TITLE: FEASIBILITY STUDY FOR THE CONSTRUCTION AND EQUIPMENT OF A PROCESSING PLANT FOR ANIMAL BY-PRODUCTS NOT INTENDED FOR HUMAN CONSUMPTION IN BULGARIA
Standard Summary Project Fiche

1. Basic Information
   1.1 CRIS Number: BG2003/004-937.03.02
   Title: Feasibility Study for the construction and equipment of a processing plant for animal by-products not intended for human consumption in Bulgaria
   1.2 Sector: AGRICULTURE
   1.3 Location: BULGARIA

2. Objectives
   2.1 Overall Objective(s):
   To bring the waste rendering system in BG in line with the EU requirements
   2.2 Project purpose:
   To assist the National Veterinary Service in the establishment of an EU-compliant processing plant for animal by-products in Bulgaria.
   2.3 Accession Partnership (AP) and NPAA priority
   Accession partnership priority
   – Continue the upgrading of food processing establishments so that they are in a position to respect EC food safety standards.
   – Continue alignment of veterinary and phytosanitary legislation and upgrade inspection arrangements, in particular at future external borders
   NPAA priority
   2.4 Contribution to National Development Plan
   National Development Plan priorities
   Position paper: The animal waste sector in Bulgaria is currently undergoing reorganisation in order to bring it into compliance with the EU acquis, in particular as regards TSE measures. Current proposals, which are not yet adopted, are to designate two plants for the treatment of specified risk material and high risk material. Currently there are five rendering plants operating in Bulgaria, none of which is in compliance with EC requirements.
   2.5 Cross Border Impact
   N.A.

3. Description
   3.1 Background and justification:
   In the past Bulgaria had a rendering industry with more than 15 rendering plants. After privatization of this sector in the 90s the number has until now been reduced to 5 plants in operation, 2 of them operating on a non-regular basis only. Bovine materials, including specified risk material and fallen stock, have always been rendered together with materials from other species. The main Community rules governing the disposal and processing of animal by-products (entire bodies or parts of animals or certain products of animal origin not intended for human consumption) are set out in Regulation (EC) No 1774/2002 which replaces the rules laid down in Directive 90/667/EC and the rules laid down in Directive 92/118/EEC with respect to animal by-products not intended for human consumption. Animal by-products are classified into three categories—Category 1, Category 2 and Category 3 and according to the Regulation there must be clear separation during collection, transport, storage and processing of the different categories of animal by-products.
With a view to complying with the requirements of Council Directive 90/667/EEC (transposed into Bulgarian legislation) the NVS requested the assistance of TAIEX Office for assessment and advice on the questions of:
- the number of rendering plants in the country needed to cope with collection and rendering harmless high risk and specified risk material of animal origin
- the alternatives of (i) designing and constructing a new processing plant or (ii) developing a new separate facility within one of the currently existing operational rendering plants

According to the recommendations of the final report of the mission a new processing plant for high-risk material (HRM) and specified risk material (SRM) shall be required to cover the western half of Bulgaria. (Ref. TAIEX /4507/ Rendering /Bulgaria/02-05.09.02/).

It is worth noting that the processing plant will focus on Category 1 material (which covers both HRM and SRM). Nevertheless, because of the type of activity, of the regional needs, and of economic conditions, the processing plant will also process Category 2 and 3 material. As such, the plant will more particularly act as rendering plant for Western Bulgaria where there is currently none (the existing five are all situated in the eastern part of the country).

In the framework of the BSE crisis in Europe and in view of its future accession to EU, Bulgaria has taken the full commitment to establish an EU compliant rendering system of animal wastes.

The significance of the proposed project lays both in its environmental implications, and in the positive impact it will have on human and animal health and on consumer confidence.

After a careful analysis of the issues that need to be addressed in order to develop a processing plant for Bulgaria, it was decided to undertake the activity in three stages:

1. The pre-feasibility study stage, which will identify provisional capacity, volumes and define potential technical solutions that will then be confirmed by the next stage under Phare 2003. The pre-feasibility study will be carried out by the NVS with TAIEX Office assistance.
2. The feasibility study phase comprising all preparatory studies (technical feasibility study, economic study, environmental assessment, technical design ready for tendering) under Phare 2003 funding
3. Construction and supplies phase under Phare 2004 funding

An important pre-condition for the project is the allocation of the land plot for the plant. A working group was set up at the Ministry of Agriculture and Forestry (MAF) already in 2002 to address the issue. It has already been defined that the land will be state-owned, and the plot will be legally allocated by March 2003.

3.2 Linked activities:
  - Phare Project BG 0201.06 TSE (Transmissible Spongiform Encephalopathy) control – not started yet. The main expected result of the project is: “EU TSE control practice transposed in Bulgaria.”

3.3 Results:
  - Technical feasibility study for a new processing plant for animal by-products completed.
  - Economic/financial study completed.
  - Environmental impact assessment carried out;
  - Tender documentation including working designs ready for WORKS tender;
  - Tender documentation ready for supply tender, including detailed list and specification of the technical equipment required to satisfy the operation of the processing plant (in line with relevant EU norms);
  - Overall strategy for animal waste management including organisation structures prepared.

3.4 Activities:
  - Technical feasibility study defining:
    - the origin of the animal by-products;
    - the number of specialised transport vehicles needed;
    - the potential intermediate plants needed;
    - the equipment needs;
    - the storage and processing capacity of the plant (throughput in T/day for each category of animal by-products);
Economic/financial study including:
- estimation of annual cost of running the processing plants;
- proposal of alternatives for cost recovery (the share of rendering costs to be covered by the state budget, by the slaughterhouses and the owners of animals) and other monetary incentives to ensure the successful and effective operation of the plant;
- business plan for the processing plant and associated structures;

- Preparation of environmental impact assessment report;
- Preparation of tender documentation including working designs for WORKS tender;
- Preparation of Tender documentation for supply tender;
- Preparation of overall strategy for animal waste management including organization structures.

3.5 Lessons learned:
- According to the recommendations of the final report of the expert mission to Bulgaria (carried out from 02.09 – 05.09.2002) for assessment and advice on the rendering of animal waste a new processing plant for HRM and SRM shall be required to cover the western half of Bulgaria. (Ref. TAIEX /4507/ Rendering / Bulgaria/02-05.09.02/).
- The construction of Kapitan Andreevo BVIP has demonstrated the extreme complication that can be caused by land allocation. Excessive delays were caused by the land expropriation procedure. For this reason, the allocation of land for the new processing plant has been taken as a priority. A working group was set up already in 2002 to address the issue. The allocation procedure is expected to be completed by March 2003.
- The situation with the existing processing plants has demonstrated the importance of appropriate economic studies in order to identify the expected costs related to the running of the plant.

4. Institutional Framework

The recipient of the project is the National Veterinary Service (NVS), which is the institution responsible for the overall implementation of the project. The NVS is a specialized executive body of the Ministry of Agriculture and Forestry responsible for the organization, coordination, management and control of the veterinary activities. The responsibility for control of processing plants for animal by-products lies with Directorate “Epizootic control, animal welfare & identification”. (See Annex 5-Structure of the NVS).

According to Ordinance N 29 (SG 75/2.08.2002) on the veterinary and sanitary requirements for the collection and disposal of animal waste, transposing Council Directive 90/667/EEC, the NVS approves rendering plants for processing animal waste and issues veterinary licenses for operation. The NVS controls the compliance of the rendering plants with the requirements of the above ordinance.
Pursuant to Order of the Minister of Agriculture and Forestry of 13.March.2001 an Inter-institutional Expert Committee was set up to deal with the problems of rendering in Bulgaria. The Committee consists of representatives of the following institutions: the Council of Ministers, Ministry of Agriculture and Forestry, National Veterinary Service, Ministry of Environment and Water, Ministry of Health, Ministry of Economy, Ministry of Finance and representatives of the rendering industry.

5. Detailed Budget

<table>
<thead>
<tr>
<th>Phare Support</th>
<th>Support</th>
<th>Total Phare (=I+IB)</th>
<th>National Co-financing*</th>
<th>IFl*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Support</td>
<td>Institution Building</td>
<td>0,695</td>
<td>0,695</td>
<td>0,695</td>
<td></td>
</tr>
</tbody>
</table>

There will be no national co-financing since this is a pure service contract.

6. Implementation Arrangements

Implementing Agency
The CFCU (Ministry of Finance) will be the Contracting Authority responsible for tendering, contracting, payments and financial reporting and will work with close co-operation with the beneficiary. The Deputy Minister of Ministry of Finance will act as PAO of the project. His contact details are:
The PIU at the Ministry of Agriculture and Forestry will be responsible for monitoring of project implementation and coordination of the activities at all stages of the project cycle. Contact details of the PIU:

Head of Phare Department
Ministry of Agriculture and Forestry
Address: 55 Hristo Botev blvd.
Sofia
Tel: 359 2 981 6163
Fax: 359 2 981 75 42
e-mail: demina@phare-agr.orbitel.bg

The beneficiary will be the National Veterinary Services, which will be responsible for the technical part of the project in terms. Beneficiary contact point:

Expert in “International Cooperation, European Integration and Certification” Directorate
National Veterinary Service
15A Pencho Slaveikov Blvd, 1606 Sofia, Bulgaria.
Tel No: + 359 2 952 09 18
Fax No: + 359 2 954 95 93
E-mail: Nevena.Mangarova@nvms.government.bg

The Steering Committee, overseeing the project implementation and securing exchange of information between the major stakeholders, has representatives of the following institutions:
The Contracting authority,
The EC Delegation,
MAF - Directorate European Integration and Phare Department,
The Beneficiary
The Contractor

6.1 Twinning
NA.
6.2 Non-standard aspects
The PRAG Procedure will be strictly followed
6.3 Contract
Service Contract - 0.695 MEuro.

7. Implementation Schedule

Service Contract

Start of tendering/call for proposals October 2003 (with suspensive clause)
Start of project activity April 2004
Project Completion November 2004

8. Equal Opportunity
All participating Bulgarian institutions are equal opportunity employers. No discrimination of whatever nature will be applied.

9. Environment
N/A

10. Rates of return
N/A
11. **Investment criteria**
   N/A

12. **Conditionality and sequencing:**

   - Pre-feasibility study completed by NVS by September 2003;
   - Land plot for construction allocated by MAF and ownership documents available by October 2003;
   - Amendments to the Law for Veterinary Activities to be presented to the Parliament for second half of 2003 session.

**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)
4. List of relevant Laws and Regulations
5. Structure of NVS.
6. Provisional list of equipment.
7. Draft ToR for feasibility study under Phare 2003
8. Administrative capacity
**ANNEX 1 to the Project Fiche**

<table>
<thead>
<tr>
<th>Programme name and number:</th>
<th>Programme name and number:</th>
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</thead>
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<tr>
<td>LOGFRAME PLANNING MATRIX FOR</td>
<td>Programme name and number:</td>
</tr>
<tr>
<td>PROJECT: FEASIBILITY STUDY FOR THE CONSTRUCTION AND EQUIPMENT</td>
<td>Programme name and number:</td>
</tr>
<tr>
<td>OF A PROCESSING PLANT FOR ANIMAL BY-PRODUCTS IN BULGARIA</td>
<td>Programme name and number:</td>
</tr>
<tr>
<td>Contracting period expires: 2005</td>
<td>Disbursement period expires: 2006</td>
</tr>
<tr>
<td>Total budget: 0,695 MEURO</td>
<td>Phare budget: 0,695 MEURO</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall objectives(s)</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>To bring the animal waste rendering system in BG in line with the EU requirements</td>
<td>Rendering system meets the requirements of Regulation 1774/2002 and related EU legal acts.</td>
<td>Commission regular report</td>
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</table>

<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 assist the National Veterinary Service in the establishment of a EU compliant processing plant for animal by-products in Bulgaria.</td>
<td>Economic studies and feasibility study approved by NVS by Month 8 Working designs &amp; technical specifications endorsed by NVS &amp; EC by Jan 2005</td>
<td>• Interim Evaluation reports • Monitoring reports</td>
<td>• New legislation harmonized and effectively implemented. • Necessary financial and human resources available. • Full commitment of government.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Technical feasibility study for a new processing plant for animal by-products completed. o Economic/financial study completed. o Environmental impact assessment carried out; o Tender documentation including working designs ready for WORKS tender; o Tender documentation ready for supply tender, including detailed list and specification of the technical equipment required to satisfy the operation of the processing plant (in line with relevant EU norms); o Overall strategy for animal waste management including organization structures prepared.</td>
<td>- Waste Management strategy ready by Month 5 - Business plan ready by Month 5 - EIA ready by Month 5 - Technical design ready for Month 8 - Technical specifications for supplies ready by Month 8 - Designs endorsed by FVO – DG SANCO by Month 8</td>
<td>• Progress reported regularly to the beneficiary, the Phare department at MAF and EC Delegation and at the end of the project by the contractor. • Reports of the project Steering Committee</td>
<td>• Support from other relevant institutions • Adequate provision from state budget</td>
</tr>
</tbody>
</table>
### Activities

- Technical feasibility study defining:
  - the origin of the animal by-products;
  - the number of specialised transport vehicles needed;
  - the potential intermediate plants needed;
  - the equipment needs;
  - the storage and processing capacity of the plant (throughput in T/day for each category of animal by-products);

- Economic/financial study including:
  - estimation of annual cost of running the processing plants;
  - proposal of alternatives for cost recovery (the share of rendering costs to be covered by the state budget, by the slaughterhouses and the owners of animals) and other monetary incentives to ensure the successful and effective operation of the plant;
  - business plan for the processing plant and associated structures;

- Preparation of environmental impact assessment report;

- Preparation of tender documentation including working designs for WORKS tender;

- Preparation of Tender documentation for supply tender;

- Preparation of overall strategy for animal waste management including organization structures.

### Means

- PHARE service contract

### Assumptions

- Effective collaboration of contractor with the PIU at MAF, the beneficiary, the CFCU and EC Delegation.

- Support from other relevant institutions

### Preconditions

- Pre-feasibility study completed by NVS by September 2003.

- Documentation for ownership of the land available at MAF

- Provision of adequate co-financing
### ANNEX 2 – DETAILED IMPLEMENTATION CHART

**Project title:** Feasibility Study for the construction and equipment of processing plant for animal by-products in Bulgaria

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<tr>
<th>Year</th>
<th>2003</th>
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<tr>
<td>(i)</td>
<td></td>
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<tr>
<td>(i)</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td></td>
</tr>
<tr>
<td>(i): pre-feasibility by NVS itself</td>
<td></td>
</tr>
<tr>
<td>(ii): <strong>S</strong> submission ToR for approval of feasibility study - with suspensive clause</td>
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</tr>
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### Year 2004

<table>
<thead>
<tr>
<th>Year</th>
<th>2004</th>
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<td>(i)</td>
<td>January</td>
</tr>
<tr>
<td>(i)</td>
<td>C</td>
</tr>
<tr>
<td>(i)</td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td></td>
</tr>
<tr>
<td>(ii): feasibility study</td>
<td></td>
</tr>
<tr>
<td>Including technical design</td>
<td></td>
</tr>
<tr>
<td>C: contracting</td>
<td></td>
</tr>
<tr>
<td>M: mobilisation</td>
<td></td>
</tr>
<tr>
<td>F: final report</td>
<td></td>
</tr>
<tr>
<td>Ready for tendering for works and supplies under Phare 2004</td>
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</tbody>
</table>

### Year 2005

<table>
<thead>
<tr>
<th>Year</th>
<th>2005</th>
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<tbody>
<tr>
<td>(i)</td>
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<tr>
<td>(i)</td>
<td></td>
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<tr>
<td>(i)</td>
<td></td>
</tr>
<tr>
<td>(ii): feasibility study</td>
<td></td>
</tr>
<tr>
<td>(iii): technical design</td>
<td></td>
</tr>
<tr>
<td>Fp: final payment</td>
<td></td>
</tr>
</tbody>
</table>

D: deadline submission

launch of TA procurement
ANNEX 3: CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE

Project title: Feasibility Study for the construction and equipment of processing plant for animal by-products in Bulgaria

<table>
<thead>
<tr>
<th></th>
<th>1-3-2004</th>
<th>4-6-2004</th>
<th>7-9-2004</th>
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<tr>
<td>Disbursed</td>
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<td>0.370</td>
<td>0.532</td>
<td>0.695</td>
<td>0.695</td>
</tr>
</tbody>
</table>
ANNEX 4

LIST OF RELEVANT LAWS AND REGULATIONS

Relevant EC Legislation:


Regulation 999/2001/EC with the amendments: 1248/2001/EC, 1326/2001/EC, 1494/2002/EC and
Council Decision 1999/534/EC of 19 July 1999 on measures applying to the processing of certain animal waste to protect against transmissible spongiform encephalopathies and amending Commission Decision 97/735/EC.


The above EC legislation has been transposed in to the following Ordinaces:

Ordinance 29 SG /75/2.08.2002 on veterinary-sanitary requirements for collection and decontamination of wastes of animal origin.

Ordinance 34 SG/85/5.09.2002 for prophylaxis and combat against some TSE in animals.

Regulation (EC) No 1774/2002 laying down health rules concerning animal by-products not intended for human consumption was published in official Jurnal on 3 October 2002 and will be harmonised towards the end of 2003.
Organigram Abbreviations

**GENERAL ADMINISTRATION**

F&EA  FINANCES & ECONOMIC ACTIVITIES
LA&IS  LEGISLATION, ADMINISTRATIVE AND INFORMATION SERVICES

**SPECIALIZED ADMINISTRATION**

CVA IN RVS  CONTROL OF VETERINARY ACTIVITIES IN THE RVSS
RVS  REGIONAL VETERINARY SERVICE (RVS)
RDL  REGIONAL DIAGNOSTIC LABORATORY
ECAW&I  EPIZOOTIC CONTROL, ANIMAL WELFARE & IDENTIFICATION

PHC & BIPs
Control  PUBLIC HEALTH CONTROL & BORDER VETERINARY CONTROL

CVMP, T&P, ST  CONTROL ON VETERINARY MEDICINAL PRODUCTS, TREATMENT & PROPHYLAXIS, STAFF TRAINING
IC, EI&C  INTERNATIONAL RELATIONS, EU INTEGRATION & CERTIFICATION

ICVP  INSTITUTE OF CONTROL ON VETERINARY MEDICINAL PRODUCTS
CI PHVC  CENTRAL INSPECTORATE “PUBLIC HEALTH VETERINARY CONTROL”
CLVCE  CENTRAL LABORATORY ON VETERINARY CONTROL AND ECOLOGY

NDVRI  NATIONAL VETERINARY DIAGNOSTIC AND RESEARCH INSTITUTE
RVI  REGIONAL VETERINARY INSTITUTE
ANNEX 6

PROVISIONAL LIST OF EQUIPMENT TO BE PURCHASED FOR THE CONSTRUCTION OF THE PROCESSING PLANT

RAW MATERIAL SECTION
RAW MATERIAL SILO 50 M3
DRAIN SECTION FOR SILO
VERTICAL CENTRIFUGAL PUMP FOR DRAIN
PLATFORM FOR SILO
PRE-BREAKER
FRAME FOR CRUSHER
PUMP FEED SCREW
PUMP PIPING
BLOOD TANK 5000 LTRS.
BLOOD PUMP
CYCLONE
FRAME FOR CYKLONE

COOKING/PRESSING:
DRY MELTER HM 5000
PROCESS CONTROL FOR ONE COOKER
AUTOMATIC MOISTURE CONTROL
LOAD CELL SYSTEM
DISCHARGE VALVE DN400
PLATFORM FOR COOKERS
PERCOLATING TANK
PLATFORM FOR PERCOLATING TANK
SCREW CONVEYOR Ø230
METAL DETECTOR
SCREW CONVEYOR Ø230
SCREW CONVEYOR Ø230
SCREW CONVEYOR Ø230
DOSING SCREW Ø230
SCREW PRESS HM2000
FRAME FOR PRESS
SCREW CONVEYOR Ø230

TALLOW HANDLING:
FAT FILTRATOR
INLET TANK FOR PUMP
FAT PUMP
TALLOW TANK WITH AGITATOR 5 M3
DECANTER FEED PUMP
DECANTER
FRAME FOR DECANTER
INLET TANK FOR PUMP
TALLOW PUMP CENTRIFUGAL
TALLOW STORAGE TANK - 30 CBM
CONTROLS FOR TALLOW TANK 30 CBM
PLATFORM FOR FAT STORAGE TANK

CAKE HANDLING:
COOLING SCREW Ø400
COOLING FAN/CYCLONE
LOADING SCREW CONVEYOR Ø300

ANCILLARY EQUIPMENT
DUCTING
AIR COOLED CONDENSER HM3000
NON CONDENSEIBLE GAS FAN
SET OF PIPES
STEAM HEADER
ERECTION MATERIAL
EL-PANEL/CONTROLS
SUPPLY OF COMPRESSED AIR
STEAM BOILER PLANT
EQUIPMENT FOR COLLECTING POINTS
CONTAINERS AND TRUCKS
EQUIPMENT FOR WASTE WATER TREATMENT
EQUIPMENT FOR AIR CLEANING (BIOFILTER)
TERMS OF REFERENCE

Project Title and Number: Feasibility Study and designs preparation for the construction and running of a rendering plant for category 1 material in Bulgaria

1 INTRODUCTION

This document describes the work to be performed in the preparation of a feasibility study to develop a Category 1 Management Strategy in Bulgaria, focusing on the construction of a rendering plant. The product of this work will be a “comprehensive category 1 masterplan for Bulgaria, including a business plan for running a central rendering plant”, including detailed working designs for the works tender (ready to launch) and technical specifications for the supplies (ready to launch).

2 PURPOSE

The Terms of Reference shall be used as the scope of work document for prospective contractors. All bids for contracts to be issued in connection with this document shall stipulate that work will be performed in accordance with the requirements stated herein. Any element of the terms of reference which cannot be met must be identified in the bidder’s documentation as an exception to the stated scope.

3 BACKGROUND INFORMATION

3.1 Project Beneficiary

The National Veterinary Service (NVS) is the beneficiary of this activity.

3.2 Relevant Background

3.2.1 Present Situation

Bulgaria has invested a lot of resources in the preparation of its accession to the European Union, which is planned for 2007.

One of the commitments made is to have a functioning system for the treatment of category 1 material, formerly High Risk Material and Specified Risk Material. Regulation 999/2001/EC with the amendments: 1248/2001/EC, 1326/2001/EC, 1494/2002/EC and Directive 90/667/EEC (replaced by Regulation (EC) No 1774/2002) are the most relevant pieces of EU legislation related to this activity with respect to animal by-products not intended for human consumption. Animal by-products are classified into three categories categories — category 1 and 2 (formally defined as high risk animal waste and including SRM) and category 3 (formally defined as low risk animal waste, material fit for human consumption, but not used for that purpose) and requires clear separation during collection and transport of the different categories of animal by-products and clear separation of establishments storing and/or processing the different categories.

There are currently 5 running rendering plants in the country, down from 15 in the early 1990’s. All five are privately run, but none has the capacity to treat category 1 material. It is estimated that 2 of the five work only part time, and the other three full time. Their financial situation is precarious, particularly since the BSE crisis.

With a view to complying with the requirements of Council Directive 90/667/EEC (transposed into Bulgarian legislation) the NVS requested the assistance of TAIEX Office for assessment and advice on the questions of:
- what is the number of rendering plant necessary to cope with collection and rendering harmless of high risk and specified risk materials of animal origin
- an advise between the alternatives of (i) designing and constructing a new rendering plant or (ii) developing a new separate facility within one of the currently existing operational rendering plants

According to the recommendations of the final report of the mission a new rendering plant for HRM and SRM is required to cover the western half of Bulgaria. (Ref. TAIEX /4507/ Rendering / Bulgaria/02-05.09.02). This project focuses on the preparation of a detailed technical and economic feasibility study for this plant. While the long term intention is to develop 2 rendering plant for category 1 material, it is realistic to expect that only one might be running for a certain period, until funds are collected for the construction of a second plant for the eastern part of the country.

The assignment subject of these Terms of Reference will produce the feasibility study and works/supply designs necessary for launching works and supply tenders aimed at contributing to the implementation of the strategy.

3.2.2 Current estimations of cattle population

3.2.2.2 Municipalities, Cattle Population

<table>
<thead>
<tr>
<th>Ovins</th>
<th>Bovins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipality 1</td>
<td></td>
</tr>
</tbody>
</table>

3.2.2.3 Slaughterhouses

<table>
<thead>
<tr>
<th>Volume processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
</tbody>
</table>

3.2.2.4 Animal Identification

A project is currently ongoing to introduce an animal identification scheme for Bulgaria, using the EUROVET software. It can provide more detailed inventories of animal population and dynamics across the country.

3.2.2.5 Waste Collection

Currently, waste originate exclusively in certified and controlled slaughterhouses. This will greatly ease the estimations of waste produced, their volume and type.

3.2.2.6 Final disposal

At the moment, there is no segregation of category 1, 2 or 3 material neither in the slaughterhouses nor in the rendering plants. All categories are treated together and the resulting meat and bone meals sold (mostly for pig production).

<table>
<thead>
<tr>
<th>Existing rendering plants</th>
<th>Volume</th>
<th>Cattle slaughtered p.a.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name 3</td>
<td></td>
<td></td>
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3.3 **Target Regions, Target Sectors and Target Groups involved**

- The geographical location of the program is the Republic of Bulgaria.
- **Sectors**: Slaughterhouses, Rendering Plants
- **Groups involved**: State authorities, NVS, regional authorities, municipal authorities, private and public entreprises

3.4 **Questions that need answering**

a) check that land has been allocated and - if not - assess impact
b) verify type of (relevant – category 1) waste produced and volume
c) verify feasibility and practical details of central waste treatment including estimates of local storage and transport capacity from local production sites to treatment sites
d) verify capacity of the rendering plant to be constructed
e) list of equipment needed – with detailed technical specifications ready for tendering
f) estimate the cost of constructing the rendering plant with all necessary supplies
g) prepare detailed working design for works tender ready for tendering
h) identify the human resources necessary to run the rendering plan, with job profiles (including profile of the posts)
i) prepare a business plan for the plant
j) propose alternatives for cost - recovery

**Expected State of the Sector at the End of the Program**

Provide the NVS with:

- Overall strategy for category 1 waste management, including organization structures
- For the five existing rendering plants where the waste is generated, estimate periodicity of transport, transport capacity needs, storage capacity needs
- Definition of capacity of category 1 rendering plant, with estimation of construction cost (including supplies)
- Human resources needs
- Business plan assessing the yearly running expenses of the rendering plant broken down per category of expense
- Draft proposals for 3 alternative cost-recovery strategies, with estimation of financial impact on the sector of these alternatives
- Specifications prepared and ready to launch supply and works tenders

3.5 **Related Programs**

to be completed

4 **OBJECTIVES OF THE ACTIVITIES**

4.1 **Overall Objective**

*The overall objective is to bring the waste rendering system in BG in line with the EU requirements.*

4.2 **Specific Objective**

The specific objective of this project is:

- Development of all technical and financial documentation necessary for launching works and supply tender for the construction of the rendering plant

4 **SCOPE OF WORK**

Prepare a national plan for category 1 waste management which is technically and financially feasible.

- Plan for collection, transfer stations, transportation and final disposal of category 1 waste, including equipment requirements;
• Prepare a business plan defining the financial needs to run the plant, broken into categories of cost.

• Propose three alternatives for cost recovery, assessing their economic impact on the sector.

• Define human resources necessary to run the plant and transport scheme, including job descriptions.

• Implementation and action plan for all proposed measures.

• Technical specifications of the works to be undertaken, including site plans and working designs as well as a full list of the facilities and technical description of the equipment to be provided and installed, so that WORKS and SUPPLY Phare tenders can be launched without the need for any further documentation;

• ToR for the supervision of construction works; this technical assistance supervision will be carried out by an independent engineering company that, according to the Bulgarian legislation, has to approve the final working designs prepared by the awarded constructor and monitor their implementation¹;

• A description of any action that needs to be undertaken or any problems that need solving prior to tendering, e.g. the purchase of land, co-ordination with other authorities, etc.

• An implementation plan of the works and supplies, including timescales and estimated costs;

5 PROJECT MANAGEMENT
5.1 Management structure of the contract

The project will be managed in coordination and close collaboration between the Consultant and the NVS, the Beneficiary Institution of this project. Apart from the official reports, the PHARE Implementation Unit and the EC Delegation will always be updated via short written memos about any major aspects of progress or issues that should arise during the study implementation.

The Consultant will be responsible for the recruitment, availability in time and the professional skills of the staff he proposes. The Consultant will also provide them with adequate housing, office space properly equipped and international travels, foreseen in the fee rates of the experts and according with the work plan.

The Consultant will assure the necessary backstopping from his headquarters if necessary. The backstopping costs are considered to be included in the fee rates.

To successfully carry out his tasks the Consultant will have full access to the existing documents relevant to the scope of the present study available at the NVS and the PHARE IA, such as:

- pre-feasibility study;
- Accession Partnership;
- NPAA;
- Working Document on the Accession Partnership 2001;
- EC Directives for animal by-products not intended for human consumption;
- Bulgarian Law on Veterinary Activity, SG 42/1999;
- TAIEX Report (results of assessments conducted in 1998/99);
- TAIEX Review of the Veterinary System of Bulgaria (report of visit to Bulgaria 30 August to 3 September 1999);
- NVS Strategy;

The Consultant should take into account that the Detailed Layout Plan might have to be approved by Food and Veterinary Office at DG SANCO.

The Beneficiary Institution to make available a senior veterinarian to assist and follow the project development. He will act as a National coordinator for the management of the project, and will represent the reference point for the contractor’s staff and the liaison with the Bulgarian authorities. The National Coordinator has to be officially designated before the signature of the service contract between the Consultant and the Contracting Authority, to allow him to collect the necessary documents and organise for the arrival of the expert team.

The NVS has also officially designate before the signature of the service contract a senior engineer who will collaborate with the National coordinator in looking for all necessary documents and arrangements and liaison with the Bulgarian authorities.

The appointment of the above experts has to cover the whole duration of the construction process, roughly estimated at three years starting from mid 2003.

¹ The ToR should include clearly described coordination approach between the supervising company and the constructor.
The Beneficiary Institution will also take the necessary measures for getting all official documents, maps, plans and projects in due time, preferably before the commencement of the project.

5.2 Contractors Tasks and Responsibilities

5.2.1 Define Waste Streams

The contractor shall verify and confirm the volumes and categories of waste generated, indicating their origin (location, holding/rendering plant). The intention is to estimate the daily volume that need to be processed, and also identify the periodicity of the transport.

5.2.2 Identify existing capacity in rendering plants for transport and safe storage

The contractor will verify that the existing rendering plant (where all the waste is supposedly generated) have the capacity to locally store the material. The evaluation shall include proposals for needed upgrading (both sealed containers and potentially works).

In doing this identification, the contractor will ensure that the rendering plants can also serve as transfer station for their region, should there be additional waste generated e.g. in holdings and then brought to the rendering plant for transfer to the central station.

5.2.3 Propose collection and transport plan from the origin of the waste to the rendering plant

Based on the activities listed above, the contractor will prepare a national plan for the collection, transport and storage of category 1 waste, securing that the central rendering plant (category 1) has its work well distributed over time avoiding daily peaks.

The plan will include a list of the equipment needed for transport and storage, with an estimation of the cost and with the technical specifications.

5.2.4 Identify capacity of the central rendering plant (category 1)

Based on the estimated of daily volumes to treat, the consultant will propose the capacity of the rendering plant. This activity will include:

(i) identify size of buildings and annexed needs (incinerators, access roads, parking, etc)
(ii) check that land allocated has the appropriate size
(iii) Verify that the land allocated is properly services (in particular access/transport, possibility of water and electricity connection, etc)
(iv) Potential major environmental problems should be identified (without implementing an Environmental Assessment, the contractor will nevertheless verify that the proposed zone is not protected, or of particular value e.g. biodiversity, or too close to habitations), threats to the project should be assessed and presented in order to avoid a negative EA report at a later stage;
(v) identify the complete equipment that will be needed in the rendering plant
(vi) prepare a human resource plan
(vii) estimate total costs for construction and equipment of the plant

5.2.5 Cost Evaluation and cost recovery analysis

The contractor shall be responsible for preparation of a detailed cost estimate that will cover the implementation of each facet of this scope of work. Included shall be:

• Fixed costs vs variable costs;
• Cost of staff;
• Cost of maintenance and amortisation of the equipment;
• Running costs;
• Etc.

In its discussions with the beneficiaries, the contractor will asks what is the intended budget and will check that it is realistic. Should it become quickly evident that the budget is grossly underestimated, the consultant will immediately seek advise on potential revisions with the beneficiary. Revisions would both discuss an increase in the budget and an alternative cheaper technical solution.
The cost for the five existing rendering plant will also be estimated (cost of collection, storage, maintenance, etc). In doing so, the consultant will analyse three basic scenarios: transport is owned and covered by the central rendering plant; transport is owned and covered by each individual regional rendering plant; transport is privatised and contracted. The alternatives will be presented to the decision makers.

Once the annual cost is identified, the consultant will analyse different scenarios for cost recovery. Either fully covered from the budget, or fully covered by the polluters, or costs are shared between the two. The analyse will separate the impact for each of the five rendering plants, and will take into consideration (i) potential agglomeration of two or more of these plants as a result of economic hardship and (ii) the current financial capacity of the rendering plant to cover the incremental expenses. The third option, shared cost, will be based on the capacity of the regional rendering plants to financially support the programme and will proposed a cost sharing scheme that is bearable by the sector. Opportunities to transfer the cost to the farms/farmers or other partners will also be taken into consideration and analysed. The findings will be presented to the decision makers in an argumented report and debate.

The decision makers will be reminded by the consultant of the opportunity to prepare and implement an information campaign to inform the stakeholders of the decisions and their financial impact.

5.2.6 Implementation Plan

The contractor shall be responsible for the development of an implementation plan that will address all aspects of this scope of work, including, but not limited to the following items:

The implementation plan shall contain a detailed schedule showing all activities that must be performed in order to bring about the required changes.

5.2.7 Human Resources Development

It is anticipated that training and educational programs will be required at all levels of the Waste Management. The contractor must recommend courses and/or training seminars in order that all employees understand the importance of their work. These would serve as a basis for the subsequent training needs analysis that is expected to use a twinning project.

5.2.8 Works design and technical specifications

1. Construction concept, including:
   - Technical, economical, technological, functional and compositional parameters of the construction site;
   - Design stages;
   - Necessary design components (architectural, construction part, water supply etc.).
2. Preliminary investment surveys, including engineering, geological, hydro-geological, hydrological and seismological surveys and environmental impact assessment.
3. General layout plan (area and facilities) including:
   a. Processing plant layout plan including the infrastructure works (electrical system, water system, sewerage system, etc.);
   b. Preliminary schemes of the premises and facilities (plans, sections, facades) including all relevant installations/plants (lighting, heating, refrigeration, water, sewerage, sanitary fittings, etc) and surrounding areas;
   c. Processing plant layout plan showing manoeuvre spaces and lorry/truck routing;
4. Detailed layout plan (area-planning and construction scheme):
   - Explanatory note;
   - Plan of positioning of the facilities (1:500 or 1:1000 scale), containing:
     • Indication of site borders, positioning of facilities, height, number of floors, etc.
     • Vertical planning scheme;
     • Schemes for further surveys (engineering and geological, sewerage, electricity etc.)
5. Preliminary designs.
   - Schemes of the proposed design
     • Plan of positioning of the facility (1:500 or 1:1000 scale);
     • Detailed plans of the buildings, cross-sections and facades (1:100 or 1:200 scale);
   - Explanatory note to the proposed design;
   - Calculations justifying the proposed design.
6. Technical designs with bill of quantities and consolidated bill of costs, prepared on the basis of the approved preliminary design
   - Schemes of the proposed design

2 The geological and seismic studies will be provided by NVS.
• Plan of positioning of the facility (1:500 or 1:1000 scale);
• Detailed plans of the buildings, cross-sections and facades (1:50 or 1:100 scale);
  - Explanatory note to the proposed design;
  - Calculations justifying the proposed design
  - Bill of quantities and consolidated bill of costs.

7. Tender documentation for WORKS tender, including working designs (Schemes of the proposed design; Details, Explanatory note to the proposed design, Calculations justifying the proposed design) and detailed list and specification of the technical equipment required to satisfy processing plant operation (in line with relevant EU norms). The approved working design is the basis for the issue of the Construction permit;

8. Breakdown of maintenance and operational costs per annum;

9. Terms of reference for technical assistance for the supervision of construction works.

5.3 Project Location and phasing

Based in Sofia with work throughout Bulgaria. Particular attention will be focused on the proposed location of the category 1 rendering plant, to ensure appropriate identification of its regional characteristics.

The project will be carried in three phases:

A. Appraisal and Assessment phase, lasting 44 working days;
B. Project development phase, lasting 88 working days;
C. Final documents preparation phase, lasting 11 working days.

All phases are detailed per points in the following paragraph.

APPRAISAL AND ASSESSMENT PHASE

• Inception period (Sofia, 22 working days)
  o Familiarisation with the Bulgarian environment and Institution;
  o Collection and analysis of relevant documents. Among them special attention should be paid to the Bulgarian legislation ruling design and construction works, the main acts and ordinances being:
    o Ordinance ? 4 (SG 51/2001) on the scope and content of the investment projects;
    o Ordinance ? 5 (SG 51/2001) on the regulations and standards for territorial structure;
    o Ordinance ? 8 (SG 57/2001) on the scope and content of the structural schemes and plans.
  o Draft of a work plan for the whole period;
  o Review of the rendering related EU and Bulgarian legislation;
  o Data collection and analysis regarding the volumes and produce category, according to the pre-feasibility study;

• Site surveys (on the spot, 22 working days)
  o Assessment of the existing premises and facilities (access roads, access to water, electricity, etc), their state of repair and appropriateness according to the EU legislation;
  o Identification of the possible areas of enlargement;
  o Balance between existing facilities and those required by the EU legislation;

PROJECT DEVELOPMENT PHASE

• Acquire the technical information for the electricity and water supply;
• Check problems related with the enlargement of the area:
  o Ownership and legal status of the land plot;
  o Collection and study of relevant cadastral maps;
  o Accessibility and availability of proposed site;
  o Hydro-Geological surveys (conformation of the soil, ground-water, drills, etc.);
  o Environmental impact assessment;
  o Appraisal of seismic features of the area;
• Description of the processing plant construction conception:
  o Technical descriptions;
  o Construction details;
  o Use of alternative energy sources, where suitable.
• Plant detailed layout plans;
• Working designs of the new buildings;
• Working designs of premises or facilities to be rehabilitated;
• Working designs of further ancillary facilities;

FINAL DOCUMENTS PREPARATION PHASE
It is worth stressing that the Consultant must follow the PRAG prescriptions and procedures for the preparation of the documents required by the Contracting Authority.

The Consultant will produce the following documents:

- A detailed list and technical description of the equipment necessary for the processing plant operations;
- Consolidated bill of costs (Construction, Equipment, Maintenance, etc);
- Technical documents to be integrally used as Technical Specifications for the processing plant construction tender, including:
  - Working designs;
  - Technical specifications for buildings and equipment;
  - Bill of quantities.

5.4 Project Period

The duration of the project is 8 calendar months.

6 EXPECTED OUTPUTS

6.1 Reports

Inception report. The inception report shall be submitted one month after the start of the program and will: a) clearly define the aims and objectives of the technical assistants and studies to be provided, b) set out a detailed work plan for the project period.

Administrative progress reports. These reports will be restricted to administrative matters and reviewing the progress of implementation of the project. They shall be brief and shall be submitted at the end of every two month. The periodic reports will report progress against the plan as set out in the inception report, and will normally follow the following format:
1. General progress (actions, meetings, etc.)
2. Problems encountered and solutions found
3. Recommendations for ongoing conduct of the project
4. Requests

The report should distinguish between activities achieved and considered finished, and activities currently under way.

Technical subject reports shall be submitted on:
- Strategy for nationwide waste management (month 5)
- Needs for storage and transport (month 5)
- Technical proposal for the central category 1 rendering plant (month 8)
- Cost estimate for the construction of the central plant (month 8)
- If necessary, review of the technical proposal and cost estimation
- Human resource plan (month 6)
- Business plan (month 6)
- Analysis of alternatives for cost-recovery (month 6)
- Consolidated Waste Management Plan (month 8)

Final report. A draft final report will be submitted to the client. This final report shall constitute all technical, institutional and economic subjects. This draft report shall be discussed with the client and the agreed final report completed and presented by the end of the project.

The draft final report must be submitted 2 weeks before the end of the period of execution of the contract. As well as the final invoice and final update of the monitoring spreadsheet, this must be accompanied by an audit certificate confirming the final certified value of the contract. Please refer to Article 28 of the General Conditions.

The report should include information on:
- Activities and achievements;
- Problems encountered (and solutions found or not found);
- Recommendations.

The Report shall include at least the following Annexes:
- Summary of the site surveys carried out;
- All the documents and concise reports;
- WORKS tender documentation packages (7) for the tendering and Technical specifications for the supply tendering;
• ToR for the supervision of construction works;
• Other relevant annexes (as appropriate).

6.2. Submission and approval of reports

All reports must be submitted in 4 copies, one copy for each of the following institutions:

- The Contracting Authority – Central Financing and Contracting Unit (CFCU), Ministry of Finance;
- The Recipient Institution – PHARE Implementation Unit; Ministry of Agriculture
- The Beneficiary Institution – National Veterinary Service, and
- The Monitoring and Controlling Institution - EC Delegation in Bulgaria.

All reports should be provided in English and Bulgarian languages.

All reports should be provided as a hard copy and on a diskette as a matter of routine, in Windows operating system compatible word processor, spreadsheet and graphic software.

The Inception Report and the Final Report will be approved by both the NVS and the PHARE Implementation Unit. The NVS and the PHARE Implementation Unit should comment the Draft Final Report within 2 weeks after its submission. Following the comments the Consultant should submit the Final Report for approval within 1 week. The NVS and the PHARE Implementation Unit should approve the Final Report within 1 week after it submission.

7. ASSUMPTIONS AND RISKS

To make the project achievable and successful, it has to be assumed that:

- The consultant has access to the pre-feasibility study implemented by the NVS
- All stakeholders (in particular the existing private rendering plants) fully contribute to the plans
- The Consultant has full access to all necessary information;
- A close coordination with further projects operating in the same field (i.e. twinning veterinary programme) is set up via the NVS.
- The land where the processing plant is planned is allocated and legally available
- Funds will be available both in the national budget and under Phare 2004 to fund the works and supplies defined under this study

The project could be seriously delayed in case of:

- maps and geologic surveys are not available to the team as classified as confidential documents;
- The necessary staff –either national or expatriate- is not available in time.

8 REQUIRED INPUTS

8.1 Manpower and Cost Estimate

Expatriate Staff

Team Leader Engineer/Architect: (154 working days)
- Higher University degree in Civil Engineering – Architecture;
- Minimum 15 years of professional experience;
- Previous team leading experience and knowledge of PHARE procedures;
- Experience in project management, administration and coordination in third countries, as well as design and construction concept;
- Experience in Environmentally Friendly, Resource Efficiency and Computer Assisted Design and in Environmental Impact Assessment;
- Ability to work in multidisciplinary and multilingual team;
- Good reporting capabilities;
- English proficiency essential, knowledge of Bulgarian as an asset.

EU Veterinary rendering Expert: (66 working days)
- Higher University degree in veterinary medicine;
- At least 10 years of professional experience;
- Specific experiences of the EU RENDERING plants outline design and planning;
- Practical experience of the EU rendering legislation, procedures and operations;
- Ability to work in multidisciplinary and multilingual team;
- Good reporting capabilities;
- English proficiency essential, knowledge of Bulgarian as an asset.
Economist (66 working days)
- Higher University degree in economy;
- At least 10 years of professional experience;
- Specific experiences of preparing CBAs and business plans;
- Ability to work in multidisciplinary and multilingual team;
- Good reporting capabilities;
- English proficiency essential, knowledge of Bulgarian as an asset.

Environmentalist (22 working days)
- Higher University degree related to environment (agriculturel engineer, biology, etc) and specific training in EIA;
- At least 10 years of professional experience;
- Specific experiences of preparing EIA reports;
- Practical experience of the EU Environmental Assessment legislation, procedures and operations;
- Ability to work in multidisciplinary and multilingual team;
- Good reporting capabilities;
- English proficiency essential, knowledge of Bulgarian as an asset.

Engineer – Resource Efficiency Expert (132 working days)
- Higher University degree in Civil Engineering;
- Minimum 10 years of professional experience;
- Experience in resource efficiency with reference to civil works and facility operation and maintenance;
- Experience in Computer Assisted Design and in Environmental Impact Assessment;
- Ability to work in multidisciplinary and multilingual team;
- Good reporting capabilities;
- English proficiency essential, knowledge of Bulgarian as an asset.

Local Staff

Deputy team leader (176 working days)
- Higher University degree in Civil Engineering – Architecture;
- Minimum 15 years of professional experience;
- Knowledge of Bulgarian construction norms, standards and procedures;
- Experience in design and construction concept and in quantity surveying;
- Experience in structural design;
- Experience in Environmentally Friendly, Resource Efficiency and Computer Assisted Design and in Environmental Impact Assessment;
- Ability to work in multidisciplinary and multilingual team;
- Good reporting capabilities;
- Fluent in English.

Computer Assisted Design Operators (2 people for 44 working days each)
- At least secondary technical education;
- Minimum 3 years experience in CAD;
- Fluent in English.

Economist(s) (88 working days)
- University degree in economy;
- Minimum 5 years professional experience;
- Specific experience in the preparation of business plans, ideally also of Cost-Benefit Analysis,
- Capacity to learn;
- Fluent in English.

Environmentalist(s) (88 working days)
- University degree in a related field (Agricultural Engineer, Biology, etc) with specific training (ideally environmental assessment);
- Minimum 5 years professional experience;
- Capacity to learn;
- Fluent in English.

Project Assistant(s) (352 working days)
- At least 10 years experience;
- English fluency essential;
- Capable of working effectively in a multi-disciplinary team;
Full Time Interpreter(s) (352 working days)
- Bilingual English/Bulgarian;
- Capable of working effectively in a multi-disciplinary team;
- Computer skilled, word-processing, spreadsheet.

The Team Leader, the Veterinary Rendering Expert, the Resource Efficiency Expert and the Deputy Team Leader are key experts and their CVs must be submitted as part of the proposal of each tenderer.

In addition to, or instead of local staff, the Consultant may use the services of a local Sub-contractor. In this case, one expert from the Sub-contractor shall be appointed as his representative, and will be evaluated as key expert, so his/her CV must be submitted.

8.2 Further Inputs

Office accommodation of a reasonable standard and of approximately 10 square metres for each expert working on the contract is to be provided by Consultant. The Consultant should also, provide all necessary equipment, software and utilities according to the needs of the project. The cost of car hiring, including driver and car running costs to carry out the site surveys are to be covered by the fee rates of the experts. Elaboration of 7 packages of tender dossier and associated Technical Specifications for supply tender, and working documents, in both English and Bulgarian, which will also be covered by the fee rates of the experts.

The costs of the office accommodation are to be covered by the fee rates of the experts.
The Consultant shall ensure that experts are adequately supported and equipped. In particular it shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support its activities under the contract and to ensure that its employees are paid regularly and in a timely fashion.

Incidental expenditures:

The Provision for incidental expenditure covers the eligible incidental expenditure incurred under this contract. It cannot be used for costs which should be covered by the Consultant as part of its fee rates. Its use is governed by the provisions in the General Conditions and the notes in Annex V of the contract. It covers:

- translation and editing costs for all documents produced and/or analysed by the study. Since most of the administrative documents to be checked and considered are in Bulgarian and also, all the documents to be produced by the experts will be in English it is necessary the documents to be translated respectively in English or in Bulgarian.
- document finding and reproduction - such as plans, cadastral maps, layouts, technical designs etc. and reproduction of the 7 packages of preliminary designs and working documents. Finding documents means access to some very specific, specialised and confidential documents, it might be necessary to pay for some sort of royalty or copyright fee to obtain and to reproduce them.
- audit cost – for the provision of incidental expenditure only.

The provision for Incidental expenditure is 40,000 Euro. This amount must be included without modification in the Budget breakdown.

The Beneficiary Institution – NVS, will make available a National Coordinator and a senior Engineer as stated above; NVS will also cover the daily expenses for the above according to the Bulgarian legislation. The NVS will locate all existing documents regarding specific hydro-geological, environmental and seismic studies, analyse and elaborate them for the uses of the Comprehensive Study. The cost for this activity will be charged to the NVS. The contractor shall be responsible for preparing a detailed cost estimate with his proposal. The cost estimate shall be bound in a separate volume from the technical proposal in order to permit separate evaluation of technical and commercial terms.

9 TIME SCHEDULE, PERIOD OF PERFORMANCE

9.1 Starting Date

To be determined by the EC.

9.2 Period of performance
Approx. 8 months.

10. Budget

The maximal budget for this activity is of 695,000 EUROs.

ESTIMATION OF INPUTS NEEDED:

The following inputs will depend on the existing information situation in the country and are maximal realistic estimates according to me. They should be reviewed according to the current existence of information.

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REPORT ON THE ADMINISTRATIVE CAPACITY OF THE NATIONAL VETERINARY SERVICE (NVS) FOR IMPLEMENTATION OF PROJECTS UNDER PHARE NATIONAL PROGRAMME

According to point 7 of Art. 21 of the Code for the Organization of the National Veterinary Service (NVS) regulating the activities, structure, organization of activities and number of staff of the NVS Directorate “International co-operation, European integration and certification” shall:

1. develop projects and participate in bilateral negotiations on the conclusion of veterinary agreements and make direct contacts with veterinary agencies abroad;

2. organize workshops and meetings with international participation, prepares translations of official documents related with the activities abroad, as well as carry out activities on the formalities of business trips of the staff;

3. work on the implementation of the national program for the achievement of the European Community “acquis” in the field of veterinary activities and participate in the work of the inter-institutional groups on the harmonization of Bulgarian veterinary legislation to the EU legislation;

4. participate in the development of drafts of legislative acts on the introducing of European veterinary legislation;

5. analyze the European policy in the field of veterinary activities aiming at its integration in the NVS operation, as well as develop programs and measures for the implementation of the European legislation in the development of the veterinary field;

6. prepare the position and participate in the negotiations on the veterinary aspects of the national integration policy in the accession of Bulgaria to the EC;

7. assist in the development and implementation of PHARE program projects;

8. collect information on the implementation of sanitary and phytosanitary agreements on health protection and food safety that have been released by the World Trade Organization (WTO);

9. participate in the joint activities of Bulgaria and the IOE, WHO, FAO and other international veterinary institutions.

The total number of the Directorate, according to the Annex to the Code, shall be 10 full-time employees.

As envisaged in the new draft Code for the Organization of the National Veterinary Service, which is to be approved by the Ministry of Agriculture and Forestry by the end of March 2003, in addition to the above activities Directorate “International co-operation, European integration and certification” will be responsible for the organization of trainings on the implementation of the new harmonized veterinary legislation. This includes co-ordination of the activities towards training of more than 1 700 state veterinarians.

Presently the staff of Directorate “International co-operation, European integration and certification” consists of 8 persons – Director - Dr. Boyko Likov, 3 Senior experts – Dr. Galia Kostadinova, Dr. Madlen Vassileva, Dr. Nevena Mangarova, 1 Junior legal expert – Ms. Neli Stoyanova, 2 Chief experts (interpreters/translators) – Mr. Liudmil Slavianov and Ms. Karina Petkova and 1 Technical assistant – Ms. Darina Bogdanova.

There is no separate administrative unit within the structure of the Directorate to deal exceptionally with Phare programming cycle activities.

Currently there is only one expert at the Directorate (Dr. Nevena Mangarova) who, pursuant to Order No. ? RD 09-323 of 8.05.2002 of the Minister of Agriculture and Forestry, is in charge of the Phare Project related activities (programming, implementation, monitoring and reporting). In view of increasing number of Phare projects of NVS and their complicated nature it is necessary to set up a
separate Phare unit (department or sector) within the Directorate. Considering that the NVS is beneficiary of 5 projects with total budget of 14.0 MEuro (approximately equal to 6 annual NVS budgets) the creation of this new structure becomes indispensable – the more so as a new Phare Project for 6.0 MEuro is foreseen for 2004.

In view of the above and considering the constantly increasing workload and responsibilities of the Directorate relating to the commitments undertaken by the Republic of Bulgaria in the negotiating position on Chapter 7 Agriculture the following additional experts should be appointed in the Directorate:

- one veterinarian and one interpreter/translator. The newly appointed experts will work on Phare Projects and will form a separate Phare unit together with the expert who is currently engaged in these activities.

- one expert/veterinarian to coordinate the organization of training programmes for NVS staff, including Twinning covenants.