STANDARD PROJECT FICHE

1. Basic Information

1.1 CRIS number: 2004/016-783.01.04
1.2 Title: PROJECT PREPARATION AND IMPLEMENTATION for the Phare CBC Programme Bulgaria -Romania
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 Romania/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-RO 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-RO 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 Programming Department in preparation of ready to go project pipeline in order to meet the increased budget allocation for Bulgaria, providing a good absorption 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-RO 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 several Technical Assistance Contracts (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-RO 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 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.).

3.5. Linked activities:

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№ 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-ascession 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

<table>
<thead>
<tr>
<th>Component/Sub-Project</th>
<th>Phare Support (in MEUR)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Investment Support (I)</td>
<td>Institution Building (IB)</td>
<td>Total Phare (I+IB)</td>
<td>National Co-financing</td>
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<tr>
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<tr>
<td>Operational costs *</td>
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<tr>
<td>Total</td>
<td>0.500</td>
<td>0.500</td>
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<td>0</td>
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</tbody>
</table>

*Maximum 20% of Total PHARE allocation (0.5 MEUR) may be used to cover operationale expenses of the beneficiary institution (business trips in BG, technical, task force and JCC meetings, workshops, informationand 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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Fax: +359 2 9405 363
IA MRDPW
Director: Tzvetomira Lacheva – Deputy PAO
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1202 Sofia
Phone: +359 2 9405 280
Fax: +359 2 9405 363

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 form the General Budget of the European Communities in the context of external actions” will be strictly followed.

6.4 Contracts

One or several Service Contracts, including framework Contracts if necessary, 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

<table>
<thead>
<tr>
<th>Project</th>
<th>Contracting period expires</th>
<th>Disbursement period expires</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Preparation Facility (PPF)</strong></td>
<td><strong>30.11.2006</strong></td>
<td><strong>30.11.2007</strong></td>
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<tr>
<td></td>
<td>Total budget :</td>
<td>Phare budget :</td>
</tr>
<tr>
<td></td>
<td>0.5 MEUR</td>
<td>0.5 MEUR</td>
</tr>
</tbody>
</table>

### Overall objective

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.

### Assumptions

- 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.
- Monitoring and assessment reports;
- Reports of the Phare IA (BG);
- CBC Phare Programme evaluation.
- 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.

### Objectively verifiable indicators

- Bulgaria prepared to effectively use EU support.
- Annual Report;
- Mid-term Reports;
- Monitoring and assessment reports;
- Reports of the Phare IA (BG);
- CBC Phare Programme evaluation.

### Sources of Verification

- Annual Report;
- Mid-term Reports;
- Monitoring and assessment reports;
- Reports of the Phare IA (BG);
- CBC Phare Programme evaluation.

### Project purpose

Strengthening the capacity to prepare adequate programmes and projects in the context of future Cross Border Cooperation Programmes Romania/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-RO Cross-border Programmes after 2007.
<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| • 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-RO CBC programme at central and regional/local level  
• Established project pipeline with ready-to-go CBC projects  
• Publicity action plan implemented | • CBC IA reports;  
• Project completion reports;  
• Monitoring and assessment reports;  
• Financing proposals. | • 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. |
<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities will be implemented by a Technical Assistance Contract, including mid-term and short-term expertise basically focused on: • 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-RO 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 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 and presentation materials etc.).</td>
<td>• One TA Service contract. – 0.400 MEUR • Reports from consultants; • MRDPW bank statements.</td>
<td>• Availability of qualified consultant staff.</td>
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</tbody>
</table>
### Annex 2 – Detailed implementation chart

**Project title:** 2004/016-783.01.04 - Project Preparation Facility

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</tr>
</thead>
<tbody>
<tr>
<td>Service contract</td>
<td>T</td>
<td>C/I</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
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</tbody>
</table>

T: Tender Procedures  
C: Contracting  
I: Implementation

### Annex 3 – Contracting and disbursement schedule by quarter

**Project title:** 2004/016-783.01.04 - Project Preparation Facility

#### Cumulative contracting schedule by quarter in MEUR (planned)

<table>
<thead>
<tr>
<th>Components</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>Total Phare Allocation</th>
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</thead>
<tbody>
<tr>
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<td>0.10</td>
</tr>
<tr>
<td><strong>Total contracting:</strong></td>
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<td><strong>0.50</strong></td>
<td><strong>0.50</strong></td>
<td><strong>0.50</strong></td>
<td><strong>0.50</strong></td>
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</tbody>
</table>

#### Cumulative disbursement schedule by quarter in MEUR (planned)

<table>
<thead>
<tr>
<th>Components</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>Total Phare Allocation (MEUR)</th>
</tr>
</thead>
<tbody>
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<td>Service contract</td>
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<td>0.24</td>
<td>0.36</td>
<td>0.40</td>
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<tr>
<td>Operational Costs</td>
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<td>0.10</td>
<td>0.10</td>
<td>0.10</td>
</tr>
<tr>
<td><strong>Total disbursement:</strong></td>
<td><strong>0.34</strong></td>
<td><strong>0.34</strong></td>
<td><strong>0.36</strong></td>
<td><strong>0.50</strong></td>
<td><strong>0.50</strong></td>
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