

REPIM Curriculum Vitae – Sotiraq Guga

RESEARCH ON ECONOMIC POLICY IMPLEMENTATION & MANAGEMENT
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Name:	SOTIRAQ GUGA
Date of birth:	3 March.1967
Nationality:	Belgian
Qualifications:	Master in Management & Business Administration, European University, Brussels, Belgium Diploma in Public Finance, International Finance Centre, Tokyo, Japan B.A. in Economics, Faculty of Economics, University of Tirana
Languages:	English (fluent) Albania (fluent) Italian (excellent) French (excellent)
Countries of work experience:	Albania, Kosovo, Croatia, Macedonia, Serbia, Montenegro, Bosnia-Herzegovina, Azerbaijan, Georgia, Armenia, Kyrgyzstan, Egypt, Lebanon, Morocco Bulgaria, Romania, Slovakia, Latvia, Lithuania, Estonia, Poland, Slovenia, Vietnam
Professional experience:	
1999 – present	Independent Consultant Associated with REPIM
1996 – present	EuroPartners Development Management Consultants
1993 – 1995	Mission of Albania to the European Union
1990 – 1993	Aid coordination specialist Prime Minister’s Office (as of 1992 in the Ministry of Finance)

Sotiraq Guga combines his original studies in economics and finance complemented by an MBA with an excellent understanding of transition economies, as a result of 20 years hands-on experience in the transition reform processes both as a civil servant and a consultant. His consultancy experience has been gained by eight years in many countries and different assistance programmes for European Commission, World Bank, UNDP, and DFID particularly in Central and Eastern Europe with a wider exposure in the Balkans region. Mr Guga has proven successful expertise in public management; public policy and the strengthening of institutions for economic management; public finance, budgetary issues, public investment programming; public administration reform and institutional reorganization; aid coordination; strategic planning and policy analysis; project cycle management, programming, monitoring and evaluation; training needs assessment.

In REPIM’s support to the Ministry of Finance in Albania, he led the advice on investment planning and developed the procedures for investment in the budget process. He has recently written hands-on Guides for the Ministries of Defence and Health for their budget preparation process. Each Guide is designed to facilitate the MTBP preparation in each line ministry and includes practical explanations, with regards to defining policy goals, objectives, standards, outputs & activities and, clear examples of core performance indicators related to the policy area/programme.

In addition to his direct PFM work, Mr Guga has worked on external assistance management and currently is support the Department of Strategies and Donor Coordination in the Council of Ministers in Albania on integrating external assistance into the government’s planning and budgeting systems including appropriate MIS in line with the Paris Declaration principles.

Highlights of Mr. Guga’s career are presented below.

Albania – Support to Decentralised Management of EU funds. Strategic advice on the Institutional and management structures necessary to manage IPA Component II on a decentralised management. Review of legal agreements (Operational Agreements between the bodies within the Operating Structure and Implementing Agreement between NAO and HOS structures) between the IPA bodies involved in IPA II. Elaboration or modification of the Manuals of Procedures (MoP) for the IPA Component II specifically:

- grants procurement chapter under decentralised management,
- review and revision of the JTS Manual in line with decentralised management,
- Manual for First Level Controls in the context of shared management programmes,
- Guidelines for the national bodies in their role in these shared management programmes

Training on grants for relevant IPA bodies for IPA Component II

Kosovo – Support to Costing Public Administration Reform Strategy. Support for costing the Public Administration Reform Strategy – Action Plan. Support to establish a monitoring framework for the implementation of the Action Plan for implementation of PAR Strategy.

Training on costing, performance indicators and performance monitoring

Vietnam – Support to Vietnam institutions to access EU funding. Preparation of an assessment study on EU funding. Strategic recommendation for the most strategic sectors to be supported by EU assistance. Preparation of a sectoral analysis fiche for EU support to public sector reforms.

Kosovo – Cross Border Cooperation Programmes for Kosovo - under IPA Component II.

Supported the Kosovo institutions in the process of preparation of CBC Programmes of Kosovo with Albania, Montenegro and Macedonia, encompassing joint analysis, strategy and identification of priorities and measures. Support to establishment of Joint Management Structures (Operating Structures, Joint Programming Committee, Joint Monitoring Committees, Joint Technical Secretariats). PCM training and coaching to national and local authorities on implementation of EC Grant Schemes, Calls for Proposals and project preparation

Albania – Phase 2 - Policy Advice on Integrated Planning System implementation in Albania.

Policy Advice to integrate external assistance management into the government's planning and budgeting systems in line with integrated planning system. Support to introduction of Sector Wide Approaches for the management of external assistance to Albania in selected sectors.

Support to prepare a common strategy and Harmonisation Action Plan between Government and donor community in order to reach indicators of the Paris Declaration. Support for establishing a monitoring and external assistance management Information

Kosovo – Training and coaching on preparation of EU assistance project fiches 2011-2012, under the EU funded project Twining Project – “Support to the Ministry of European Integration (MEI)” Supported staff of MEI and line ministries in preparation of project fiches for IPA 2011 and IPA 2012. Prepared a manual on PCM and project preparation and delivered large scale training on project preparation to over 120 officials from MEI and line ministries.

Kosovo – Project Completion Report of DFID funded FRIDOM project which carried out horizontal and vertical functional reviews of each of the Government's ministries.

Kosovo – Support to development of a Cross Border Cooperation Programme. Support the MLGA and other Kosovo institutions on preparing multi-annual Cross Border Programme with neighbouring countries

Albania – Policy Advice for External Assistance Management. Support to integrate external assistance management into the government's planning and budgeting systems. Support to establish a management information system as fast tracking and monitoring framework for External Assistance. Preparation of a common strategy and Harmonisation Action Plan to reach indicators of the Paris Declaration in Albania.

Albania – Sector Guides for Budget Preparation. As part of the Supporting the Ministry of Finance, Line Ministries and the Department for Strategy and Donor Coordination for Strategic Plans Development, the Implementation of Medium Term Budget Program, Public Investment and Monitoring Project produced Sector Guide for Ministries of Health and Defence and coached the Ministry team in budget preparation.

Albania – Policy Advice on Public Investment Management and Aid Coordination. Support to Ministry of Finance (MoF) and line ministries in: Enhancing capacities to manage public investments and link them with strategic priorities within the Medium Term Budget Program. Developed a training manual and delivered large-scale training courses (to around 200 civil servants) on implementing the new public investment management procedures. Supported the Ministry of Finance for the review and appraisal of proposals for public investments from line ministries. Supported the development of the related External Assistance/Aid Coordination Management procedures

Albania – Strengthening of Public Expenditure Management Support to Ministry of Finance

(MoF) and line ministries in: Enhancing the MoF's capacity to manage the MTEF process; Linking policy and programmes with budgets (domestic and external financing) Enhancing capacities to manage public investments. Produced a manual of "Procedures for Managing Public Investments" Support to Ministries of Agriculture, Education, Interior, Public Works and Transport, in the process of the preparation of their budget requests for the MTBP 2009-2011

Albania, Bosnia – Herzegovina, Croatia, Macedonia, Montenegro, Serbia, Kosovo (Regional project) – Cross Border Institutional Building Strengthening of national capacities to implement Cross-Border Cooperation (CBC) and Neighbourhood Programmes (NP) Support to preparation of Joint Programming Documents on CBC and Neighbourhood Programmes Training and coaching to national and local authorities on PCM, SWOT Analysis and preparation of programming documents

Albania – Evaluation of aid strategy of Swedish Government for Albania Evaluation of overall Strategy of Swedish Government (through Sida) for providing assistance to Albania over the period 2004-2004. Provision of recommendation for the new mid term strategy 2008-2010.

Georgia, Armenia, Azerbaijan – Twinning launching support Assistance to prepare the public sectors institutions concerned with implementation or use of twinning in the Caucasus countries for the launching of twinning operations and make them familiar with the tools available to them for this purpose.

Kosovo – Institutional Support to the Ministry of Finance and Economy. Support the MFE, line ministries, and municipalities to put in place a coherent Public Investment Programme that is fully integrated into the MTEF, budgetary processes and Government Strategy. Support the Kosovo institutions to design of a process to facilitate the development, analysis, prioritisation and eventual evaluation of public investment proposals fully within the context of the Kosovo budget Support the MEF to develop an integrated budgetary process that identifies and prioritises coordinated investments in public infrastructure and services, funded from the KCB , donor co-financing and possible IFI lending and which adheres to strategic priorities adopted by the Government, including the PISG's socio-economic development strategy.

Albania – Strengthening national capacities in policy formulation, programming, implementation and monitoring. TA support and training to structures under the Ministry of European Integration and line ministries in the process of policy formulation, programming, implementation and monitoring of CARDS Programme and European integration agenda in Albania.

Albania – Planning Consistency. Support for increasing consistency of CARDS and European Integration agenda with domestic Medium Term Budget Plan (MTBP) and other national policy frameworks (NSSD)

Kosovo – Support for the Office of Prime Minister. The project provides TA support to improve the capacity of the OPM to participate in and to guide the policy development, coordination and monitoring process, and to improve the capacity of the OPM to coordinate the activities of the Government and the administration in relation to establishing a coordination and monitoring system for implementation of "Standards Plan for Kosovo"

Albania – MDGs Progress Report. Support for the preparation of the Progress Report for Millennium Development Goals (MDGs) in Albania. Assessment of the eight MDGs status in Albania, their progress and integration with Albania's existing national policy frameworks, PESP and the European Integration process

Albania – Technical Assistance to the European Dimension Unit. Overall support to the Phare / European Dimension Unit on programming and monitoring of implementation of the EC assistance programmes in the areas of Economic Development, Public Administration and Institutional Reform, European Integration, Justice and Home Affairs, and Statistics. Assistance and coaching in EC Assistance Programming and preparation of Strategic Plans and Work-Programmes; Financial Management of more than 50 projects; Drafting terms of reference; Monitoring of projects implementation; Coordination and liaising with five beneficiary PIUs and EC Delegation; Follow-up of DIS/PRAG implementation procedures

Albania – Scoping the Attainment of Millennium Development Goals. The survey conducted analysis of the national and sectoral policies, institutional and budgetary framework in Albania in the view of attainment of MDGs. It provided concrete recommendations to fill the policy and institutional gaps and better alignment of financial resources with these measures. It provided

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recommendation for the methodology of costing the measures to reach the MDGs by 2015 in Albania.

Albania – Training and Capacity building for the Ministry of Economy and line ministries` staff involved in Aid Coordination and Public Investment Programming. The output of the assignment was an elaborate proposal for training and capacity building of the staff of Ministry of Economy (in charge of PIP and national aid coordinator) and line ministries involved in the public investment programming, design, planning, programming, implementation, monitoring, evaluation of external assistance to Albania

Albania – Support to Aid Coordination Process and Public Investment Programming. Functional Review of the institutions and functions related to Aid Coordination and the Public Investment Programming. Diagnosis and functional analysis of the aid coordination and public investment programming system. Recommendations on improvement of the institutional framework and streamlining of functions related to PIP, aid programming, coordination, monitoring and evaluation. Special recommendations provided for linking external aid with the National Strategy for Socio-Economic Development, sectoral policies and budget planning process (MTEF)

Kosovo – Support to Development of Public Administration. Preparation of Project Support Document elaborating the UNDP's interventions and support to the institutional reform in Kosovo for the period 2002-2003. Preparation of a donor's aid coordination document in the area of public administration and local government development in Kosovo.

Albania – Technical Assistance Support to Ministry of Economy on Aid Coordination and Public Investment Programming. Support to the Ministry of Economy as National Coordinator on improving the external aid management system. Support on improving the Public Investment Programming and preparation of PIP 2001-2003

Kosovo – Training Needs Assessment - in the areas of budgetary planning and Public investment Programming. Assessed the training needs of Kosovo Civil Servants in the areas of policy formulation and budgetary planning, and provided direct recommendations and specified a detailed training program for about 180 civil servants of central government.

Kosovo – Support to Public Investment Programming. Support for the preparation of Public Investment Programme (Plan for Reconstruction) 2001 – 2003; support for developing sectoral policy matrixes; training on principles of economic management, investment planning, aid coordination and management.

Lithuania – Improvement of financial programming for Lithuania's EU Accession Programme under the EC project "Support to European Integration, Support to development of an institutional mechanisms for better financial planning of Lithuania's EU Accession Programmes, and co-ordination between the European Committee and the Ministry of Finance

Central and Easter Europe – Evaluation of Phare project in support of European Integration in the ten countries of Central and Eastern Europe candidate to join the EU" - Estonia, Latvia, Lithuania, Poland, Hungary, Czech Republic, Slovakia, Romania, Bulgaria, Slovenia

Albania – Functional and Institutional Review of Ministry of Finance and Public Expenditure Management (PEM) System. Preparation of a set of recommendations for streamlining the functions of the Ministry of Finance in planning and managing the public expenditure. Recommendations for the introduction of a Medium Term Expenditures Framework (MTEF); and for future World Bank support in the sector.

Albania, Croatia & Macedonia – Preparation of data templates on employment/ unemployment, wages systems, unemployment benefits, social security systems

Lebanon, Egypt, Morocco – Evaluation and financial procedures and regulations of MEDA (EU Assistance programmes to Mediterranean countries) programmes

Albania – Support to local Government Development. Project manager and short term consultant

Kyrgyzstan – Civil Service Reform Project manager and short term consultant

Slovakia – TA to the PMU of Public Administration and Civil Service Reform. Project manager and short term consultant

Latvia – TA to the Public Investment Programming. Preparation of Public Investment Strategy and Planning Document for the period 1998 - 2000.