

dritan shutina

2	Name of Firm	Co-PLAN, Institute for Habitat Development
3	Name of Staff	Dritan Shutina
4	Date of Birth	08 Feb 1971
	Nationality	Albanian
5	Education	2000-2002 MA in Public Administration, Graduate School of Public and International Affairs, University of Pittsburgh, USA. Specialization in public policy and public finance, research methods and program evaluation. Major included Public Policy and Public Finance.
		1989-1994 Diploma in Civil Engineering Polytechnic University of Tirana, Faculty of Civil Engineering, Albania. Specialization in hydro-engineering.
6	Membership of Professional Associations	2002 present Pi Alpha Alpha – Public Affairs and Public Administration Honors Society – Pittsburgh Chapter
		2000 present Network of Civil Society in Spatial Development of South-East European Region, CSDnet
		1999 present Albanian Association of Real-estate Evaluators
		1998 present European Network of Housing Research, ENHR
7	Other Training	1999 Polytechnic University of Tirana and the British Council Three months course on Land and Building Valuation.
		1997 Institute of Housing and Urban Development Studies in Rotterdam, the Netherlands. Three month course on Urban Development and Municipal Finance.
		1997 Institute of Housing and Urban Development Studies in Rotterdam, the Netherlands. Three month course on Inner City Development and Revitalization.
		2003 Institute Housing and Urban Development Studies in Rotterdam, the Netherlands. Training of Trainers
		2005 DBR, the Netherlands skills for advising and acquisition

	2005	DBR, the Netherlands, leadership course
8 Countries of Work Experience	1996 present	Albania
	2001	United States of America
	1999	Kosovo
	2005	Kosovo

9 Languages		speaking	reading	writing
	English	excellent	excellent	excellent
	Italian	Good	Good	Moderate
	Macedonian	Fair	Fair	Fair
	Albanian	Mother Tongue		

10 Employment Record

From (year)	to (year)	Employer	Positions held
2005 – present		Co-PLAN, Institute for Habitat Development	Director (Responsible in representing the organization with third parties, project acquisition execution and control, involved in execution of local governance, community planning, research and training projects)
2002 - 2005		Co-PLAN, Institute for Habitat Development	Deputy Director (responsible for budget control, acquisition execution of development projects involved in execution of local governance, community planning, research and training projects)
2001		DAI, Development Alternatives Inc. USA	Assistant Marketing Manager (wrote project proposal, developed marketing materials, reviewed donor programs in the democracy and governance area in the Europe & ...)
1997 - 2000		Co-PLAN, Institute for Habitat Development	Deputy Director (responsible for community planning project involved in execution of, community planning, local government and research projects)

11 Detailed assigned	tasks	12 Work undertaken that best illustrates capability to handle the tasks assigned
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Visioning and Process design
Program management
Institutional Development
Organizing workshops with local authorities
Group facilitation
Coaching and support

Project name: Enabling Good Urban Governance II

Year: 2003 – to date

Location: Elbasan & Fier, Albania

Client: Municipalities of Elbasan and Fier

Main project features: creation of urban models based the formulation of city development strategy and urban regulatory plan in conjunction with LED through a city-wide participation process; establishment of municipal GIS; implementation of concrete projects, and knowledge dissemination;

Positions held: Program Manager

Activities performed: Overall Program management and coordination. strategic communication with leadership of participating Municipalities, Albanian Association of Municipalities, Ministry of Local Government and Decentralization, Royal Netherlands Embassy. Designed and implemented Municipal institutional assessment. Provided recommendation for municipal organizational development. Assisted local government in developing financial mechanisms for financing the City Development Strategy. Assisted local governments in resource mobilization. Assisted local

Project name: Kosovo Local Government Initiative

Visioning and Process design
Institutional Development

Year: 2005

Location: Kosovo

Client: Center for Urban Development Studies – Harvard Graduate School of Design on behalf of Research Triangle Institute , RTI

Main project features: The program assists 5 selected municipalities in developing and overall Municipal Development/spatial Plan. It assists the selected municipalities in improving their local government functions as service to the citizens. Improve public participation into the decision making.

Positions held: Consultant

Activities performed: Assisted RTI and local staff in developing the Scope of Activities for Developing Municipal Development/Spatial Plans. Dialogued with the Ministry of Environment and Spatial Planning in aligning the methodology of Municipal Development/Spatial Plans with the timing and legal requirement of the ministry. Assist each municipality to develop and customize their Action Plans and Schedule for drafting the Municipal Development/Spatial Plan. Develop generic Stakeholder Consultation Plan that can be customized by each municipality.

Project Management

Project name: Enabling Good Urban Governance I

Training design

Year: 2002-2003

Location: Country wide - Albania

Client: Royal Dutch Embassy

Training delivery

Main project features: Capacity building programme which aimed at enhancing the existing capacities of the key stakeholders involved in urban management in Albania through a number of training courses in Participatory Planning, Action Planning and Strategic Planning. It provided a good understanding of Local Governments needs through undertaking a Training Need Assessment (TNA) for 14 major municipalities. Ultimately, participants from 14 municipalities prepared concrete action plans.

Needs Assessment

Positions held: Project Manager/ Trainer

Activities performed: Overall project management and strategic communication with key stakeholders. Designed training curricula on Action and Strategic Planning; training delivery; designed and implemented a Training Needs Assessment for 14 major municipalities. Provided training on participatory planning,

Municipal Finance

Project name: Empowering Local Governance and Community Based Initiatives in the Municipality of Kamza

Year: 2000 - 2003

Location: Kamza

Client: Cordaid and Novib, the Netherlands

- **Main project features:** The project was intended to help the newly created local Government of Kamza, experiencing massive informal settlements, and other authorities cope with the difficult situation and establish proper mechanisms to guide urban development through developing a strategic planning, improving information management, organizational development strengthening etc.

Positions held: advisor municipal finance

Activities performed: Assist the Local Government and the project staff develop a CIP in regard to the Strategic Urban Plan.

Infrastructure design	Project name: Urban Land Management Project
Affordability analysis	Year: 1998
Social assessment	Location: Tirana
Participatory planning	Client: Ministry of Territorial Adjustment and Tourism
	Main project features: regularization of the informally build-up areas and strategic plan of the greater Tirana; provision of essential urban infrastructure to unserved or neglected areas in participating municipalities, including the municipality of Tirana and the district of Tirana, and strengthen the institutions responsible for the delivery of urban services at a local and national level
	Positions held: consultant
	Activities performed: Undertook socio-economic studies, neighborhood planning, infrastructure cost calculation and
Institutional assessment	Project name: Development of New Residential Area in Kruja
	Year: 1998
Infrastructure cost estimate	Location: Kruja
	Client: VNG, Dutch association of Municipalities
Demand analysis	Main project features: Within the assistance VNG provided to Kruja municipality in developing a new urban plan a study on how local government can undertake a Public Private Partnership initiative for developing a new residential area was undertaken
Feasibility analysis	
	Positions held: consultant
Cost benefit analysis	Activities performed: Undertook an institutional assessment to delineate roles and responsibilities of various actors in the housing provision. Undertook demand analysis for housing and commercial properties. Undertook infrastructure cost estimat for land development. Undertook feasibility study and cost benefit analysis. Conducted financial analysis on the worthiness of a housing development project.
Financial analysis	

Workshops

Project name: Urban Forum

Training

Year: 1997-2004

Conferences

Location: different

Forum

Client: various

Main project features:

Stimulate discussion on relevant urban issues at local & national level

i.e. improvement of residential areas and citizen participation, importance of strategic planning, urban and regional planning and managing rapid growth.

Positions held: co-organizer

Activities performed:

- Open Debate New ideas to manage urban reality, Tirana - 1998
- Urban Forum-New millennium new visions, Tirana. 1999
- New European Housing and Urban Policies ENHR-MRI conference, Hungary 1999
- "Urban Forum" New millennium new visions, Tirana - 1999
- ENHR International Conference "Making Cities Work", Tirana 2003
- Regional "Refresher Course" in collaboration with IHS - Institute for Housing and Urban Development Studies Durrës 2003
- National Conference "Governance for Change", Tirana 2004