

## Standard Project Fiche for Phare 2005

### 1. Basic Information

- 1.1 **CRIS Number:** 2005/017-453.03.01  
1.2 **Title:** Technical Assistance and Project Preparation Facility (PPF) to the Bulgaria-Turkey Cross-border Co-operation Programme  
1.3 **Sector:**  
1.4 **Location:** Bulgaria – Turkey cross-border region  
1.5 **Duration:** 24 months

### 2. Objective/s

#### 2.1 Overall Objective:

The project will strengthen the cross-border co-operation between Bulgaria and Turkey by supporting programming process and thus increasing potentialities for absorption of the EU financial support.

#### 2.2 Project purpose:

The project purpose is to provide technical assistance for strengthening the capacity in generating, preparing and implementation of adequate projects for the next CBC Programme between Bulgaria and Turkey and in supporting the relevant central, regional and local authorities in their efforts to establish future joint technical bodies and manage future projects after EU accession.

#### 2.3 Accession Partnership (AP) and NPAA priority

##### Accession Partnership

PPF corresponds 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 National Development Plan

N/A

## **2.5 Cross Border Impact**

The Project Preparation Facility (PPF) will support the preparation of projects within the future CBC BG-TR 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.

The project is expected to ensure a better transition for Phare to Structural Funds and INTERREG-type programmes through:

- developing the capacity of the administration at all levels;
- ensuring a pipeline of mature quality projects.

## **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.. 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.

This project proposal focuses on allocating resources for future technical assistance to the CBC Programming Department in preparation of a mature project pipeline in order to meet the increased budget allocation for Bulgaria, thus providing a good absorption of the EU Structural Funds .

The use of the Project Preparation Facility (PPF) for financing short-term technical assistance required for a proper design of project activities will finally result in more mature project formats.

### **3.2 Sectoral rationale: N/A**

### **3.3 Results**

- Final draft of the Bulgaria-Turkey CBC Programming Document for the period 2007-2013
- Project Preparation Facility that will provide technical assistance in order to support the Programming and Implementing structures within the Ministry of Regional Development and Public Works for the CBC Bulgaria - Turkey programme established;
- The Bulgarian central/regional/local authorities involved supported with expertise in order to programme establishment of joint technical bodies;
- Improved administrative capacity for programming and implementation of BG-TR CBC programme at central and regional/local level;
- Sufficient number of projects for preparation approved (minimum 20);
- Increased awareness and information among the local beneficiaries on purposes, significance and benefits of cross border cooperation and programmes, as well as suitably promoting programme's results achieved, good practices, etc.

### 3.4 Activities (including Means)

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.

The technical assistance will include the following activities:

**Component 1. TA for strengthening the institutional capacity of the managing structures of the future SF territorial co-operation programme at central/regional/local level, and for project preparation facility**

This project component comprises four main groups of activities:

1. Activities related to planning, programming, and implementing the future EU territorial co-operation programme including assistance to the preparation of the Bulgaria-Turkey CBC Programming Document for the period 2007-2013;
2. Awareness raising campaign related to the above activities;
3. Preparation of Guidelines for Applicants for the Call for Proposals and elaboration of criteria for the selection of project proposals under Component 2.

The selection procedure for the projects to be assisted will be decided by a Steering Committee composed indicatively by MRDPW, the line Ministries, representatives of the Governors' Offices, the Association of Municipalities (NAMRB) and ECD representative as observer, based on the criteria for projects selection prepared under this TA in accordance with SF and INTERREG rules. A Guideline for Applicants will be prepared by the TA team as well.

The team will also develop the documents needed, such as tender dossiers, etc.,

#### **Component 2. PPF – Preparation of pipeline of ready-to-go projects**

The support scheme for project pipeline preparation to be launched in 2006 will guarantee the development of at least 20 mature projects ready for financing under SF.

It will be implemented in two stages:

**1<sup>st</sup> stage:** Potential beneficiaries apply with project ideas following the launch of a **Call for proposals**. The Steering Committee evaluates and selects them according to the selection criteria

**2<sup>nd</sup> stage:** **Full preparation of projects** selected during the first stage will be organised through one TA service contract. However, in order to meet the specific legislative conditions in Bulgaria and to ensure the appropriate project implementation, sub-contracting could be possible in several lots under conditions explicitly stated in the ToR for this contract.

It is expected that at least 20 individual projects will be designed and fully prepared for implementation by the TA.

The support scheme is applicable for the following cross-border regions: Bourgas, Yambol and Haskovo.

The maximum duration of the projects' preparation is 12 months with the ending date of at least three months before the expiry date of the Financing Memorandum. The same project proposal must not receive more than one EC-funded grant.

Final beneficiaries may be: local authorities, research, training and education institutions, non-profit companies registered in the cross border region.

### **3.5 Linked Activities**

**2003/005.632.03** – Technical Assistance for Multi Annual Programming and Implementation of future cross border neighbourhood programmes with Serbia & Montenegro, FYROM and Turkey;

**2003/005.632.02** – Joint Small Project Fund

**2004/016.715.02** – Joint Small Project Fund

### **3.6. Lessons learned**

In the Interim Evaluation Report R.BG.REG.04.001 of 27.09.2004 it was stated that “project preparation assistance should be effective in creating mature projects ready for tendering. As the work will be undertaken by contractors, however, it will do little to build the capacity of the administration. Management assistance to the MRDPW Phare IA has been too broad. Any future assistance ... should be only endorsed if it is targeted at specific issues, which are achievable within the scope of the resources available.”

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 as well as to avoid lack of mature projects after accession. The experience of the new MSs showed that by the time of accession most of them didn't prepare a satisfactory number of mature projects ready to be financed under SFs. This provoked additional difficulties and workload to the programming and implementing bodies. Bulgarian authorities would like to facilitate to a maximum extent the future implementation of the programmes to be financed within the framework of Objective 3 SFs, so the activities included in this PROJECT FICHE will contribute to achievement of better results in this respect.

## **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

	Phare support	Co-financing			Total Cost
€M		National Public Funds (1)	Other Sources (2)	Total Co-financing of Project	
<b>Component 1</b> TA for institutional capacity building, for programming and PPF preparation	0.150				0.150
<b>Component 2</b> TA for design and preparation of a project pipeline	0.300				0.300
Operational costs (3)	0.050				0.050
<b>IB support</b>	<b>0.500</b>				<b>0.500</b>
<b>Total project 2005</b>	<b>0.500</b>				<b>0.500</b>

<b>Total project 2005</b>	<b>0.500</b>			(3)	<b>0.500</b>
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(1) Contribution from national, regional, local, municipal authorities, FIs loans to public entities, funds from public enterprises.

(2) Private funds, FIs loans to private entities.

(3) The Operational costs represent an available budget line amounting to maximum 10% of the total PHARE allocation (0.5 MEUR). They may be used to cover operational expenses directly related to the responsibilities of the programme managing bodies that include all expenses for the business trips in Bulgaria and abroad, the costs to cover the official events related to the programme, 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

N / A

### 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 framework contract assignment amounting to 0.150 MEUR for TA/PPF.

One call for selection of at least 20 individual projects to be prepared will be launched through one TA contract and subsequently sub-contracted in several lots under specific conditions stated in the TD.

One budget line amounting to 0.05 MEUR for operational costs related to Programme management will be ensured.

## 7 Implementation Schedule

	Component 1	Component 2	Component 3
<b>7.1 Start of tendering/call for proposals</b>	January 2006	July 2006	January 2006
<b>7.2 Start of project activity:</b>	April 2006	October 2006	January 2006
<b>7.3 Project completion:</b>	June 2007	March 2007	December 2007

## 8 Equal Opportunity

The project will stimulate the process building the partnership between the national, regional and local partners in terms of responsibilities taken, decision making and priorities setting and will be in no way discriminatory in terms of gender, life-style, religion or politics. It will contribute to the equal opportunities referring to gender.

## 9 Environment

N/A

## 10 Rates of return

N/A

## 11 Investment criteria (applicable to all investments)

### 11.1 Catalytic effect

N/A

### 11.2 Co-financing

N/A

### **11.3 Additionality**

N/A

### **11.4 Project readiness and size**

N/A

### **11.5 Sustainability**

N/A

### **11.6 Compliance with state aids provisions**

N/A

### **11.7 Contribution to National Development Plan**

N/A

## **12 Conditionality and sequencing**

N/A

### **ANNEXES TO PROJECT FICHE**

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

LOGFRAME PLANNING MATRIX		
Project: <i>Technical Assistance and Project Preparation Facility (PPF) to the Bulgaria-Turkey Cross-border Co-operation Programme</i>	Contracting period expires <b>30.11.2007</b>	Disbursement period expires <b>30.11.2008</b>
	Total budget : <b>0.5 MEUR</b>	Phare budget : <b>0.5 MEUR</b>

Overall objective	Objectively verifiable indicators	Sources of Verification	
The project will strengthen the cross-border co-operation between Bulgaria and Turkey by supporting programming process and thus increasing potentialities for absorption of the EU financial support.	<ul style="list-style-type: none"> <li>Bulgaria prepared to effectively use EU support.</li> </ul>	<ul style="list-style-type: none"> <li>Annual Report;</li> <li>Mid-term Reports</li> </ul>	
Project purpose	Objectively verifiable indicators	Sources of Verification	Assumptions
The project purpose is to provide technical assistance for strengthening the capacity in generating, preparing and implementation of adequate projects for the next CBC Programme between Bulgaria and Turkey and in supporting the relevant central, regional and local authorities in their efforts to establish future joint technical bodies and manage future projects after EU accession.	<ul style="list-style-type: none"> <li>Improved management of CBC programmes prepared under the PPF;</li> <li>Project readiness for effective absorption of EU SF funding</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring and assessment reports;</li> <li>Reports of the Phare IA (BG);</li> <li>CBC programme evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>Efficient programme management (implementation, monitoring, assessment);</li> <li>Continued commitment of the Government towards the priorities of the programme and regional development;</li> </ul>



			<ul style="list-style-type: none"> <li>• Availability of qualified management staff;</li> <li>• Sustained interest of the border region population in infrastructure development and co-operation.</li> </ul>
<b>Results</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
<ul style="list-style-type: none"> <li>• Final draft of the Bulgaria-Turkey CBC Programming Document</li> <li>• Project Preparation Facility that will provide technical assistance in order to support the Programming and Implementing structures within the Ministry of Regional Development and Public Works for the CBC Bulgaria - Turkey programme established;</li> <li>• The Bulgarian central/regional/local authorities involved supported with expertise in order to programme establishment of joint technical bodies;</li> <li>• Improved administrative capacity for programming and implementation of BG-TR CBC programme at central and regional/local level;</li> <li>• Sufficient number of projects for preparation approved (minimum 20);</li> <li>• Increased awareness and information among the local beneficiaries on purposes, significance and benefits of cross border cooperation and programmes, as well as suitably promoting programme's results achieved, good practices, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Programming document for CBC BG-TR available ;</li> <li>• Minimum 20 mature projects ready for financing;</li> <li>• 20 trainers and consultants trained;</li> <li>• 8 public awareness events organised;</li> </ul>	<ul style="list-style-type: none"> <li>• Project completion reports;</li> <li>• Monitoring and assessment reports.</li> </ul>	<p>Availability of adequate funds through the next CBC programme to finance the prepared projects with SF support</p>

Activities	Means		Assumptions
<p>The technical assistance will include the following activities:</p> <p><b><u>Component 1. TA for strengthening the institutional capacity of the managing structures of the future SF territorial co-operation programme at central/regional/local level, and for project preparation facility</u></b></p> <p>This project component comprises four main groups of activities:</p> <ol style="list-style-type: none"> <li>1. Activities related to planning, programming, and implementing the future EU territorial co-operation programme including the final draft of the programming Document 2007-2013;</li> <li>2. Awareness raising campaign;</li> <li>3. Strengthening of the project preparation capacity;</li> <li>4. Assistance for the preparation of ready-to-go projects.</li> </ol> <p>Under this TA, a team of EU and local experts will examine the availability of mature projects and help in assessing their readiness in terms of quality and design, and will deliver key expertise in finalising the necessary documentation.</p> <p>The selection procedure for the projects to be assisted will be decided by MRDPW and the line Ministries based on the criteria for projects selection in accordance with SF and INTERREG rules. A Guideline for Applicants will be</p>	<ul style="list-style-type: none"> <li>• One TA framework contract – M€ 0.15;</li> <li>• One TA contract amounting at M€ 0.30;</li> <li>• Available budget line of M€0.05</li> </ul>	<ul style="list-style-type: none"> <li>• Reports from consultants;</li> <li>• MRDPW bank statements.</li> </ul>	<ul style="list-style-type: none"> <li>• Availability of qualified consultancy staff.</li> </ul>

prepared by the TA team.

The team will also develop the documents needed, such as tender dossiers, etc. The TA pool is expected to oversee the work of the selected companies to guarantee full compliance with the SF and INTERREG requirements.

**Component 2. PPF – Preparation of pipeline of ready-to-go projects**

The support scheme for project pipeline preparation to be launched in 2006 will guarantee the development of at least 20 mature projects ready for financing under SF.

It will be implemented in two stages:

**1<sup>st</sup> stage:** Potential beneficiaries apply with project ideas following the launch of a **Call for proposals**;

**2<sup>nd</sup> stage:** Full preparation of selected projects through one TA service contract.

## Annex 2 – Detailed implementation chart

Project title: **2005/xxx.xxx** Technical Assistance and Project Preparation Facility (PPF) to the Bulgaria-Turkey Cross-border Co-operation Programme

Contracting	2005		2006												2007												2008												
	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	
Component 1			T	T	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I																			
Component 2									T	T	C	I	I	I	I	I	I																						
Component 3			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: Tender Procedures	C: Contracting		I: Implementation												T: Tender Procedures																								

Annex 3 – Contracting and disbursement schedule by quarter															
Project title: 2005/xxx.xxx - Technical Assistance and Project Preparation Facility (PPF) to the Bulgaria-Turkey Cross-border Co-operation Programme															
Components	Cumulative contracting schedule by quarter in MEUR (planned)														Total Phare Allocation
	2005		2006				2007				2008				
	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	
Component 1				0.15	0.15	0.15	0.15	0.15	0.15	0.15					0.15
Component 2						0.30	0.30	0.30	0.30	0.30					0.30
Component 3			0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05					0.05
Total contracting:			0.05	0.20	0.20	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)
	2005		2006				2007				2008				
	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	
Component 1				0.090	0.090	0.130	0.130	0.150	0.150	0.150					0.15
Component 2						0.180	0.270	0.300	0.300	0.300					0.30
Component 3			0.006	0.013	0.019	0.025	0.031	0.038	0.044	0.050					0.05
Total disbursement:			0.006	0.103	0.109	0.335	0.431	0.488	0.494	0.500					0.50