

Standard Project Fiche for Phare 2005

1. Basic information

1.1. CRIS number: 2005/017-457.03

1.2. Title: TECHNICAL ASSISTANCE FOR IMPLEMENTATION OF NEIGHBOURHOOD PROGRAMME BETWEEN BULGARIA AND SERBIA & MONTENEGRO

1.3. Sector: Regional Development/CBC

1.4. Location: Cross-border region between Bulgaria – Serbia and Montenegro

1.5. Duration: 25 months

2. Objectives

2.1. Overall Objectives:

Support to Neighbourhood Programme implementation and the achievement of its objectives and priorities and preparing the future neighbourhood and cross-border programmes.

2.2. Project purpose

Smooth administration of the Neighbourhood Programme between Bulgaria and Serbia & Montenegro and preparing the framework for future neighbourhood and cross-border programmes.

2.3. Accession Partnership (AP) and NPAA priority

This support helps to adopt the *acquis* and strengthen the institutions necessary for implementing and enforcing the *acquis*. It also helps Bulgaria as a candidate country to develop the mechanisms and institutions that will be needed to implement EU Structural Funds after accession.

2.4. Contribution to National Development Plan (and/or Structural Funds Development Plan/SDP)

N/A

2.5. Cross-border impact

In the framework of this Neighbourhood Programme one horizontal measure for technical assistance will support Programme implementation and the achievement of its objectives and priorities.

Technical assistance will be used to ensure efficient, effective and transparent management and implementation of the Neighbourhood Programme. The smooth administration of the programme, that joins funds from two different EC sources – Phare CBC and Cards - and national co-financing, strictly depends on the capacity in management and in properly dealing with procedures in order to prevent and avoid bottlenecks. Hence, a percentage of the available resources shall be envisaged for the efficient implementation of the whole programme.

The activities are broadly divided into two categories:

- I. Operational costs to the Programme including
Programme management and implementation
Projects preparation, programme publicity and evaluation
- II. TA to future Programme preparation.

3. Description

3.1. Background and justification

The Joint Programming Document (JPD) is the basis for the Neighbourhood Programme of the border area between the Republic of Bulgaria and the State Union of Serbia and Montenegro. As such, this JPD lays the basis for implementing funds both from the EU Phare CBC programme (for Bulgaria) and from the EU CARDS programme (for Serbia and Montenegro).

The programme is structured into two main priority axes, supplemented by an additional one for the enhancement of local people to people actions. The Neighbourhood Programme strategy has in addition a *horizontal measure for technical assistance at programme level*.

The Neighbourhood Programme will operate through an Implementing Agency (fulfilling the role of Contracting Authority) for the Phare CBC component (in Bulgaria) and a Programme Co-ordination and Management Unit (PCMU) for the CARDS component (in Serbia and Montenegro), while the Contracting Authority will be the European Agency for Reconstruction (EAR) in Serbia and Montenegro.

The TA is required to efficiently support the management structures for the Neighbourhood Programme: the national authorities responsible for Programme co-ordination (Implementing Agency in Bulgaria, and Programme Co-ordination and Management Unit in Serbia and Montenegro), a Joint Co-operation Committee and a Joint Steering Committee, assisted by a Joint Technical Secretariat. The operational costs of the Joint Technical Secretariat will be co-financed provided they comply with the list of tasks eligible for co-financing in the relevant EU regulations.

3.2. Sectoral rationale N/A

3.3. Results

Financial support provided under the TA should produce the following results:

Smooth operation of the JTS, JSC and JCC through:

- Staff employed within the JTS, capable to manage the tasks prescribed in the JPD,
- Timely management of all Programme related meetings,
- JTS staff sufficiently competent to assist JCC, JSC, IA/PCMU in performing Neighbourhood Programme implementation;
- Increased awareness and information among the local beneficiaries, as well as suitably promoting programme's results achieved and aims pursued;
- Improved different administrative activities related to the joint evaluation, monitoring and control process;
- Ready to finance project proposals;
- Programming documents for CBC between Bulgaria and Serbia and Montenegro for 2007-2013 prepared and established framework of the new managing structures.

3.4. Activities

Programme management and implementation

Eligible actions within the framework of the JPD horizontal measure are, as an indication, the following ones:

- Expenditure relating to the JTS
- Expenditure relating to the management, implementation, monitoring and control of the Programme

Projects preparation, programme publicity and evaluation

- Expenditure for assisting potential applicants in project preparation
- Expenditure relating to evaluations, audits, seminars, information, publicity concerning the Programme

TA to the Programme

The TA will support MRDPW in the preparation of the relevant future Programming Documents and will ensure they are in line with the adopted EC Regulations.

The TA will also provide support to future managing structures and potential beneficiaries in the whole cycle of project preparation and implementation for the period 2007-2013

3.5. Linked activities

The project is the second of this type. Under Phare CBC/CARDS Neighbourhood Programme 2004 the project “2004-016-785.01.03 Technical Assistance” will be implemented.

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.

4. Institutional Framework

On the Bulgarian side, the responsibilities for Phare-CBC Programme are laid down with the Implementing Agency Phare – ESC/ CBC at the **Ministry of Regional Development and Public Works**. It will be acting as a Contracting Authority with the overall responsibility for the programme implementation, as well as administrative, technical and financial management of the single projects. The MRDPW will ensure necessary human resources for the technical management of the project.

On the Serbian side, the responsibilities for day-to-day co-ordination are with the PCMU at the **Ministry for International Economic Relations (MIER)**, while the **European Agency for Reconstruction (EAR)** will act as Contracting Authority.

The Joint Technical Secretariat, will assist the Bulgarian IA and the Serbian PMCU in the implementation of the Neighbourhood Programme.

5. Detailed budget

5.1 Phare Support

	Phare/Pre-Accession Instrument support	Co-financing			Total Cost
€M		National Public Funds	Other Sources	Total Co-financing of Project	
Year 2005 - <u>Investment</u> support jointly co-funded	0	0	0	0	0
Investment support – sub-total	0	0	0	0	0

Year 2005 <u>Institution Building</u> support					
TA	0.070				0.070
Programme management and implementation	0.025				0.025
Projects preparation, programme publicity and evaluation	0.025				0.025
IB support	0.120				0.120
Total project 2005	0.120				0.120

5.2 CARDS Support

Year 2005 in €M	CARDS SUPPORT				National Co-financing	IFI	TOTAL
	Investment Support	IB	National CARDS	Total CARDS (=I+IB)			
Grant Contract		0,050	0,050	0,100			0,100
<u>TOTAL</u>		0,050	0,050	0,100			0,100

6. Implementation Arrangements

6.1. Implementing Agency

Bulgaria

The Implementing Agency will be the Ministry of Regional Development and Public Works:

Implementing Agency:

Ministry of Regional Development and Public Works

Address: 17-19 Cyril and Methodius St. 1202 Sofia

Director: Tzvetomira Lacheva – Deputy PAO

Contact Person: Hristo Medarov, Head of Phare CBC Department

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Serbia & Montenegro

Programme Co-ordination and Management Unit

Government of the Republic of Serbia

Ministry of International Economic Relations

Assistant Minister: Gordana Lazarevic

Contact persons: Sanda Simic, Mirjana Jelic

Address: Gracanicka 8, 11000 Belgrade

Phone: +381-11-3346-112, +381-11-3346-591

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E-mail: sanda@mier.sr.gov.yu, mimi@mier.sr.gov.yu

Contracting Authority

European Agency for Reconstruction

Local Government and Regional Development Programme

Programme manager: Wout Soer

Contact person: Danka Bogetic

Phone: +381-11-30-26-618

Fax: +381-11-30-23-455

E-mail: wout.soer@ear.eu.int

6.2. Twinning

N/A

6.3. Non-standard aspects

“The Practical Guide to Contract Procedures financed from the General Budget for the European Communities in the context of external actions” will be strictly followed.

6.4. Contracts

One Service Contract for TA – Phare amounting at €M 0.070 will be concluded.

Operational costs to the Programme including: Programme management and implementation - Phare amount € M 0.025 and Projects preparation, programme publicity and evaluation - Phare amount €M 0.025 with ex-ante approval of budget lines by EC Delegation in Sofia.

7. Implementation Schedule

7.1 Start of contracting
November 2005

7.2 Start of project activity
November 2005

7.3 Project completion
November 2007

8. Equal Opportunity

N/A

9. Environment

N/A

10. Rates of return

N/A

11. Investment criteria

N/A

12. Conditionality and sequencing

The project will start after signing of the Financing Memorandum between Bulgaria and the European Union for 2005.

Annexes to Project Fiche:

1. Logical Framework in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule

Annex 1

LOGFRAME PLANNING MATRIX FOR Project Title: TECHNICAL ASSISTANCE FOR IMPLEMENTATION OF NEIGHBOURHOOD PROGRAMME BETWEEN BULGARIA AND SERBIA & MONTENEGRO		Project number 2005/017-457.03	
		Contracting period expires 30.11.2007	Disbursement period expires 30.11.2008
		Total budget: €M 0,120	Phare budget: €M 0,120
Overall objectives	Objectively verifiable indicators	Sources of Verification	
Support to Neighbourhood Programme implementation and the achievement of its objectives and priorities and preparing the future neighbourhood and cross-border programmes	<ul style="list-style-type: none"> • Positive assessment on the Neighbourhood Programme implementation and the structures involved in it 	<ul style="list-style-type: none"> ▪ Implementing Agency reports ▪ Independent evaluations 	
Project purpose	Objectively verifiable indicators	<i>Sources of Verification</i>	Assumptions
Smooth administration of the Neighbourhood Programme between Bulgaria and Serbia & Montenegro and preparing the framework for future neighbourhood and cross-border programmes	<ul style="list-style-type: none"> • Number and type of projects successfully carried out 	<ul style="list-style-type: none"> • Monitoring Reports • Progress Reports 	
Results	Objectively verifiable indicators	Sources of Verification	Assumptions
Smooth operation of the JTS, JSC and JCC through: <ul style="list-style-type: none"> • Sufficient number of staff employed within the JTS, trained and operational capable to manage the tasks prescribed in the JPD, • Timely management of all Programme related meetings, 	<ul style="list-style-type: none"> • Sufficient number of staff employed and trained – at least 3 • A regional office set up and operational • A branch office in Serbia is set up (optional) • Number of signed grant contracts 	<ul style="list-style-type: none"> • Monitoring and evaluation reports 	

<ul style="list-style-type: none"> • JTS staff sufficiently competent to assist JCC, JSC, IA/PCMU in performing Neighbourhood Programme implementation • Increase awareness and information among the local beneficiaries, as well as suitably promoting programme's results achieved and aims pursued. • Improved different administrative activities related to the joint evaluation, monitoring and control process. • Well prepared project proposal. Programming documents for 2007-2013 prepared and established framework of the new managing structures. 	<ul style="list-style-type: none"> • under FM 2005 • Successfully implemented projects under FM 2005 • Successful launch of Call for Proposals – 2 as per the FM • Promotion and information campaigns timely launched – at least 2 • Developed programming documents for the period 2007-2013 		
Activities	Means		Assumptions
<p><u>Programme management and implementation</u></p> <ul style="list-style-type: none"> • Expenditure relating to the JTS • Expenditure relating to the management, implementation, monitoring and control of the Programme <p><u>Projects preparation, programme publicity and evaluation</u></p> <ul style="list-style-type: none"> • Expenditure for assisting potential applicants in project preparation • Expenditure relating to evaluations, audits, seminars, information, publicity concerning the Programme 	<p>The PF will be implemented (at least for the Phare component) through one Service contract for TA – Phare amount €70 000.</p> <p>Operational costs to the Programme - Phare amount € 50 000 with ex-ante approval of budget lines by EC Delegation in Sofia.</p> <p>TA funds will be transferred to the BG IA, which will be responsible for using them for the purposes detailed in the PF.</p>		

<p><u>TA to the Programme</u></p> <ul style="list-style-type: none"> • Support to MRDPW in the preparation of the relevant future programming documents, as well as implementation guidelines. • The TA will also provide support to future managing structures and potential beneficiaries in the whole cycle of project preparation and implementation for the period 2007-2013 			
Preconditions			

ANNEX 2
IMPLEMENTATION CHART

Project title:

TECHNICAL ASSISTANCE FOR IMPLEMENTATION OF NEIGHBOURHOOD PROGRAMME BETWEEN BULGARIA AND SERBIA & MONTENEGRO

Components	2005		2006												2007											
	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
TA - Service contract	T / C	I	I	I	I	I	I	I	I	I	I	I	I	I												
Programme management and implementation	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	
Projects preparation, programme publicity and evaluation	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	

T = Tendering C = Contracting I = Implementation/works

ANNEX 3

CONTRACTING AND DISBURSEMENT SCHEDULE BY QUARTER

TECHNICAL ASSISTANCE FOR IMPLEMENTATION OF NEIGHBOURHOOD PROGRAMME BETWEEN BULGARIA AND SERBIA & MONTENEGRO

CONTRACTING	Cumulative contracting schedule by quarter in €M													
	2005				2006				2007				Total	
	I	II	III	IV	I	II	III	IV	I	II	III	IV		
Service contract				0,070	0,070	0,070	0,070	0,070	0,070	0,070	0,070	0,070	0,070	0,070
Programme management and implementation				0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025
Projects preparation, programme publicity and evaluation				0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025
DISBURSEMENT	Cumulative disbursement schedule by quarter in €M													
	2005				2006				2007				Total	
	I	II	III	IV	I	II	III	IV	I	II	III	IV		
Service contract				0,042	0,042	0,063	0,063	0,063	0,070	0,070	0,070	0,070	0,070	0,070
Programme management and implementation				0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025
Projects preparation, programme publicity and evaluation				0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025	0,025
TOTAL				0,092	0,092	0,113	0,113	0,113	0,120	0,120	0,120	0,120	0,120	0,120