

STANDARD SUMMARY PROJECT FICHE

1. Basic Information

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| 1.1 Désirée Number: | RO-0004.02 |
| 1.2 Title: | Civil Society |
| 1.3 Sector : | Democratisation (DE) |
| 1.4 Location: | Romania |

2. Objectives

2.1 Wider Objectives:

The main objectives of the projects are:

To support the development of sustainable partnerships between Non Governmental Organisations (NGOs) and local administration in a limited number of areas of activity (such as: citizens advice, local community projects based on identification of local needs and using the local resources).

Further support for the integration of the Roma community.

2.2 Immediate Objectives:

The projects aims at the following immediate objectives:

To create citizens advice services including advice for victims of abuse, legal advice etc and a network of citizens advice bureaux all over the country.

To develop the capacity of the administration to co-operate with the civil society representatives.

To offer further support to reinforce the sustainability of the NGO sector

To improve equal opportunities for Roma integration

2.3 Accession Partnership and NPAA priority

The continuing development of civil society is seen as important for the consolidation of a democratic and pluralistic society in Romania.

The Accession Partnership refers to the need for further improvements in the situation of the Roma.

3. Description

3.1 Background and justification:

The fundamental assumption underpinning this programme is to support the further development of a sustainable civil society orientated towards implementing projects with concrete results.

Citizens advice bureaux.

The experience accumulated until now is that there are some sectors (legal advice, victims of abuse, consumer protection etc), where despite the needs of the population, NGOs have not had the capacity to develop either initiatives nor a pro-active approach.

Capacity building.

The administration (at both central and local level) has not developed its capacity to co-operate with civil society in different fields but only in a limited number of specific fields e.g. (relationship between administration and citizens – public relation of the administration).

Support to NGO sector.

In spite of the fact that there are about 20.000 NGOs, their sustainability is low and their main source of income remains foreign donor; it is thus important to continue to support NGOs in order to become sustainable (to help them create internal financial and human resources for sustainability)

Integration of Roma

Further efforts are needed to fight discriminatory attitudes in society, state administration and police, to develop measures to improve the living conditions of the Roma population and to ensure the integration of the Roma

3.2 Linked activities:

There were funds directed to NGO under the programme Phare 1996 Civil Society Development Programme. The programme aimed to strengthen the capacity of the NGO sector in Romania. The Civil Society Development Foundation was set up in order to implement the above-mentioned programme. The Civil Society Development Programme activities were divided into three components:

- direct assistance for Romanian NGO initiatives for institution building and programme development
- assistance for initiatives by the Foundation to improve the present conditions and environment for NGO work
- assistance for the development of the Foundation for the benefit of the NGO sector.

Citizens advice bureaux

Under the Democracy Programme (micro-projects) some projects were funded in order to set up or to multiply in the rural area Information Centres for citizens. The projects proved that citizens need advice bureaux, but not only in the field of relationship with local administration, but also in other fields such as legal advice, advice for victims of abuse etc. There are Information Centres set up in the municipalities but the activity of these Centres regards mainly the relationship between administration and citizens.

Capacity building.

The projects funded under Phare Democracy as well as Phare LIEN proved that in spite of some initiatives of co-operation between civil society and local administration the partnership is more formal than practical and the local administration is not prepared to accept representatives of civil society as equal partners.

Support to NGO sector

Until now, there were Phare funds for different individual NGOs in order to increase their sustainability and the sustainability of their projects. Unfortunately sustainability remains an issue of great concern. Therefore it is now necessary to assist the NGO sector (and not individual NGOs) to create local resources (financial and human) in order to become sustainable through local resources.

Integration of Roma

Under the 1998 National Phare Programme a Roma project is actually in implementation, which has the wider objective to set up, through a Government strategy, the institutional, legal and policy basis for the improvement of the social and economic situation of Roma, including respect for their rights as defined in national and international law.

The Immediate objectives are two-fold:

1. Setting up of the Government strategy by 2000 based on an accurate overview of the current situation of Roma
2. Enactment of consistent policies and programmes for improving the situation of the Roma through innovative partnership programmes between authorities and communities at the local level.

Quick response measures for testing policy and programme approaches will be implemented through grants for policy development, as well as for awareness building and training. In this respect a public foundation structure will be set up to provide grants for special measures to test programmes and policies.

Under LIEN and Democracy Programmes were implemented by Roma organisations or organisations working for Roma. The evaluation of the impact and the results of these projects showed that there is still a big need for projects with and for Roma in order to support integration of this community. In this respect, a first step is to develop the Roma organisations and to encourage capacity building projects from Roma organisations. It is important to involve the administration and other experienced organisations in these projects.

In the priority designing process for the Access Programme and European Initiatives for Democracy and Human Rights, the activities foreseen in this project will be taken into account in order to avoid overlap.

3.3 Results:

a. Citizens advice bureaux.

The first step will be to develop an active network of citizens advice bureaux in at least 8 big cities (8 regions – all over the country according to the regional development plan). As a second step this model will be multiplied into other smaller bureaux in small towns. The final result will be an active network of citizens advice bureaux all over the country able to offer advice services to citizens, in order to cover the lack of information. A bureau will provide information on a broad scale of subjects: advice, practical help and advocacy for difficult cases on issues such as social security and health, employment, discrimination, consumer and debt, taxes, housing, legislation and legal advice, utilities, victims of abuse or domestic violence, or other issues according to local needs. It is intended that the location, staffing and setting-up of the bureaux, particularly the smaller offices, will be designed in such a way as to give easy access to minority groups, including Roma, and disadvantaged sections of the population. Support will cover identification of needs to be met by offices, staff training, equipment and software. In addition, in order to establish a sustainable network the programme will provide technical assistance, seminars and information activities to promote the network of centres and ensure public awareness of this service.

b. Capacity building

The local administrations – elected representatives and staff - (mainly where the citizens advice bureaux will be set up) will be trained to co-operate with civil society and will be involved in training of other local administrations. At the same time the local administrations (authorities) will be trained and encouraged to develop projects in partnership with NGOs, based on local needs and resources. Support will cover identification of needs, technical

assistance, training (courses and workshops), and match funds to cover resources not available locally.

c) Support to NGO sector

This component is a grant facility for NGO sector development. Will be created the internal resources in order to be ensured the sustainability of the non-profit sector (financial, human resources). Support will cover competitive call for proposals (open selection process) for: public information / education campaigns having impact on public understanding of the role of NGOs in society, projects promoting volunteering (centres, education for volunteering), projects by NGO umbrella organisations to change legislation or administrative regulations and implement proposed changes to ensure the sustainability of the sector.

d) Integration of Roma

Will be implemented projects of capacity building from Roma organisations with impact on the economic and social conditions of the Roma. Support will cover call for proposals, selection of projects, monitoring and audit of projects, evaluation of impact.

3.4 Activities:

Citizens advice bureaux

Tender for training. Assessment of existing Centres and services and development of guidelines through a consultation process, Set up the Bureaux, or develop the existing information centres (headquarters, equipment, staff etc), training of staff, development of software. Services will be offered in the fields where the needs were identified. The network of bureaux will be consolidated through training, technical assistance and public information activities. Funding will be made available for ca 48 Centres.

Capacity building

Tender for training. After identifying needs, training courses and workshops for local authorities and NGOs will be organised. Local projects in partnership with NGOs will be designed. Assistance will be given to identify and raise local resources.

Support to NGO projects

Call for proposals for the following types of projects:

public information/education campaigns having impact on public understanding of the role of NGOs in society (4 – 5 NGO led national campaigns involving media/private sector in topics such as: public health, consumer protection, environment awareness, citizenship, fundraising);

activities to promote volunteering (volunteer recruitment and placement, volunteer activities by professional, education for volunteering);

projects by NGO umbrella organisations, networks and support organisations to change legislation or administrative regulations and implement proposed changes to ensure sustainability of the sector (targeted areas: alternative military service, individual income giving, volunteering, as well as particular sector areas where stronger relations with civil society will contribute to public administration reform).

Integration of Roma

Call for proposals for capacity-building projects with Roma organisations with impact on economic and social conditions of the Roma will be organised. Provided will be info-sessions and training with Roma NGOs in order to familiarise them with the programme, evaluation of projects, monitor and audit the projects, evaluate the impact.

4. Institutional Framework

Civil Society Development Foundation, was set up to manage the 1994 Civil Society Development Programme, has experience in grants for NGOs, and has good contacts with other umbrella organisations. CSDF already has the necessary structure and experience in order to manage and supervise the first three components of this project.

The Phare 1998 programme within the 2 Meuro Roma component aims at creating a foundation for funding of Roma activities. This foundation will manage and supervise the fourth component.

5. Detailed Budget

	Phare	Support				
	Investment Support	Institution Building	Total Phare (=I+IB)	National Cofinancing*	IFI*	TOTAL
Civil Society		4 Meuro	4Meuro			4MEuro
Objective a		2Meuro	2Meuro			2Meuro
Objective b		1Meuro	1Meuro			1MEuro
Objective c		1 Meuro	1 Meuro			1MEuro
Roma		1 Meuro	1Meuro			
Objective d		1 Meuro	1 Meuro			1Meuro
Total		5Meuro	5Meuro			5 MEuro

6. Implementation Arrangements

6.1 Implementing Agency

For all components of the overall project, the Central Finance and Contracting Unit will be Implementing Agency and will be responsible for tendering and selection procedures for small projects, contracting, payments and financial reporting.

6.2 Non-standard aspects

Due to the specific nature of the Civil Society in Romania, two direct agreements will be required.

6.3 Contracts

The two direct agreement contracts will support project management: one contract with the Civil Society Development Foundation (CSDF) for the project management of the first three components (civil society) and one contract with the Roma foundation for the project management for the fourth component (Roma). Project management will include the elaboration of a strategy designed to achieve the expected results, preparation of the terms of reference for tenders and criteria for calls for project proposals, organisation of evaluation/selection of project proposals under the supervision and control of the CFCU, monitoring the implementation of the projects and providing information to potential participants in the programme. The payments under these contracts will not exceed 7.25 % of the budget for the relevant components of the project.

Following the conclusion of these direct agreement contracts, the main activities of the Project will be implemented through a number of financing agreements between the CFCU and the beneficiaries selected through competitive selection procedures managed by the CFCU. For components 1,2, and 3 the CFCU will be supported by the CSDF for the preparation and evaluation of calls for project proposals; the Roma Foundation will perform the same tasks for component 4. CSDF and the Roma Foundation will not be eligible beneficiaries of the project, other than through the direct agreement contracts specified above. The Delegation will participate as

observer in all tender/selection /evaluation processes and will monitor closely the activity of CSDF and Roma Foundation.

7. Implementation Schedule

7.1 Signature of the Direct Agreements

February 2001

7.2 Start of open tendering/call for proposals for NGOs

May 2001

7.3 Start of project activity

September 2001

Project Completion

September 2003

8. Equal Opportunity

The citizens advise bureaux will offer services for victims of abuse and the experience proved that usually these victims are mainly women. The first component was designed especially in order to ensure a better information of the citizens regarding their rights and this to promote equal participation of women.

9. Conditionality and sequencing

Local authorities have to ensure the premises and office facilities for normal running of the citizens advise bureaux and to pay for the staff (additional staff).

The fourth component is conditional on establishment of the Roma foundation under the 1998 programme.

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)

ANNEX 1 TO THE PROJECT FICHE

LOGFRAME PLANNING MATRIX			Programme name: and number:	Date of drafting:
CIVIL SOCIETY			Contracting period expires: 30.11.2002	Disbursement period expires: 30.11.2003
<i>Project Number RO 0004-02</i>			Total Budget: 5.0 (MECU)	Phare contribution: 5.0 (MECU)
Wider Objective	Indicators of Achievement*	How, When and by Whom indicators will be measured	Assumptions and Risks	
<ul style="list-style-type: none"> Support the development of sustainable partnerships between NGO's and local administrations in a selected number of areas. Further support the integration of the Roma community. 	<ul style="list-style-type: none"> Sustainable partnerships between NGO's and local administrations established. Successful integration of the Roma community. 	<ul style="list-style-type: none"> Government of Romania and the European Commission through Progress Reports and Regular Reports (Commission's opinion, AP, NPAA). Romania's progress towards accession . Press and media Public opinion 	<ul style="list-style-type: none"> Continued progress in restructuring the economy, society and institutions in line with EU standards. Timely meeting of deadlines and milestones. Support and commitment of local authorities Assessment and progress in the establishment of the Roma foundation 	
Immediate Objectives	Indicators of Achievement*	How, When and by Whom indicators will be measured	Assumptions and Risks	
<ul style="list-style-type: none"> <i>Develop citizens advice services including assistance to victims of abuse and legal advice through the creation of a country-wide network of citizens advise bureaus.</i> <i>Develop an administrative capacity capable of co-operating with civil society representatives.</i> <i>On-going support to further reinforce a sustainable NGO sector.</i> <i>Equal opportunities for Roma</i> 	<ul style="list-style-type: none"> Increased number and improved quality of advisory services provided to the citizens of Romania. Improved co-operation and mutual collaboration between civil society and (local) administration. Increased professional operation of the NGO sector. Roma community treated equally throughout the entire society. 	<ul style="list-style-type: none"> Government of Romania, regional and local administration, NGOs and civil society organisations through progress reports, assessment studies and contact points. Citizens of Romania through their assessment of the services and facilities. 	<ul style="list-style-type: none"> Political commitment guaranteed. Sufficient absorption capacity. Co-operation and co-ordination between the relevant authorities and organisations involved Existence of real partnership Relevant capacity of selected NGOs 	

<i>community resulting in a smooth integration process.</i>			
Outputs	Indicators of Achievement*	How, When and by Whom indicators will be measured	Assumptions and Risks
<ul style="list-style-type: none"> • A network of advisory bureaus set-up in eight larger cities in Romania. • Branch offices to be established under the umbrella of the eight focal bureaus. • Staff of local administrations capable of developing local partnership projects together with civil society organisations. • Call for project proposals focused on : awareness campaigns, activities promoting volunteering, changing legislation or administrative regulations • Call for project proposals focused on capacity strengthening amongst the Roma community launched with special emphasis for economic and social development. 	<ul style="list-style-type: none"> • Eight advisory bureaus established and capable to operate independently upon completion of the project. • Both the umbrella and branch offices providing independent advice to Romanian citizens on such issues as employment opportunities, gender issues, social benefits, discrimination and domestic violence etc. • Pro-active involvement of local administrations in developing partnerships. • Positive assessment by the local population of the role of NGOs, education for volunteering, implemented changes of legislation to ensure the sustainability of the NGO sector. • Number of project proposals submitted to improve the social and economic circumstances of the Roma community. 	<ul style="list-style-type: none"> • Periodically progress reports will indicate whether the establishment of the eight focal centres and their branch offices are sustainable. • A final report and monitoring documents by independent assessors will provide objective information on the operation and advisory services of the created facilities. • Local administrations, NGOs, civil society organisations and the local population will all evaluate the impact of the services. • The Government of Romania and the Commission will assess both the number and impact of the launched projects in qualitative and quantitative terms. 	<ul style="list-style-type: none"> • Efficient programme management • Fruitful co-operation between the different stakeholders at local level. • Sufficient absorption capacity to implement the proposed projects successfully. • Positive commitment of local authorities.
Inputs	Indicators of Achievement*	How, When and by Whom indicators will be measured	Assumptions and Risks
<p>5Meuro budget comprising:</p> <ul style="list-style-type: none"> • TA to establish a countrywide network structure of advise centers. • Trainers to train staff of advisory centers in management and operation and legal issues. • Trainers to familiarise local 			

<p>administration with establishing partnership arrangements.</p> <ul style="list-style-type: none"> • TA in designing call for project proposals and terms of references. 			
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* Must be **quantified** and **measurable**

DETAILED TIME IMPLEMENTATION CHART FOR PROJECT NUMBER RO-0004-02**RO 0004 – 02****Civil Society**

	2000						2001												2002												2003																
Calendar months	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D					
Civil Society																																															
1) Develop a network of citizens advisory bureaus					D	D	D	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I								
2) Training of staff attached to local administrations					D	D	D	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I						
3) PR training, awareness campaigns and promotion activities					D	D	D	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I						
4) Project proposals submitted to strengthen economic and social conditons of Roma					D	D	D	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I					
	D = Design C = Contracting I = Implementation																																														

CIVIL SOCIETY**CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE (MEURO 5.0)****DATE: 31 March 2000**

	31/03/0 1	30/06/0 1	30/09/0 1	31/12/0 1	31/03/0 2	30/06/0 2	30/09/0 2	31/12/0 2	31/03/0 3	30/06/0 3	30/09/0 3	31/12/0 3
CONTRACTED	0.375	1.036	1.697	2.358	3.019	3.68	4.341	5.0	5.0	5.0	5.0	5.0
DISBURSEMENT		0.8	1.4	1.8	2.2	2.6	3.0	3.4	3.8	4.0	5.0	5.0

NB: 1. *All contracting should normally be completed within 6-12 months and **must** be completed within 24 months of signature of the FM.*

2. *All disbursements **must** be completed within 36 months of signature of the FM.*