

STANDARD PROJECT FICHE

1. Basic Information

- 1.1 CRIS number:** 2004/016-782.01.07
1.2 Title: ASSISTANCE FOR PROJECT PREPARATION
AND IMPLEMENTATION
for the INTERREG III A / Phare CBC
Programme Bulgaria -Greece
1.3 Sector:
1.4 Location: Bulgaria

2 Objectives

2.1. Overall objectives

The Project Preparation Facility (PPF) will support the preparation of projects within the future Cross-border programmes, financed under SF, ensuring an advanced capability to undertake EU membership obligations in the area of cross-border co-operation and good absorption capacity for the increased EU financial support.

2.2. Purpose of the project

- Strengthening the capacity to prepare adequate programmes and projects in the context of future Cross Border Cooperation Programmes Greece/Bulgaria with a view of financial support under SF;
- Support the relevant authorities to preparing a pipeline of mature projects in infrastructure economic development and environment that will be proposed for BG-GR Cross-border Programmes after 2007.

2.3 Accession Partnership and NPAA priority

Accession Partnership

PPF correspond to one of the *Public Administration* priorities:

- Strengthen administrative structure to ensure it has the necessary capacity for fully effective use of and proper accounting for EC funds.

The proposed PPF will play a key part in the process of preparation of Bulgaria for the accession. In addition, the project supports the social and economic integration between the border regions of the countries.

NPAA (Medium-term priority):

- Promotion of cross-border co-operation

2.4. Contribution to the National Development Plan

NA

2.5. Cross-border Impact

The Project Preparation Facility (PPF) will support the preparation of projects within the future CBC BG-GR programme. Special attention will be given to the preparation of joint projects and to projects with a strong cross-border co-operation character which will be planned in close co-operation with the regional and local authorities in the border areas.

3. Description

3.1 Background and justification

The MRDPW, through Phare CBC IA Department and CBC Programming Department, is responsible, at central level, for the overall co-ordination for the Phare CBC Programmes in Bulgaria. In this position, the Phare CBC IA operates as interlocutor between the different line Ministries and Governmental Organisations and the European Commission. The Phare CBC Programming Department, on behalf of the Government of Bulgaria bears, the final responsibility for the qualitative level of the various project proposals submitted on an annual basis to the European Commission.

In the short run, the current proposal focuses on allocating resources for future technical assistance to the CBC Programmong Department in preparation of ready to go project pipeline in order to meet the encreased budget alocation for Bulgaria, providing a good absorbtion of the EU Structural Funds .

An adequate and comprehensive preparation of solid single projects and Grant schemes is a prerequisite for a timely future accession of Bulgaria into the EU. In-depth feasibility studies, systems design, impact analysis and other project background documents will be critical for a successful implementation of projects financed through SF programmes.

Background studies provide, apart from the project identification, also an analysis of the current status, an identification of possible alternative solutions including a testing of their financial, technical and administrative feasibility and recommendations for the economically most advantageous solutions.

Experience from other programmes has learned that there is ample scope for including a Project Preparation Facility (PPF) to be used for financing short-term technical assistance required for a proper design of project activities finally resulting in more mature project formats.

3.2 Sectoral rationale

N/A

3.3. Results

- Good amount of relevant project ideas identified and consulted with stakeholders
- Mature project proposals elaborated/improved.
- Improved administrative capacity for programming and implementation of BG-GR CBC programme at central and regional/local level
- Established project pipeline with ready-to-go CBC projects
- Publicity action plan implemented

3.4. Activities:

The project will provide assistance to the CBC Programming Department and the Phare CBC IA. Line Ministries and other governmental bodies at central and regional level involved in CBC programming and implementation will also benefit from this assistance to gain relevant experience and know-how.

Activities will be implemented by a Technical Assistance Contract (0,5 MEUR), including mid-term and short-term expertise basically focused on:

1. Elaboration of detailed project selection criteria and identification of mature project ideas/proposals
2. Preparation of fully-fledged project proposals/applications ready for funding under the BG-GR CBC Programme (incl. feasibility studies for single projects, detailed designs of investment projects, tender dossiers including technical specifications, terms of reference, procurement plans and other relevant documentation)
3. Preparation of local publicity action plan
4. Design of Grant schemes and preparation of full application package
5. Preparation of Environmental impact assessments (where necessary)
6. Assistance on FIDIC rules
7. Decentralisation and capacity building at regional/local level

Maximum 20% of Total RHARE allocation could be used to cover operational administrative expenses of MRDPW's beneficiary departments (e.g. related business trips in BG and GR for technical, task force and JCC meetings, coordination activities and consultations with local stakeholders, organisation of workshops, preparation of information and presentation materials etc.).

3.5. Linked activities:

BG-9904.04 Cross Border Co-operation between Bulgaria and Greece (TA);
BG-0106 Cross Border Co-operation between Bulgaria and Greece (IB, INV);
BG-0106.07 Small Project Fund (INV);
2002/000-624-05 Small Project Fund – Greece (INV);
2002/000-624-06 Project Preparation Facility for the Phare CBC Programme BG-GR;

3.6. Lessons learned

The project is a direct product of lessons learned from previous Phare programmes, that is to say the necessity to develop sufficient and adequate planning and preparatory activities to anticipate and minimise problems in the implementation phase.

In the Monitoring and Assessment reports (EMS Interim Evaluation Reports R/BG/TRA/03.076 dated 22 August 2003) it was stated, that the significant staff changes and restructuring at the MRDPW for the second time since June 2001 have resulted in a loss of institutional memory and continuing low levels of project management capacity at the MRDPW. The CBC Department at the MRDPW continues to lack adequate secretarial support and information storage and retrieval system remains disorganised.

So in light of above mentioned discrepancies between real situation in MRDPW and activities needed to assimilate the experience for work with pre-accession Phare instrument submitting for financing of PPF is prompted by the need of capacity building and know-how transfer.

4. Institutional Framework

- **Beneficiary Institution** – CBC Programming Department, DG Programming of Regional Development at the Ministry of Regional Development and Public Works, Bulgaria
- **Contracting Authority** - CBC IA Department, Phare Programme Directorate at the Ministry of Regional Development and Public Works, Bulgaria

5. Detailed Budget

Component/Sub-Project	Phare Support (in MEUR)					
	Investment Support (I)	Institution Building (IB)	Total Phare (I+IB)	National Co- financing	IFI	TOTAL
TA Service contract		0.400	0.400	0	0	0.400
Operational costs *		0.100	0.100	0	0	0.100
Total		0.500	0.500	0	0	0.500

Maximum 20% of Total PHARE allocation (0.5 MEUR) may be used to cover operational expenses of the beneficiary institution (business trips in BG, technical, task force and JCC meetings, workshops, information and presentation materials etc.), but not for remuneration

6. Implementation Arrangements

6.1. Implementing Agency

The Implementing Agency will be the Ministry of Regional Development and Public Works, through its Cross Border Co-operation Directorate, which will retain overall responsibility for the implementation of the programme, including: approval of tender documents, evaluation criteria, evaluation of offers, signature of contracts, authorisation of invoices. The Payments Directorate within the same ministry will make the payments of invoices.

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6.2. Twinning Arrangement

Not Applicable

6.3. Non-standard aspects

There are no non-standard contracts or tender procedures envisaged within this project. The “Practical Guide to contract procedures financed from the General Budget of the European Communities in the context of external actions” will be strictly followed.

6.4 Contracts

One Service Contract will be concluded under “Project Preparation Facility” - MEUR 0.400

7 Implementation Schedule

7.1 Start of tendering/call for proposals

ToRs	ready by January 2005
Start of tender procedure	February 2005

7.2 Start of project activity: April 2005

7.3 Project completion: March 2006

8 Equal Opportunity

The project implementation procedures will ensure that the project brings benefits to men and women, and to ethnic groups in equal measure. Special attention will be paid to ensure that women and members of ethnic groups are included in the projects activities.

9 Environment

Not Applicable

10 Rates of return

Not Applicable

11 Investment criteria

Not Applicable

12 Conditionality and sequencing

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)

LOGFRAME PLANNING MATRIX Project		
<i>Project Preparation Facility (PPF)</i>	Contracting period expires 30.11.2006	Disbursement period expires 30.11.2007
	Total budget : 0.5 MEUR	Phare budget : 0.5 MEUR

Overall objective	Objectively verifiable indicators	Sources of Verification	
The Project Preparation Facility (PPF) will support the preparation of projects within the future Cross-border programmes, financed under SF, providing good absorption capacity for EU financial support.	<ul style="list-style-type: none"> Bulgaria prepared to effectively use EU support. 	<ul style="list-style-type: none"> Annual Report; Mid-term Reports; 	
Project purpose	Objectively verifiable indicators	Sources of Verification	Assumptions
Strengthening the capacity to prepare adequate programmes and projects in the context of future Cross Border Cooperation Programmes Greece/Bulgaria with a view of financial support under SF Support the relevant authorities to preparing a pipeline of mature projects in infrastructure economic development and environment that will be proposed for BG-GR Cross-border Programmes after 2007	<ul style="list-style-type: none"> Improved management of Phare CBC Programmes prepared under the PPF; Well-prepared Financing Proposals for future programmes including mature projects ready to start implementation after signing of the relevant Financing Memoranda. 	<ul style="list-style-type: none"> Monitoring and assessment reports; Reports of the Phare IA (BG); CBC Phare Programme evaluation. 	<ul style="list-style-type: none"> Efficient programme management (implementation, monitoring, assessment); Continued commitment of the Government towards the priorities of the programme and regional development; Availability of qualified management staff; Sustained interest of the border region population in infrastructure development and co-operation.

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Results	Objectively verifiable indicators	Sources of Verification	Assumptions
<ul style="list-style-type: none"> • Good amount of relevant project ideas identified and consulted with stakeholders • Mature project proposals elaborated/improved. • Improved administrative capacity for programming and implementation of BG-GR CBC programme at central and regional/local level • Established project pipeline with ready-to-go CBC projects • Publicity action plan implemented 		<ul style="list-style-type: none"> • CBC IA reports; • Project completion reports; • Monitoring and assessment reports; • Financing proposals. 	<ul style="list-style-type: none"> • Availability of adequate funds through the next Phare CBC Programmes to finance the prepared projects • Availability of co-financing for the prepared projects from the Bulgarian authorities.

Activities	Means		Assumptions
<p>Activities will be implemented by a Technical Assistance Contract, including mid-term and short-term expertise basically focused on:</p> <ul style="list-style-type: none"> • Elaboration of detailed project selection criteria and identification of mature project ideas/proposals • Preparation of fully-fledged project proposals/applications ready for funding under the BG-GR CBC Programme (incl. feasibility studies for single projects, detailed designs of investment projects, tender dossiers including technical specifications, terms of reference, procurement plans and other relevant documentation) • Preparation of local publicity action plan • Design of Grant schemes and preparation of full application package • Preparation of Environmental impact assessments (where necessary) • Assistance on FIDIC rules • Decentralisation and capacity building at regional/local level <p>Maximum 20% of Total RHARE allocation could be used to cover operational administrative expenses of MRDPW's beneficiary departments (e.g. related business trips in BG and RO for technical, task force and JCC meetings, coordination activities and consultations with local stakeholders, organisation of workshops, preparation of information and presentation materials etc.).</p>	<ul style="list-style-type: none"> • One TA Service contract. – 0.400 MEUR 	<ul style="list-style-type: none"> • Reports from consultants; • MRDPW bank statements. 	<ul style="list-style-type: none"> • Availability of qualified consultant staff.

Annex 2 – Detailed implementation chart <i>Project title: 2003/005-631.06 - Project Preparation Facility</i>													
Project	4Q 2004	1Q 2005	2Q 2005	3Q 2005	4Q 2005	1Q 2006	2Q 2006	3Q 2006	4Q 2005	1Q 2006	2Q 2006	3Q 2006	4Q 2006
Service contract		T	C/I	I	I	I	I	I	I	I			

T: Tender Procedures

C: Contracting

I: Implementation

Annex 3 – Contracting and disbursement schedule by quarter															
Project title: 2003/005-631.06 - Project Preparation Facility															
Components	Cumulative contracting schedule by quarter in MEUR (planned)														Total Phare Allocation
	2004		2005				2006				2007				
	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	
Service contract				0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
Operational Costs				0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Total contracting:				0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Components	Cumulative disbursement schedule by quarter in MEUR (planned)														Total Phare Allocation (MEUR)
	2004		2005				2006				2007				
	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	
Service contract				0.24	0.24	0.36	0.36	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
Operational Costs				0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Total disbursement:				0.34	0.34	0.46	0.46	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50