaluation of Service Improvement Action Plan Implementation.* In May 2009, MSPA provided assistance to targeted municipalities on monitoring and evaluation of the Service Improvement Action Plan implementation. Targeted municipalities were provided with a package of materials necessary for implementing the monitoring of service provision process – overall instructions for the process, the draft Council resolution and working forms. The package included the following documents:

1. Recommended format of semi-annual evaluation report on service provision;
2. Guidance how to use performance information effectively to manage services by monitoring implementation of the Service Improvement Action Plan, reporting on results, and using them to identify weakness and strengths of the service; and
3. Sample Council resolution on institutionalizing the municipal service monitoring and evaluation system (reporting format and schedule).

Twelve regional workshops were conducted in May and June 2009 to provide training on implementation of those regulations. The agenda of the workshops included the following:

1. Review of the Service Improvement Action Plan FY2009 and the current status of the process;
2. Review of solid waste fee collection rate for the period of the first quarter of 2009;
3. Review of the package of materials related to the service provision monitoring and evaluation; and
4. Discussion of opportunities of institutionalizing the service monitoring systems in municipalities and the impact they might have on the service improvement.

For developing the mid-term evaluation reports on the Service Improvement Action Plan implementation, MSPA, jointly with CELD Local Coordinators, provided assistance to targeted municipalities to obtain the performance data and conduct the second round of service-focused surveys and street cleanliness ratings. CELD Local Coordinators supervised the youth groups in conducting the service focused surveys and street ratings. They then developed the preliminary report comparing the results of the 1<sup>st</sup> and 2<sup>nd</sup> round of surveys and ratings. The results will be presented to the service improvement working groups in the beginning of July 2009.

The other important assistance that CELD has provided to targeted municipalities was developing and printing the publications that contain the information on current fee on solid waste collection service and the

payment procedures. This was done to increase citizen awareness on service related issues and convince them to pay fees. The brochures will be distributed in municipalities by the end of July

Two day workshops were conducted by the CELD Local Coordinators in each partner municipality on effective operation of fee collection organizational units as well as on the new methodology of fee calculation.

### *Other*

#### *In-kind Assistance to Municipalities*

In May 2009, Dusheti municipality requested software for tracking correspondence on assistance provided to socially vulnerable people. CELD staff developed the program and installed it in the Dusheti municipality Social Department in June 2009. The software will help the department avoid the duplication of distributed assistance. It also contains the information on the response from the Gamgeoba to citizens' requests. By the end of June 2009, 303 citizens' requests had already been entered in the software.

In June 2009, the Gori municipality council chair requested financial assistance to provide computer courses to 20 Gori council staff members. The staff had problems with information sharing, tracking, accounting for IDPs and distributing assistance. The classes will start July 1, 2009 to provide instruction in Windows, Word, Excel and Internet over a three month period. At the end of the classes, the students will receive certificates for successful completion. Gori administration selected the center "Geo" because of the qualified trainers and the experience in training the staff of Gori Gamgeoba last year.

In May 2009, 6 Desktops and 6 printers (All In One) together with Windows XP and Office 2007, were distributed to 6 partner municipalities: Dusheti, Kaspi, Kareli, Sachkhere, Chkhorotsku and Khashuri. The economic departments will use the computer equipment for planning and developing ongoing and planned economic and infrastructure projects, updating municipality economic profiles, updating the municipality structure, including the citizens' survey reports, updating the SWOT analyses, updating the municipality vision, strategic directions and the project matrix/plan and small projects.

In May 2009, CELD distributed 37 metal mail boxes and information boards to Information centers in Gori and Mtskheta and the social departments of the Gamgeobas of Kareli, Kaspi, Tetrtskaro, Zugdidi and Dusheti municipalities. The boxes and boards were installed in Gamgeoba buildings and in new settlements of IDPs. The boards contribute to raising the citizen awareness on the issues of public meetings; the type of assistance available; the dates of distribution of the assistance; and the names of organizations working in the field. The mail boxes were provided to Information Centers for collecting the requests and statements of the citizens. By the end of June 2009, 162 letters were obtained from the boxes by the trustees and social department staff of the 7 partner municipalities. Requests covered such topics as communal problems; water supply; transportation problems; and the status of IDPs. 62 requests are already satisfied and answered. The others are in process.

In April 2009, CELD conducted the selection process of a road engineer to evaluate the damage of 5 km (three streets) in the Senaki municipality. CELD received 21 applications. Four applicants were selected for interviews. Mr. Gelantia and Snap LTD were selected. The first stage is to prepare maps as the



municipality administration does not have the geodesic maps to start the assessment. The maps are necessary for the evaluation as well as for the road rehabilitation works in the future. Mr. Gelantia is working on the site and the maps will be submitted by the end of July 2009.

### III. DELIVERABLES AND REPORTS

- Draft version of Economic Development Plans of 10 UI CELD CBED partner municipalities: Senaki, Zugdidi, Kareli, Mtskheta, Chkhorotsku, Kaspi, Dusheti, Khashuri, Sachkhere and Tsalenjikha.
- Assessment Report on Administration of Solid Waste Collection Fee;
- Fee administration workshop presentation;
- Garbage collection fee brochures for 12 municipalities;
- Street rating survey I round;
- Budgets-in-brief 2009; and
- Forms of budget request and budget programs developed by UI

### IV. PROBLEMS OR DELAYS AFFECTING PERFORMANCE

No problems or delays expected.

### V. WORK PLANNED FOR NEXT REPORTING PERIOD

- Draft Public Consultation Brochures and facilitate Public Consultations in partner municipalities to obtain feedback from citizens and incorporate comments into the draft Economic Development Plan.
- Draft Investment leaflets for partner municipalities to attract investors for the municipality.
- Conduct CBED Working Group meetings to incorporate comments and suggestions into the draft updated plans according to the results of Public Consultations.
- Submit final version of CBED plans to local Councils for comments and approval.
- Conduct proposal writing workshop for Akhagori municipality representatives.
- Provide assistance to the communities to develop project proposals.
- Assist municipalities to conduct the information campaign for advertising the current service fee and payment procedures in order to convince community to pay service fees.
- Assist service improvement working groups to develop the mid-term evaluation reports on implementation of Service Improvement Action Plans.
- Install billing and collection software in targeted municipalities to improve the fee planning and collection process.
- Conduct a working meeting together with MoF with municipality finance services' representatives aiming at discussing problems in budget process and making recommendations on them.
- Assist finance services and working groups in working on budget programs.
- Assist municipalities' finance services in identifying 2010 budget parameters.
- Organize final workshop on CELD activities.
- Close-out project and submission of final report.