CHEMONICS INTERNATIONAL INC.

ALBANIA COUNTRY ACTION PLAN
FOR THE WOMEN'S LEGAL RIGHTS INITIATIVE
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ACRONYMS

ABA/CEELI	American Bar Association's Central Europe and Eurasian Law
CAO	Citizen's Advocacy Office
CEDAW	Conventional on the Elimination of All Forms of Discrimination Against Women
CSO	Civil Society Organization
ICITAP	International Criminal Investigative Training Assistance Program
OPDAT	Overseas Prosecutorial Development Assistance and Training Institute
WAC	Women's Advocacy Center
WLR	Women's Legal Rights Initiative

Executive Summary

The Women's Legal Rights Initiative (WLR) is designed to strengthen and promote women's rights by providing opportunities for women to meaningfully participate in the legal process. To achieve that objective a series of activities have been designed for Albania that will increase those opportunities for women. Following the completion of an assessment and analysis in early July, a series of recommendations for activities in Albania was approved. Those activities are incorporated into this action plan which provides for their implementation including the necessary resources, benchmarks, and expected results. The activities were designed based on the current legal situation in Albania with a focus on combating the trafficking of women. The completion of these activities will result in increased access to justice for women with a corresponding decrease in the number of women who become victims of trafficking.

The activities will achieve results in all four intermediate results (IRs) that are a part of EGAT/WID's SO3, "Women's Legal Rights Increasing Protected." The legislative framework will be strengthened by the development of a domestic violence law and the proper enforcement of trafficking laws and the new family code (IR 1). We will enhance the role of the judiciary to effectively handle trafficking cases, domestic violence issues, and family law issues (IR 2). Civil society capacity will be increased through programmatic partnerships designed to increase awareness and advocacy skills (IR 3). Public awareness of these issues will be raised both as a result of the training sessions and as a result of public awareness campaigns conducted by the government and the NGO community and supported by the WLR initiative (IR 4). The activities of the project are detailed below:

Anti-trafficking. The U.S. Department of Justice's International Criminal Investigative Training Assistance Program (ICITAP) and Overseas Prosecutorial Development Assistance and Training (OPDAT) are training and assisting police and prosecutors on police-prosecutor relations, human trafficking, organized crime, and ethics. The missing link in the equation is training and technical assistance for the judiciary. WLR will add value by providing three training sessions for judges who handle trafficking cases and through the development and distribution of a "bench book." The bench book will serve as a procedural manual for judges because such cases do not regularly come before the court. The bench book will provide a reference resource for judges containing the law and international protocols, commentaries on the law, step-by-step checklists, and additional information about shelters, counseling, job training, and related services.

Domestic violence. Domestic violence is one of the most serious threats to the well-being of women in Albania. Women often escape an abusive home only to become a victim of trafficking, where violence is even more pervasive. To combat this problem, the WLR team will provide training sessions for judges and lawyers on the utilization of current national and international law to protect women. We will also provide technical assistance for the drafting of a domestic violence law. In addition, we will support NGOs in raising awareness about domestic violence and conducting research on its occurrence and community responses.

Family law. A new Family Code was recently adopted in Albania that will be effective in late December 2003. This new law provides an excellent and timely opportunity for WLR to promote women's legal rights. WLR will conduct three training sessions for legal professionals on the provisions of the code. We will also develop a bench book for all judges who handle family law cases. This law provides for significant changes in the property regime regarding elections that should be made at the time of marriage as to who will hold title of the property. This system could be ripe for manipulation and may result in women's rights being severely diminished. It is imperative that the public be aware of their new rights and obligations under the family code and that judges and lawyers be properly trained in order to effectively implement the code and ensure that those rights are protected. Proper utilization of this law can lead to empowerment of women and improve their economic and social status thereby decreasing the likelihood that they might fall prey to traffickers. WLR will also provide technical assistance to NGOs to promote public awareness of citizen's rights and obligations under the law.

SECTION I

Introduction

A. Women's Legal Rights Initiative Objectives

The Women's Legal Rights Initiative (WLR) team, in collaboration with the Office of Women in Development (EGAT/WID) and USAID Missions worldwide, is working to strengthen and promote women's legal rights and participation by enhancing opportunities for women to meaningfully participate in the economic, social, and political dimensions of society. To achieve these goals the project coordinates with international donors and local stakeholders to provide strategies to identify constraints, discern gaps, and document best practices in knowledge and practice related to women's legal rights.

B. Country Selection Process

In collaboration with EGAT/WID, the WLR team met on April 1, 2003 with representatives of the Europe & Eurasia Regional Bureau to initiate the country selection process. Jose Garzon, Claudia Dumas, Jennifer Stuart, and Ruth Pojman of the Europe & Eurasia Regional Bureau advised the team on focus countries and recommended contacting missions by cable to determine interest. An introductory cable was sent to Albania, Macedonia, Bosnia, Moldova, Caucasus (Azerbaijan, Georgia, Armenia), and CAR (Tajikistan, Kazakhstan, Uzbekistan), requesting expressions of interest in participating in the project. Shortly thereafter, USAID/Albania expressed an interest and Albania was selected as the WLR focus country for the Europe & Eurasia region. To begin identifying an appropriate role for the project, conversations were held via e-mail and in Washington, DC with Eric Richardson, USAID/Albania's Senior Advisor for Democracy and Governance.

SECTION II

Key Assessment and Analysis Findings

The WLR team worked closely with USAID/Albania to identify and organize activities for the assessment and analysis phase. A two-week assessment and analysis trip to Albania was conducted from June 29 to July 11, 2003 and included visits to Tirana, Vlora and Kruja. Meetings were held with USAID/Albania, international donors, government representatives, and civil society. During these meetings, it became readily apparent that respect for women's legal rights has not been a priority in Albania. Corruption in the judiciary as well as at all levels of society remains a pervasive problem, impeding the ability of women to pursue their legal rights.

There have been recent improvements in the legal framework to support women's legal rights, including a new Criminal Code, a new Family Code, and trafficking legislation. However, deficiencies remain, including the lack of a domestic violence law, lack of compliance with international norms for women's rights, and weak judicial enforcement of laws. Trafficking in human beings, mostly women and children, and domestic violence continue to be a serious concern for Albania. Given these constraints and gaps, the WLR team identified a number of emerging areas for cooperation and assistance for WLR that included anti-trafficking, domestic violence, and family law issues.

Recommendations from the assessment and analysis report are incorporated in this country action plan to meet the needs of USAID/Albania and comply with the scope of work of the WLR task order. This action plan utilizes local and international resources to achieve the determined goals and objectives that strengthen women's legal rights, reinforce USAID/Albanian's objectives, and complement ongoing activities.

After a careful review of all the information obtained in the assessment and analysis process, the WLR team made the following findings related to legislative framework, justice sector enforcement, civil society advocacy, and public awareness.

A. Women's Legal Rights Status and Constraints

A1. Legislative Framework

The equal rights of all citizens are guaranteed by the Albanian constitution. In addition, a number of international human rights instruments, such as the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the United Nations Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, have been ratified and consequently have equal legal status as national law. However, implementation of those laws is severely lacking. Moreover, there are gaps in the legal framework which include the lack of a domestic violence law and the failure to comply with international standards and norms. A witness protection law has been drafted and is currently being reviewed by experts from ICITAP and OPDAT. Another significant development was the adoption of a new Family Code that will become effective at the beginning of next year.

A2. Justice Sector

Corruption and improper professional behavior in the judiciary remain a serious problem. Judges, lawyers, and administrative staff are not sufficiently trained, particularly in the implementation of international treaties and protocols. The lack of successful prosecution of serious crimes is of concern. In 2002, 176 cases against traffickers were dismissed due to insufficient evidence or procedural errors. Convictions typically resulted in only the minimum sentence, showing a lack of willingness on the part of the courts to recognize the seriousness of the crime. Lack of enforcement of judicial decisions is also a serious concern with a high number of non-executed rulings. In addition, judges in remote areas do not always apply national law. A judge in northern Albania recently decided a case involving a woman based on the *Kanuni in Leke Dukagjinit*, a customary legal code that severely limits the rights of women; the decision was reversed on appeal.

The Magistrate's School has held seminars on a variety of topics including court administration and case management systems in courts, civil and commercial procedures, European Community law, ethics, and trafficking. The quality of legal education remains poor due to the limited capacity of the Faculty of Law at the University of Tirana, which adversely affects the quality of legal professionals and their level of ethics. Judicial training efforts and law student education need to be strengthened to raise the level of professionalism in the judiciary and prepare future generations of competent lawyers and justice sector officials.

A3. Civil Society

Civil society in Albania is fairly well developed with NGOs working on a variety of issues related to women's legal rights. Although most of the civil society structures exist they need further development to efficiently contribute to Albania's political, economic, and social development. Funding of these NGOs is typically provided through the international donor community. Given the poor economic situation in Albania, it is difficult for NGOs to find local support. There is an NGO network led by the Citizen's Advocacy Organization (CAO). The NGO community utilizes the media, both print and electronic, to disseminate their message.

Unlike in other countries in the region there has been no real feminist movement in Albania. Given the very traditional nature of society and view of the family unit many women are unaware of their rights. Women often feel that abuse is a natural phenomenon and do not feel victimized or seek redress for this crime. Despite these barriers, the NGO community has developed a network of services for women that include counseling centers, legal aid providers, two trafficking shelters, and one domestic violence shelter.

CAO is one of the largest and most active NGOs in the country. They are currently opening satellite offices in a number of cities throughout Albania. They play the leading role in the Anti-Corruption Coalition, a network of NGOs. CAO provides legal and psychological support to victims of corruption and trafficking. Another leading NGO is the Women's Advocacy Center (WAC) which provides legal services, conducts training programs, and publishes a periodical on issues affecting women's legal rights. WAC has provided legal assistance and support services to

more than 1,000 women. The Hearth Center in Vlora is an NGO working in the field of anti-trafficking. Their work has three focus areas including a shelter for victims of trafficking, public awareness campaigns aimed at the prevention of trafficking, and rehabilitation and reintegration services for victims. Through their cooperation with CAO they provide legal consultations for victims who choose to file charges with the police.

A4. Public Awareness

Women have a low level of awareness of their rights, particularly outside of Tirana and often accept violations of their rights as a normal way of life. The Albanian phrase, "if he beats me, he loves me," was quoted several times. At least one NGO survey reported that 64 percent of the 1,000 women questioned had been a victim of domestic violence. Incidents of violence appear to be on the increase and reporting of violence has also become more common. This issue is considered very much a family matter, and therefore reporting has generally been very low. Another issue that reveals the lack of awareness by women is the high incidence of trafficking in the country. However, extensive anti-trafficking campaigns are now underway that hopefully will continue to decrease the incidence of trafficking.

Women in rural areas are particularly affected by a lack of awareness. Cultural norms and legal traditions, such as the *Kanun i Leke Dukagjinit*, relegate women to second-class citizens and prevent them from knowing or pursuing their rights. With the adoption of the new Family Code, many changes regarding the rights of women and children will be introduced. If women are not made aware of their rights, they risk losing ownership of property and suffering economic damage to their already diminished capacity.

B. USAID Programs and Partners

USAID/Albania focuses on six strategic objectives (See Section III, C) with a focus on economic growth and agricultural sector development, democratic reform to support civil society, and improvement of primary health care.

USAID/Albania's Rule of Law program promotes civil society participation and a strengthened judicial system through support to: the School of Magistrates; the National Judicial Conference; the Chancellery (Court Clerks); judicial organizations with the Ministry of Justice; the Albanian Civil Society Coalition Against Corruption; and the Citizens Advocacy Office. In addition, under a special initiative the mission will support the establishment of a sustainable network for the return and reintegration of Albanian victims of trafficking.

There are a number of programs and partners that currently implement USAID/Albania's democracy and governance activities with linkages to women's legal rights. These include the American Bar Association's Central Europe and Eurasian Law Initiative (ABA/CEELI) activities with the Law Faculty and training for legal professionals, including a recent anti-trafficking seminar; EWMI's programs to strengthen the court system and provide training for judges and other court personnel; MSI's anticorruption initiatives; and the IREX media support program that sensitizes professionals to trafficking and produces a talk show on combating corruptions and human trafficking.

In addition to USAID, the U.S. Department of Justice's International Criminal Investigative Training Assistance Program (ICITAP) and Overseas Prosecutorial Development Assistance and Training (OPDAT) are providing training for police and prosecutors and coordinating with various national and international law enforcement agencies in an effort to combat trafficking.

C. Donors and International Organizations

Cooperation between USAID and other donor organizations in Albania is active and growing. The United States is Albania's third largest bilateral donor, after Italy and Greece. Other major contributors include Germany, the World Bank (WB), International Monetary Fund (IMF), European Union (EU), European Investment Bank, European Bank for Reconstruction and Development (EBRD), Open Society Foundation, United Nations Development Program (UNDP), UNICEF, Swedish International Development Agency (SIDA), Food and Agriculture Organization (FAO), Organization for Security and Cooperation in Europe (OSCE), Stability Pact, International Office of Migration (IOM), and International Fund for Agricultural Development (IFAD). Key elements of donor support focus on democratization and institutional development, with an emphasis on the judiciary, political cooperation, media, local government, and civil service reform.

International organization and donor activities related to women's legal rights include the OSCE programs that provide advice to the government of Albania on the implementation of a national strategy against trafficking, legal review and advice on cases for the judiciary, legal assistance to victims, and coordination with local police, prosecutors and NGO activists; IOM efforts to support shelters, counseling, social services, and job training for trafficking victims; and UNICEF's comprehensive trafficking approach that focuses on prevention, protection, repatriation and reintegration of trafficked children in southern Albania. SIDA also supports organizations who undertake anti-trafficking programs throughout the Balkans to improve capacity building, reintegration services, and awareness raising. Stability Pact coordinates and accelerates partner programs (EU, NATO, OSCE, etc.).

D. Government Agencies

Albania is still a developing democracy where respect for and implementation of the rule of law remains deficient. The judicial system has serious deficiencies and is viewed by the public as corrupt, unprofessional, and ineffective. There are approximately 300 judges in Albania with 29 district courts, six appeals courts, one Constitutional Court, and one Supreme Court. The Supreme Court has 17 justices of which five are women. Slightly more than half of the judiciary are women. There are 29 district prosecutor offices, six appeal offices, and one at the Supreme Court level. There are 270 prosecutors appointed by the President of the Republic upon the recommendation of the General Prosecutor. The General Prosecutor is appointed and discharged by the President with the consent of the Parliament. All candidates for judgeships and prosecutor positions must complete a three-year training program at the Magistrate's School. The President, elected by a three-fifths majority of Parliament, is the head of state but plays only a limited executive role.

The Government of Albania does not yet fully comply with minimum standards for the elimination of trafficking; however, it is making significant efforts to do so and has moved from Tier 3 to Tier 2 on the U.S. State Department's rating of countries in the June 2003 Trafficking in Persons report. The Anti-Trafficking Sector and the Organized Crime Sector investigate trafficking but police corruption hinders anti-trafficking efforts. The Office of Internal Control investigates police participation, but according to a study by international organizations, 10 percent of foreign victims trafficked through Albania reported that police were directly involved. The Government does not yet have a comprehensive witness protection program. The Ministry of Justice does not have any specific women's rights office or division within the Ministry. However, due to their involvement in the drafting and introduction of new laws, their support is critical to any future legislative issues related to women's rights.

SECTION III

General Approach to Country Action Plan Implementation

A. Approach to Action Planning

The WLR team worked closely with USAID/Albania to identify recommended activities based on the asssessment and analysis trip to Albania between June 29 and July 12, 2003. These recommendations for programming were made as part of the assessment and analysis report that was provided to USAID/Albania as well as EGAT/WID. After approval of those recommendations, the WLR developed this action plan with specific activities designed to achieve those recommendations. This action plan forms the basis for the Year 1 work plan and will be implemented in coordination with USAID.

The activities will reinforce the mission's relevant strategic objectives and complement other mission activities. The WLR has designed these activities in a manner that does not duplicate the work of others donors and that promotes the increased protection of women's legal rights. This action plan will detail the coordination of work with existing mission and DCHA/DG programs in the democracy and governance realm and other relevant sections. The country action work plan provides activities that will achieve the stated objectives, provides the time frames for achieving those objectives, the responsible party, and the benchmarks that will be illustrative of the expected results. (See Annex B.)

B. EGAT/WID, USAID Mission, and Regional Bureau Strategic Objectives

EGAT/WID. The Women's Legal Rights project is designed to contribute to EGAT/WID's SO3, "Women's Legal Rights Increasingly Protected." The project will be reported under the following WLR intermediate results:

- **IR 1 – "Improved Legislation to Protect Women's Legal Rights."** WLR will facilitate development and promotion of legislation supportive of women's legal rights by providing legal drafting assistance and training on international human rights standards.

- **IR 2 – "Enhance Justice Sector Capacity to Interpret and Enforce Legislation that Protects Women's Rights."** WLR will contribute significantly to this IR through technical assistance to justice sector officials in areas such as violence against women and a woman's right to own and inherit property.

- **IR 3 – "Strengthened Civil Society Organizations Ability to Advocate for Women's Legal Rights."** WLR will contribute to this IR by introducing innovative and sustainable advocacy training projects and approaches to the provision of legal assistance.

- **IR 4 – "Increased Public Awareness of Women's Legal Rights."** WLR will contribute to this IR through legal literacy campaigns that inform women and the public about women's legal rights and mechanisms for redress.

USAID Mission and Regional Bureau Strategic Objectives. The USAID Europe and Eurasia strategy focuses on three core areas: economic restructuring and growth, democracy and governance, and the social dimensions of transition. In addition, USAID develops cross-sector approaches to address critical obstacles and changing circumstances in the region. The E&E strategy also provides an integrated approach to combating corruption, looking at the key elements of transparency, accountability, awareness, prevention, and enforcement across the program portfolio.

The Albania mission focuses on six strategic objectives as well as two other areas, Special Initiatives and Cross-Cutting Programs. These include:

1. **Economic Restructuring and Agriculture Development**: train and provide technical assistance, business counseling and commercial credits for private sector development, with an emphasis on agribusiness growth, small and medium enterprise financing and development.

2. **Financial Sector**: improve the availability of credit to entrepreneurs, and strengthen the banking system.

3. **Civil Society**: promote civil society participation through technical assistance to political operatives across political organizations; training of national, district and local election commissions; training and technical assistance to NGOs working in conflict management; training of citizens' groups to interface with government; technical assistance and training to create a professional and sustainable independent media.

4. **Rule of Law:** promote civil society participation and strengthen the judicial system through support to the School of Magistrates, the National Judicial Conference, the Chancellery (Court Clerks), judicial organizations with the Ministry of Justice, the Albanian civil society coalition against corruption, and the Citizens Advocacy Office.

5. **Local Government:** support civil society democratic reform by increasing citizen awareness of public issues, assisting in elections, and supporting the GOA decentralization program.

6. **Health Sector Improvement:** improve primary health care by developing and implementing quality primary health care models, strengthening management capacity at the primary health care level, and encouraging community participation to ensure better health care for Albanians

7. **Special Initiatives**: provide technical assistance and training to complete the implementation of targeted infrastructure and facilities, support development and implementation of a strategic action plan for the reform of the power sector, provide assistance to manage the first land registration, and establish a sustainable network for the return and reintegration of Albanian victims of trafficking.

8. **Cross-Cutting Activities:** provide small grants to implement activities related to USAID training programs and an audit, evaluation and program support component for designs, evaluations, and program support.

The WLR Project will support USAID/Albania SO2.2 Legal Systems that Better Support Democratic Processes and Market Reforms. The two IRs under that SO include IR1: Legal Sector Institutions Improved and IR2: Greater Advocacy for a More Transparent Legal System. Legal institutions will be improved through training for legal professionals and bench books that will be provided to the judiciary. Assistance to NGOs in the development of a domestic violence law and advocacy and public awareness plans for supporting that law as well women's legal rights in general will promote greater advocacy for a more transparent legal system.

C. Guiding Principles

The WLR project will focus on ***strengthening and promoting women's legal rights*** worldwide. While many of the activities designed and implemented by the WLR team will be specific to a given country, they will be guided by four key principles:

Support coordination and leverage resources. WLR will seek to build onto existing projects and initiatives that address local needs and do not reinvent the wheel. Cooperation with other donors, international organizations, and CSOs will be essential to building partnerships, establishing networks, as well as leveraging resources necessary to ensure sustainability.

Provide high impact, results-oriented technical assistance that promotes participation and transparency. WLR will design tools for decision makers and advocates, as well as tailored technical assistance packages for EGAT/WID, regional bureaus and Missions. WLR-designed and/or -supported interventions will be linked to well-defined opportunities based on the total in-country picture, involve local partners, be responsive to local needs, and provide the opportunity for the introduction of new approaches and methodologies to women's legal rights. WLR will incorporate lessons learned locally and globally, constructing new models, as appropriate.

Foster sustainability through strengthening capacity of local partners. WLR is a short-term effort, and as such, it is imperative that project activities strengthen local institutional and partner capacity, as well as identify and foster capacity, leadership and ownership at every level possible, in each focus country. Building public-private partnerships is imperative to ensure funding sources that will allow local institutions to become sustainable.

Stimulate discussion and action on women's legal rights and economic empowerment. WLR will help stimulate discussion with Missions, project partners, and host-country institutions on the value and critical linkages of strengthened women's legal rights**.** WLR will emphasize that economic empowerment is the basis for women being able to pursue and achieve their legal rights. WLR will demonstrate the importance of women's legal rights and act as a resource for USAID, local and international partners and the donor community.

SECTION IV

Detailed Approach to Country Action Plan Implementation

A. Country Action Plan Goals and Results Framework

The goal of the WLR project is to strengthen and promote women's legal rights and participation by enhancing opportunities for women to meaningfully participate in the economic, social and political dimensions of society. The issue of trafficking in persons in Albania has a wide-reaching negative effect. Not only are the lives of victims adversely affected, but social, legal and economic institutions are greatly challenged and diminished by this phenomenon. A number of factors converge to create an environment where trafficking continues to flourish. The lack of legal systems to effectively deal with the problem, particularly the lack of implementation of laws, is a key factor. Poor economic conditions, violence against women, and the disintegration of families provide the "push" factor that leads women to become victims of trafficking. To combat these problems and achieve our objectives we will conduct programming in the areas of anti-trafficking, domestic violence, and family law.

B. Coordination with USAID

This action plan will be implemented in coordination with USAID and will reinforce the missions's relevant strategic objectives and complement other mission activities. The WLR team will ensure that the activities in the action plan do not duplicate the work of other donors and that they support the goals and objectives of this project. Implementation of this project will be guided by EGAT/WID's CTO and SO 3 team and by mission strategic objectives. In all cases, the WLR team will ensure maximum collaboration and coordination with USAID programs and partners.

The local WLR staff as well as Washington, DC core team members will be in regular communication with the USAID/Albania mission via e-mail, telephone, and fax. Local staff will be available to attend necessary meetings and provide requested data or information. USAID/Albania will be advised of and invited to participate in all activities such as training sessions, roundtables, or other relevant meetings. The mission will be provided with all required reports on a timely basis.

C. Collaborating Partners, Leveraging of Resources, and Plans for Sustainability

To implement the projects described herein the WLR team will collaborate with a number of local partners. These will include:

- The Magistrate's School – to enhance its capacity to train judges and other legal professionals.

- OPDAT and ICITAP – in their ongoing efforts to combat trafficking and in the development of a witness protection law.

- Government and NGOs – to complement ongoing or pending advocacy campaigns by providing technical legal expertise.

- Citizens Advocacy Office and Women's Advocacy Center – in their research efforts to determine the level of violence within the country and provide awareness on issues related to women's legal rights.

- Domestic violence working groups – providing technical expertise regarding domestic violence in the form of sample laws and experts to review drafts.

To leverage resources and achieve sustainability, in addition to our expected results, the WLR program will ensure coordination with a wide variety of partners and stakeholders. In most cases it will be unnecessary to organize new coordination groups as they already exist for the issues we will be pursuing. Significant coordination efforts are already underway in the field of anti-trafficking, including an anti-trafficking group headed by the U.S. ambassador, which we will participate in or monitor to ensure efforts are not duplicated and that our goals are achieved. We will also coordinate on a regular basis, no less than monthly, with OPDAT and ICITAP to monitor progress in this area, including obtaining any statistics on numbers of cases, progress on laws such as the witness protection law, and ongoing efforts to combat the trafficking trade. This coordination will ensure that our training programs complement those being conducted with police and prosecutors as well as adding to ongoing attempts to coordinate these groups and improve relations between them.

To ensure that training sessions are held as scheduled, the WLR team will meet in November and December with the Continuing Education Director at the Magistrate's school to finalize the calendar for these training sessions. The Magistrate's school has already indicated that it has sufficient space in the calendar to add our training programs and will meet with the WLR staff to set dates and establish deadlines. During the coming year the WLR team will meet with the Magistrate's school staff as needed to determine participants for the training, determine local experts, and handle all logistical issues related to the training programs. Preparation for any given training should begin no less than two months prior to the scheduled event and a detailed plan with deadlines for each step (i.e. determining participants, sending out invitations, hiring experts, reserving facilities) should be established. We will collaborate with the school to use their premises, simultaneous translation equipment, and experts to reduce the costs of training and reach a broad audience.

The preparation of the bench books will also involve significant coordination with the Magistrate's school. The school has already indicated its willingness to bring together a group of local experts for the WLR team to determine who is most qualified to assist in the preparation of the books. Once local experts are chosen the WLR team will hold meetings, not less than monthly, to ensure that the materials are being compiled and organized properly and on a timely basis. The WLR team will also coordinate the efforts of a U.S. expert who can provide technical assistance to ensure that the bench books are compiled in a manner that will be of maximum benefit to the users. The WLR team will establish deadlines for the experts and contributors to provide the necessary materials and ensure publication and distribution deadlines are met. In order to ensure that bench books are being effectively utilized, the WLR team will conduct follow up surveys with selected judges and court personnel. This survey will not only analyze

their utilization but will also look for ways to improve their usefulness and identify areas that need to be updated. The WLR team will be alert to changes in legislation and practice so that updates can be made in a timely manner. The loose leaf binder form for the bench books will make it easy to replace individual pages or add additional pages as needed.

The WLR team will coordinate with CAO and other NGOs to initiate a domestic violence working group. This group will be responsible for writing a draft domestic violence law. The WLR team will provide technical assistance as needed and will ensure that regular meetings are held and that timelines are established and met to ensure that the draft is completed and presented to Parliament. It is important that this activity be initiated and sponsored by either government or local NGOs and not seen as an American concept that is being forced onto Albania. Therefore, it is imperative that the WLR team provide assistance and monitoring but is not the leader or sole sponsor of this effort.

The WLR team will participate in ongoing coalition efforts with NGOs, headed by the Citizens Advocacy Office. This organization is a leader in the community and has significant influence and contacts with the media. The CAO will be a regular partner in the WLR program, especially in terms of public awareness and advocacy. A partnership agreement will be reached with the organization by the end of December 2003 that will establish regular coordination and access to ongoing coordination meetings among the NGO Community. As there are already many efforts for NGO coordination underway, the WLR team can link its activities with those, avoiding duplication and making efficient use of already limited resources.

The WLR team has already met with and initiated cooperation with a number of USAID funded implementers including ABA/CEELI and EWMI. We will continue that cooperation to ensure that our resources are used in an effective manner and to avoid any duplication of efforts. Their complementary programs related to legal issues and knowledge of the legal community will be invaluable to the WLR project. Accordingly, we will support their efforts as applicable including integrating gender into ongoing rule of law programs.

To effectively leverage the resources of the community and stay abreast of the changing political climate, the local WLR staff will develop a standard form questionnaire to obtain related information from NGOs and government agencies on a regular basis. This information should be obtained on no less than a quarterly basis. The questionnaire will contain questions relevant to the issues being pursued by the WLR program such as trafficking, domestic violence, and family law issues. This questionnaire will allow the program to monitor the progress, delays, and future plans related to these issues. The administrative assistant will forward the questionnaire via e-mail, if available, to the organizations during the last month of each quarter with a deadline for its return. If e-mail is not available for the organization or if a timely response is not received this information should be obtained via a telephone call or in-person meeting. Information from this monitoring system will be used to adjust program efforts to meet changing needs as well as compiled in regular reports to be provided to USAID and others.

Involvement at all stages of the process by CSOs and government is necessary to ensure sustainability of the efforts. While activities, such as legal training on issues of violence and trafficking, will provide the legal community the necessary skills to effectively handle these cases, it is imperative that citizens are aware of their rights and have the tools necessary to demand that the courts enforce their rights. Empowerment is a critical issue that must be instilled

in the community and remain long after the WLR program is completed. Empowerment to pursue one's legal rights includes a number of components addressed in the WLR program including appropriate legislation that complies with human rights standards, well-trained justice sector professionals (including judges, lawyers, police, and prosecutors), and a well-informed citizenry with the resources and ability to pursue their rights.

D. Staff and Management

Two local staff will be responsible for the day-to-day management of the program. This staff will include one legal professional and one administrative assistant. Core team members will travel to Albania regularly to check the status of the projects, provide necessary technical assistance, and programmatic troubleshooting as needed. There will be regular communication on a daily basis via e-mail, phone or fax between the offices in Albania and Washington, DC. The core team may also identify technical experts on a specific topic to travel to Albania and provide assistance and/or training to support the program. Local staff, in coordination with partner organizations, will identify local experts and organizations necessary to achieve the goals of the project.

E. Key Country Action Plan Components

The WLR team has identified three major areas for cooperation and assistance including anti-trafficking, domestic violence, and family law issues. Specific activities, along with an overview and strategy, key activities, resources, and benchmarks are detailed below.

E1. Component One: Anti-Trafficking Initiatives

Overview and strategy. Our assessment revealed a serious lack of expertise on behalf of the judiciary in this particular field of law. While the ICITAP and OPDAT programs are training prosecutors and police, specific activities geared to judges are being left out of the equation. The WLR team will work in cooperation with the Magistrate's School to provide training for judges and court personnel on how to better manage trafficking cases. As these cases do not regularly come before all courts we will develop a "bench book" to serve as a reference tool for judges. This bench book will be a practice manual providing judges with relevant national and international law, commentaries, step-by-step procedures, and information on resources such as shelters, witness protection programs, and other forms of assistance. The bench book will serve as a valuable tool to judges who could easily refer to the manual as they proceed through cases.

Resources. This component of the WLR activities is essential to the fight against trafficking in Albania. While training of judges and the introduction of bench books alone cannot combat the problem, it is a crucial missing element. OPDAT and ICITAP are assisting police and prosecutors to ensure that they can fulfill their role in the process. Other USAID and international programs provide public awareness and support services such as shelters, counseling, and medical attention. The WLR program will work in close coordination with these programs as well as with local and international NGOs to ensure that activities do not overlap and that resources are maximized. In particular, the WLR program will coordinate with OPDAT and ICITAP activities related to the witness protection law and provide any technical assistance to that project as well as incorporating the measures of the law, once adopted, into training

programs and bench books. Local experts, in coordination with international experts, will serve as trainers for the anti-trafficking initiative and preparation of bench books.

Key activities. The key activities for the anti-trafficking initiative will be as follows:

- Two training sessions for judges and court personnel on the proper handling of trafficking cases. See Annex D for details and illustrative agenda.

- Preparation of a bench book to be provided to all judges who will handle trafficking cases. See Annex C for details and illustrative outline.

- Coordination with OPDAT and ICITAP on the witness protection law including review of the law and incorporation into the trafficking law bench book.

Component Targets. We expect the following targets to be achieved by the end of the year:

- Two-day interactive training course completed by approximately 50 judges.

- Preparation in coordination with local experts and expatriate experts of a well-organized bench book with sufficient commentaries and resources; and distribution of a minimum of 100 bench books that are regularly utilized by judges in their handling of trafficking case.

E2. Component Two: Domestic Violence Initiatives

Overview and strategy. The second area of focus will be the issue of domestic violence. The true extent of the domestic violence problem is not known due to a lack of research and any system of sex-disaggregated statistics. However, experts we consulted noted that it was a very substantial problem and one of the most serious ones currently facing women in Albania. We will work in coordination with local NGOs and the Faculty of Law at the University of Tirana to conduct research that will provide a statistical basis of the problem, as well as a survey of the attitudes among the public and the resources and responses available.

While the development of a draft law on domestic violence is a long-term goal for which we will provide technical assistance, the most pressing need is to train legal professionals to use the current law to protect women. This will achieve real short-term results that ensure that women have an effective, appropriate, and reliable means of protection.

Resources. Ensuring protection of women from violence will require the cooperation of many organizations within the community. Prosecutors, judges, police, CSOs/NGOs, shelters, counseling centers, and government must coordinate their efforts to have an effective program for combating this problem. The development of a community coordinating council is one method of ensuring that the participants in this process understand their respective role and maximize their resources as part of the process to combat violence. This process will require the cooperation of both the Government and the NGO sector. Additional resources will be required to provide public awareness campaigns particularly if a law is to be adopted and people are to be

made aware of its provisions. To achieve adoption of the law, will require significant public education and lobbying of Parliamentarians, for which the NGO community would need additional financial and technical resources.

Key activities. The key activities for the domestic violence initiative are:

- Two training sessions for legal professionals to utilize current national law as well as international law, including CEDAW and other human rights treaties and laws, as tools to protect women. See Annex D for details and illustrative agenda.

- Support the NGO community and government in their efforts to draft and adopt a domestic violence law including providing sample domestic violence codes from other European and Western countries as well as reviewing the proposed draft. See Annex E for advocacy plan.

- Providing technical expertise, supporting research, roundtables, and anti-violence campaigns to increase awareness of this issue.

Component Targets. The targets for these work plan activities are as follows:

- One-day interactive training course completed by approximately 50 legal professionals.

- Development of a Draft Domestic Violence Law; Adoption of the Law; Proper implementation and enforcement of the law.

- Development of a "community coordinating council" that will ensure cooperation among law enforcement agencies, judges, prosecutors, as well as community services and NGOs to provide the necessary services and support to victims.

- Training of legal professionals and technical legal support to CSOs who provide legal aid to provide competency in this field and increase the quality of legal services offered.

E3. Component Three : Family Code Initiatives

Overview and strategy. The third area of focus will be the newly adopted Family Code. The timing of our project provides us with a unique opportunity to become involved with the implementation of this important piece of new legislation. The new code contains significant changes regarding the ownership of property. Under the new law, parties may specify, through a marriage contract, who will hold title of the property. Failure to do so results in a default provision as to how the property is held. This system could be ripe for manipulation and may result in women's rights being severely diminished. It is imperative that the public be aware of their new rights and obligations under the family code. It is also essential that judges and lawyers be properly trained to effectively implement the code and ensure that those rights are protected. Proper utilization of this law can lead to empowerment of women and improve their economic and social status thereby decreasing the likelihood that they might fall prey to traffickers.

Resources. Ensuring protection of women's legal rights under the new family code will require the response of a number of participants in the process. First and foremost, women must be educated to know their rights pursuant to the law, particularly rural women. They must also be provided with the empowerment to pursue those rights, including the ability to obtain competent legal services from attorneys who have been properly trained about the new law. Attorneys must actively pursue the rights of their clients and advocate for the protection of their clients before the court. Judges, in turn, must be well-educated in the family code and ensure that the law is properly enforced in a timely and efficient manner.

Training alone will not ensure this process and the civil society community and attorneys must advocate with the courts and relevant ministries to ensure that competent legal services are provided for indigent women and that judges implement the law properly. Additional training sessions will need to be conducted for new judges, particularly those who are part of the magistrate's school training program. Additional training will also be needed as this is a new law and amendments will likely result as implementation reveals deficiencies and necessary modifications. Civil society organizations will require additional support, both financial and technical, to advocate for proper implementation and any future amendments as well as to provide public awareness throughout the country. Civil society legal aid programs will also require assistance, both technical and financial, to provide competent legal services to indigent women.

Key activities. The key activities for the Family Law Initiative are:

- Three training sessions for legal professionals on the provisions of the family code. See Annex D for details and illustrative agenda.

- Development and distribution of a bench book on family law practice to all judges who handle these cases. See Annex C for details and illustrative outline.

- Providing technical assistance to NGOs and international organizations that undertake public awareness campaigns regarding the new Family Code.

Component targets. The targets for these work plan activities are as follows:

- Two-day interactive training course completed by approximately 50 judges.

- Two-day interactive training course completed by approximately 25 legal practitioners.

- Preparation in coordination with local experts and expatriate experts of a well-organized bench book with sufficient commentaries and resources; and distribution of a minimum of 100 bench books that are regularly utilized by judges in their handling of family law cases.

- Provision of technical legal expertise to CSOs/NGOs of the necessary information to prepare "know your rights" brochures and media presentations on the provisions of the new family law.

- Technical legal expertise used by CSOs/NGOs to advocate for full enforcement of law.

F. Expected Subproject Results and indicators

The chart below presents the results framework, listing overall WLR project goals and IRs.

Women's Legal Rights (WLR) Initiative Results Framework

Project Strategic Objective

Women's Legal Rights Increasingly Protected (SO 3)

Project Goals

- Mobilized Leadership to Promote Women's Legal Rights and Economic Empowerment
- Broad Local Community Participation in Efforts to Improve Women's Legal and Economic Status
- Improved Knowledge to Implement Policies, Strategies, and Programs for Women's Legal Rights and Economic Empowerment

IR 1. Improved Legislation to Protect Women's Rights

IR 2. Enhanced Justice Sector Capacity to Interpret and Enforce Legislation that Protects Women's Rights

IR 3. Strengthened CSOs Ability to Advocate for Women's Legal Rights

IR 4. Increased Public Awareness of Women's Legal Rights

Below is a list of indicators for each of the four IRs which will be used to report progress for the project.

Performance Monitoring Plan

Women's Legal Rights Initiative

►SO 1: Women's Legal Rights Increasingly Protected

►IR 1: Improved Legislation to Protect Women's Legal Rights

- Indicator 01: Number of changes to national legislation to comply with international human rights standards and commitments
- Indicator 02: Number of legislative actions taken to embody women's rights in law (new, repealed, reformed bills introduced, debated, committee meetings held, working groups conducted, testimony given, voted on)
- Indicator 03: Number of executive branch policy directives in support of women's legal rights

►IR 2: Enhanced Justice Sector Capacity to Interpret and Enforce Women's Legal Rights

- Indicator 01: Percent of violations of women's legal rights (i.e., cases of violence against women, sexual assault, trafficking) reported to police or prosecutors that are presented in court.
- Indicator 02: Number of legal professionals trained in women's legal rights and international human rights law
- Indicator 03: Number of judicial decisions that cite international human rights law
- Indicator 04: Number of mechanisms available for improving access to legal redress (women's bar associations, specialized courts, i.e., family courts, special police cells, units or stations, women in the justice system)
- Indicator 05: Number of legal professionals using project sponsored publications on women's legal rights

►IR 3: Strengthened CSOs Ability to Advocate for Women's Legal Rights

- Indicator 01: Percent of CSOs utilizing training on women's legal rights and international human rights to advocate for women's legal rights s (working in women's human rights research, advocacy, training or legal assistance)
- Indicator 02: Number of CSOs with multiple funding sources
- Indicator 03: Number of CSOs submitting reports to national, regional and international human rights monitoring bodies
- Indicator 04: Number of legislative and/or policy actions taken as a result of civic advocacy (i.e., actions in favor of women's legal rights in cases of rape, violence, land)

►IR 4: Increased Public Awareness of Women's Legal Rights

- Indicator 01: Number of media stories that reference women's legal rights
- Indicator 02: Number of publications or campaigns developed to educate women and the public on women's legal rights

The tables below detail each of the activities for the three components, the relevant IRs, the applicable indicator, and the expected results of that activity:

Component One: Anti-Trafficking Initiatives

Activity	Relevant IRs	Indicators	Expected Results
Training of Judges	IR 2. Enhanced Justice Sector Capacity to Interpret and Enforce Legislation that Protects Women's Rights	Indicator 2: Number of legal professionals trained in women's legal rights and international human rights law Indicator 3: Number of judicial decisions that cite international human rights law	Well-educated judges who can ensure proper enforcement of the law. Better understanding and enforcement of the law will ensure protection of the rights of victims, most of whom are women. Proper and timely handling of cases will ensure fair trials for both the accused and victims. Proper sentencing of the guilty will serve as a deterrent to others and reduce the number of trafficked women. Proper handling of cases and sentencing will also encourage victims to come forward and testify thereby increasing the number of convictions and reducing the number of victims.
Preparation of Bench Books for Judges	IR 2. Enhanced Justice Sector Capacity to Interpret and Enforce Legislation that Protects Women's Rights	Indicator 5 – Number of legal professionals utilizing project-sponsored publications on women's legal rights	More efficient handling of cases on a timely basis by judges who utilize the information in the bench books. Bench books will contain international conventions and protocols as well as commentary on their implementation to assist judges in the handling of cases with transnational implication. More effective and timely handling of cases will result in the reduction of trafficking as noted in the paragraph above.

Component Two: Domestic Violence Initiatives

Activity	Relevant IRs	Indicators	Expected Results
Training of Prosecutors/Legal Professionals	IR 2. Enhanced Justice Sector Capacity to Interpret and Enforce Legislation that Protects Women's Rights	Indicator 2: Number of legal professional trained in women's legal rights and international human rights law	Well-educated legal professionals who can ensure proper enforcement of the law. Better understanding and enforcement of the law will ensure protection of the rights of victims, most of whom are women. Proper handling of cases and sentencing will also encourage and empower victims to come forward and testify thereby increasing the number of convictions and reducing the number of victims.
Technical assistance for the development of a Domestic Violence Law	IR 3. Strengthened CSOs Ability to Advocate for Women's Legal Rights and IR 1. Improved Legislation to Protect Women's Rights	Indicator 4: Number of legislative and/or policy actions taken as a result of civic advocacy and Indicator 2: Number of legislative actions taken to embody women's rights in law	A domestic violence law that will protect women from violence and reduce the number of incidences. Furthermore, the process of drafting and adoption of the law will enlighten and inform the community and decisions makers about this serious problem and the need to combat it.
Training of legal professionals and technical support to NGOs for public awareness and advocacy	IR 2. Enhanced Justice Sector Capacity to Interpret and Enforce Legislation that Protects Women's Rights and IR 3. Strengthened CSOs Ability to Advocate for Women's Legal Rights and IR 4. Increased Public Awareness of Women's Legal Rights	Indicator 2: Number of legal professionals trained in women's legal rights and international human rights law and Indicator 1: Percent of CSOs utilizing training on women's legal rights and international human rights to advocate for women's legal rights and Indicator 2: Number of publications or campaigns developed to educate women and the public on women's legal rights	Development of a community coordinating council will result in better services and protection for victims and encourage victims to pursue their right to be free from violence. Well trained legal aid providers and CSOs will advocate for the protection of women from violence and the proper enforcement of the law. These efforts will empower women to utilize the services and legal processes available to protect themselves.

Component Three: Family Law Initiatives

Activity	Relevant IRs	Indicators	Expected Results
Training of Judges	IR 2. Enhanced Justice Sector Capacity to Interpret and Enforce Legislation that Protects Women's Rights	Indicator 2: Number of legal professionals trained in women's legal rights and international human rights law	Well-educated judges who can ensure proper enforcement of the law. Better understanding and enforcement of the law will ensure protection of the rights of litigants, many of whom are women.
Training of Legal Professional	IR 2. Enhanced Justice Sector Capacity to Interpret and Enforce Legislation that Protects Women's Rights	Indicator 2: Number of legal professionals trained in women's legal rights and international human rights laws	Well trained attorneys who can advise and advocate on behalf of their clients in family law cases. Proper training will give attorneys the ability to protect the rights and property of their clients, many of whom are women.
Preparation of Bench Books for Judges	IR 2. Enhanced Justice Sector Capacity to Interpret and Enforce Legislation that Protects Women's Rights	Indicator 5 – Number of legal professional utilizing project sponsored publications on women's legal rights	More efficient handling of cases on a timely basis by judges who utilize the information in the bench books. Timely disposition of cases will be more cost effective for litigants, particularly indigent women. The combination of training and bench books will ensure that judges have the resources necessary to protect the rights of litigants.
Technical Assistance to CSOs/NGOs to increase awareness and improve advocacy	IR 3. Strengthened CSOs Ability to Advocate for Women's Legal Rights And IR 4. Increased Public Awareness of Women's Legal Rights	Indicator 1: Percent of CSOs utilizing training on women's legal rights and international human rights to advocate for women's legal rights and Indicator 2: Number of publications or campaigns developed to educate women and the public on women's legal rights	Brochures and media campaign will educate and inform the public of the rights and responsibilities. This will ensure that the public can exercise their rights and obligations under the new family code. Women, in particular, will have the information necessary to protect their property. CSOs/NGOs can use this information to advocate with courts and ministries for the full implementation of the law ensuring the protection of rights.

ANNEX A

Scopes of Work

ALBANIA: WOMEN'S LEGAL RIGHTS ADVISOR

Background

The Women's Legal Rights Initiative team, in collaboration with EGAT/WID and USAID missions worldwide, is working to strengthen and promote women's legal rights and participation by enhancing opportunities for women to meaningfully participate in the economic, social and political dimensions of society. To achieve these goals the project coordinates with international donors and local stakeholders to provide strategies to identify constraints, discern gaps, and document best practices in knowledge and practice.

Albania Project Design and Implementation

The Albania mission has requested technical assistance for the implementation of a gender program to enhance their ongoing democracy and governance programs. Specifically, the mission has requested that programs be tailored to complement assistance in the field of anti-trafficking and promote and strength women's legal rights.

To achieve this goal, the WLR team will work closely and in coordination with USAID/Albania to identify priority issues, the audience, necessary activities and the scope of related training sessions in Albania. A preliminary assessment and overview has been conducted to evaluate the areas where gaps exist in the legal framework and implementation of women's legal rights. From that assessment an analysis with recommendations for specific projects was designed that will provide maximum benefit to ongoing projects and strengthen women's legal rights. Potential partners have been identified and the WLR team will work in coordination with local partners to avoid duplication of projects.

The WLR team has designed a country action plan for implementation that provides training for legal professionals on gender related issues including trafficking, domestic violence, and the family code. The action plan also provides for the preparation of bench books on trafficking and the family code. Additionally, the plan provides for technical assistance to NGOs and government for the drafting of a domestic violence code and awareness campaigns about the rights and responsibilities pursuant to the new family code.

Following CTO approval of the annual work plan, WLR will begin implementation of the project. The WLR home office team will be supported by an Albanian expert in women's legal rights. Because s/he will be based in Albania, no country clearance will be needed and no per diem or allowances will be given except for overnight trips taken outside of Tirana.

Key Activities and Tasks

The Women's Legal Rights Advisor will work under the direct supervision of the WLR Project Manager, and participate in the design a of work plan to meet these needs (identified through the Assessment and Analysis Trip Report), implement necessary activities and produce the required deliverables.

Specifically, the WLR advisor will:

- Meet with the WLR project team to identify key program concepts and coordinate regarding design and implementation issues.
- Work closely with the Project Director and Project Manager, home office employees, USAID, local partners, and project recipients to design and implement the work plan.
- Prepare written materials and plan activities.
- Provide overall support throughout the assignment.
- Supervise Administrative Assistant.

Deliverables

The advisor will be expected to deliver the following in English:

- Weekly updates through conference calls and written reports to and with the HO.
- Monthly programmatic and administrative progress reports.
- M&E Plan and Project Success stories according to the systems already in place.
- Annual best practices report.
- Other to-be-determined documents and reports requested by WLR/Washington or USAID/Albania.

Qualifications

1. Law degree.
2. Practical legal experience preferably in women's legal rights.
3. Excellent command of English and fluent Albanian required.
4. Excellent inter-personal and facilitation skills.
5. Excellent communication (written and oral) skills.

Timing

The consultant will begin project preparation in November 2003. In collaboration with the WLR/Washington team and in coordination with USAID/Albania s/he will implement the action plan designed by WLR and approved by USAID.

Reporting

The WLR/Albania advisor will report directly to the Project Manager for Albania, Teresa Cannady.

ALBANIA: LOCAL ADMINISTRATIVE ASSISTANT

Background

The Women's Legal Rights Initiative team, in collaboration with EGAT/WID and USAID missions worldwide is working to strengthen and promote women's legal rights and participation by enhancing opportunities for women to meaningfully participate in the economic, social and political dimensions of society. To achieve these goals the project coordinates with international donors and local stakeholders to provide strategies to identify constraints, discern gaps, and document best practices in knowledge and practice.

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The Albania mission has requested technical assistance for the implementation of a gender program to enhance their ongoing democracy and governance programs. Specifically, the mission has requested that programs be tailored to complement assistance in the field of anti-trafficking and promote and strength women's legal rights.

To achieve this goal, the WLR team will work closely and in coordination with USAID/Albania to identify priority issues, the audience, necessary activities and the scope of related training sessions in Albania. A preliminary assessment and overview has been conducted to evaluate the areas where gaps exist in the legal framework and implementation of women's legal rights. From that assessment an analysis with recommendations for specific projects was designed that will provide maximum benefit to ongoing projects and strengthen women's legal rights. Potential partners have been identified and the WLR team will work in coordination with local partners to avoid duplication of projects.

The WLR team has designed a country action plan for implementation that provides training for legal professionals on gender related issues including trafficking, domestic violence, and the family code. The action plan also provides for the preparation of bench books on trafficking and the family code. Additionally, the plan provides for technical assistance to NGOs and government for the drafting of a domestic violence code and awareness campaigns about the rights and responsibilities pursuant to the new family code.

Following CTO approval of the annual work plan, WLR will begin implementation of the project. The WLR home office team will be supported by an Albanian expert in women's legal rights. Because s/he will be based in Albania, no country clearance will be needed and no per diem or allowances will be given except for overnight trips taken outside of Tirana.

Key Activities and Tasks

Specific duties of the administrative assistant will include:

- Providing secretarial services as required.
- Procuring office supplies locally and negotiating office expenditures.
- Setting-up and monitoring local bank account.
- Performing project accounting as needed.
- Arranging in-country travel arrangements for all project-related travel.
- Recruiting local short-term technical staff.
- Creating and maintaining project files.
- Responsibility for daily communications with WLR team.
- Performing project-related errands as necessary.
- Performing translation/interpretation services as needed.
- Providing written and oral translation as needed.
- Supporting the WLR/Albania advisor with assistance, including providing best practices information.
- Coordinating workshops and conferences. Providing logistical and organizational support (i.e. responsible for agendas and materials, finding appropriate venues, catering, etc.).
- Distributing and sending mail in incoming pouches upon request.
- Working with the Women's Legal Rights Advisor and the home office team to ensure project compliance with USAID regulations.
- Liaising with the Chemonics home office on project related accounting, personnel, publications, travel, procurement and other requests.
- Compilation of data on women's legal rights.

The administrative assistant will be responsible for these tasks as well as others that may be requested by the WLR/Albania Legal Advisor and the home office staff. The position is based in Albania and therefore requires no country clearance and no per diem or allowances.

Deliverables

The assistant will be expected to deliver the following:

- Training reports and evaluations.
- Date compiled on women's legal rights.
- Notes from meetings with USAID, government, local partners, and civil society organizations.

Qualifications

To succeed in managing the multiplicity and diversity of position responsibilities the administrative assistant will have a profound interest in women's issues and possess the following qualifications:

1. B.A. or a certificate of secretarial training preferred.
2. A minimum of two years' work experience.
3. Computer literacy required.
4. Fluency in English and Albanian required.

Timing

The administrative assistant will be employed from the beginning of implementation in November, 2003 throughout the life of the WLR project in Albania.

Reporting

The administrative assistant will report to the WLR/Albania advisor and to Teresa Cannady, Project Manager for Albania.

ANNEX B

Work Plan Timeline

Women's Legal Rights Initiative
Country Action Plan

Country: Albania

Objectives	Activities for Achievement	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Responsible Parties
Mobilization	Hire two local staff	■												PD, LS
	Establish and equip office space	■												LS, PA
	Conduct appropriate administrative training	■	■											Team
	Create electronic and hard copy filing system	■	■											PA,APA
	Set up resource library	■	■											
Management	Establish management structure and personnel policies	■												PD, LS
	Develop and implement a communications strategy between local office and DC	■	■	■	■	■	■	■	■	■	■	■	■	Team
	Ensure compliance with USAID financial regulations and Chemonics home-office accounting procedures	■	■	■	■	■	■	■	■	■	■	■	■	PA,APA
	Monitor and track project funds	■	■	■	■	■	■	■	■	■	■	■	■	PA
	Maintain communication with EQAT/WID (CTO and CO) and missions	■	■	■	■	■	■	■	■	■	■	■	■	PD, LS
	Review program implementation progress against work plan (monthly)	■	■	■	■	■	■	■	■	■	■	■	■	PD, LS
	Maintain M & E Systems	■	■	■	■	■	■	■	■	■	■	■	■	Team
	Conduct status review of issues via questionnaire			■			■			■			■	
	Collect information and examples for best practices report	■	■	■	■	■	■	■	■	■	■	■	■	Team
	Prepare quarterly and annual reports			■			■			■			■	LS, PA
Activity 1 - Anti-Trafficking Initiatives	Identify specific training needs		■											LS,LA
	Develop training plan/calendar		■											LS,LA,AA
	Develop training agenda			■										LS,LA
	Identify trainers/experts			■										LS, LA
	Identify participants for training			■										LS,LA,AA
	Collect laws, treaties, information and resources for bench book		■	■	■									LS,LA,AA
	Prepare draft bench book				■									LS,LA
	Coordinate with OPDAT and ICITAP programs		■	■	■	■	■	■	■	■	■	■	■	LS,LA
	Hold training for judges							■						Team
	Finalize bench book					■								LS,LA
	Distribute bench books to judges handling trafficking cases						■							LA, AA
Activity 2 - Domestic Violence Initiatives	Identify specific training needs		■											LS,LA
	Develop training plan/calendar		■											LS,LA,AA
	Develop training agenda			■										LS,LA
	Identify participants for training			■										LS,LA,AA
	Identify trainers/experts			■										LS,LA
	Coordinate training efforts with NGO Community and Magistrates School			■										LS,LA,AA
	Hold training for legal professionals						■							TEAM
	Provide technical assistance as needed for development of DV law		■	■	■	■	■	■	■	■	■	■	■	LS,LA
	Provide technical assistance to NGOs and /or government to research DV issue		■	■	■	■	■	■	■	■	■	■	■	LS,LA
	Provide technical assistance as needed to NGOs and Government for awareness training		■	■	■	■	■	■	■	■	■	■	■	LS,LA

Objectives	Activities for Achievement	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Responsible Parties
Activity 3 - Family Code Initiatives	Have code translated into English	■												LS,AA
	Coordinate with Magistrates school to determine number of seminars needed and locations		■											LS,LA
	Develop training plan/calendar		■											LS,LA,AA
	Develop training agenda			■										LS,LA
	Identify trainers/experts			■										LS,LA
	Identify participants for training			■										LS,LA,AA
	Collect laws, treaties, information and resources for bench book		■	■	■	■								LS,LA,AA
	Develop draft of bench book					■								LS,LA
	Hold training for legal professionals					■								TEAM
	Finalize bench book						■							LS,LA
	Distribute bench books to judges handling family law cases							■						LA,AA
	Provide technical assistance to NGOs and /or government for awareness campaigns			■	■	■	■	■	■	■	■	■	■	LS,LA

Legend: PD- Project Director; LS - Legal Specialist; PA - Project Administrator; APA - Assistant Project Administrator: LA - Legal Advisor; AA - Administrative Assistant.

ANNEX C

Illustrative Bench Book Outlines

Anti-Trafficking Bench Book for Judges

Purpose: The Bench Book will serve as a "how-to" manual and a legal resource manual for judges handling trafficking cases. The book will be prepared with the assistance of local and international experts.

Distribution: The Bench Book will be distributed to all judges who are handling trafficking cases through a number of sources including the Magistrate's School, the Ministry of Justice, the Supreme Court, and other USAID funded programs.

Contents: The Bench Book will contain both international and local laws with commentaries, check lists for administration of cases, and resources available in the community for assistance. The bench book will be contained in a ring binder that can easily be updated. A sample outline is detailed below:

I. Laws
   A. International Conventions
   B. International Protocols
   C. European Standards
   D. National Law
II. Commentaries
   A. Commentaries on International Norms
   B. Commentaries on European Standards
   C. Commentaries on National Law
III. Court Administration Resources
   A. Checklist for case management
   B. Checklist for trial proceedings
   C. Checklist for admitting evidence
IV. Community Resources
   A. Government Services
   B. NGO Services
   C. International Organizations and Services
   D. Shelters
   E. Psychological/Sociological Services

Family Law Bench Book for Judges

Purpose: The Bench Book will serve as a "how to" manual and a legal resource manual for judges handling family law cases. The book will be prepared with the assistance of local and international experts. Local experts will be identified from the working group that wrote the new law and practitioners who are experts in the field of family law. American judges and/or lawyers familiar with the preparation of bench books and with family law issues will provide technical assistance in the development of the manual.

Distribution: The Bench Book will be distributed to all judges who are handling family law cases through a number of sources including the Magistrate's School, the Ministry of Justice, the Supreme Court, and other USAID funded programs.

Contents: The Bench Book will contain the new family law with commentaries, check lists for administration of cases, and resources available in the community for assistance. The bench book will be contained in a ring binder that can easily be updated. A sample agenda is outlined below:

I. Family Law
II. Commentaries
   A. Commentaries on Marriage and Cohabitation
   B. Commentaries on Child Custody
   C. Commentaries on Maintenance of Children and Spouses
   D. Commentaries on Property Division
   E. Commentaries on Guardianship of Children
   F. Commentaries on Adoption of Children
   G. Commentaries on Marriage Contracts
III. Court Administration Resources
   A. Checklist for case management
   B. Checklist for trial proceedings
   C. Checklist for admitting evidence
   D. Checklist for testimony of experts
      1. Psychologists/Sociologists
      2. Property valuation
      3. Business valuation
      4. Others
IV. Community Resources
   A. Government Services
   B. NGO Services
   C. International Organizations and Services
   D. Shelters
   E. Child Services
   F. Psychological/Sociological Services

ANNEX D

Illustrative Training Plans and Agendas

Anti-Trafficking Training Sessions

Participants: will be identified in coordination with the Magistrates School, OPDAT, ICITAP and USAID funded projects being conducted by ABA/CEELI for Rule of Law and East-West Management Institute for Court Administration. Judges in courts that handle trafficking cases will be targeted and identified by criteria including prior training attendance, demonstrated experience to improve their capabilities, willingness to learn new law and methodologies, and physical location within the country. Participants will be chosen representatively from all regions of the country with one training session to be held in Tirana and one in Vlora. Approximately 25 individuals will participate in each training.

Methodology: training will be conducted either as two-day training sessions or series of shorter sessions taught through interactive methods including case studies, role plays, small group activities, and brainstorming sessions. Case studies will include a review of actual cases resolved. Materials, including international and national law, commentaries, and checklists will be distributed to all participants. Feedback from these materials as well as lessons learned during the conference will be used to further develop the bench books.

Trainers: One expatriate expert in anti-trafficking and one local anti-trafficking expert will serve as trainers for the sessions.

Partners: Training sessions will be conducted in coordination with the Magistrates School and OPDAT and ICITAP. The training session in Tirana will be conducted at the Magistrates School which has adequate facilities, including simultaneous translation equipment. The session in Vlora will be conducted at the Vlora Anti-Trafficking Center. This will reduce costs for conference center facilities.

Timing: Training sessions will be held within a 10-day time span during late Spring of 2004. Holding two sessions within a 10-day period will maximize the availability of and reduce the costs associated with an expatriate expert.

Agenda: detailed below is proposed agenda. The agenda will be further developed by the training experts and will be provided to USAID well in advance of the training sessions.

Day One

8:30 - 9:00 Registration

9:00- 9:30 Introduction of Participants

9:30 - 11:00 International Convention and Protocols

11:00-11:30	Coffee Break
11:30 -12:45	National Law
12:45 – 2:00	Lunch
2:00 – 3:45	Review of Cases in Albania
3:45 – 4:00	Coffee Break
4:00 – 5:00	Witness Protection Law

Day Two

9:00 – 10:45	Handling of Witnesses – Legal Implications
10:45 – 11:15	Coffee Break
11:15- 12:45	Handling of Witnesses – Social Implications
12:45 – 2:00	Lunch
2:00 – 3:45	Proper Handling of Physical Evidence
3:45 – 4:00	Coffee Break
4:00 – 5:00	Overview of available resources and services
5:00 – 5:15	Evaluations

Domestic Violence Training Sessions

Participants: They will be identified in coordination with the Magistrates School, OPDAT, ICITAP, and USAID funded projects being conducted by ABA/CEELI for Rule of Law and East-West Management Institute for Court Administration. One session will focus on prosecutors and the need to use current law in the prosecution of domestic violence. Another session will be conducted with second year students of the magistrate's schools as part of their regular curricula. Approximately 25 legal professionals will participate in each training.

Methodology: Training sessions will be conducted as one-day training sessions or a series of shorter sessions taught through interactive methods including case studies, role plays, small group activities, and brain storming sessions. Materials, in Albania language, including international conventions will be provided as part of the training.

Trainers: WLR Legal Specialist Teresa Cannady and one local domestic violence expert will serve as trainers for the sessions.

Partners: Training sessions will be conducted in coordination with the Magistrates School and OPDAT and ICITAP programs. Both sessions will be held at the Magistrate's school, which has adequate facilities, including simultaneous translation equipment.

Timing: Training sessions will be held in the first half of 2004, depending on the schedule of the Magistrate's school program.

Agenda: The proposed agenda is detailed below. The agenda will be further developed by the training experts and will be provided to USAID well in advance of the training sessions.

8:30 - 9:00	Registration
9:00- 9:30	Introduction of Participants
9:30 - 11:00	Awareness Raising of Domestic Violence
11:00-11:30	Coffee Break
11:30 -12:45	Psychological Considerations/Don't Blame the Victim
12:45 – 2:00	Lunch
2:00 – 3:45	Local and International Law
3:45 – 4:00	Coffee Break
4:00 – 5:00	Effective Prosecution (or Administration in Judge Training) of Domestic Violence Cases
5:00 – 5:15	Evaluations

Family Law Training Sessions

Participants: They will be identified in coordination with the Magistrates School, and USAID funded projects being conducted by ABA/CEELI for Rule of Law and East-West Management Institute for Court Administration. Those judges who regularly handle family law cases will be targeted and identified by criteria including prior training attendance, demonstrated experience to improve their capabilities, willingness to learn new law and methodologies, and physical location within the country. Lawyers who handle family law cases will also be included as participants. Participants will be chosen representatively from all regions of the country with one training session to be held in Tirana, one in the north (most likely Shokdra) and one in the South (most likely in Vlora). Approximately 25 legal professionals will participate in each training session.

Methodology: Training sessions will be conducted as two-day training sessions or as a series of shorter sessions taught through interactive methods including case studies, role plays, small group activities, and brain storming sessions. Substantial materials, including the new law, commentaries, and checklists for case administration will be provided during the training. These materials in combination with lessons learned during the sessions will be utilized in the development of the Family Law Bench Book.

Trainers: One expatriate expert in Family Law and two local family law experts will serve as trainers for the sessions.

Partners: Training sessions will be conducted in coordination with the Magistrates School and local NGOs. The training session in Tirana will be conducted at the Magistrates School which had adequate facilities, including simultaneous translation equipment. Sessions outside of Tirana will be conducted in an appropriate conference center. This will reduce costs as fewer participants will need to be housed in hotel facilities.

Timing: Training sessions will be held within a two week time span during the Spring of 2004. Holding three sessions within a two week period will maximize the availability of and reduce the costs associated with an expatriate expert.

Agenda: The proposed agenda is detailed below. The agenda will be further developed by the training experts and will be provided to USAID well in advance of the training sessions.

Day One

8:30 - 9:00	Registration
9:00-10:00	Introductions and overview of major changes in the Family Law, including the theory behind and process for achieving the passage of the law
10:00-11:00	Marriage contracts
11:00-11:30	Coffee Break

11:30 -12:45 Property Division

12:45 – 2:00 Lunch

2:00 – 3:45 Property Division – Part II

3:45 – 4:00 Coffee Break

4:00 – 5:00 Child Custody Issues

Day Two

9:00 – 10:45 Maintenance Issues – Alimony and Child Support

10:45 – 11:15 Coffee Break

11:15- 12:45 Domestic Violence Considerations

12:45 – 2:00 Lunch

2:00 – 3:45 Practical techniques for case administration

3:45 – 4:00 Coffee Break

4:00 – 5:00 Use of alternative dispute resolutions in Family Law cases

5:00 – 5:15 Evaluations

ANNEX E

Illustrative Advocacy Plans

Family Law Advocacy Plan

Major Activities: Training of Judges
Training of Lawyers
Preparation and Distribution of Bench Books
Advocacy Campaign in Coordination with NGOs
Public Awareness Brochures and media programs

Potential Partners: Magistrates' School
Citizen's Advocacy Office
Women's Advocacy Center

Activity Details: THE WLR program will coordinate with and provide technical assistance to local NGOs as noted above to develop a "know your rights" brochure on the new family code. Information gleaned from preparation of the bench book and during training sessions will provide the technical legal material for this brochure as well as for a media program. Experts who participate in the training can be used as presenters on media programs such as Hapur (Open) already being utilized by CAO. The programs can also be used by the NGO community as a forum to demand proper implementation by the court system and to focus on defects in the system.

Expected Results: The public awareness programs will inform the public of their rights and encourage the community at large to demand those rights. Training of lawyers who can represent both men and women in family law cases will ensure better implementation of the law. This lawyer training combined with better education for judges, through judicial training and the availability of the bench books, will lead to better enforcement by the court as all participants have the necessary skills and methodology to administer the cases in a timely and effective manner. A properly informed citizenry will be well positioned to demand that the court follow the provisions of the new law. In addition informed citizens will be more likely to avail themselves of the protections of the law, such as the use of a marriage contract, and avoid leaving these details to the subjective decision of the courts.

Domestic Violence Advocacy Plan

Major Activities: Training of Legal Professionals
Technical Assistance in Preparation of DV Law
Advocacy Campaign in Coordination with NGOs for passage of DV Law
Public Awareness Brochures and media programs

Potential Partners: Magistrates' School
Citizen's Advocacy Office
Women's Advocacy Center

Activity Details: THE WLR program will coordinate with and provide technical assistance to local CSOs as noted above to develop a draft domestic violence law and lobby for its adoption, either through cooperation with the appropriate ministries or as a citizen's bill which requires 50,000 signatures from registered voters for presentation to Parliament. The WLR program will provide technical expertise in form of samples DV laws, commentaries, and review of any proposed drafts. Additional assistance will be provided for support of public awareness campaigns to highlight this serious issue and the need for and advantages of a specific DV law. Training of legal professionals will provide the legal community with the necessary tools to utilize current national and international legislation to protect women from abuse until a separate law is adopted. The training will emphasize the need for a community coordinated approach and encourage the development of a network of services that will be effective in providing protection mechanisms and sufficient support services for victims

Expected Results: The provision of technical expertise will result in the development of a DV law that will protect women and result in a decrease in the incidence of violence against them. Assistance to CSOs will ensure that the law will be adopted by Parliament and also educate the public in the process. The provision of technical expertise will help educate the community and decision makers about this serious issue and lead to increased cooperation between police, prosecutors, courts, administrative agencies, community services and civil society organizations. Training legal professionals to utilize current national and international law will ensure the protection of women from violence through the use of available legislation to prosecute perpetrators. The training will improve the capacity of lawyers to pursue these cases both civilly and criminally and to act as effective advocates for judicial enforcement of current law in addition to the adoption of a separate DV law. All of these activities will highlight the need for and the proper implementation of a community coordinated approach to combat violence against women in Albania.