SUMMARY PROJECT FICHE

1. Basic Information

1.1 Désirée Number: BG 0105.02
1.2 Title: Twinning light facility
1.3 Sector: AD
1.4 Location: Bulgaria

2. Objectives

2.1 Overall Objective

To strengthen public institutions and administrative capacity in Bulgaria in preparation for EU accession.

2.2 Project purpose

To address specific and self-contained acquis-related institution building needs identified in the latest Accession Partnership, NPAA, the Working Document or EC Regular Report, or emerging in the course of accession negotiations.

2.3 Accession Partnership and NPAA priority

This facility can in principle be used to support the fulfillment of any acquis-related institution building need identified in the latest Accession Partnership, NPAA, the Working Document or EC Regular Report, or emerging in the course of accession negotiations.

3. Description

3.1 Background and justification

An independent assessment in the first half of 2000 found that twinning continues to address the candidate countries’ institution building needs, is generally working well, but can still be improved. The Phare Review therefore concluded that the instrument should be continued but a mechanism to cover medium term assignments should be introduced.

Short-term institution building needs of up to two weeks are addressed by TAIEX. Longer-term needs of up to 24 months are addressed by twinning through inter alia the provision of civil servants on long term secondment from member state administrations to counterpart administrations in the applicant countries. However, to address institution building priorities that lie between these two extremes, projects providing medium-term twinning (“twinning light”) are being introduced in 2001 Phare national programmes.

These projects will provide civil servants’ expertise from member states for assignments of up to six months, with possible limited extensions. However, these civil servants need not be located permanently in the applicant country, unlike pre-accession advisors. The procedures for these assignments will be simply an abridged form of those used currently under twinning. The results-based approach will continue. The national programme will contain a small contingency (a “twinning light facility”) to cover a limited number of unforeseen medium-term assignments, as and when they arise. If this facility is not fully utilised before Financing Memorandum expiry, the remaining funds will be cancelled.
3.2 Linked activities

- All institution building projects financed by Phare since 1998.
- The TAIEX Multi-beneficiary Programme, which complements the national Phare programme with very short-term advice in specific areas of the acquis.
- The SIGMA Multi-beneficiary Programme, which is being used to modernise public administration and improve public financial control.

3.3 Results

Concrete progress in strengthening public administrative capacity relating to the acquis communautaire, according to the specific results defined in individual project fiches approved for financing under this facility.

3.4 Activities

The twinning light facility will be established under the administration of the National Aid Coordinator. Projects will be solicited, developed, assessed and (if selected) implemented.

Twinning light projects will be delivered using advice from officials from Member States on a mixture of short-term missions and occasional longer-term visits. In addition, the services offered may include appraisal of regulatory texts, supply of documentation, workshops, seminars and visits, if appropriate.

4. Institutional Framework

The twinning light facility will be administered by the National Aid Coordinator. The National Aid Coordinator will be responsible for publicising the existence of the facility and the rules under which it operates. The National Aid Coordinator will take a pro-active approach to identifying priority institution building needs and ensuring that suitable twinning light projects are developed to meet them. The National Aid Coordinator will assess the eligibility of proposed twinning light projects and advise the European Commission whether they should be supported. Day-to-day responsibility for the administration of the facility will be the responsibility of Ms Rayna Karcheva in the National Aid Coordinator's office.

Responsibility for the management of individual projects supported under the facility will rest with the beneficiary institution, under arrangements to be specified in the relevant project fiche.

In order to be eligible for consideration, proposed projects must conform to the following criteria:

- The project must be justified by reference to the latest Accession Partnership, NPAA, Working Document or EC Regular Report, or institution building needs that emerge in the course of accession negotiations.
- The project should be of very limited scope, targeting specific and self-contained acquis-related institution building needs, and should have an achievable, concrete and verifiable result.
- The maximum Phare support per project is 150,000 euro, and the maximum planned duration of a project is 6 months (which can in exceptional cases be extended to 8 months).
- The project must be self-contained and should not be used to supplement directly a full twinning project.
- The project will be delivered by one or more Member States, generally involving a series of short missions by experts or possibly officials staying for slightly longer periods. In addition, the services offered by the Member States may include appraisal of regulatory texts, supply of documentation, workshops, seminars and visits, if appropriate.
Phare support from this facility cannot be used to finance the purchase of equipment. Any equipment needed to help achieve the results of a project must be financed entirely from national funds.

A project proposal must be accompanied by a fully elaborated and mature Phare project fiche, in the standard format. The fiche must state clearly the results the project will target, the beneficiary’s own strategy and the means it intends to deploy to achieve these results, the type of assistance it seeks from Member States.

Proposals for support should be sent by Bulgarian ministries to the National Aid Coordinator in the form of fully developed standard Phare project fiches. The National Aid Coordinator will evaluate the eligibility of each proposal according to the criteria set out above. Ineligible proposals will be rejected.

The National Aid Coordinator will forward each eligible application to the Head of the EC Delegation in Sofia with a recommendation of whether or not it should be supported. The criteria for supporting an application will be the relative priority of the project, the quality and maturity of the fiche, and the amount of unallocated funds remaining in the facility.

If the Head of the EC Delegation accepts the National Aid Coordinator’s recommendation to support a project, he will forward the fiche to the European Commission in Brussels (Bulgaria team and Twinning team in DG ELARG), which will conduct inter-service consultation and decide whether or not the project should be approved. Approval may be made conditional on modifications to the project fiche.

Pending approval of a project, the beneficiary institution should prepare Terms of Reference that build on the information in the project fiche, in the same way as a commercial tender. The terms of reference must cover the background, the ongoing reform process, the longer-term and immediate objectives, and the outputs or results of the project. The Terms of Reference should clearly reflect the beneficiaries capacity and commitment to assume the full responsibility to achieve the result as well as evidence that the project fits into the strategy of the beneficiary.

Following the approval of a project by the European Commission in Brussels and the preparation of Terms of Reference satisfactory to the EC Delegation, the Delegation will transmit the Terms of Reference to Member States National Contact Points. The EC Delegation will transmit to the beneficiary institution and the CFCU proposals received from Member States. Consortia of Member States are not allowed.

The project beneficiary will be responsible for hosting the twinning partner selection meetings, which will be chaired by the CFCU and attended by the EC Delegation, and selecting the twinning partner. A contract will then be concluded by the CFCU. This contract replaces the covenant used in larger-scale twinning projects.

Fuller information is contained in the European Commission’s latest guide “Procedures for Twinning Light”.

5. Detailed Budget

<table>
<thead>
<tr>
<th>Phare Support (meuro)</th>
<th>National Cofinancing</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Investment Support</td>
<td>Institution Building</td>
<td>Total Phare (=I+IB)</td>
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<tr>
<td>Twinning covenants</td>
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<td>1.500</td>
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<tr>
<td>Total</td>
<td>- 1.500</td>
<td>1.500</td>
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6. Implementation Arrangements
6.1 Implementing Agency

The Implementing Agency for all projects under this facility will be the CFCU at the Ministry of Finance, which will work closely with the beneficiary of each project supported under the twinning light facility.

6.2 Twinning

All projects will be delivered entirely by twinning. Any equipment necessary to achieve the results of a project will be financed, supplied and installed entirely by the beneficiary.

In all twinning light projects, success in delivering results depends on the coherence of a number of successive inputs, the continuity of those inputs, and steady progress. Every twinning light project will therefore include a Member State Project Leader, who continues to work in his/her Member State administration but who devotes some of his/her time to conceiving, supervising and coordinating the overall thrust of the twinning light project.

6.3 Non-standard aspects

The Phare Manual, twinning manual and twinning light guidance will apply.

Contracts

It is expected that the facility could support between about ten twinning covenants.

7. Implementation Schedule

7.1 Start of tendering/call for proposals

Applications for support under the facility may be submitted to the NAC from 1 June 2001 onwards. The latest date for receipt of applications by the NAC will be 30 June 2003.

7.2 Start of project activity

Twinning covenants for projects under this facility may only be signed, and project implementation commence, after signature of the Financing Memorandum for the Phare 2001 National Programme.

7.3 Project Completion

Projects must be completed three months before the last date for disbursements under the Financing Memorandum for the Phare 2001 National Programme.

8. Equal Opportunity

Equal opportunity for men and women will be guaranteed.

9. Conditionality and sequencing

All projects implemented through twinning require the full commitment and participation of the senior management of the beneficiary institution. In addition to providing the twinning partner with adequate staff and other resources (including translation and interpretation) to operate effectively, the senior management of the beneficiary institution must be whole-heartedly involved in the development and implementation of the policies and institutional change required to deliver the project results.

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 FOR TWINNING LIGHT FACILITY

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>To strengthen public institutions and administrative capacity in Bulgaria in preparation for EU accession.</td>
<td>Increasing number of institutions ready to apply the acquis communautaire</td>
<td>Accession partnership, EC Regular Report</td>
<td>The identified tasks are completed in time and effectively</td>
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<table>
<thead>
<tr>
<th>Project purpose</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>To address specific and self-contained acquis-related institution building needs identified in the latest Accession Partnership, NPAA, the Working Document or EC Regular Report, or emerging in the course of accession negotiations.</td>
<td>Acceleration of the progress within ministries/institutions towards meeting the requirements of the acquis</td>
<td>Monitoring reports, EC Regular report</td>
<td>The beneficiaries allocate appropriate human and financial resources to the specific task</td>
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</table>

<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td>Concrete progress in strengthening public administrative capacity relating to the acquis communautaire, according to the specific results defined in individual project fiches approved for financing under this facility.</td>
<td>By the end of 2003 specific identified tasks have been completed with the help of MS experts</td>
<td>PAAs reports, Monitoring reports</td>
<td>The beneficiaries allocate appropriate human and financial resources to the specific task</td>
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<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
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<td>The twinning light facility will be established under the administration of the National Aid Coordinator. Projects will be solicited, developed, assessed and (if selected) implemented. Twinning light projects will be delivered using advice from officials from Member States on a mixture of short-term missions and occasional longer-term visits. In addition, the services offered may include appraisal of regulatory texts, supply of documentation, workshops, seminars and visits, if appropriate.</td>
<td>A twinning light facility will be established within the Phare 2001 National Programme. Appropriate administrative arrangements will be made by the National aid Coordinator.</td>
<td>Appropriate twinning partners will be found</td>
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**Preconditions**
- Sufficient interest by ministries
### Detailed implementation chart

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D: Design of projects supported by the facility  
T: Tendering and contracting of projects supported by the facility  
I: Implementation of projects supported by the facility

### ANNEX 3

#### CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE

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