

Oriana Arapi

Rr. Besim Imami, Nr.35/18 ♦ Tirana, Albania

♦ Tel.+355 42 277372 ♦ Mob. +355 68 20 54338 ♦ oarapi@km.gov.al ♦ orianaarapi@yahoo.com

Profile

Principal areas of expertise include policy and strategy formulation, strategic and participatory planning, policy coordination, monitoring and evaluation. Highly involved in budget related policy analyses, European integration issues, sector policy analyses (regional development, energy, local governance and decentralization, public administration, social inclusion, business and fdi promotion, tourism, education, consumer protection, urban planning etc). Prior experience in program/project management and experienced in desk study and field research, feasibility analysis and social assessments, program/project planning, implementation, monitoring and evaluation. Experience in public relations, image creation, translation and interpretation. Master in European Studies.

Professional Experience

DEPARTMENT OF STRATEGY AND DONOR COORDINATION, COUNCIL OF MINISTERS

Coordinator for the National Strategy on Development and Integration (NSDI)

Since June 2007

- ♦ Preparing, coordinating, and monitoring the Strategy for Development and Integration –NSDI. Monitoring, at a high level, performance against the NSDI monitoring indicators, performing annually with the results published in the Annual Progress Report to the policy and assisted in preparation of annual fiscal plans
- ♦ Providing support to the Council of Minister guaranteeing that the effective coordination of policies to be developed in strategic level according to EU requirements.
- ♦ Advising and recommending on policy papers, legislation and regulations related to this policies. Member of Steering Committees and working groups for decision making of the sectoral policies and strategies.
- ♦ Working closely with the General Directorate of the Budget at the Ministry of Finance and the Ministry of European Integration to ensure that the medium-term budget preparation (MTBP) and EU Integration process appropriately reflect NSDI goals and objectives.
- ♦ Participate and follow up of the IPA projects preparation and planning; initiate processes with line ministries concerning consultation, implementation, monitoring, and reporting of policies and sector strategies
- ♦ Monitoring the quarterly performance of all ministries against identifying, in collaboration with line institutions, a set of high-level, outcome indicators to be tracked over time to assess progress towards long-term national goals.
- ♦ Tracking progress in delivery of government priorities and to determine if any remedial actions are required if progress is insufficient
- ♦ Monitoring sector development and project implementation in economical and social sectors ensuring that goals and objectives are being achieved and increase efficiency. Coordination and preparation of sector and crosscutting strategies through strategic planning approach;

CO-PLAN– INSTITUTE FOR HABITAT DEVELOPMENT

Project officer for the Project Bureau

August 2006 – May 2007

- ♦ Design, implement and follow up of quality management procedures for the organization. Prepare project proposals and develop acquisition for the organization,
- ♦ Provide technical assistance within the Program ‘Enabling Good Urban Governance II’ – EGUG II (financed by the Netherlands); finalization of strategic documents: “Education Profile of Elbasan” and “Environmental Profile of Elbasan”;
- ♦ Preparation and editing of the Annual Report 2006 of the organization
- ♦ Organizer of the National Conference “Tomorrows City!?” (200 participants);
- ♦ Organizer of the Regional Exchange Workshop “Participatory Good Governance Practices” funded by Soros Foundation

Oriana Arapi

Rr. Besim Imami, Nr.35/18 ♦ Tirana, Albania

♦ Tel.+355 42 277372 ♦ Mob. +355 68 20 54338 ♦ oarapi@km.gov.al ♦ orianaarapi@yahoo.com

- ♦ Follow-up of the implementation of the Knowledge Dissemination Platform activities (including publications, operation and maintenance of the organization and program web-sites, public relations)

CO-PLAN– INSTITUTE FOR HABITAT DEVELOPMENT

Project Manager

January 2003 – 2005

Project for the Integration and Urban Rehabilitation of informal settlement, financed by Austrian Development Cooperation ADC

- ♦ Project planning, organizing and leading the set up of the project management structure.
- ♦ Mapping, assessing and planning the integration and development interventions in the project area. Planning, leading and organizing implementation of infrastructure improvements.
- ♦ Organization and preparation of the social-economic survey on the project area, data collection for the terms of reference for the urban planning.
- ♦ Conceptualization of the methodology on the legalization and integration model of the informal area. Managing and leading the implementation of the action plan for the legalization process.
- ♦ Coordination and networking with the local government, foreign experts, public service providers, and community based organizations, local civil society, local media and other local actors.
- ♦ Preparation and implementation of participatory processes and project communication platform.
- ♦ Managing human and financial resources (including contracts, payment requests, payment processing, etc)
- ♦ Preparing operational plans (yearly, quarterly, and monthly); report writing (monthly, quarterly and yearly) and project monitoring.
- ♦ Coordinate with and report to the donor and organize stakeholders' workshops.

GERMAN CARITAS, CENTRAL OFFICE, TIRANA

Project Assistant

June 1999 – September 2001

- ♦ Responsible for organizing the support and logistics for oncology patients; psycho-social supporting of individual cases; management of project correspondence; writing project reports, protocols and minutes; coordination with health providers and central government authorities; assisting the trainings for the medical staff; assisting and co-management of the volunteers' support; assisting the organization of the Palliative Care Conference in Tirana;

FRENCH RED CROSS, CENTRAL OFFICE, TIRANA

Administrative Assistant

April - May 1999

- ♦ Assistant for the technical support to the staff; translation and interpretation in French and Albanian; office and project documents management, administration of archive; management of correspondence, office assets and logistics etc.

Education

DANUBE UNIVERSITY OF KREMS, AUSTRIA

M.E.S., Master of European Studies, 2003

Focus on European Right, European and International Politics and Economy. Other issues and courses include: European Institutions, European Policies, Macroeconomics, Microeconomics, Marketing, International Finance, International Relations, International Project/Human Resources Management, Personal/Intercultural Communication etc.

Oriana Arapi

Rr. Besim Imami, Nr.35/18 ♦ Tirana, Albania

♦ Tel.+355 42 277372 ♦ Mob. +355 68 20 54338 ♦ oarapi@km.gov.al ♦ orianaarapi@yahoo.com

GERMAN FACULTY, UNIVERSITY OF VIENNA, AUSTRIA

Exchange student, focus on comparative translation studies, two semesters 2001 – 2002

Courses and seminars in Translation studies, Translation methodology, German Literature, German Historic Grammar, Intercultural communication etc.

UNIVERSITY OF TIRANA, FACULTY OF FOREIGN LANGUAGES, ALBANIA

University Diploma in German Studies 1997– 2001

Specialization in Translation and Interpretation in German. Main subjects include German History and Civilization, German Literature, Standard German Grammar/Historical Grammar, English Language.

Participation in Conferences / Workshops

- ♦ Regional Conference” From Economic Transition to the EU Integration, Two decades of change in SEE” organized by GTZ, in Sarajevo; DSDC/CoM; January 09’
- ♦ Regional Conference on European Integration organized by GTZ, in Zagreb; October 08’:
- ♦ Urban Forum “Tomorrow City?!” , organized by Co-PLAN; November ’06
- ♦ Regional Exchange Workshop on ‘Participatory Good Governance Practices’, organized by Co-PLAN&Soros Foundation, in Durrës; October ’06
- ♦ Conference “Governance for Change: Civil Society, Business and Social Responsibility” in Tirana, organized by Co-PLAN and US Embassy; April ’04
- ♦ Regional Conference "European Integration's Politics Coordination in the Countries of the Association and Stabilization Process" in Tirana, organized from GTZ (German Technical Cooperation) in Albania and IEP (Institute for European Politics) in Berlin; July ’04

Trainings

- ♦ Effective Management, organized by the Georgetown University, USA; May – July 2008
- ♦ EC Energy and Environmental Law and Policy for SEE, organized by EBRD and REC, in Montenegro; November 08’
- ♦ Public Expenditure Review (PER) and the Public Expenditure and Financial Accountability (PEFA) assessment, ECORYS Netherlands, April 2008
- ♦ ToT on Program and Project Management, Effective Management. NET, Albania & DBR (De Boer&Ritzema van Eck), Rotterdam, the Netherlands, 2007
- ♦ Monitoring and Evaluation, organized by MDF Training & Consultancy, Netherlands, May 2006
- ♦ Project Management (Advanced), Strategic Planning, Successful Sales Talks. NET (Network for Exchange and Services), November 2006
- ♦ Personal Communication with Emotional Intelligence. NET, Albania & DBR (De Boer and Ritzema van Eck), Rotterdam, the Netherlands, November 2005
- ♦ Leadership Training, SNV (Netherlands Development Organization)for Southeast Europe, April – November 2005
- ♦ Training of Trainers, Leadership and Skills for Advising and Acquisition. DBR (De Boer and Ritzema van Eck), Rotterdam, the Netherlands, June 2005
- ♦ Land Management and Informal Settlement Regularization, organized by IHS, (Institute for Housing and Urban Development Studies), Rotterdam Netherlands & Lincoln Institute on Land Policy, Cambridge, USA; September – October 2004

Languages

- ♦ Albanian (Native), English (Fluent), German (Fluent), French (Very Good), Italian (Fluent)