

Local Development Plan 2015-2019

GANJA CITY, KAPAZ DISTRICT
KAPAZ MUNICIPALITY

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1. Introduction

Kapaz municipality was founded on December 12, 1999 at Kapaz district of Ganja city at the elections to the municipality which is one of the attributes of democracy. Initiative of establishment of municipalities first came by our National leader Heydar Aliyev.

According to Resolution of the Central Election Commission dated January 12, 2015 and Article-144 of the Constitution of the Azerbaijan Republic, 19 municipality members which of 7 is women were elected by free and ballot vote in December 23, 2014 with the aim of fulfilling local self-governance in Kapaz district.

Administrative boundaries of Kapaz municipality are situated on the territory of Kapaz district of Ganja city except Hajikand settlement. Area of the municipality is 69.57 sq.km. There are 5 settlements called Mahsati, Sadilli, Shikhzamanli, Javadkhan and Natavan and 290 streets on the area.

The number of residents living on the territory of the municipality is 177970 people. 279 of them are martyrs' families, 250 are disabled persons of Garabagh war, 270 are Chernobyl invalids, 5 are the Great Patriotic War veterans and 183 have been marked for their selfless labour at the rear front.

Kapaz district, where the municipality is situated, is mainly industrial district and 10 industrial, 4 transport, 3 construction and mounting enterprises and 14 communication departments are based here.

1 higher, 26 secondary and 22 preschool educational establishments, 2 vocation lyceums, 1 vocational school, 22 health centres, 6 cultural-educational institutions, 2 musical schools, 11 libraries are at people's service on the administrative territory of the municipality.

5 permanent commissions, executive body consisting of 45 members function at Kapaz municipality and 24 quarter (block) committees function on the territory.

Kapaz municipality is implementing local self-governance at Kapaz district of Ganja city (except Hajikand settlement) and builds its activity on the basis of the relevant articles of the Constitution of the Azerbaijan Republic, the Law of the Azerbaijan Republic "On status of municipalities", other regulatory-legal acts. Municipality consider opinions and views of citizens in elaboration of local programs.

Large-scale reconstruction, renovation, cleaning, and landscaping activities implemented in the municipal territory with the initiative of city and district Executive Committee, improvement of citizen oriented social and public services are defined as prioritized duties of Kapaz municipality.

In order to improve tax collection and strengthen the local budget, digital database of tax payers were created, tax collection officers were supplied with special uniform, local taxes and charges have been achieved to be paid via bank and postal communications offices, payments received from vehicle parking have been increased, the private house and cottages in settlement were registered and appropriate measures are taken for those tax payers who refuse to pay taxes.

Kapaz municipality keeps close connection with its citizens via 24 quarter (block) committees to know the opinions and views of citizens on different issues.

Kapaz municipality, its executive branch, quarter (block) committees seriously consider and proceed with the appeal and complaints of its citizens and demonstrate high insistence for their timely and positive solution.

Budget of Kapaz municipality is mainly directed to renovation, construction and cleaning and landscaping works.

Kapaz municipality is extending its contacts in the sphere of international cooperation and inter-municipal contacts with Kechioren municipality of Turkey and Kutaisi municipality of Georgia. Moreover, there is a fruitful cooperation with German International Cooperation in elaboration of municipal Local Development Plan for 2015-2019 and improvement Local Tax Management applying innovative software.

The web-site of Kapaz municipality -www.kepezbelediyyesi.org have been created in order to ensure access of citizens to all news, information about their municipality and its activities, provide transparency and social participation in municipal activities, improving of e-services and creating of e-database. It will also lead to widely applying of information-communication technologies in local self-governance sector.

Current Local Development Plan has been developed by our municipality in the frame of the program “Support to Local Self-Governance in South Caucasus” realized with the financial support of German International Cooperation (GIZ). The main purpose in elaboration of Local Development Plan is to achieve rendering more qualitative services to people in local social, economic and environmental spheres, to enhance opportunities for the municipality to possess sustainable economic resources and to strengthen activities aimed at solution of local issues in the next 5 years by our municipality.

Local Development Plan consists of 10 sections, providing general information about municipality, local socio, economic and environmental problems, their elimination mechanisms, roles and duties of the parties interested in elimination of problems, financial means necessary for solution of local problems, activity plan, sustainability, monitoring and evaluation.

2. General Information

A1. Name of the municipality:	Ganja city Kapaz district Kapaz municipality		
A2. Name of the administrative-territory covered by municipality :	Ganja city Kapaz district (except Hajikand and Goygol settlements)		
A3. Address of the municipality:	Ganja city, Shah Ismail Khatai avenue. 101, Administrative building		
A4. Municipality territory:	(sq.km) 69,57 (ha) 6957		
A5. Total area of municipal lands -900,0 ha. Of this:	Lands in general use	Lands in use and lease of legal and private persons	Lands of reserve fund
	201,0	154,16	544,84

A6. Population in the municipal territory (person, 2014):	Age group	Male	Female	Total
	0-5	7186	5777	12963
	6-18	16045	14221	30266
	18-35	27865	28942	56807
	35-60	27164	31924	59088
	above 60	7897	9967	17864

A7. Areas neighbouring (having boundaries) with the municipality:	Nizami (Ganja c.) municipality
	Goygol district Hajimalik municipality
	Goygol district Gushgara municipality
	Goranboy district Nizami municipality
	Samukh district Chobanabdally municipality
	Samukh district Tatly municipality
	Samukh district Aliushaghi municipality
	Samukh district Institut municipality
	Samukh district Sarkar municipality
A8. Location (foot of the mountain, big slope, valley etc.)	On Ganja-Gazakh plain of Kur-Araz lowlands on the northeast foot of Small Caucasus
A9. Distance from the centre of the city and time to reach	km 3,0 hour 0,15 .

**B 1. Municipality
councillors:**

№	Name, surname, patronymic	Profession / Specialty	Election period	Contact number
1	Abdullayev Yashar Atakishi oglu	Merchandiser		050-264-22-33 050-375-75-71
2	Bagirov Rustam Safdar oglu	Economist		050-286-22-88
3	Alasgarov Shakir Shikhi oglu	Electrical engineer		055-206-03-70
4	Mammadov Elshad Tofiq oglu	Mechanical engineer, economist		050-357-94-54
5	Ahmadov Gazanfar Islam oglu	Teacher		050-355-47-20
6	Ahmadov Natig Mammad oglu	Mechanical engineer		050-255-01-01 070-310-88-59
7	Mirzayeva Yegana Valaddin gizi	Medical care		055-956-70-56
8	Tagiyev Anar Gurban oglu	Teacher of physics		055-708-90-91
9	Abdullayeva Aynura Ali gizi	Doctor-neurologist		050-489-11-22
10	Budagov Husseyn Taghi oglu	Teacher of history		050-588-05-03
11	Hasanov Elnur Latif oglu	Teacher of history- geography		055-257-22-56
12	Khasayeva Zarifa Elchin gizi	Philologist		055-248-76-22
13	Imanli Eldaniz Elbrus oglu	International relations		070-375-50-80
14	Guliyeva Ramida Zahid gizi	Chemistry-biology		055-462-60-63
15	Gahramanova Zumurud Naghi gizi	Teacher of history		055-247-94-36
16	Maharramova Lala Ilgar gizi	Philologist		055-973-09-08
17	Mammadov Fagan Karim oglu	Teacher of history		050-391-12-47
18	Musayev Dilbazi Chovdar oglu	Construction engineer		050-397-57-27
19	Nasibova Gunay Asim gizi	History and community		055-735-79-89

**B 2. Age composition of
municipality members
(person):**

18-35 years	35-60 years	above 60 years
11	6	2

**B 3. Permanent and other
commissions:**

№	Name of commission	Status	Number of members
1	Local social issues	permanent commission	5
2	Local ecology issues	permanent commission	5

3	Local economic development issues	permanent commission	5
4	Local budget issues	permanent commission	5
5	Legal issues	permanent commission	5
6	Public housing and utilities issues	other commission	5

B 5. Structure of executive branch:

Nº	Names of structures, units and positions	Number of employees	Monthly gross payroll
1	Chairman	1	600,00
2	Deputy Chairman	1	450,00
3	Senior consultant on territorial management issues	1	240,00
4	Senior consultant on document management issues	1	240,00
5	Head accountant	1	240,00
6	Senior inspector on local taxes	2	480,00
7	Lawyer	1	200,00
8	Construction Engineer	1	200,00
9	Computer programmer	1	200,00
10	Consultant on social-economic issues	1	200,00
11	Consultant on communal service	1	200,00
12	Accountant-register	1	200,00
13	Treasurer	1	200,00
14	Inspector on registration of local taxes	1	200,00
15	Inspector on local taxes	1	200,00
16	Human Resource Manager	1	170,00
17	Stationary officer	1	170,00
18	Archiving officer	1	170,00
19	Local tax commissioner	15	under a contract
20	Parking attendant	15	under a contract
21	Driver	1	180,00
22	Gardener	2	320,00
23	Worker	2	320,00
24	Cleaning lady	1	160,00

B6. Number of municipality workers/employees:

Male	Female	Total
36	7	43

**B7. Age composition of
municipality
workers/employees**

18-35 years	35-60 years	above 60 years
6	22	15

3 Resources

D 1 Human:

Total population	Age group	Male	Female	Total
177970	0-5	7283	5810	13093
	6-18	16206	14282	30488
	18-35	27977	29092	57069
	35-60	27217	32199	59416
	above 60	7916	9988	17904

D 2. Employment

Category	2014	2015
State	10748	10718
Municipality	52	48
Private	12950	12960
Agriculture	368	375
Private persons	1054	1076
Working in the private household	83	94
Religion figures	849	851

D 3. Education

Name	2014	2015	Condition of buildings (repaired, useless, needs to be repaired etc.)
<i>Number of preschool organizations</i>	27	27	
Number of children	1895	1895	
Number of teachers	201	201	
<i>Number of secondary schools,</i>	24	24	
Number of pupils	18120	18923	
Number of teachers	1963	1949	
<i>Vocation schools,</i>	3	3	
Number of pupils	842	845	
Number of teachers	65	65	
<i>Number of secondary education institution.</i>	1	1	
Number of pupils	705	700	
Number of teachers	274	274	

<i>Number of people with higher education, of them:</i>	24900	26400	
Agrarian (agronomist, live-stock specialist, mechanic etc.;	168	184	
Economic (economist, manager, accountant, financier etc.);	723	708	
Technical (electrician, constructor, IT, technologist etc.;	1524	1496	
Humanitarian (teacher, sociologist, psychologist etc.)	206	206	
Number of people with incomplete higher education	3500	4000	
Number of people with special secondary education, person	14900	15200	
Number of people with secondary education	76527	77240	
Number of people with incomplete secondary education	16017	16024	
Number of people with primary education	-	-	
Amount of higher education institutions	2	2	
Amount of orphan asylums, number	1	1	
Number of children there	66	66	
Number of children and teenagers deprived of parental care	150	150	
Amount of educational institutions for children with limited health	-	-	
Number of doctors	603	623	
Number of paramedical workers	1150	1200	

D 4. Water Resources

Name	2014	2015
Rivers:	Ganjachay	Ganjachay
Lakes:	-	-
Water basins:	18	18
Waterfalls:	-	-
Springs	-	-

D 5. Land Resources	Lands in general use	Lands in the use and lease of legal and private persons	Lands of reserve fund
	201,0	154,16	544,84

<i>Structure of land fund:</i>			
	Indices	2014	2015
	Total land area, ha	900,0	900,0
	<i>Reserve fund</i>	397,0	397,0
	<i>Perspective development fund</i>	65,0	65,0
	<i>Lands suitable for agriculture</i>	80,0	80,0
	<i>Lands less suitable or useless for agriculture</i>	157,0	157,0
	<i>Lands in general use</i>	201,0	201,0
	<i>Other</i>		

<i>Arable lands, ha</i>	Indices	2014	2015
	Of them:		
	· Lands under planting, rest and perennial plants, ha	45,0	45,0
	· Lands under pastures and hayfields, ha	16,1	16,1
	· Lands exposed to severe erosion, ha		
	Plots in private use, average index, ha		
	Farmsteads, ha.	740,0	750,0
	Per person, ha.		
	Land tax tariff (per hundredth of hectare)		
	Lease fee tariff (per hundredth of hectare)	1,5	1,5
	Condition of lands: short description (text) of the condition of the sowing areas, pastures		

4 Problem and Opportunities

Category	Problem description	Causes of problem	Problem affects	Financial means necessary for solution of the problem	Resources of the community for solution of the problem	Resources of the municipality for solution of the problem	Other Resources for solution of the problem
Social	Inter-block roads is in poor condition and need to be improved	Construction of new settlements, expiry period of roads is over, non-performance of substantial repair works.	People find it difficult to go to the center of the city. Maintenance cost of cars increased, pupils hardly go to school in winter season, People's trust in municipality decrease and it creates difficulties in collection of local taxes	40.000 AZN 30.000 AZN	Manual Labor and partially financial means.	Mobilization of population, organizational work, appeal to the relevant agencies, financial aid.	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well. Business sector may be involved in the solution of the problem for a charity purpose.
	Improvement of water supply (Javadkhan settlement)	The settlement is newly built, settling of the people from neighboring regions in the city, population growth, insufficiency of financial means for the solution of the problem	People find it difficult to get drinking and domestic water, they buy water from other sources for more expensive price (water tanks), and quality test of water fetched from other sources is not accomplished so far which may cause certain complications.	25-30.000 AZN	Manual Labor and partially financial means.	Mobilization of population, technical support, organizational work, appeal to the relevant agencies, financial aid.	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well. Business sector may be involved in the solution of the problem for a charity purpose.

	Improvement of drinking water supply	Certain artesian wells have not been registered in the balance of relevant departments, Service period of some artesian or sub-artesian wells expired.	It is difficult to fetch potable water, people buy water from other sources for more expensive price (water tanks), and quality test of water fetched from other sources is not accomplished so far which may leave certain bad complications.	35.000 AZN	Manual Labor and partially financial means.	Mobilization of population, technical support, organizational work, appeal to the relevant agencies, financial aid.	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well. Business sector may be involved in the solution of the problem for a charity purpose.
	Construction of sports ground for children (Javadkhan settlement.)	The settlement is newly constructed and no sports ground are serving for children so far.	There is no place for children to entertain. Parents cannot afford regularly to take children to other places of the city for entertaining.	36.000 AZN	Manual work	Mobilization of population, technical support, organizational work, appeal to the relevant agencies, financial aid.	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well. Business sector may be involved in the solution of the problem for a charity purpose.
	Construction of medical point. (Javadkhan settlement.)	The settlement is newly built and medical point served to people yet.	People go to other medical institutions to receive the first aid that cost more expensive and time consumption.	50-70.000 AZN	Manual Labour and partially financial means.	Mobilization of population, technical support, organizational work, apply to the relevant agencies, financial aid.	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well. Business sector may be involved in the solution of the problem for a charity purpose.

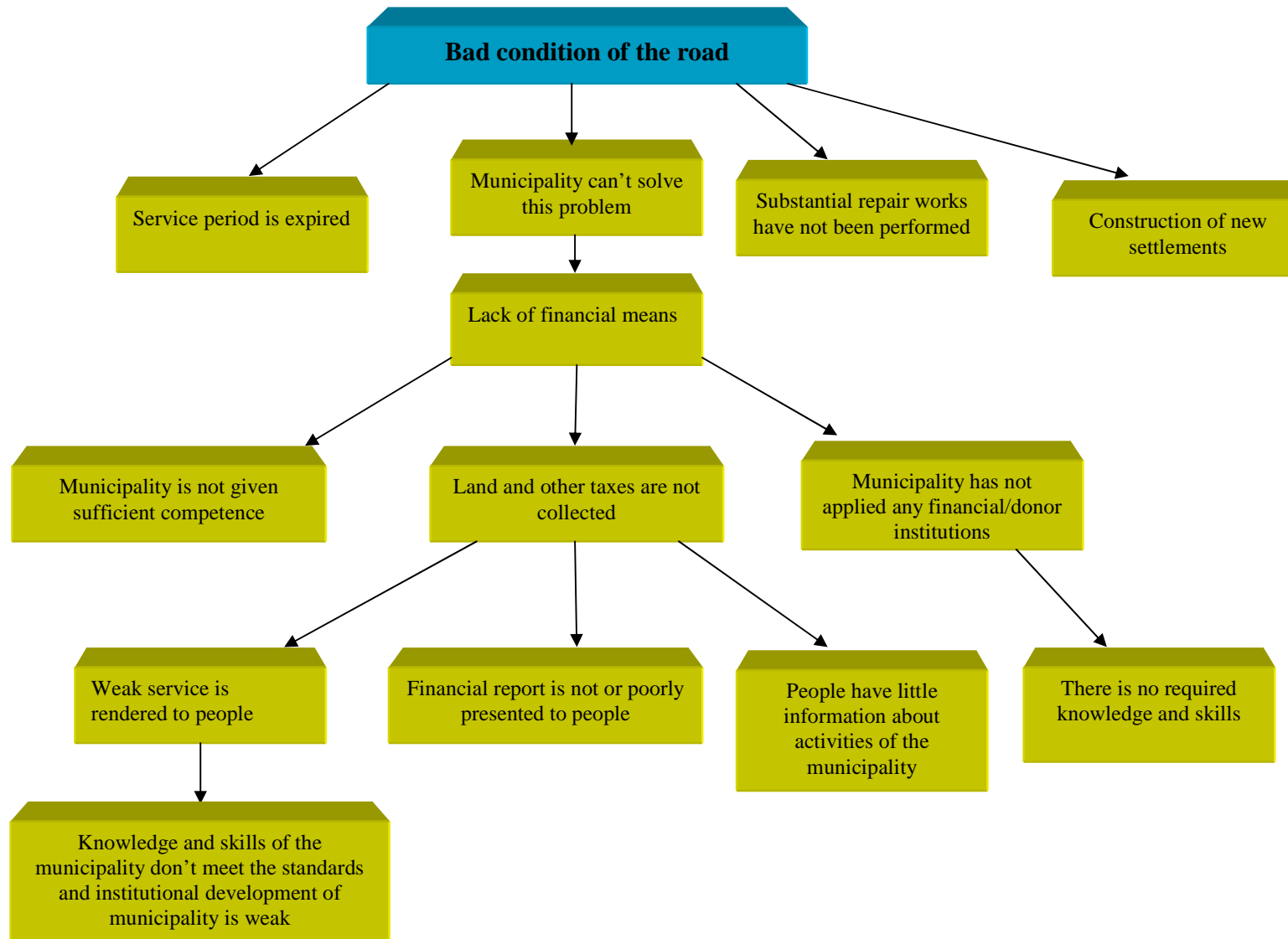
	Improvement of access to Electronic information sources of school (e-library) (Javadkhan settlement.)	Pupils are mainly IDPs at the school consists of IDPs, computer equipment of school does not meet standards, and there is no access to e-library.	Pupils cannot obtain necessary learning materials from e-libraries, access to electronic educational sources is weak.	21-28.000 AZN	-----	Mobilization of population, technical support, organizational work, appeal to the relevant agencies, financial aid.	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well. Business sector may be involved in the solution of the problem for a charity purpose.
	Current repair of Sports Grounds	As sports grounds are regularly used, there is a need for current repair. Relevant agencies don't have sufficient financial means to solve the problem/	Quality of trainings are decreasing, It becomes difficult to attract sportsmen to trainings, interest for amateur sport decreases etc.	2.000 AZN	-----	Mobilization of population, technical support, organizational work, appeal to the relevant agencies, financial aid.	City and district Executive Committee may support in solution of the problem.
	Creation of rehabilitation center for disabled children.	There is a shortage of necessary equipment and staff in the corresponding state institutions. And other relevant agencies can cover very little number of children belonging to this category.	Handicapped children cannot timely and properly proceed with the rehabilitation courses, timely interference with the diseases and necessary recommendations are delayed.	60.000 AZN	Partially financial means.	Mobilization of population, technical support, organizational work, appeal to the relevant agencies, financial aid.	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well. Business sector may be involved in the solution of the problem for a charity purpose.
	Improvement of vocational school.	Material and technical resources of vocational schools is weak, there are modern vocational fields that are not taught in vocational schools, coordination between vocational schools and employment agencies is weak,	Preparation of vocation directed experts is weak, it is possible to master modern vocations at other private courses which is quite expensive, children of low-income families cannot master vocation at such courses and this causes increase of unemployment.	90-150.000 AZN	-----	Mobilization of population, technical support, organizational work, appeal to the relevant agencies.	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well.

		and guidance of the youth to vocation specialties is weak.					
Economic	Construction of temporary car parking stations	There is no car parking stations that meet standards. Big budget is required, Shortage of necessary staff	Municipality can sufficiently increase its budget from organization of parking business, and this can support in solving social, economic and environmental problems.	800.000 AZN	-----	Mobilization of population, technical support, organizational work, appeal to the relevant agencies.	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well.
	Creation of Business-Training center	Absence of training center meeting standards, absence of initiative, shortage of financial means and staff	Consultation services rendered to entrepreneurs is weak, training of entrepreneurs is conducted weakly etc.	90.000 AZN	-----	Mobilization of population, technical support, organizational work, appeal to the relevant agencies.	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well.
	Support for development of tourism	Tourism potential is not fully studied, weakness of publicity and propaganda works in the direction of tourism.	Tourism Entities dealing with can't encourage and promote tourism potential of the region.	40.000 AZN	-----	Technical support, organizational work, apply to the relevant agencies.	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well.
	Simplification of tax accounting and calculation	Absence of digital program for simplification and improvement of tax accounting and calculation complying with to relevant legislation	Tax accounting and calculation processes takes more time, more staff and other resources.	-----	-----	Technical support and organizational work.	-----
	Organization of market and seasonal fairs	Seasonal market and fairs are not organized so far.	Farmers cannot sell their products faster and for rational price. People living in municipal territory can't buy cheaper and good quality of agriculture products.	15-20.000 AZN	-----	Technical support, organizational work, relevant	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well.

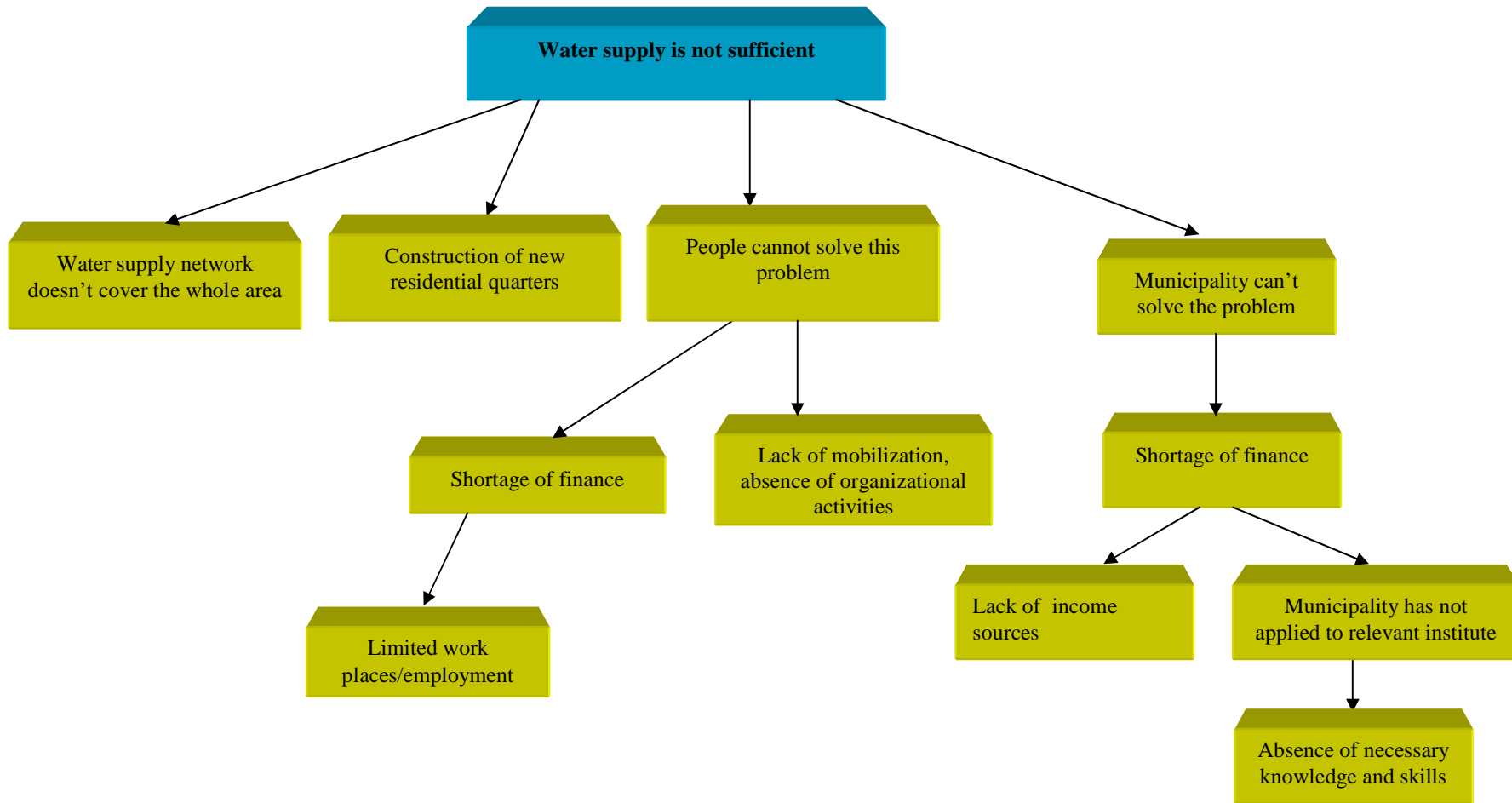
Environment	Cleaning of yards of multistoried apartment buildings and renovation work	Deep cleaning and renovation work is not conducted properly, people are indifferent and have little sense of responsibility for keeping clean their yards	facade of some buildings become dirty, aesthetic look is spoiled etc.	60.000 AZN (for 5 years)	-----	Technical support, organizational work, relevant	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well.
	Greening works (certain area - 3)	Before there was completely no or little verdure in these areas.	If care and restoration works aren't done, it will cause verdure to disappear gradually	25.000 AZN (for 5 years)	Hand work and partially financial means.	Mobilization of population, technical support, organizational work, appeal to the relevant agencies.	City and district Executive Committee may support in solution of the problem. International and local NGOs may be involved as well.

Analysis of social problems

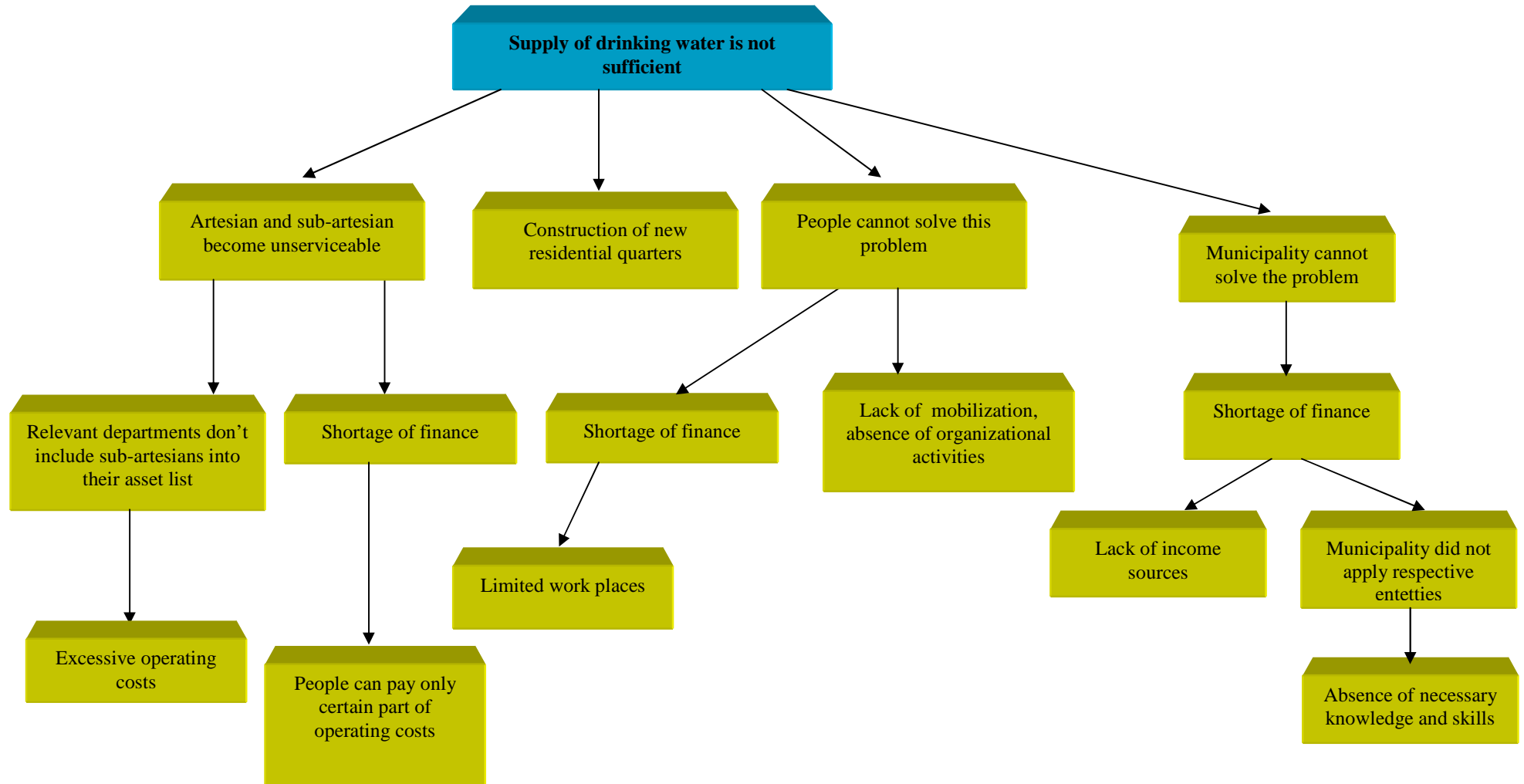
- 1) Poor condition of inter block roads.



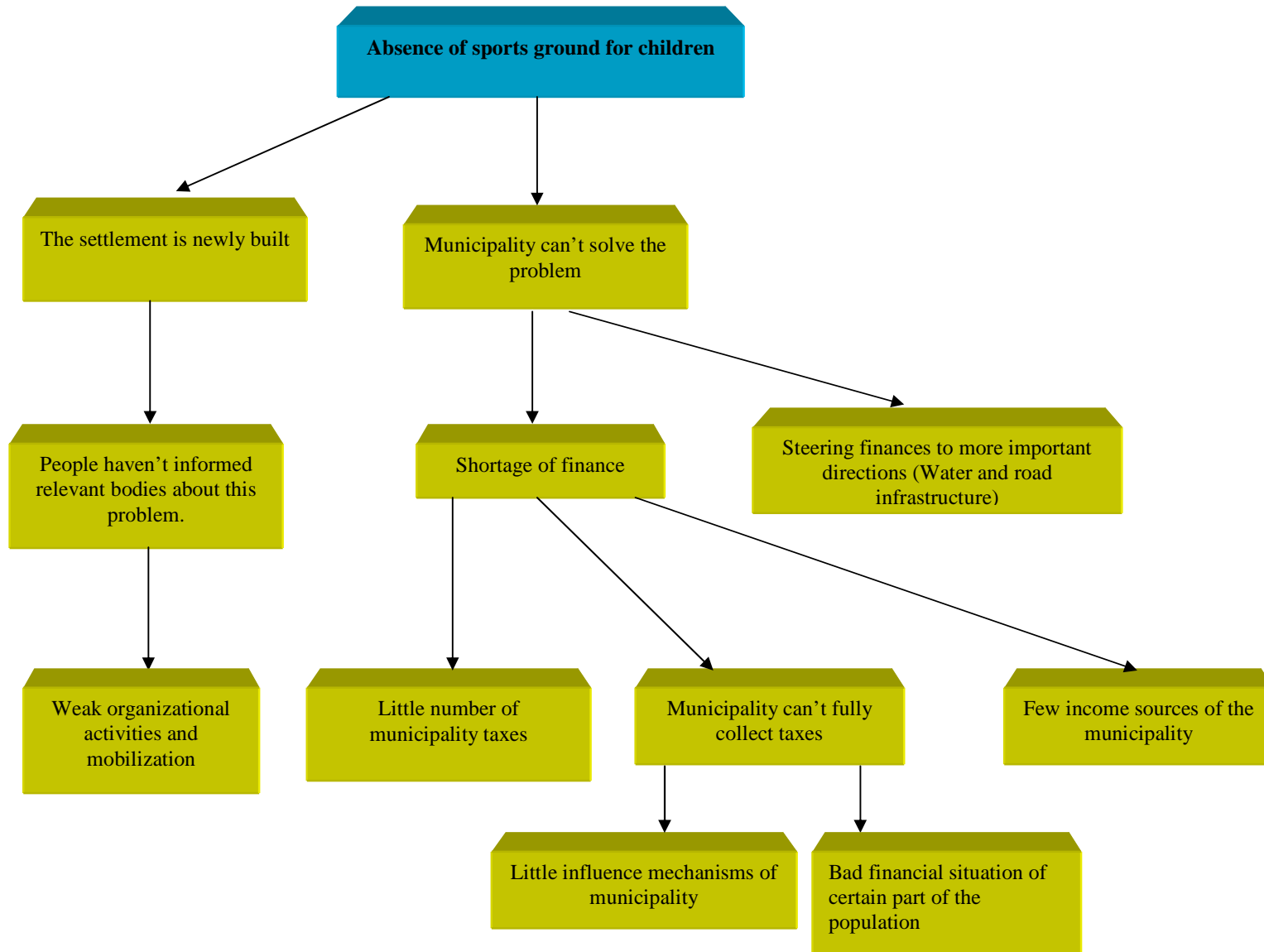
2) Improvement of water supply



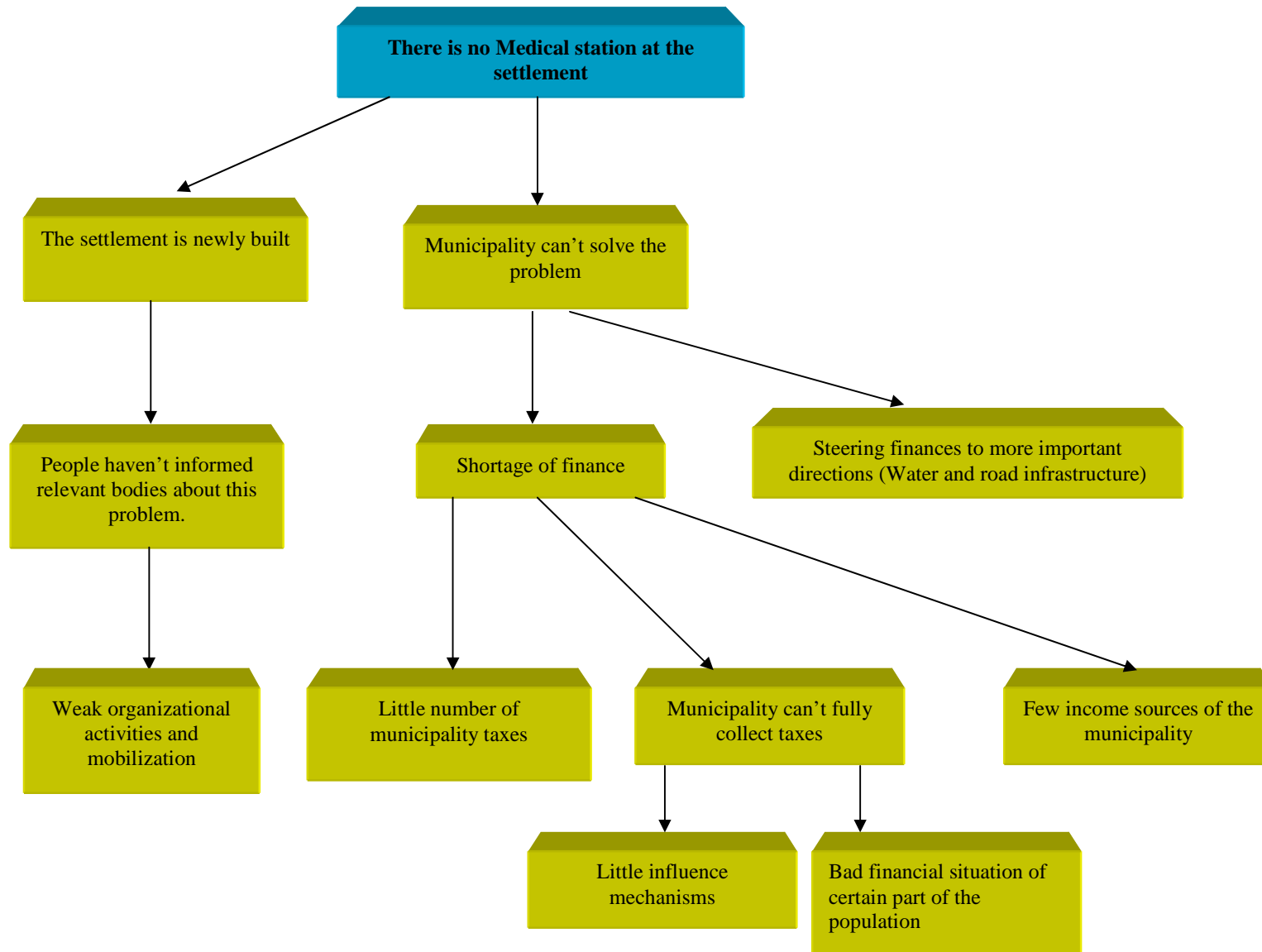
3) Improvement of drinking water supply



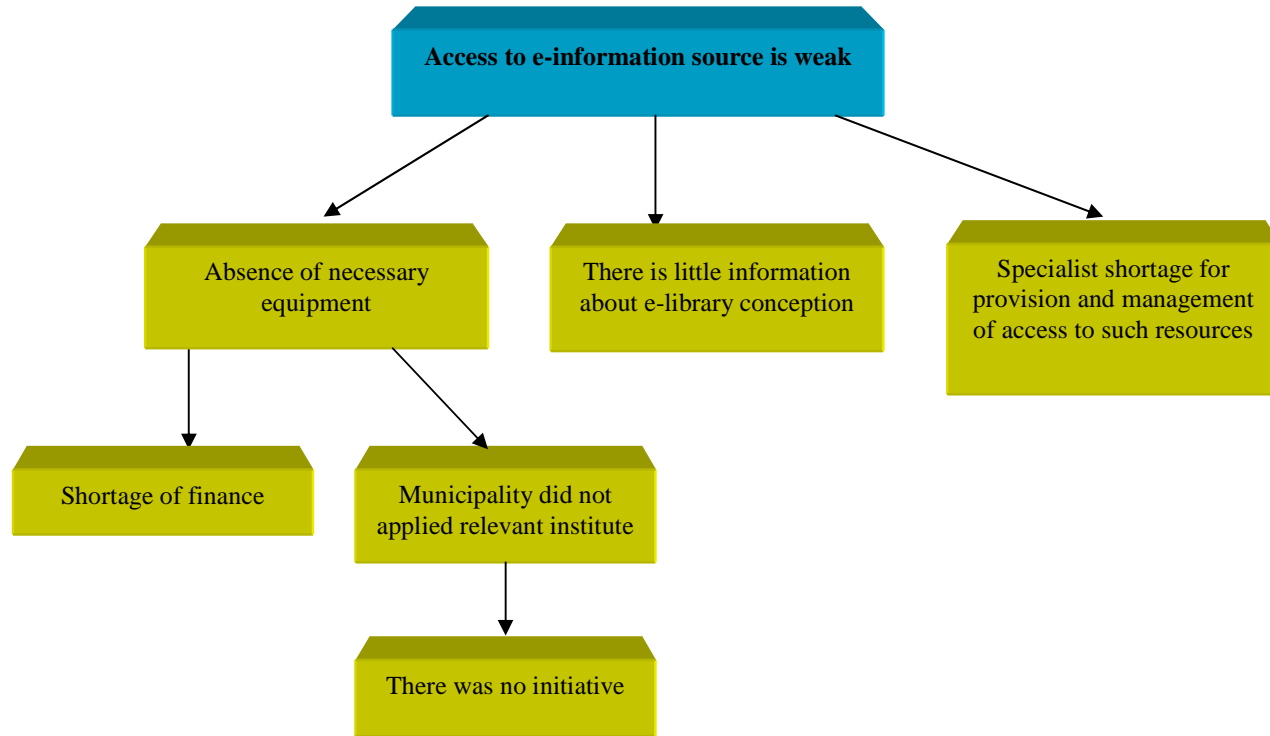
4) Construction of sports ground for children



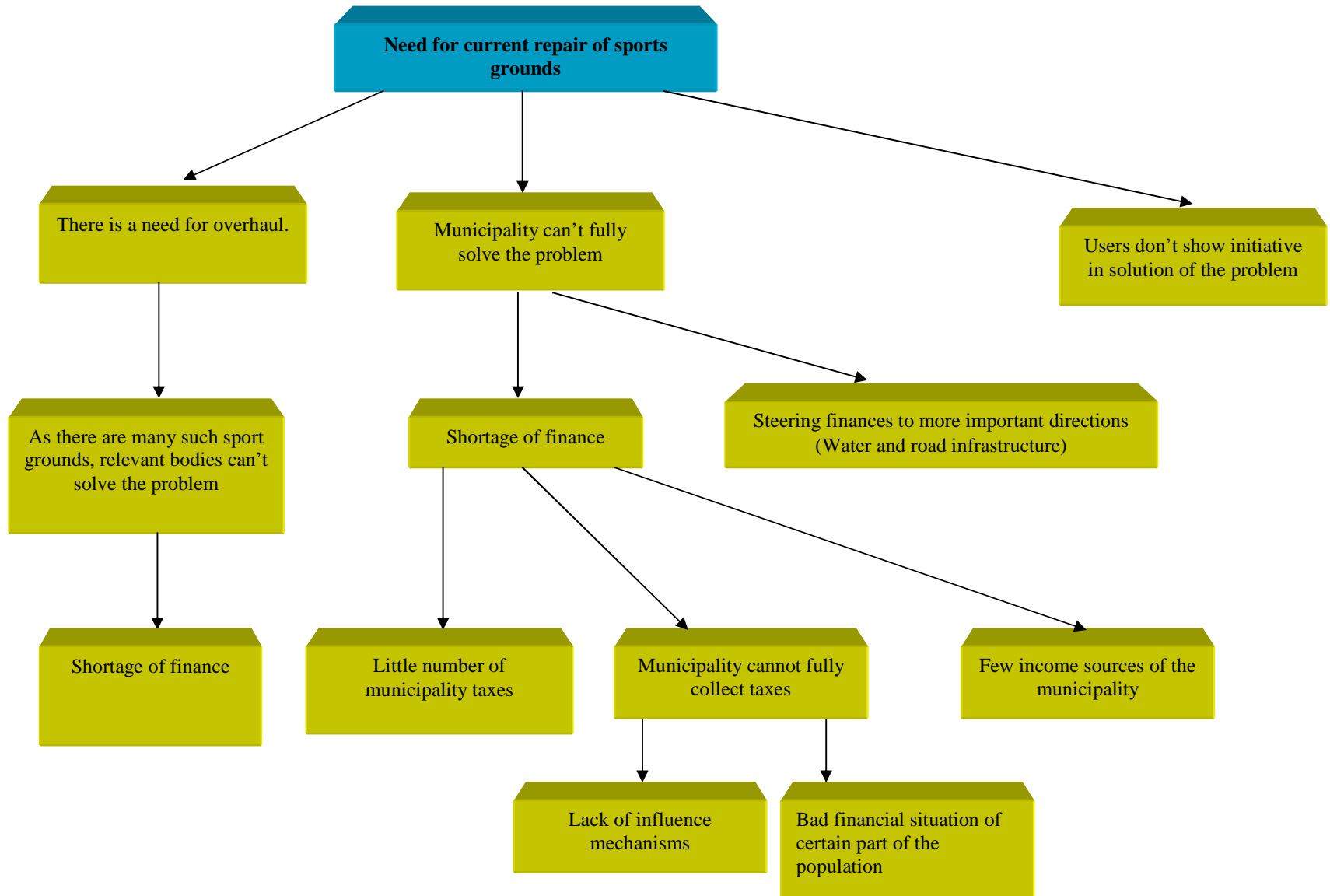
5) Building of medical Point



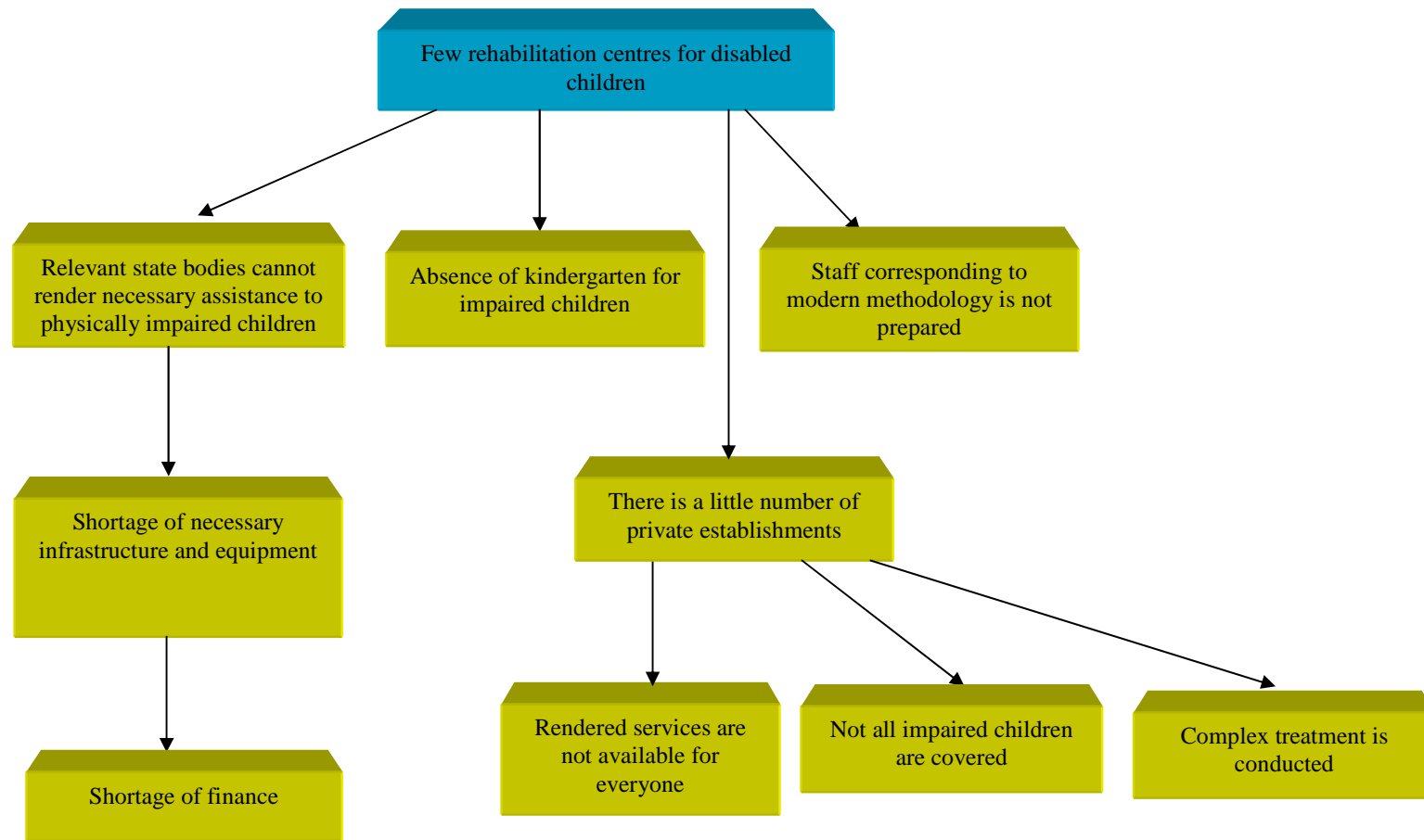
6) Establishment of e-library



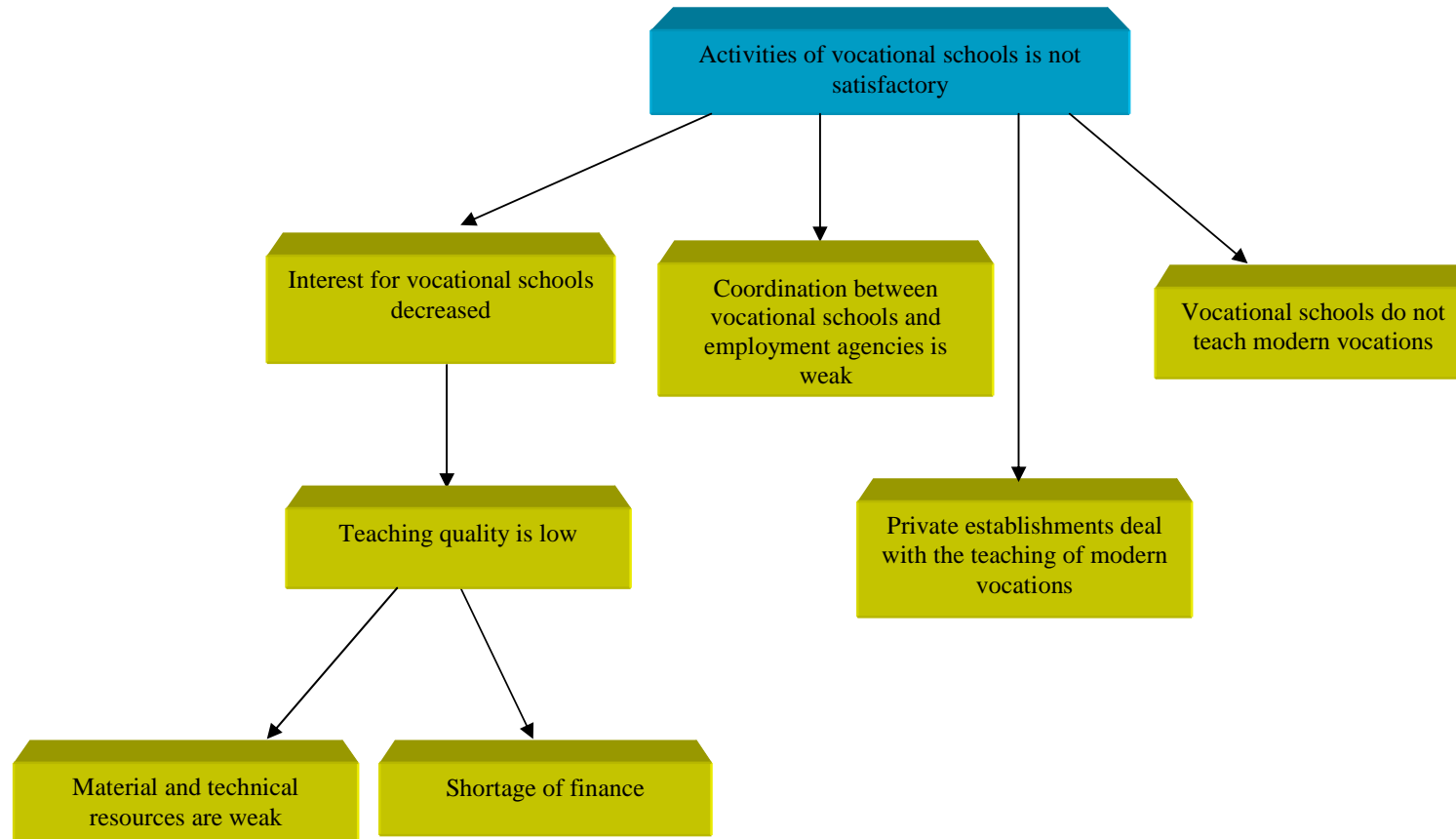
7) Current repair of sports ground



8) Creation of rehabilitation center for Disabled children

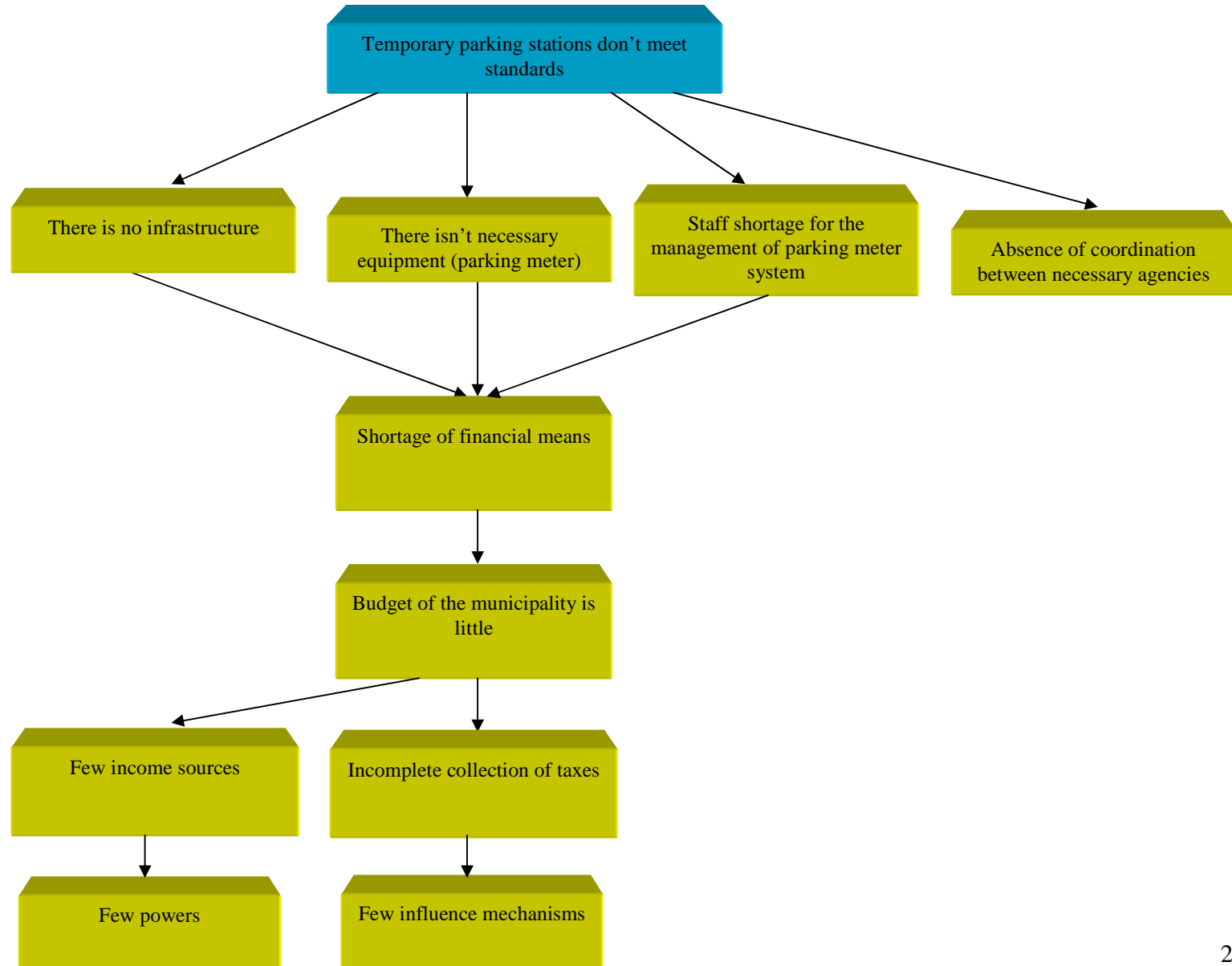


9) Improvement of vocational schools

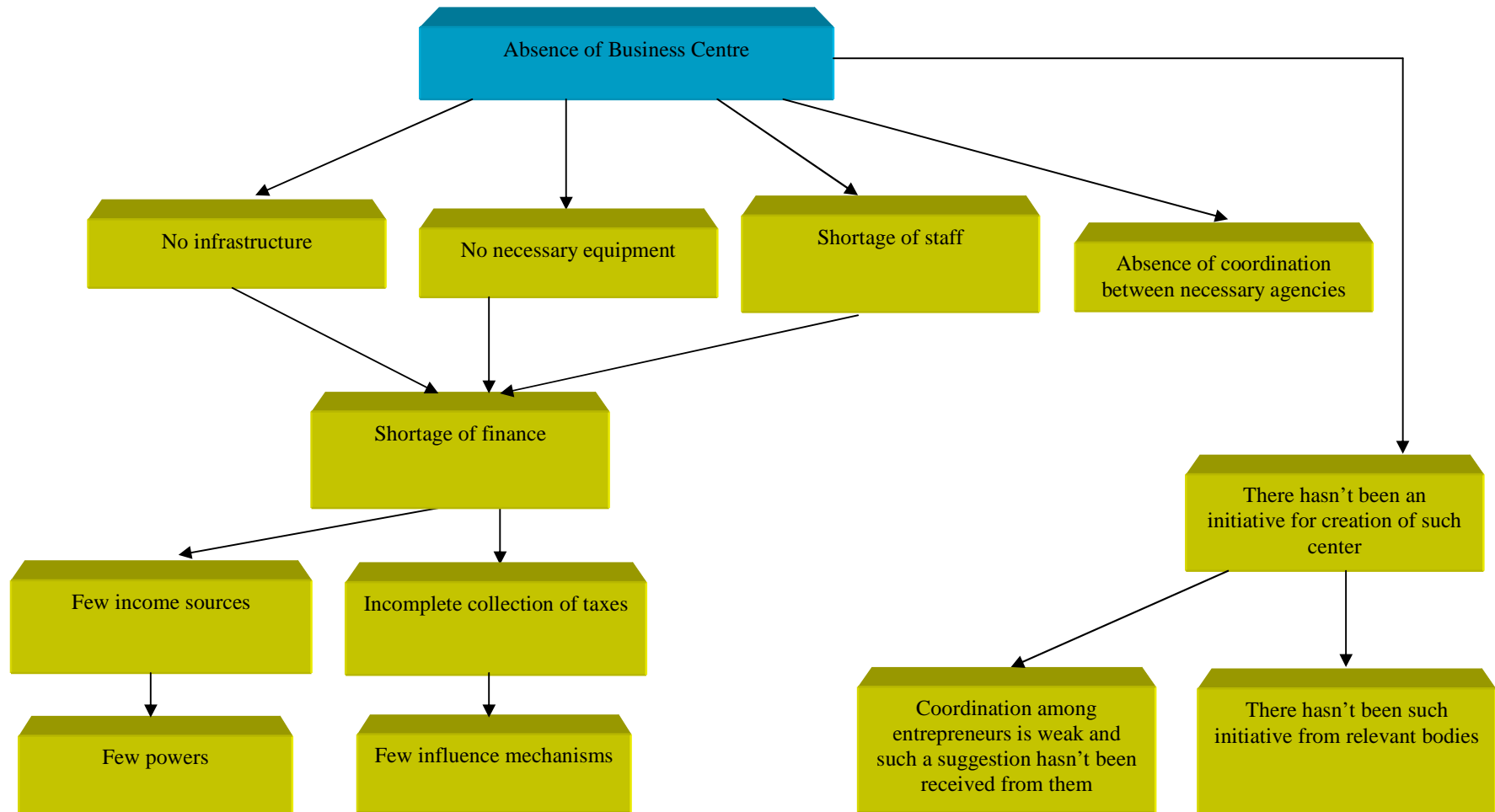


Analysis of economical problems

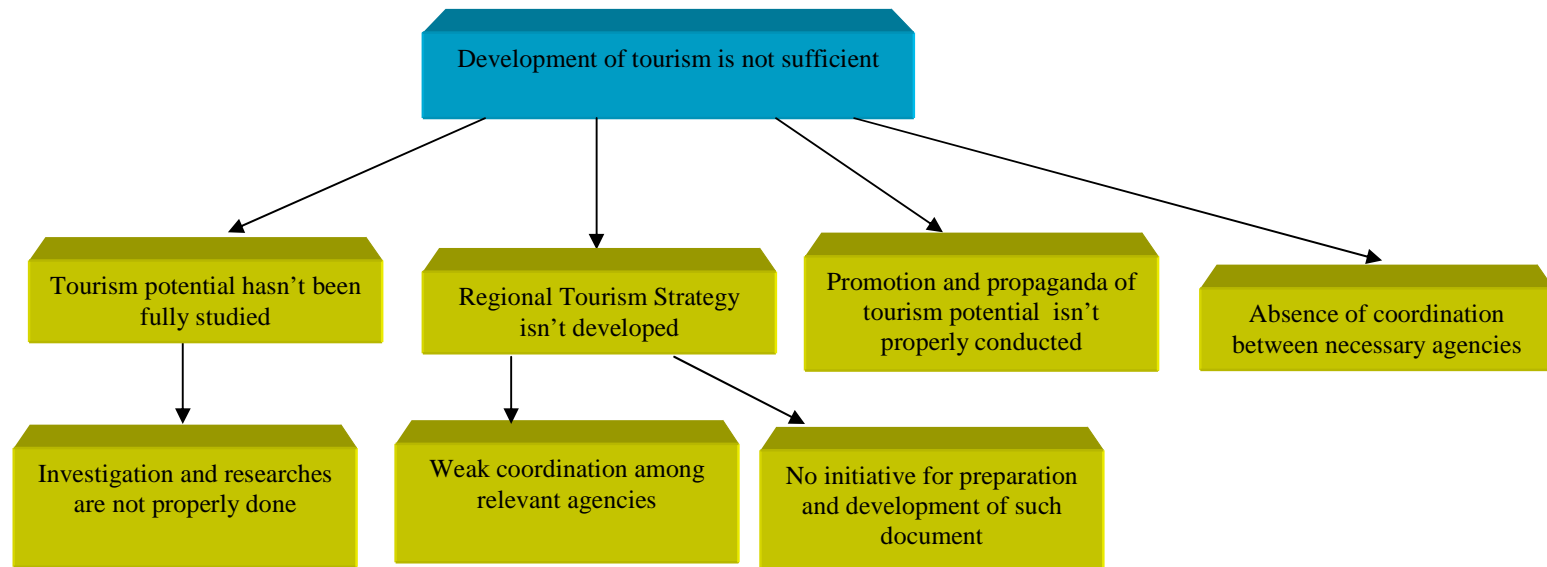
1) Construction of temporary parking station



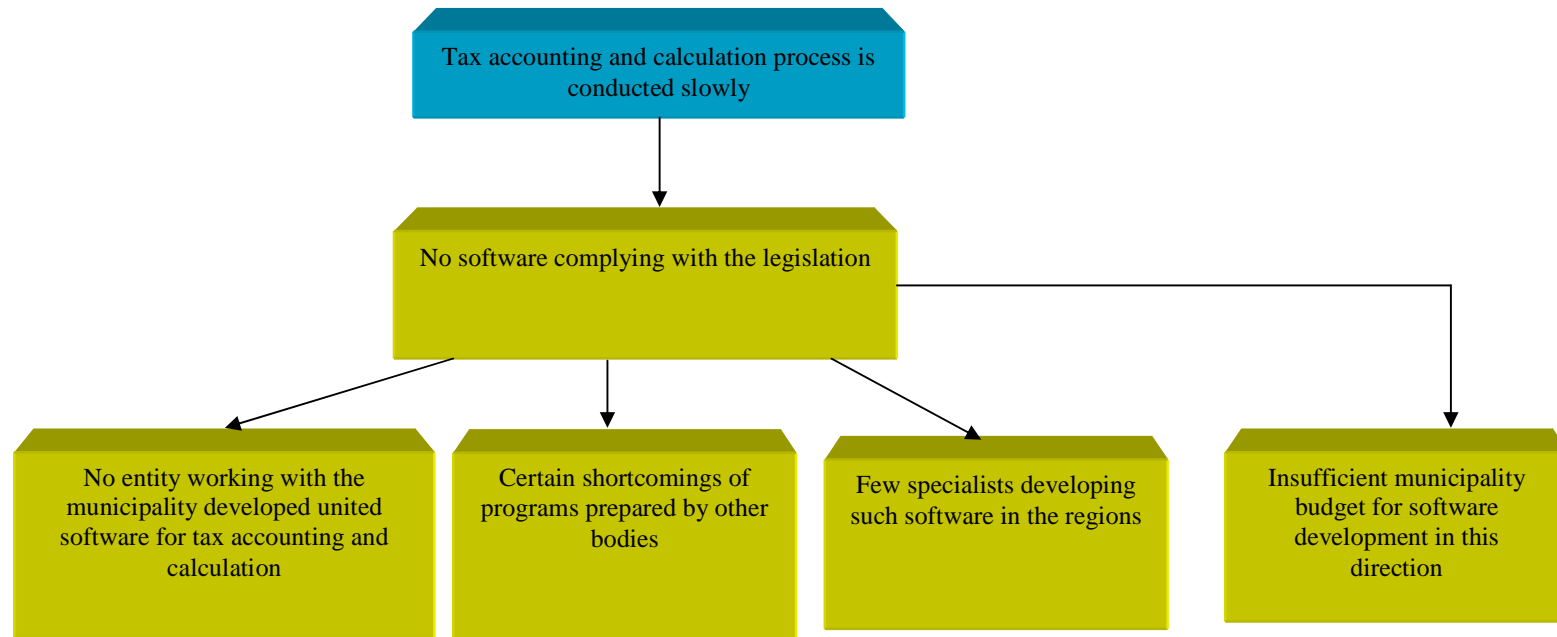
2) Creation of business training centre



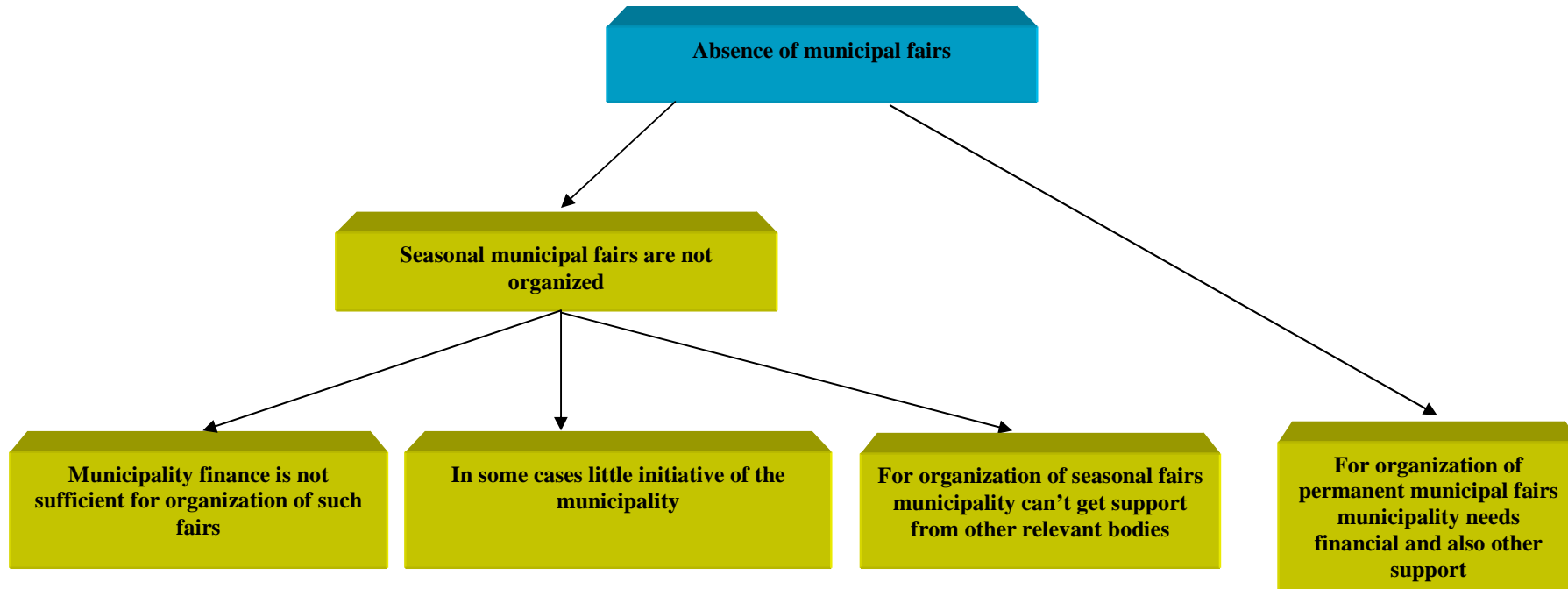
3) Support for development of tourism



4) Simplification of tax accounting and calculation

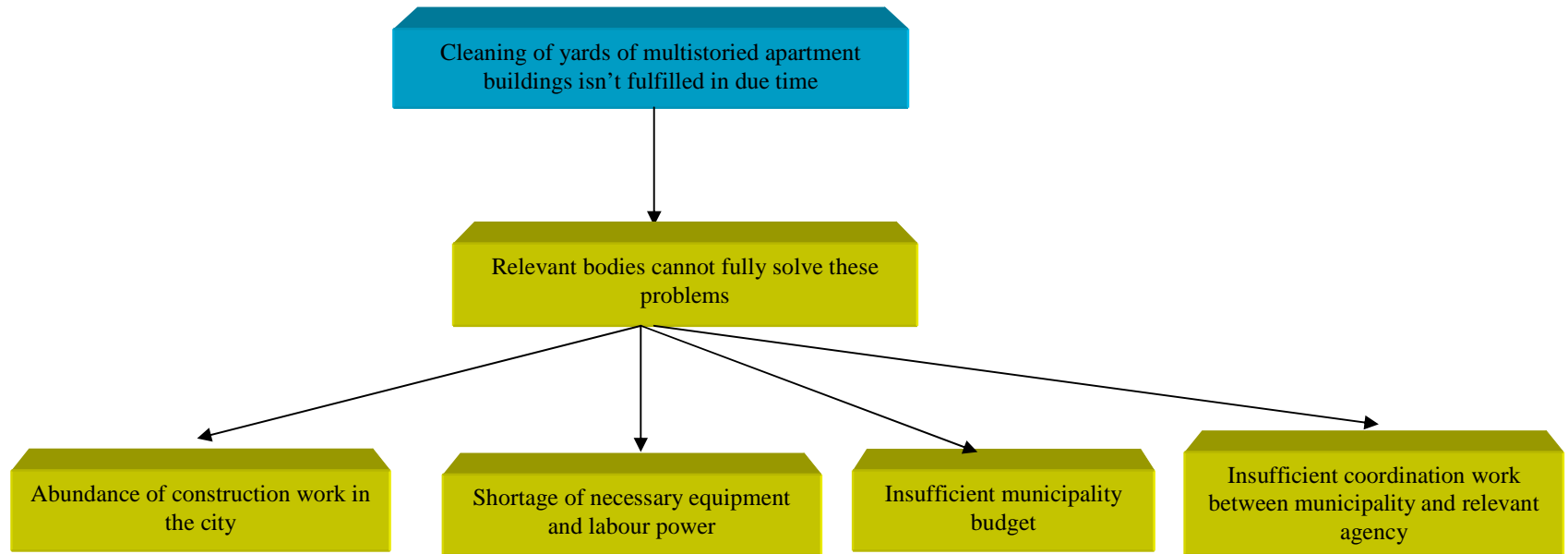


5) Organization of municipal fairs

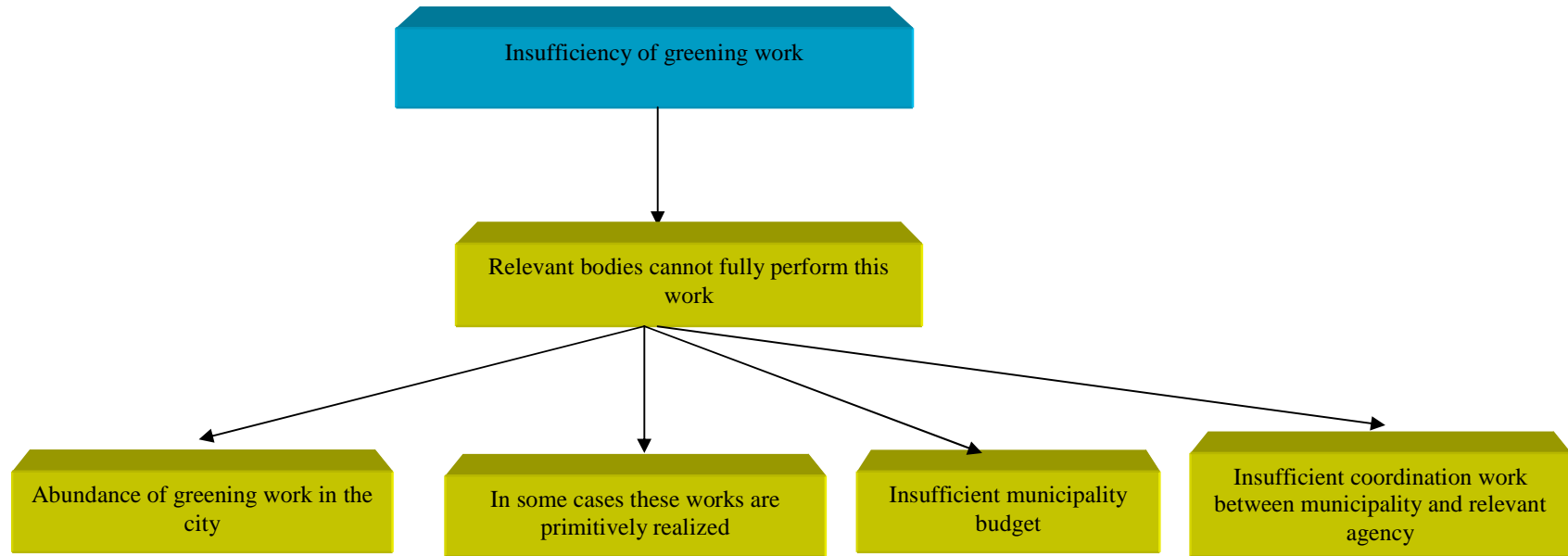


Analysis of environmental problems

- 1) Cleaning of yards of multistoried apartment buildings and construction work



2) Greening works (certain area -3)



5. Stakeholder Analysis

Stakeholders		Interest	Influence (how)	Possible cooperation
District	Municipality	Solution of local Social and Economic problem	++ Financial support, organizational activities, spreading of information, mobilization, collection of financial means, development of project proposals and necessary appeals	+++
	District Executive Committee	Solution of social, economic and environmental problems in Kapaz district and protection of state interests	+++ Technical and financial support, mobilization of the people, awareness raising, organizational support	+++
	Population	Solution of problems, normal living standards	++ Labor power, material support, control, mobilization.	++
City	City Executive Committee	Solution of social, economic and other problems of people	+++ Technical and financial support, mobilization of the people, awareness raising, organizational support	+++
Donor	East-West Management Institute	Solution of community-based social-economical -environmental problems	++ realization of projects	+++
	Embassy of Japan	Reconstruction of infrastructure	++ financial assistance	+++
	Other financial institutes	solution of social-economical - environmental problems	++technical and material support	+++
	German International Cooperation (GIZ)	Support to local self-governance, biodiversity -environment, private sector,	mainly technical and advice-oriented support	+++
Other	State programme for social economic development of regions	Social and economic development of districts	+ Financial support	++
	Business enteties on the territory of Kapaz district	Support to social-economical and environmental projects complying with their interests	++ financial and technical support	++

6. SWOT Analyses

Strengths

1. Good relations with the Executive Committee of Kapaz district
2. Good relations with the Executive Committee of the city
3. High education potential of municipality councilors.
4. Existence of necessary human and other resources.
5. There is an experience of cooperation with donors
6. Municipality has strong executive branch.
7. Municipality is completely ready for cooperation.
8. Municipality has thoroughly developed Local Development Plan.
9. Municipality is experienced of realizing social and environmental projects.
10. Municipality transparently and properly implements tax calculation and accounting.
11. Relations between municipality and citizens are good.

Weaknesses

1. Limited income sources of the municipality.
2. Insufficient competence of the municipality.
3. Absence of necessary influence mechanisms for proper collection of taxes.
4. Lack of knowledge and skills for development and management of projects in compliance with international standards.
5. Weak foreign contacts of the municipality.
6. Publicity about municipal activities is not enough.

Opportunities

1. Cooperation with the Executive Committee of Kapaz district.
2. Cooperation with the Executive Committee of the city.
3. Cooperation with the existing business establishments on the territory of Kapaz district.
4. Cooperation with local and international organizations.
5. Cooperation with other municipalities.
6. Cooperation with municipality associations.
7. Cooperation with the centre for work with the municipalities.
8. Cooperation with foreign municipalities.

Risks

1. Unsuccessful cooperation with the Executive Committee of the city and Kapaz district.
2. Unexpected natural calamity and other force majeure cases.
3. Unexpected changes in the legislation.
4. Unsuccessful cooperation with other financial institutions.
5. Refusal of payment local taxes by the population.

7. Strategy Plan

Objective	Output	Activities	Time	Required means- AZN	Indicators	Responsible officers or bodies
Local Social Development	1)Renovation of roads inside quarters	1) Preparation of estimate document	2015-2019	500	1) Thoroughly prepared estimate - project documents	Social commission of the municipality and employees of relevant executive branch
		2) Project Implementation	2016-2019	39.500-30.000	1) Gravelling of streets in Javadkhan settlement 2) Seasonal gravelling of other streets	Social commission of the municipality and employees of relevant executive branch
	2) Improvement of water supply (Javadkhan settlement)	1)Preparation of estimate document	2015-2016	300	1) Thoroughly prepared estimate - project documents	Social commission of the municipality and employees of relevant executive branch
		2) Apply to relevant organizations	2015-2016	200	1) To apply at least to 2 relevant Institutions	Social commission of the municipality and employees of relevant executive branch
		3)Project Implementation	2016-2017	29.500	1) At least 60% of the certain territory in Javadkhan settlement is covered with water network	Social commission of the municipality and employees of relevant executive branch
	3)Improvement of drinking water supply	1)Preparation of estimate document	2015-2019	500	1) Thoroughly prepared estimate - project documents	Social commission of the municipality and employees of relevant executive branch
		2)Project Implementation	2016-2019	34.500	1) Construction of at least 10 drinking water wells (water pump, transformer) in 4 years	Social commission of the municipality and employees of relevant executive branch
	4) Construction of sports ground for children (Javadkhan settlement.)	1)Preparation of project- estimate document	2015-2016	500	1) Thoroughly prepared estimate - project documents	Social commission of the municipality and employees of relevant executive

						branch
		2) Cooperation with relevant organizations	2015-2016	500	1) To apply at least for 2 organizations	Social commission of the municipality and employees of relevant executive branch
		3) Construction of ground	2016-2017	35.000	1)Construction of the ground meeting standards	Social commission of the municipality and employees of relevant executive branch
	5)Building of medical station (Javadkhan settlement.)	1)Preparation of project- estimate document	2016	500	1) Thoroughly prepared estimate - project documents	Social commission of the municipality and employees of relevant executive branch
		2)Appeal for cooperation with relevant organizations	2016	100	1)To appeal at least to 2 organizations	Social commission of the municipality and employees of relevant executive branch
		3)Building of medical station	2016-2017	69.400	1)Building of medical station comly with the construction standards	Social commission of the municipality and employees of relevant executive branch
	6)Improvement of access to Electronic information sources of school (e-library) (Javadkhan settlement.)	1) To hold discussions with relevant institutions regarding the project	2015-2016	100	1)Round table discussions with the participation of education department of the city, school authorities and specialists for e-library	Chairman of the municipality and social commission
		2) Preparation of project documents	2016	400	1)Preparation of project documents	Social commission of the municipality and other specialists
		3) Creation of e-library	2016-2017	27.500	1)The library is created and has users	Social commission of the municipality and other specialists
	7)Current repair of Sports Grounds	1)Preparation of project- estimate document	2015	50	1)Detailed estimate document	Social commission of the municipality
		2)Current repair of sport grounds	2015	19.500	1) At least 2 sports grounds have been currently repaired	Social commission of the municipality and employees of relevant executive branch
	8)Creation of rehabilitation centre for disabled children	1) Researches in this direction and assessment of the present condition	2015	-----	1)Need assessment in this direction at the national and regional level	Social commission of the municipality and employees

						of relevant executive branch
		2)Conduct of negotiations with the city authorities with the purpose of allocation of a place for the centre	2015	-----	1)Appropriate place has been allocated for the centre	Municipality chairman
		3)Staff preparation	2016	3.000	1)At least 2 teachers and 1 psychologist are trained	Social commission of the municipality
		4) Renovation of the centre building and purchase of equipment	2016-2017	57.000	1)Renovated and properly equipped centre	Social commission of the municipality and municipality chairman
	9)Improvement of vocational schools	1) Researches in this direction and assessment of the present condition	2016	1.000	1)Determination of the needs and assessment of the present condition	Social commission of the municipality and municipality chairman
		2)Instruction of the staff and involvement of new staff	2016-2017	10.000	1)Preparation of staff on new specialties (at least on 10 vocations).	Social commission of the municipality.
		2) Renovation of existing infrastructure and purchase of equipment	2017-2018	140.000	1) Main rooms of at least 2 vocational schools on the territory of the municipality have been renovated and provided with necessary equipment.	Social commission of the municipality.
Economic	1)Construction of temporary car parking station	1) Negotiations with the city authorities	2015-2016	-----	1) Authorities of the city approve this project and give support	Social commission of the municipality.
		2)Preparation of project-estimate documents	2015-2016	10.000	1) Thoroughly prepared estimate documents	Economic commission of the municipality.
		3)Construction of parking station and equipment installation	2016-2017	790.000	1)Parking and equipment have been installed	Economic commission of the municipality and executive branch
	2) Creation of Business-Training centre	1) Conduct of research and assessment and preparation of concept document	2017	5.000	1) Researches have been conducted, concept document have been prepared	Economic commission of the municipality and municipality chairman
		2) Staff trainig	2017-2018	20.000	1)At least 8 specialists have been trained	Economic commission of the municipality
		3)Provision of the centre with necessary equipment	2018-2019	20.000	1) Required equipment and environment is available for rendering of trainings and consultations services to entrepreneurs	Economic commission of the municipality

	3)Support for development of tourism	1) Study tourism potential of Ganja city, especially territory of Kapaz municipality, conduct in depth research and need assessment.	2017	10.000	1) Comprehensive report on tourism potential.	Economic commission of the municipality
		2)Preparation of tourism strategy document for Ganja city	2017-2018	10.000	1)Strategy document concerning development of tourism has been prepared	Economic and social commission of the municipality
		3)Preparation of booklets and information sheets regarding tourism potential of Ganja city	2018-2019	20.000	1)Informative and guiding booklets have been prepared and distributed.	Economic and social commission of the municipality
	4)Simplification of tax accounting and calculation	1)Conduct of trainings and consultation services and rendering of software support service	2015	-----	1)Tax accounting and calculation is conducted in compliance with the legislation and considerably simplified	Economic and social commission of the municipality
		5)Organization of markets and fairs	1)Coordination with the city authorities	2017-2019	-----	Such events are approved and supported by the city authorities
	2)Organization of fairs		2017-2019	20.000	At least once a year such fairs are organized	Economic and social commission of the municipality
Environment	1)Cleaning of yards of multi-storeyed buildings and renovation work	1) Cleaning of defined territories, fulfill slight renovation work	2015-2019	60.000	1)In 5 years, predefined territories are cleaned.	Social commission of the municipality and employees of relevant executive branch.
	2) Greening works (certain area - 3)	1) Implement greening work in predefined territories in compliance with farming rules	2015-2019	25.000	1)Conduct of greening works on at least 3 territories in 5 years	Social commission of the municipality and employees of relevant executive branch

8. Budget

N	Name of Activity	Required amount - AZN	Municipality contribution	Community contribution	Donor contribution	Other sources
SOCIAL PROBLEM						
1	Reconstruction of roads inside quarters	40.000	5%	5%	90%	
2	Reconstruction of roads inside quarters	30.000	100%	0%	0%	
3	Improvement of water supply (Javadkhan settlement)	30.000	10%	5%	85%	
3	Improvement of drinking water supply	35.000	80%	10%	10%	
4	Construction of sports ground for children (Javadkhan settlement.)	36.000	0%	10%	90%	
5	Building of medical station (Javadkhan settlement.)	70.000	2%	10%	88%	
6	Improvement of access to Electronic information sources of school (e-library) (Javadkhan settlement.)	28.000	5%	5%	90%	
7	Current repair of Sports Grounds	2.000	100%	0%	0%	
8	Creation of rehabilitation centre for disabled children	60.000	20%	0%	80%	
9	Improvement of vocational schools	150.000	20%	0%	80%	
ECONOMIC PROBLEM						
1	Construction of temporary car parking station	800.000	0%	0%	100%	
2	Establishment of Business-Training centre	90.000	0%	5%	95%	
3	Support for development of tourism	40.000	10%	0%	90%	
4	Organization of markets and fairs	20.000	10%	0%	90%	
ECOLOGICAL PROBLEM						
1	Cleaning of yards of multi-storeyed buildings and construction work	60.000	100%	0%	0%	
2	Greening works (certain area - 3)	25.000	100%	0%	%	

9. Activity Plan

Activity Plan	2015				2016				2017				2018				2019			
Social problems																				
Reconstruction of roads inside quarters			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Improvement of water supply (Javadkhan settlement)			x	x	x	x	x	x	x	x	x									
Improvement of drinking water supply			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Construction of sports ground for children (Javadkhan settlement.)				x	x	x	x	x	x	x	x	x								
Building of medical station (Javadkhan settlement.)					x	x	x	x	x	x	x	x								
Improvement of access to Electronic information sources of school (e-library) (Javadkhan settlement.)				x	x	x	x	x	x	x	x	x								
Current repair of Sports Grounds			x	x																
Creation of rehabilitation centre for disturbed children				x	x	x	x	x	x	x	x									
Improvement of vocation schools					x	x	x	x	x	x	x	x	x	x	x	x				
ECONOMIC PROBLEM																				
Construction of temporary car parking				x	x	x	x	x	x	x	x	x								
Establishment of Business-Training centre									x	x	x	x	x	x	x	x	x	x	x	x
Support for development of tourism									x	x	x	x	x	x	x	x	x	x	x	x
Organization of market places and fairs									x	x	x	x	x	x	x	x	x	x	x	x
ECOLOGICAL PROBLEM																				

Cleaning of yards of multi-storeyed apartment buildings and construction work				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Conduction of greening works (certain area - 3)				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

10. Monitoring and evaluation

Monitoring and evaluation will be conducted according to the Local development plan twice a year by the relevant commissions of the municipality. A report on results of the monitoring will be prepared and delivered to people by different ways. Below template might be used for monitoring purposes.

Description of actions	Description of activities	Amount	Year, month of implementation	Responsible officer	Result