SUMMARY PROJECT FICHE

1. **Basic Information**

1.1. CRIS Number (Year 1): BG2004/016-711.01.01

1.2. Title: Civil Society Development Programme

1.3. Sector: Political Criteria

1.4. Location: Republic of Bulgaria

1.5. Duration: 2004-2008

2. **Objectives**

2.1. Overall Objective(s):

To support the civil society and strengthen the role for the affirmation of the rule of law and the stability of democracy, raising the capacity of the civil society by enhancing its participation in the accession process, promotion the citizens’ voice, partnership with the public bodies and ensuring access of the minority groups to the public services and the labor market.

To develop and support the civil society in the less favorable regions of the country, where the NGOs’ activity is scarce.

2.2. Project purposes:

1. To support the NGOs’ participation in the accession process and the participation of the civil society in the process of harmonization and implementation of the acquis communautaire through building NGO capacity for programming, monitoring and evaluation of EU projects and programmes in relevant priority areas of intervention, focusing primarily, but not exclusively on:
   - Social acquis - equal opportunities, human rights, protection of minorities
   - Acquis related to the regional development
   - Environmental protection
   - Consumer protection
   - Youth issues
   - Science, education, culture

2. To improve the social integration of the minorities and the vulnerable groups and to promote the tolerance in the society;

3. To enhance transparency and prevention of the corruption;

4. To develop mechanisms of public-private partnership for elaboration of national and local policies and for improvement of self-sustainable and independent civil society, via innovative approaches, such as social entrepreneurship as a form of NGO sustainability, local sustainability and decentralization and improvement of social services.

5. To provide solutions of the problem with vulnerability in the rural communities, supporting creation and development of civil society (at local level), engaged with the local development;
2.3. **Accession Partnership (AP) and NPAA priority**

**Accession Partnership (2003)**
The Project addresses the political and economic criteria, identified in the **Accession Partnership**, which include, amongst others, the following:

**Political Criteria**
“Further improve the quality of consultation which affected parties (e.g., social and economic partners, civil society, and private sector) on preparation of new legislation”.

**Economic criteria**
“Developing small and medium-sized enterprises, in particular the number of start-ups” in the context of social enterprises.

The project fully meets the medium and long-term objectives and measures stipulated in the National Strategy for the Integration of the Republic of Bulgaria into the European Community and key aspects of NPAA.

2.4. **Contribution to National Development Plan**

The National Economic Development Plan stipulates: “The Bulgarian government is fully aware that the consensus within the framework of partnership between the government and **social partners (trade unions, employers and NGOs)** is a *sine qua non* for overcoming the long-term problems and the accomplishment of the objectives and priorities of the NEDP. Reaching political consensus on the basis of dialogue with the partners is also preconditioned by the improvement of coordination in the implementation of social and economic policies and their priorities.”

The project overall objectives correspond to second and third mid-term goals, defined in the National Economic Development Plan:

- Diminution of disparities between the various regions and social groups with a concurrent overall increase in the standard of living and contraction of unemployment;
- Harmonisation of national legislation with the EC *acquis*.

3. **Description**

3.1. **Background and justification**

3.1.1. In the process of preparing for accession, the “opposition” behavior of the third sector towards the government, political parties and administration evolved into cooperation. The attitude of the foreign grant givers from the years of post-totalitarian relapses also underwent changes in direction of unifying the efforts of the third sector and the state. Foreign grant-givers now directly support projects with the participation of the government and state administration.

The accession strategy allows and even stimulates the involvement and participation of the third sector in fields so far considered the “exclusive” state priority. These are fields such as defense and security, civil control on law-enforcement ministries and agencies. No revolutionary outbreak could be claimed in this field, but there are symptoms of changes in attitudes of senior state government. (this tendency is supported by the fact that a number of senior government executives went to work in the third sector during the last few years. This deprived the opponents of third sector interference with state management of a strong argument in the debate “pro” and “con” expert capacity dispute.
NGOs are especially important in the formulation and implementation of policy in all sectors in the EU. In view of this, assistance should be provided to Bulgarian NGOs, which have an important role to play in preparing for accession, implementing the Acquis (e.g. on environmental protection, equal opportunities, consumer protection) and ensuring the protection of democracy, the rule of law, human rights and the protection of minorities. Another important area of NGO intervention is the youth related issues as outlined in the EC policy paper “A New Impetus for European Youth”.

Grant schemes correspond, to a large extent, to the measures used in Structural Funds. Grant giving practices introduce more complicated mechanisms of selection, assessment and reporting of projects, introduction of European accounting, reporting and notional standards, Bulgarian non-governmental organizations must now adopt models for project application, schemes, questionnaires, standards and other components of improved (and often bureaucratic) procedure. A side effect of this development is the change of needs (personnel, qualification, knowledge, skills, experience) of non-governmental organizations.

Very important for the success of an organization is not only the good original idea or new approach to a certain problem but, increasingly so, the skill to present this idea properly (with well filled-out form, in compliance with multiple requirements, provision of documents, keeping of accounting and factological database and archive, legal knowledge, preparation for audit, etc.). Project management turned into a specific know-how with qualified experts, the same is valid for the fund-raising, standards for project reporting, even language and stylistic skills.

In order to overcome the above mentioned non compliance with EU requirements and standards the Bulgarian NGOs need to build their capacity in this direction.

3.1.2. Integration of vulnerable and minorities groups is still a crucial area where more support and investment are needed. The political and economic reforms in Bulgaria were accompanied by falls in economic activity, employment and an increase in poverty. The reforms particularly affected minorities and vulnerable groups in the society such as children, young unemployed, long-term unemployed, women, as well as disadvantaged ethnic minorities. Despite the accelerating development of the civil society, the non-government sector among the minorities and vulnerable groups is still underdeveloped.

3.1.3. As stated in the EC Regular Report for the year 2003, public opinion in Bulgaria still perceives corruption as a serious problem. The adopted National Strategy for Countering Corruption is aimed at establishing a modern legal framework of administrative activities and public services. The strategy implies managerial and organizational development and clear-cut regulation of interrelations between government authorities on the one hand, and the private sector and citizens, on the other. The strategy objectives include increasing the role of already existing institutions and a creation of new ones with controlling and monitoring functions.

In this respect the NGOs should be supported in order to be able to act as corrective and partner to the state and municipal administrations, and be able to initiate or participate in systematic consultations and co-operation in the fight against corruption.

3.1.4. NGOs continue to play an important role in socio-economic development of the community in Bulgaria. They often initiate partnerships between different stakeholders like local governments, businesses, media etc., thus influencing regional economic policies. Good examples of such a co-operation are Regional Development Agencies countrywide that apply public-private principle in their activities. Still this type of cooperation needs further development, stronger multiplication, innovative mechanisms and instruments. One of the new approaches in the sphere of public-private partnership is the social entrepreneurship. Generally social enterprises are a form of economic activity performed by NGOs as means of generating income for activities in support of the NGO target group or economic activity, which provides
employment for members of the target group. There are initial minimum prerequisites for establishment of social enterprises:

(1) The Non-Profit Legal Persons Act (a.k.a The NGO Law) adopted in 2001 stipulates that NGOs can perform economic activity in support of their main activity, investing the generated income into the achievement of the objectives stated in their statute, provided they do not distribute profits/dividends;

(2) The amendments adopted to the Bulgarian Social Assistance Act in 2003 promote social assistance through the joint activity of all sectors, including the not-for-profit sector. “Social services” under the amended Act are defined as “services designed to promote and expand the potential of individuals to exercise an independent life”. The amended Act broadens the scope of potential social service providers to include private legal entities, including not-for-profit organizations (NGOs). Social service providers, which, to date, have been social institutions (state-level and municipal), are encouraged under the Act to deliver social services to the community through alternative arrangements, including through NGOs. The NGOs wishing to deliver social services must seek registration with the Register at the Agency for Social Assistance at the Ministry of Labor and Social Policy.

Social enterprises are currently used by many NGOs in Central Europe. When used effectively they could serve a dual purpose:
- provide a flexible, untied financing source for sustaining and thus furthering NGO missions and build a stronger, more locally sustainable civil society;
- develop a vibrant, environmentally and social responsible local economy.

The above mentioned reasons explain the choice of public-private partnership and social entrepreneurship as one of its forms as a priority of the current programme.

3.1.5. According to 2002 Regular Report on Bulgaria’s progress towards accession the Accession Partnership Priorities in the area of regional policy have been met to a limited extent.

The National Human Development Index 2002 of UNDP stipulates that there are substantial regional disparities in the GDP and the unemployment rate. That reflects also on geographic differentiation of citizen participation – citizen attitudes and practices are lower among rural residents and in smaller settlements. There is a relationship found in the UNDP National Human Development Report 2001 between the geographical and psychological remoteness from power.

That is a serious ground for choosing rural communities as a project target territory in order to overcome the existing barriers for citizen participation.

3.2. Linked activities:

The ACCESS 1999 Programme, totalling 1.8 MEUR O, which subsumes LIEN, and Partnership Programme, was implemented. An overall amount of 63 projects /including 47 Micro projects and 16 Macro projects/ were financially supported.

The ACCESS 2000 Programme provides for a Macro-Micro Projects Scheme and a Networking Facility Scheme for participation of Bulgarian NGOs to EU events - i.e. conferences, seminars, annual meetings, etc.

Under the National 2001 Phare Programme there is a Project for civil society development amounting at 2 500 000 Euro. Its aim is to strengthen the civil society sector to assist the social integration of vulnerable groups and communities in Bulgaria, promote tolerance and prevent corruption, as part of the EU accession process.
Under the Phare 2002 National Programme another Civil Society Development project (4.1 MEUR) is included for sustaining the civil society role in Bulgaria through improving its strategic approaches and capacities towards the vulnerable groups and minorities integration, fighting against the corruption and transposition and implementation of the environment, consumer protection and social acquis.

Under the Phare 2003 National Programme there is also a project for civil society development with budget of 1 200 000 Euro. Its purpose is to increase the role of civil society in the process of policy formulation at all levels – national, regional and local - through enhancing the capacity of the non-governmental organisations, developing adequate mechanisms for structured dialogue between the state and the “third sector”, building public private partnerships and recognizing the role of NGOs in the Accession process. These efforts of the NGOs will aim the fostering of social inclusion of people in vulnerable position or people being economically or politically marginalized.

3.3. Other Donor Activities

The World Bank has a small projects grants scheme to support NGOs who can then seek funding for activities from other sources. Its Regional Initiatives Fund supports small infrastructure projects and temporary employment and 10-12 projects have involved vulnerable groups in job creation.

UNDP have a civil society project centered on ‘chitalishte’s rather than NGOs.

The Netherlands Matra scheme supports a number of projects in civil society.

USAID have a number of civil society development initiatives like Democracy Network (DemNet) programme ($6 million over 4 years from 1998). It is has a re-granting facility with 13 separate NGOs under the management of USAID by the Institute for Sustainable Communications (ISC). It became operational in 1995 and funded c.120 projects in democracy, environment, social safety net and economic development and extended for another 4 years focusing on the strengthening of the intermediary support organizations.

UK Know-How Fund has a range of projects. The most recent relevant one is to develop partnerships between municipal authorities and civic agencies to improve the provision of social welfare and to diminish social exclusion. The purpose of the project is to strengthen municipalities to be able to respond to the needs identified and prioritized by local communities. The Fund also funds a range of NGO related activities.

3.3. Results:

For the period 2004-2007

3.3.1. Three researches and consultations implemented (1 per year). Reports – (a) identification of the current situation, needs, potential and constrains for the sustainable development of the civil society; (b) existing situation, needs, potential and constrains for the development of the identified target communities. These reports will be used like a base every year for the design of the rural community development supporting grant scheme.

3.3.2. Organized and implemented 3 national annual meetings of the non-profit organizations. Participation, debates, proposals and lobbying for the priorities and aims of the NGOs, improving the independence and sustainability of the third sector; Increased public awareness, exchange and improvement of the practices for volunteering, charity, funding, etc; Expression of common interest and lobbying for legislative changes in the legislation framework, related with the volunteering, charity, etc.
3.3.3. Three national grant schemes (1 per year) designed and implemented; About 75 national wide projects proposed by non-profit organization and approved according the priorities of the programme and the implemented research financed in the frame of the programme; Enhanced participation of the civil society in the accession process and support and promotion of the public-private partnership at all levels of policy making. Capacity building of the non-profit organizations to create, manage and monitor national wide EU funded projects.

3.3.4. Designed and implemented regional grant schemes every year, in the frame of the common programme priorities, but regionally based (in the 6 planning regions). About 270 projects of regionally based NGOs financed in the frame of the programme, in accordance with the priorities of the programme and the annually implemented researches. A serious support given to the efforts of the civil society to improve the partnership principle on the regional levels of policy making in adequate and transparent way and to participate actively in the accession process on regional level; Built capacity of the regional NGOs to manage EU funded projects and to work in partnership with various stakeholders.

3.3.5. Designed and implemented grant schemes in 20 rural communities every year, chosen as a result of the implemented diagnostic research. In the frame of the programme about 90 projects of newly established or existing non-profit organizations will be funded, strengthening the local civil society and improving the social – economical development of the chosen rural communities, stimulating the public-private partnership at local level.

3.3.6. Three one week long training courses (1 per year) for representatives of the granted NGOs implemented; about 300 people trained; improved capacity of the NGO management leaders to program, to manage, to monitor and to evaluate EU funded projects and programs. Improved quality of the non-profit organizations to create, manage, monitor and evaluate EU funded projects.

3.4. Activities:

The activity schedule is developed on module / annual basis. Further described activities will be repeated every year, changing the specific target and profile of the undertaken efforts, according the envisaged annual diagnostic researches and under the supervision of the Programme Steering Committee. Budget figures are also per annum.

3.4.1. Activity 1: Research

Design and implementation of annual research and consultations (diagnostic research), aiming to identify target rural communities and specific needs of the non-profit sector. There will be one research annually in the framework of this activity.

The research will be with national dimension and will have two main objectives:

- Identify the current situation, needs, potential and constrains for sustainable development of the civil society. The research will be accompanied by a national process of consultations with the local, regional and national NGOs. The consultation summary will be extraction of the aims and the priorities of the Bulgarian third sector. It will be presented on the annual meetings of the Bulgarian non-profit organizations.

- Identify 20 target rural communities with lowest index of human development, existence of vulnerable groups due to lack of access to social services, to the labor of the market or due to inequality based on ethnic, gender or other criteria and produce a report for the
existing situation, needs, potential and constrains for the development of the identified target communities.

The researches will be implemented by specialized NGO/NGOs, selected by call of proposal for services.

**Total Budget (Activity 1): 0.15 MEUR**

### 3.4.2. Activity 2: National annual meeting of the non-profit organizations

There will be organized and implemented national annual meeting of the non-profit organizations in the frame of the Programme. It is envisaged to be for 2 days, for about 1000 participants. The results from the research of the civil society and the process of consultations will be presented on this meeting. This initiative will give possibility of the representatives of the civil society to participate, debate, propose and lobby for their priorities and aims, improving the independence and sustainability of the third sector.

The annual meeting should be widely advertised and open to all Bulgarian NGOs registered under the Non-Profit Legal Persons Act (NGO Law) or Chitalishta Act. A two stage process of registration should be applied:

1. Preliminary registration stating: NGO BULSTAT registration number (for purposes of checking NGO status and authorised representative who has endorsed the application); areas of experience/interest/activity; intention to participate in the respective workgroups/sessions;
2. Confirmation of participation and submission of papers.

Both stages should be subject to formal deadlines.

The selected contractor (PIU) should elaborate in their technical proposal how the selection/registration process is to be organised while observing the principles of unsolicited participation and non-discrimination.

This activity will be implemented by the PIU, which will be NGO/NGO consortium, selected and contracted after service tender procedure.

**Total Budget (Activity 2): 0.1 MEUR**

### 3.4.3. Activity 3: Training facility

About 100 representatives annually of the granted NGOs from the different granting facilities will be trained in 1 week long training course to improve their skills and capacity to programme, manage, monitor and evaluate EU projects and programmes.

The training participants will be selected among the representatives of the granted organisations. The monitoring of the projects should provide good supporting information for identification of the participants. The profile of the potential trainees should be drawn based on the identified training needs of the grantees as well as their potential to become the core of increased NGO capacity to manage, monitor and evaluate EU projects and programmes.

The implementing organisation (PIU) should also aim to attract relevant stakeholders to participate in the training (e.g. representatives of local authorities or partner organisations).
Special training in project preparation and implementation skills should be provided to prospective grant applicants from the 20 target communities prior to their application for the community grant scheme.

Trainees eligible for preliminary training from the 20 target communities should be identified among organisations based and operating in these communities, which are not likely to be very numerous. Supportive information for this selection process is to be obtained at the stage of research (identification of the communities) as well as at program information meetings in the selected target communities.

In promoting the activity relevant information channels should be used – e.g. Internet (specialised websites, electronic bulletins and mailing lists); press (local, national, specialised periodicals and bulletins); Programme announcement (information sessions) across the country; Intermediary support by NGO information centres, regional and local authorities.

This activity will be implemented by the PIU.

**Total Budget (Activity 3): 0.15 MEUR**

3.4.4. **Activity 4: Design and implementation of three component grant scheme**

This activity includes the design and implementation of a grant scheme comprising three components. Within the framework of the activity the Contracting Authority (CFCU) with the support from the PIU will undertake the granting scheme, ensuring that the process of identification and selection of projects for grant support at all levels should be transparent, accountable and reflect an objective assessment of needs of the target groups. It should be based on standard grants’ evaluation procedure in accordance with PraG.

Potential grantees under the grant schemes would be Bulgarian NGOs registered under the Non-Profit Legal Persons Act. The proposals should clearly contribute to the achievement of the programme objectives in the respective priority areas. Organisation and proposal eligibility will be elaborated in the Guidelines for Applicants, which are to be prepared by the PIU in observance of the rules set out in the Practical Guide to Contract Procedures Financed from the General Budget of the European Communities in the Context of External Actions (PraG).

A co-financing of at least 10% (of the total grant projects’ cost) should be provided by the grant recipients.

3.4.4.1. **Component I: National Grant Scheme**

Design and implementation of national grant scheme

The national grant scheme will finance proposals in the frame of the common priorities of the programme. Every year the Steering Committee will establish balance between the programme priorities according the results of the diagnostic research of the non-profit sector and the implemented national consultations.

Under the national grant scheme will be financed about 25 proposals in the frame of the common programme priorities for projects with national impact/outreach. The grantees should be organisations with proven capacity/experience and national scope of activities, and possibly with regional networks.
Total Budget (Activity 4: Component I): 1.28 MEUR

3.4.4.2. Component II: Regional Grant Scheme

Design and implementation of regional grant scheme, in the frame of the common programme priorities, but regionally based (in the 6 planning regions).

There will be allocated grants for proposals in the frame of the common programme priorities for projects with regional impact/outreach. Regional parity among the 6 planning regions will be sought in the number and scope of projects. The grantees should be organisations based and operating in the regions with regional scope of activities and possibly local networks.

There will be sought balance in the priorities of the approved proposals in the frame of the common programme priorities, based on the identified regionally based needs and constrains.

There will be financed about 90 regional projects in the 6 planning regions (about 15 projects in every region).

Total Budget (Activity 4: Component II): 0.9 MEUR

Both components I and II of Activity 4 will be implemented by launching a common call for proposals

3.4.4.3. Component III: Community based grant scheme

Design and implementation of grant scheme in 20 rural communities, chosen as a result of the implemented diagnostic research. The target communities will vary every year and will be chosen on the basis of the implemented research.

Proposals of newly established and existing NGOs in the 20 target rural communities will be granted within the framework of the priorities of the programme to solve the identified vulnerabilities in the fixed locations. The potential grantees should be organisations based and operating in the respective target community, the projects are to be with local impact/outreach. Newly established NGOs are to be considered the ones registered within the past two years. Based on the preliminary research the PIU should propose how to achieve balance in the support to newly established and more experienced community NGOs.

About 30 projects proposed from the local NGOs will be financially supported (at least 1 project per community)

Total Budget (Activity 4: Component III): 0.3 MEUR

A project evaluation committee, appointed by the Contracting Authority (CFCU) will assess projects according to standardised evaluation criteria and PraG procedures to ensure fairness and transparency at all levels.

The project evaluation committee may decide not to allocate all the available funds for a certain component if it finds that there are only a few proposals of the quality required to receive a grant. If this is the case it will be admissible that funds allocated for one of the project components to be used for financing proposals submitted under another component if the proposals in question are of a high quality.

Total Budget (Activity 4): 2.48 MEUR
3.5. Lessons learned:

Lessons learned from various donor programmes in Bulgaria for the last 13 years could be summarized into several general points:

Need for better co-operation practices and partnership with different stakeholders including state and local government institutions, businesses, media, etc. That observation determines further development of public-private partnership on national and local level.

Diversification of sources to support NGO activities and civic initiatives is still poor, as well as the level of economic activities of the Third sector. This niche could be initially covered by stimulating social entrepreneurship development.

Insufficient level of knowledge of EC norms, standards and directives in the sector as a whole is still a barrier for many NGOs to apply for EC programmes. Trainings, manuals and guidelines, as well as practicing in EC project implementation are still needed for the sector to meet the necessary application requirements for Structural Funds.

In order to provide for sufficient resources to build up an adequate pipeline of projects – especially bearing in mind the availability of Structural Funds on accession it may be appropriate to include a specific project preparation grant facility to which all national institutions who promote public investment or public private partnerships can have access.

4. Institutional Framework

4.1. A Project Steering Committee (PSC) will oversee the project as a whole and advise on the strategy in relation to the project. It will set the strategy for coherent implementation of individual activities in line with the goals and purpose of the project and foster linkages between its components.

The PSC should be composed of at least 7 voting members, who will be representatives from relevant state agencies (Ministry of Foreign Affairs -2, Ministry of Labour and Social Policy – 1 and the National Council for Ethnic and Demographic Issues at the Council of Ministers - 1), and the rest – representatives of stakeholders and the civil society sector. The current procedure for selecting the representatives of civil society sector is through nomination by the Public Council at Parliamentary Commission on Civil Society Issues. The Council is a consultative body comprising Civil Society representatives nominated by the NGO sector as a result of national consultation process among Civil Society Organisations. A criterion for the selection of these PSC members will be that they have no potential conflict of interest with actions proposed under or supported by the project.

EC Delegation and Contracting Authority (CFCU) will participate in the PSC in observer capacity.

The PSC will aim to ensure a broad consensus between all relevant stakeholders (including a broad representation of civil society organizations) on the actions for assistance under the components of the project, as well as provide guidance to the PIU on issues that arise.

The PSC will be chaired by a representative of the Ministry of Foreign Affairs and will consist of an uneven number of voting members, who while aiming to reach decisions by consensus will also be able to take decisions by majority vote. The PSC will adopt the appropriate procedures for convening and voting at its first meeting.

The PSC will approve all technical reports prepared by the PIU on the grant-management activities.
4.2. A Project Implementation Unit (PIU) will be set up to implement the activities of the project and will be responsible to the CFCU. It is likely that the PIU will be composed of a consortium of NGOs, selected through a tender organized by the CFCU, in accordance with regulations stipulated in the PraG.

5. **Detailed Budget**

The budget is in MEUR and it is calculated on module / annual basis. The 3 years budget is envisaged to be 9 MEUR.

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<th>Support</th>
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<th>National Co-financing*</th>
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* A co-financing of at least 10% (of the total grant projects’ cost) will be requested from grant recipients. No co-financing from the state budget is envisaged.
** No co-financing by IFIs is envisaged

6. **Implementation Arrangements**

6.1. Implementing Agency

The Implementing Agency will be the CFCU in the Ministry of Finance and the PAO is the Secretary General in the same Ministry.

**Implementing Agency**
Central Finance and Contracts Unit (CFCU)
MINISTRY OF FINANCE
102, Rakovsky St. Sofia 1040, Bulgaria
Tel (+359 2) 9859 2772; 9859 2777
Fax (+359 2) 9859 2773
6.2. Project Implementation Unit

The PIU will follow all the Phare guidelines in respect of all aspects of the management of EC funded activities. It will undertake regular monitoring of all activities funded under the Grants scheme and evaluation at key stages, especially at inception, mid-term and ending stages of the financed projects.

It will have a responsibility for all its actions and reporting to the CFCU who can intervene at any stage on any aspect of project management where it is deemed appropriate. It will also report to the PSC.

A requirement of a PIU will be to determine and achieve wherever feasible synergy between all the activities. This can contribute to enhanced project effectiveness and efficiency in delivery and outputs.

The PIU will organize the process of pre-selection of projects and monitor implementation at national and regional level of all activities. The process of identification and selection of projects will be transparent, accountable, reflect an objective assessment of needs and follow a standardized project evaluation process as laid out by PraG.

The PSC will oversee the project and advise the strategy.

Monitoring of the activities funded by each grant will be closely undertaken by the PIU throughout the duration of the project, which will report its findings regularly to the CFCU, PSC and EU Delegation. The project as a whole will also be subject to the regular monitor procedures of Phare for all its projects on a decentralized basis.

6.3. Twinning

Twinning is not envisaged as a part in this project. Implementation will be done from resources within Bulgaria.

6.4. Non-standard aspects

The grant management will be in line with Practical Guide to contract procedures financed from the General Budget of the European Communities in the context of external actions (PraG). The project will be managed also under PraG.

6.5. Contracts

1. **Contract 1**: Technical Assistance - Service Contract with PIU for Management of Grant Schemes, Training and Capacity Building, Organization of Annual NGO Meeting. The contract will be concluded through a restricted tender procedure following the international publication of a contract forecast and a procurement notice as indicated in the PRAG and in the Implementing Rules of the Financial Regulation.

2. **Contract 2**: Technical Assistance - Service Contract for Annual Research

3. **Grant Scheme** – National, Regional and Local Components (Target Rural Community Grants)

7. IMPLEMENTATION SCHEDULE
7.1. Start of tendering

Call Contract 1: - April 2005
Call Contract 2 - April 2005
Call National and Regional Grant Scheme Component – January 2006
Call Local Component – March 2006

7.2. Start of project activity

July 2005

7.3 Project completion

November 2008
Due to the need for proper impact assessment before the end of the project and in view of the objective of applying effective capacity building measures, the disbursement period will be extended until November 2008. The accumulated experience with previous projects (e.g. BG 0104.03, BG 0204.02) indicates that there are still specific challenges in contracting and implementing civil society development programmes envisaging capacity building and grant scheme elements.

8. Equal Opportunity

Equal opportunity principles and practices in ensuring equitable gender participation in the project will be guaranteed. The civil organizations which might form the PIU subscribe equal opportunities. Grantees also will be judged equally on a gender and ethnicity principle.

9. Environment

N/A

10. Rates of Return

N/A

11. Investment Criteria

N/A

12. Conditionality and Sequencing

Grants to NGOs providing social services will be awarded if the NGO is subscribed in the relevant register established at the Agency in the Ministry of Labour and Social Policy in compliance with the new Law on NGOs.
**ANNEXES TO PROJECT FICHE**

1. Logical framework matrix in standard format (compulsory - Attached)
2. Detailed implementation chart (compulsory for year/phase 1 - Attached)
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period) (compulsory for year/phase 1 - Attached)
4. List of relevant Laws and Regulations (optional - Attached)
## Annex 1

### LOGFRAME PLANNING MATRIX FOR Project

<table>
<thead>
<tr>
<th>Programme name and number</th>
<th>Contracting period</th>
<th>Disbursement period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Society Development</td>
<td>Contracting period expires 30 November 2006</td>
<td>Disbursement period expires 30 November 2008</td>
</tr>
<tr>
<td></td>
<td>Total budget for FM 2004: 3.0 MEURO</td>
<td>Phare budget for FM 2004: 3.0 MEURO</td>
</tr>
</tbody>
</table>

### Overall objective
To support the civil society and strengthen the role for the affirmation of the rule of law and the stability of democracy, raising the capacity of the civil society by enhancing its participation in the accession process, promotion the citizens’ voice, partnership with the public bodies and ensuring access of the minority groups to the public services and the labor market.

### Objectively verifiable indicators
- Number of actively operating NGOs on national and regional level based on specific criteria (in the sphere of management, implementation, monitoring and evaluation of pre-accession instruments);
- Number of public-private partnerships established at national and regional level;
- Comparison of the change in the indicators for regional GDP per capita during the programme concerning regional disparities;
- Level of employment rate in the rural communities during the programme
- Dynamics of access of vulnerable groups to public services and the labour market

### Sources of Verification
- Surveys and analysis of the third sector;
- Project reports and created data bases;
- Media monitoring;
- Policy papers elaborated by government institutions, agencies and think tanks
<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>1. To support the NGOs’ participation in the accession process and the participation of the civil society in the process of harmonization and implementation of the acquis communautaire trough building NGO capacity for programming, monitoring and evaluation of EU projects and programmes in relevant priority areas of intervention, focusing primarily, but not exclusively on:</td>
<td>- Satisfactory number of stable NGOs (according to predefined criteria) covering different scope of activities in the all planning regions</td>
<td>- NGO annual reports - Up to date surveys and analyses - Publications of National Statistics Institute - Media coverage - Experts and consultants engaged in the monitoring and the evaluation process</td>
<td>- Increasing of civic participation in formulation of national policy - Development of new models for efficient public-private cooperation - Introducing of EU standards on different levels of socio-economic activities - Overcoming regional disparities - Good practices of partnership and networking on different levels</td>
</tr>
<tr>
<td>2. To improve the social integration of the minorities and the vulnerable groups and to promote the tolerance in the society;</td>
<td>- Social acquis - equal opportunities, human rights, protection of minorities - Acquis related to the regional development - Environmental protection - Consumer protection - Youth issues - Science, education, culture</td>
<td>- Number of successfully implemented EU projects - Increased number of experts in monitoring and evaluation throughout the country</td>
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<tr>
<td>3. To enhance transparency and prevention of the corruption;</td>
<td>- Number of successfully implemented pilot schemes for public-private partnership for formulation of national policy - Increased systematic consultation of public authorities with civil society contributing to transparency and prevention of corruption - Initiatives related to social integration of minorities and vulnerable groups - Civic initiatives related to the rural communities development - Number of multiplied models for social enterprises</td>
<td>- Experts and consultants engaged in the monitoring and the evaluation process</td>
<td></td>
</tr>
<tr>
<td>4. To develop mechanisms of public-private partnership for elaboration of national and local policies and for improvement of self-sustainable and independent civil society, via innovative approaches, such as social entrepreneurship as a form of NGO sustainability, local sustainability and decentralization and improvement of social services;</td>
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<tr>
<td>5. To provide solutions of the problem with vulnerability in the rural communities, supporting creation and development of civil society (at local level), engaged with the local development;</td>
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<tr>
<td>Results (for the whole period)</td>
<td>Objectively verifiable indicators</td>
<td>Sources of Verification</td>
<td>Assumptions</td>
</tr>
<tr>
<td>-------------------------------</td>
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<tr>
<td>1. Three researches and consultations implemented (1 per year). Reports – (a) identification of the current situation, needs, potential and constrains for the sustainable development of the civil society; (b) existing situation, needs, potential and constrains for the development of the identified target communities.</td>
<td>Analysis created; Researches; 3 National meetings of the NGOs – increased public awareness. Designed and implemented grant scheme, according the principles and priorities of the programme; Number of the projects proposals for the different grant schemes; Number of grants allocated for the different priorities of the Programme; Contribution of the implemented projects to the priorities of the programme; Funds committed and projects implemented in rural communities; Quality of the implemented projects by the beneficiaries. Social-economical development of the targeted communities; number of public-private partnerships established; number of social enterprises established; Number of NGO applications for training Number of NGO representatives trained and certificates issued Improved capacity of the non-profit organizations to create, manage and monitor EU funded projects and to participate actively in the accession process;</td>
<td>Copies of the Analysis, Researches; Memo notes and documents from the Meetings for 1000 participants annually held; Good practices established and exchanged; Document for the Legislative changes achieved according the funding, the taxation, the volunteering, etc. Number of the approved proposals for the different grant schemes; number of the applied proposals for the different priorities of the Programme; Number of grants allocated for the different priorities of the Programme; Contribution of the implemented projects to the priorities of the programme; Funds committed and projects implemented in rural communities; Quality of the implemented projects by the beneficiaries. Social-economical development of the targeted communities; number of public-private partnerships established; number of social enterprises established; Number of NGO applications for training Number of NGO representatives trained and certificates issued Improved capacity of the non-profit organizations to create, manage and monitor EU funded projects and to participate actively in the accession process;</td>
<td>Sufficient number of NGOs working in compliance with EU standards Sufficient number of NGOs assuring civic participation in formulation of national policy toward EU accession Applying standards for transparency on national and regional level within EU programmes implementation Development of new models for efficient public-private cooperation Introducing of EU standards on different levels of socio-economic activities Overcoming regional disparities Good practices of partnership and networking on different levels</td>
</tr>
<tr>
<td>2. Organized and implemented 3 national annual meetings of the non-profit organizations.</td>
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<tr>
<td>3. About 75 national wide projects proposed by non-profit organization and approved according the priorities of the programme and the implemented research financed in the frame of the programme.</td>
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<tr>
<td>5. About 270 projects of regionally based NGOs financed in the frame of the programme, in accordance with the priorities of the programme and the annually implemented researches.</td>
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<tr>
<td>6. About 90 projects of newly established or existing non-profit organizations funded, strengthening the local civil society and improving the social – economical development of target rural communities.</td>
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<tr>
<td>7. About 300 people trained; improved capacity of the NGO management leaders to program, to manage, to monitor and to evaluate EU funded projects and programs</td>
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<tr>
<td>Activities (per year)</td>
<td>Means</td>
<td>Assumptions</td>
<td></td>
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<tr>
<td>-----------------------</td>
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</tr>
<tr>
<td>1. Design and implementation of annual research and consultations (diagnostic research), aiming to identify target rural communities and specific needs of the non-profit sector.</td>
<td>2 TA Service Contracts&lt;br&gt;Grant Facility</td>
<td>- Public awareness and support attracted&lt;br&gt;- Increased capacity of NGOs to work according to EU standards&lt;br&gt;- Increased capacity to work in line with the principle of public-private partnership on national and regional level&lt;br&gt;- Qualified monitoring and evaluation experts available&lt;br&gt;- High level of transparency of EU programmes&lt;br&gt;- Models for multiplication available both in the sphere of trainings and social enterprises&lt;br&gt;- Interested stakeholders and experts willing to engage in the process of analysis and formulating national policy toward accession</td>
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<tr>
<td>2. Organization and implementation of national annual meeting of the non-profit organizations.</td>
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<tr>
<td>3. Annual training for about 100 representatives of the NGO Sector</td>
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</tr>
<tr>
<td>4. Annual design and implementation of a three component grant scheme:&lt;br&gt;   - National&lt;br&gt;   - Regional&lt;br&gt;   - Local – for 20 target rural communities</td>
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<td></td>
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</tr>
</tbody>
</table>

**Preconditions**

- Support of different stakeholders on national and regional level
- Level of interest of the NGOs in the civil society development
### Annex 2

#### DETAILED IMPLEMENTATION SCHEDULE FOR THE PROJECT

<table>
<thead>
<tr>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
<td>Apr</td>
<td>May</td>
</tr>
</tbody>
</table>

1. **Set up steering committee**

2. **Draft and circulate ToR for TA**

3. **Tender for TA (Contract 1 & Contract 2):**
   - Contract 1: PIU
   - Contract 2: Research

**Activity 1: Research**

**Activity 2: National annual meeting of the non-profit organizations**

**Activity 3: Training Facility**

- Training of potential grantees in targeted rural communities
- Training for grant recipients

**Activity 4: Three Component Grant Scheme**

- **Activity 4.1 & 4.2: National & Regional Grant Scheme**
  - Design grant scheme
  - Call for proposals
  - Proposals evaluation/selection
  - Projects Implementation

- **Activity 4.3: Community based grant scheme**
  - Design grant scheme
  - Call for proposals
  - Proposals evaluation/selection
  - Projects Implementation

**Monitoring**

**Reporting**

- Contract 1: PIU
- Contract 2: Research

**Evaluation**
### Annex 3

#### Cumulative Contracting and Disbursement Schedule for the Project (in MEUR)

**Cumulative Quarterly Contracting Schedule (M.)**

<table>
<thead>
<tr>
<th>Project</th>
<th>Civil Society Development</th>
<th>1Q/05</th>
<th>2Q/05</th>
<th>3Q/05</th>
<th>4Q/05</th>
<th>1Q/06</th>
<th>2Q/06</th>
<th>3Q/06</th>
<th>4Q/06</th>
<th>1Q/07</th>
<th>2Q/07</th>
<th>3Q/07</th>
<th>4Q/07</th>
<th>1Q/08</th>
<th>2Q/08</th>
<th>3Q/08</th>
<th>4Q/08</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract 1: TA (management, training, conference)</td>
<td></td>
<td>0.370</td>
<td>0.370</td>
<td>0.370</td>
<td>0.370</td>
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<td>0.370</td>
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<tr>
<td>Contract 2: TA (research)</td>
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<td>0.150</td>
<td>0.150</td>
<td>0.150</td>
<td>0.150</td>
<td>0.150</td>
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<tr>
<td>Contract 4: Grant Scheme (community based grants)</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

**Cumulative Quarterly Disbursement Schedule (M.)**

<table>
<thead>
<tr>
<th>Project</th>
<th>Civil Society Development</th>
<th>1Q/05</th>
<th>2Q/05</th>
<th>3Q/05</th>
<th>4Q/05</th>
<th>1Q/06</th>
<th>2Q/06</th>
<th>3Q/06</th>
<th>4Q/06</th>
<th>1Q/07</th>
<th>2Q/07</th>
<th>3Q/07</th>
<th>4Q/07</th>
<th>1Q/08</th>
<th>2Q/08</th>
<th>3Q/08</th>
<th>4Q/08</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract 1: TA (management, training, conference)</td>
<td></td>
<td>0.296</td>
<td>0.296</td>
<td>0.296</td>
<td>0.296</td>
<td>0.296</td>
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<td>0.296</td>
<td>0.296</td>
<td>0.370</td>
<td>0.370</td>
</tr>
<tr>
<td>Contract 2: TA (research)</td>
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<td>0.120</td>
<td>0.150</td>
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<tr>
<td>Contract 3: Grant Scheme (National &amp; Regional)</td>
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<td>1.744</td>
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<tr>
<td>Contract 4: Grant Scheme (Community based grants)</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>0.416</td>
<td>0.446</td>
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<td>2.430</td>
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<td>2.430</td>
<td>3.000</td>
</tr>
</tbody>
</table>
List of relevant Laws and Regulations