

# STANDARD SUMMARY PROJECT FICHE

## Neighbourhood Programme BG-FYROM

### 1. Basic information

- 3.1. CRIS number: 2004/016-786.01.03
- 3.2. Title: **TECHNICAL ASSISTANCE FOR IMPLEMENTATION OF THE NEIGHBOURHOOD PROGRAMME BETWEEN BULGARIA AND THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA**
- 3.3. Sector: Regional Development/CBC
- 3.4. Location: Cross-border region between Bulgaria and the former Yugoslav Republic of Macedonia

### 2. Objectives

3.1. Overall Objectives:

Support to the Neighbourhood Programme (NP) Bulgaria-the former Yugoslav Republic of Macedonia implementation and the achievement of its objectives and priorities

3.2. Project purpose

Smooth and efficient administration of the NP between Bulgaria and the former Yugoslav Republic of Macedonia

3.3. Accession Partnership (AP) and NPAA priority

N/A

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

N/A

3.5. 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 and efficient 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.

Technical assistance is broadly divided into two categories:

- ☐ **PROGRAMME MANAGEMENT AND IMPLEMENTATION**
- ☐ **PROJECTS' PREPARATION, PROGRAMME PUBLICITY AND EVALUATION**

### 3. Description

#### 3.1. Background and justification

This Joint Programming Document (JPD) is the basis for the Neighbourhood Programme of the border area between the Republic of Bulgaria and the former Yugoslav Republic of Macedonia. 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 the former Yugoslav Republic of Macedonia).

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

The management structures for this NP include (i) the national authorities responsible for Programme coordination (Implementing Agency in Bulgaria, and Programme Coordination Unit in the former Yugoslav Republic of Macedonia), a Joint Cooperation Committee and a Joint Steering Committee, assisted by a Joint Technical Secretariat.

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 Coordination Unit (PCU) for the CARDS component (in the former Yugoslav Republic of Macedonia), while the Contracting Authority will be the European Agency for Reconstruction (EAR) in the former Yugoslav Republic of Macedonia.

The Technical Assistance funds will contribute to cover the administrative costs for programme's management and implementation.

Inter alia, the operational costs of the Joint Technical Secretariat (JTS) are co-financed under the programme's Technical Assistance budget provided they comply with the list of tasks eligible for co-financing in the relevant EU regulations. Job descriptions of the JTS members, as well as detailed Rules of Procedures for JTS will be developed together by the concerned national authorities.

#### 3.2. Sectoral rationale

N/A

#### 3.3. Results

Financial support provided under the TA the following results:

- Smooth operation of the JTS through,
- 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,
- JTS staff sufficiently trained as to assist the Joint Cooperation Committee, the Joint Steering Committee, IA/PCU in performing NP implementation
- Increase awareness and information among the local beneficiaries, as well as suitably promoting programme's results achieved and aims pursued.

#### 3.4. Activities

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

- ❑ Ensuring the functioning of the JTS by covering its operational costs

- ❑ Ensuring the management, implementation, monitoring and control of the Programme
- ❑ Technical Assistance to the potential applicants in project preparation
- ❑ Technical Assistance for evaluations, audits, seminars, information, publicity concerning the Programme

Detailed breakdown of costs is to be included in the grant contract to be signed between the EC Delegation in Sofia and the IA-CBC at the Ministry for Regional Development and Public Works.

### 3.5. Linked activities

N/A

### 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 the Neighbourhood Programme are laid down with the Implementing Agency Phare – ESC/ CBC at the **Ministry of Regional Development and Public Works**. It has the overall responsibility for the implementation, as well as the administrative, technical and financial management. The MRDPW shall also monitor the physical and financial implementation, Phare and co-financing payments, and report to the EC in regularly reports.

The MRDPW will ensure necessary human resources for the technical management of the Grant Contract.

On the former Yugoslav Republic of Macedonia side, the responsibilities on the day-to-day tasks of the NP lay down with the PCU, while the **European Agency for Reconstruction (EAR)** will act as Contracting Authority.

The Joint Technical Secretariat, to be established in the framework of the JPD, will assist the IA and the PCU in the implementation of the NP.

## 5. Detailed budget

Year 2004	Phare Support			National Co-financing*	IFI	TOTAL
	Investment Support	IB	Total Phare (=I+IB)			
Grant Contract		€ 100,000	€ 100,000			€ 100,000
<b>TOTAL</b>		<b>€100,000</b>	<b>€100,000</b>			<b>€100,000</b>

A percentage of CARDS allocations will be used for financing Technical Assistance on the side of the former Yugoslav Republic of Macedonia.

Year 2004	CARDS Support			National Co-financing*	IFI	TOTAL
	Investment Support	IB	Total CARDS (=I+IB)			
Grant Contract		€ 50,000	€ 50,000			€ 50,000
<b>TOTAL</b>		<b>€ 50,000</b>	<b>€ 50,000</b>			<b>€ 50,000</b>

## 6. Implementation Arrangements

### Implementing Agency

The Republic of Bulgaria

*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: Silvia Teneva, acting Head of Phare CBC Department

Phone: +359 2 9405-280, +359 2 9405-377

Fax: +359 2 987 0737

E-mail: steneva@mrrb.government.bg

The PF will be implemented (at least for the Phare component) through a grant contract signed between the EC Delegation in Sofia and the BG IA. TA funds will be transferred to the BG IA, which will be responsible for using them for the purposes detailed in the PF and the Grant contract.

The former Yugoslav Republic of Macedonia

*Contracting Authority*

European Agency for Reconstruction

Makedonija 11/I, 1000 Skopje

Tel: + 389 2 328 6782

Fax: + 389 2 312 4760

### 6.1 Twinning

N/A

### 6.2 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.

### 6.3 Contract

A grant contract will be signed with the MRDPW, which will manage the funds and reported ex-post to the EC Delegation in Sofia every year.

## 7. Implementation Schedule

### 7.1 Start of contracting

November 2004

### 7.2 Start of project activity

November 2004

7.3 Project completion

November 2005

**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 Financial Memorandum between Bulgaria and the European Union for 2004.

**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: <b>TECHNICAL ASSISTANCE FOR IMPLEMENTATION OF NEIGHBOURHOOD PROGRAMME BETWEEN BULGARIA AND THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA</b>		Programme name and number	
		Contracting period expires	Disbursement period expires
		Total budget: <b>€100,000</b>	Phare budget: <b>€100,000</b>
<b>Overall objectives</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	
Support to NP implementation and the achievement of its objectives and priorities	<ul style="list-style-type: none"> <li>Positive assessment on the NP implementation and the structures involved in it</li> </ul>	<ul style="list-style-type: none"> <li>Implementing Agency reports</li> <li>Independent evaluations</li> </ul>	
<b>Project purpose</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
Smooth and efficient administration of the NP between Bulgaria and the former Yugoslav Republic of Macedonia	<ul style="list-style-type: none"> <li>Number and type of projects successfully carried out – average 25</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Reports</li> <li>Progress Reports</li> </ul>	<ul style="list-style-type: none"> <li></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>Smooth operation of the JTS through,</li> <li>Sufficient number of staff employed within the JTS, trained and operational capable to manage the tasks prescribed in the JPD,</li> <li>Timely management of all Programme related meetings,</li> <li>JTS staff sufficiently trained as to assist JCC, JSC, IA/PCU in performing NP implementation</li> <li>Increase awareness and information among the local beneficiaries, as well as suitably promoting programme's results achieved and aims pursued.</li> </ul>	<ul style="list-style-type: none"> <li>Sufficient number of staff employed and trained – at least 3</li> <li>A regional office set up and operational from November 2004</li> <li>A branch office in the former Yugoslav Republic of Macedonia is set up (optional)</li> <li>Number of signed grant contracts under FM 2004 – average 24</li> <li>Successfully implemented projects under FM 2004 – average 20</li> <li>Successful launch of Call for Proposals – 2 as per the FM</li> <li>Promotion and information campaigns timely launched – at least 2</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring and evaluation reports</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

<b>Activities</b>	<b>Means</b>		<b>Assumptions</b>
<ul style="list-style-type: none"> <li>▪ Expenditure relating to the JTS</li> <li>▪ Expenditure relating to the management, implementation, monitoring and control of the Programme</li> <li>▪ Expenditure for assisting potential applicants in project preparation</li> <li>▪ Expenditure relating to evaluations, audits, seminars, information, publicity concerning the Programme</li> </ul>	<p>The PF will be implemented (at least for the Phare component) through a grant contract signed between the EC Delegation in Sofia and the BG IA. TA funds will be transferred to the BG IA, which will be responsible for using them for the purposes detailed in the PF and the Grant contract.</p>		<ul style="list-style-type: none"> <li>•</li> </ul>
			<b>Preconditions</b>

## ANNEX 2 IMPLEMENTATION CHART

*Project title:*

TECHNICAL ASSISTANCE FOR IMPLEMENTATION OF NEIGHBOURHOOD PROGRAMME BETWEEN BULGARIA AND THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA

ACTIVITIES	2004												2005												2006												2007												
	1	2	3	4	5	6	7	8	9	#	#	#	1	2	3	4	5	6	7	8	9	#	#	#	1	2	3	4	5	6	7	8	9	#	#	#	1	2	3	4	5	6	7	8	9	#	#	#	
Preparing grant contract																																																	
Signing grant contract																																																	
Implementation																																																	
End of Project																																																	



# **ANNEX 3** **CONTRACTING AND DISBURSEMENT SCHEDULE BY QUARTER**

*Project title:*

TECHNICAL ASSISTANCE FOR IMPLEMENTATION OF NEIGHBOURHOOD PROGRAMME BETWEEN BULGARIA AND THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA

CONTRACTING	Cumulative contracting schedule by quarter in € m (provisional)												
	2004				2005				2006				Total
	I	II	III	IV	I	II	III	IV	I	II	III	IV	
TA				0,100	0,100	0,100	0,100	0,100	0,100	0,100	0,100	0,100	0,900
DISBURSEMENT	Cumulative disbursement schedule by quarter in € m (provisional)												
	2004				2005				2006				Total
	I	II	III	IV	I	II	III	IV	I	II	III	IV	
TA				0,050	0,050	0,100	0,100	0,100	0,100	0,100	0,100	0,100	0,800