



Kolegji AAB
CILËSI. LIDERSHIP. SUKSESI!

**REGULATION ON THE
FUNCTIONING OF THE PROJECT
DEVELOPMENT OFFICE
(PDO)**

CHAPTER I ROLE AND PROCEDURES

Article 1

Regulation Purpose

1.1 This regulation defines the scope of the Project Development Office (PDO), the responsibilities of the Office's management, human resources, the project planning and management cycle, and the financial control systems.

Article 2

Definitions

2.1 Sponsored Projects: These are projects undertaken by AAB College staff with external funding and sponsorship from government, industry, foundations, institutions and international initiatives, as well as any other source of funding.

2.2 Project Development: Group of activities that aim to create a unique product, service or result, in a period of time and at a certain cost.

2.3 Project Cycle: the process of planning, organizing, coordinating, monitoring and evaluating a project, to achieve the predetermined objectives in time, cost and quality.

Article 3

Objectives of the PDO

3.1 Support the development and standardization of the quality of sponsored projects within AAB College.

3.2 Support professors and researchers to identify, pursue and raise funds for projects.

3.3 Identify potential donors for university development opportunities identified by the Rectorate, faculties or other management units.

3.4 Improve and increase the cooperation of professors and researchers with donors.

3.5 To mobilize AAB funds for the development of international projects.

Article 4

Responsibilities & Duties of the PDO

4.1 PDO leads and coordinates the activity of the academic staff during the project planning and management cycle.



- 4.2 PDO provides a program for capacity building of academic staff for planning and managing development projects.
- 4.3 PDO takes care of the optimization of internal resources during project planning and management.
- 4.4 PDO takes care of identifying and contracting external expertise when necessary and serves the internal processes of the office.
- 4.5 PDO is responsible for ensuring the compliance of all project proposals originating from AAB College.
- 4.6 PDO participates in all contracting negotiations, including indirect cost negotiations with financing agencies or sponsors.
- 4.7 PDO oversees / monitors the implementation of all projects funded by external funds at AAB College.

Article 5

Coherence and standardization of projects with relevant frameworks

- 5.1 PDO will be responsible for ensuring the standardization and coherence of all projects with the laws, rules and regulations for higher education institutions in Kosovo, as well as the regulatory documents of AAB College.
- 5.2 PDO will ensure that projects undertaken by AAB College staff are in line with the administrative and financial policies and procedures of the sponsoring agencies.

CHAPTER II **HUMAN RESOURCES**

Article 6

Personnel

- 6.1 The Project Development Office, based on the volume of work, grants awarded and for the most effective operation, will have the following staff:
- Director of the Office,
 - Project Development and Monitoring Officer
 - Financial Officer (50%)
 - Other positions as needed and active projects
- 6.2 Personnel engaged in the implementation of sponsored projects are considered PDO staff in accordance with their role in the project during the project implementation period.



Article 7
Office Management

7.1 The PDO will be managed by a director who will report to the rector.

Article 8
Personnel responsibilities

8.1. Position: Office Director:

8.1.1. The main responsibilities of the director are:

- To represent the project development office before the relevant actors.
- Identify potential donors and analyze relevant calls for application.
- Build and maintain close contacts with partners during project development.
- Develop project concepts in line with the College's strategy.
- Supervise and coordinate the staff engaged within the office.
- Report to partners and the Rectorate on the progress of processes within the office.

8.2. Position: Project Development Officer:

8.2.1 The main responsibilities of this position are:

- To analyze relevant calls for application and develop design projects accordingly.
- To collaborate with relevant local and foreign partners during project development.
- To coordinate closely with the internal staff of the College, depending on the field in which the project takes place.
- To support the responsible teams during the implementation of the projects.

8.3. Position: Financial Officer:

8.3.1. The main responsibilities of this position are:

- To project the budgetary implications of the activities foreseen in the projects, in accordance with the real market costs.
- Coordinate closely with the internal staff of the office and other relevant parties, depending on the field in which the project will take place.
- Protect the financial interests of the College during the cooperation with local and foreign partners.
- Support the implementation of projects, in accordance with the budget lines approved by donors.



CHAPTER III
PROJECT PLANNING AND MANAGEMENT

Article 9

Project Initiation

- 9.1** The initiation of projects can be done by the Project Development Office itself or even by the academic staff within the academic units.
- 9.2** For the idea of the project, ie for the initiation of the project, the academic staff or academic units must submit a request for prior approval from the Project Development Office.
- 9.3** Consent should be sought from the Project Development Office in formal form using the attached form as Annex 1.
- 9.4** The Project Development Office may request meetings with the project initiator to further clarify the purpose and objectives of the project.
- 9.4** The Project Development Office in consultation with the Rector must give its formal consent or disapproval for the start of the project planning, no later than 5 working days after receiving the request.

Article 10

Project Planning

- 10.1** After obtaining the consent of the Project Development Office, the project planning process may begin, setting out the narrative content, objectives, potential partners, related parties, their role and financial aspects.
- 10.2** The staff involved in the project planning and preparation of the application documentation, has priority to be involved in the implementation of the project in case it is supported by the financing agency.
- 10.3** Their involvement in the project will be determined based on the nature of the project and necessary professional expertise.
- 10.4** The Project Development Office must be closely informed of the details of the project proposal, the partners, the staff expected to be involved in the project, the responsibilities or required financial contribution and the detailed budget.
- 10.5** The Project Development Office should support the project planning process with all available resources including involvement towards partner identification, engaging directly in the project proposal drafting process, or even preparing the technical documentation required by the funding agency.



Article 11

Project Implementation and Monitoring

- 11.1** The implementation phase of the project is the realization of the work defined in the project management plan and begins to be implemented after approval.
- 11.2** Project management is performed by the staff provided in the project, which may be within one or more academic units.
- 11.3** In parallel with the project implementation phase, the monitoring phase takes place, which is carried out by the Project Development Office. Each project will also have a Monitoring and Performance Framework to facilitate evaluation of project implementation.
- 11.4** During the monitoring, the progress of the project implementation and the compliance with the implementation plan are verified.
- 11.5** Monitoring should be systematic, based on verification tools, indicators, predetermined assumptions and target objectives.
- 11.6** The PDO will monitor the quality of project implementation in accordance with implementation plans and will provide support for effective implementation in case of difficulties in the process.

Article 12

Reporting

- 121.** The staff engaged in the project is obliged to report to the Project Development office on a periodic quarterly basis and to present the final report at the end of the project implementation.
- 122.** Project staff should report to the funding agency (donor) based on the timelines set by donor policies.
- 123.** Whenever possible you should have all four of these components in place for launch to maximize profits for the project.
- 124.** Periodic and final reports should provide the information needed to effectively monitor and evaluate project progress.

Article 13

Mismanagement

- 13.1** The staff engaged in the project must act in accordance with the responsibilities set out in the contract and in line with the Code of Ethics of AAB College.



13.2 All forms of abuse will be addressed based on the disciplinary procedures set out in the AAB College Code of Ethics.

13.3 Disciplinary measures can range from the first written notice to the termination of the contract.

Article 14

Project Documentation

14.1 The project manager is the person responsible for the ongoing documentation of the project.

14.2 Documentation covers all phases of the project, from the initiation to the completion of the project.

14.3 Relevant documents of a project, even when they belong only to the planning phase, are stored in a separate file in the Project Development Office.

14.4 The Project Development Office is responsible for monitoring the project documentation process.

CHAPTER II: **GRANT PROCESSING AND FINANCIAL FLOWS**

Article 15

Competence and signing of agreements

15.1 Initially, the agreements are negotiated between the official representatives of AAB College and the potential partners and donors, in which the respective benefits, obligations and liabilities are presented.

15.2 The Rector is the signatory authority of the agreement.

Article 16

Account Setting

16.1 The transfer of project funds is done in a sub-account of the Finance Office of AAB College and to be assigned a special project code.



Article 17

Project Staff

- 17.1** The staff engaged in the project is financially compensated for their work in the project implementation phase according to the budget lines provided in the financial planning.
- 17.2** Compensation for project engagement is subject to taxes and duties in accordance with the respective law applicable in the Republic of Kosovo.
- 17.3** Depending on the duration of the project, the role, predetermined responsibilities, and other elements of the project, the officer involved in the project may be relieved of up to 50% of the basic contract duties at AAB College.
- 17.4** Exemption from the basic contract duties up to 50%, means the increase of the contribution for the Development Fund of PDO up to 30% of the salary earned in the project.
- 17.5** The dismissal or non-dismissal of the official from the basic duties should be decided by the Project Development Office, in full coordination with the superior of the official and other related parties.
- 17.6** Exemption from basic duties should apply only for the period of project implementation, and should not serve as a basis for defining the responsibilities of the officer in a new contract.

Article 18

Engagement of senior officials

- 18.1** Rectorate officials and deans may not be engaged as project managers in the project.
- 18.2** Senior officials and deans have the right to engage in other professional roles within the project.

Article 19

Administrative Expenses

- 19.1** In cases where donor policies provide for and allow the planning of administrative expenditures, then the administrative expenditure fund is managed by the PDO.



Neni 20

Development Fund

- 20.1** The internal staff engaged in the project must contribute 20% of the compensation for the engagement in the activities of the sponsored projects of the payment received from the project, in the Development Fund of the Project Office.
- 20.2** In cases where staff are expected to be relieved of up to 50% of the basic contract responsibilities, then the contribution to the PDO Development Fund may be increased to 30% of the salary earned from the project.
- 20.3** The Development Fund is used by the Project Development Office and is dedicated to office development issues, including contracting experts, organizing staff capacity building trainings, participating in relevant scope events, identifying partners, and compensating staff. for drafting project proposals, etc.
- 20.4** The Development Fund is managed by the Project Development Office in accordance with the plan approved by the Rector.

Article 21

Transitional provisions

- 21.1** Until the appointment of the Financial Officer of the Project Development Office, financial operations are carried out through the Office of Finance at AAB College.
- 21.2** In case the provisions of this Regulation conflict with the provisions of the Statute, the provisions of the Statute shall prevail.
- 21.3** The amendment of this regulation can be done according to the same procedure of its approval.

Article 22

Entry into force

This Regulation shall enter into force upon its approval by the Senate and signature by the Rector


Dr.sc. Bujar Demjaha, Rektor



Prishtine 2021

**APPENDIX 1
FORM
REQUEST FOR INITIATION OF THE DEVELOPMENT PROJECT**

Name and Surname of the project	Academic unit:		
What is the scope of the project intervention you are planning to initiate?			
What is the need or justification behind the initiation of this project?			
What will be the role of AAB College in this project? <i>(mark with x)</i>	Project carrier		Co-applicants
Who are the potential partners? <i>(if they are already identified)</i>			
What is the sponsoring agency you are targeting?			
What is the application deadline?			

Date:

Applicant: Name, Surname and Signature





Ref.nr. _____/2021 Prishtine, _____, 2021

The Senate of AAB College, in the meeting held on 17.12.2021 made this:

DECISION

1. Regulation on the Functioning of the Project Development Office (PDO)
APPROVED

The decision should be delivered to:

1. Vice Rectors
2. Secretary
3. Deans


Dr.sc. Bujar Demjaha, Rektor

