Cross border co-operation between Bulgaria and Turkey
2006 Project Fiche for Technical assistance

1. Basic Information

CRIS Number: BG 2006/018-385.01.04
Title: Technical Assistance to the Bulgaria-Turkey Cross-border Co-operation Programme
Sector: Regional Development / CBC
Location: Bulgaria - Turkey Border Region
Duration: 18 Months
Contracting deadline: 30/11/2008
Execution of contract deadline: 30/11/2009

2. Objective/s

2.1 Overall Objective:

The project will strengthen the cross-border co-operation between Bulgaria and Turkey by supporting programming process and thus increasing potentialities for absorption of the EU financial support.

2.2 Project purpose:

The project purpose is to provide technical assistance for strengthening the capacity in generating, preparing and implementation of adequate projects for the next CBC Programme between Bulgaria and Turkey and in supporting the relevant central, regional and local authorities in their efforts to support the joint technical bodies and manage future projects after EU accession.

2.3 Accession Partnership (AP) and NPAA priority

Accession Partnership
PPF corresponds to one of the Public Administration priorities:
- Strengthen administrative structure to ensure it has the necessary capacity for fully effective use of and proper accounting for EC funds.

The proposed PPF will play a key part in the process of support to the social and economic integration between the border regions of the countries.

NPAA (Medium-term priority):
- Promotion of cross-border co-operation
2.4 Contribution to National Development Plan

N/A

2.5 Cross Border Impact

The Project Preparation Facility (PPF) will support the preparation of projects within the future CBC BG-TR programme. Special attention will be given to the preparation of joint projects and to projects with a strong cross-border co-operation character which will be planned in close co-operation with the regional and local authorities in the border areas.

The project is expected to ensure a better transition for Phare to Structural Funds and INTERREG-type programmes through:
- developing the capacity of the administration at all levels;
- ensuring a pipeline of mature quality projects.

3. Description

3.1 Background and justification:

The MRDPW, through Phare CBC IA Department and CBC Programming Department, is responsible, at central level, for the overall co-ordination for the Phare CBC Programmes in Bulgaria. In this position, the Phare CBC IA operates as interlocutor between the different line Ministries and Governmental Organisations and the European Commission. The Phare CBC Programming Department, on behalf of the Government of Bulgaria bears, the final responsibility for the qualitative level of the various project proposals submitted on an annual basis to the European Commission.

This project proposal focuses on allocating resources for future technical assistance to the CBC Programming Department in preparation of a mature project pipeline in order to provide a good absorption of the EU Structural Funds.

The use of the Project Preparation Facility (PPF) for financing short-term technical assistance required for a proper design of project activities will finally result in more mature project formats.

3.2 Sectoral rationale

N/A

3.3 Results

- Project Preparation Facility that will provide technical assistance in order to support the Programming and Implementing structures within the Ministry of Regional Development and Public Works for the CBC Bulgaria - Turkey programme established;
- The Bulgarian central/regional/local authorities involved supported with expertise in order to programme establishment of joint technical bodies;
- Improved administrative capacity for programming and implementation of BG-TR CBC programme at central and regional/local level;
• Sufficient number of projects for preparation approved (minimum 17);
• Increased awareness and information among the local beneficiaries on purposes, significance and benefits of cross border cooperation and programmes, as well as suitably promoting programme’s results achieved, good practises, etc.
• Programme’s Joint Bodies technically equipped;
• Tools (manuals, handbooks, guidelines, etc.) for responsible bodies prepared.

3.4 Activities (including Means)

The project will provide assistance to the CBC Programming Department and the Phare CBC IA. Line Ministries and other governmental bodies at central and regional level involved in CBC programming and implementation will also benefit from this assistance to gain relevant experience and know-how.

The technical assistance will include the following activities:

**Component 1. TA for strengthening the institutional capacity of the managing structures of the Bulgarian-Turkish cross-border co-operation programme at central/regional/local level, and for project preparation facility**

This project component will contribute to improving the capacity of Bulgarian and Turkish central and local managing/ coordinating/ supporting structures to deal with strategic and operational planning including training in:
- Assessment and re-assessment of Programme priorities;
- Addition of new measures and activities under existing programmes;
- Implementation, evaluation and monitoring arrangements of the programme;
- Participation in Programme Monitoring Committees;
- Participation in Programme Steering Committees;
- Participation in Selection Committees;
- The key activities of staff that will form the Programme Secretariats etc.

The training campaign should be implemented through the following steps:
- Design of training programme;
- Organization and implementation of training and awareness events;
- Preparation of training materials and manuals;
- Collection of feedback information from trainees, assessment of the training programmes and corrective actions if necessary;
- Preparation of tools (i.e. manuals, handbooks, guidelines, etc.) provided for responsible bodies

Rising awareness, knowledge and building up partnerships insuring the successful implementation of the future BG-TR cross-border programme in the selected border sites/areas is a key activity, which should be largely stressed on during project implementation.

The awareness campaigns should be implemented through the following steps:
- Arrangements for preparing the programme;
- Schedule of events;
- Number of events;
- Geographic location;
- Number of participants;
- Outline content of key events;
- Materials to be prepared;
- Task allocation to specific experts including short-term experts;
- Arrangements for materials distribution.
Under this TA, a team of EU and local experts will also examine the availability of mature projects and help in assessing their readiness in terms of quality and design, and will deliver key expertise in finalising the necessary documentation.

The selection procedure for the projects to be assisted will be decided by MRDPW and the line Ministries based on the criteria for projects selection in accordance with SF rules. A Guideline for Applicants will be prepared by the TA team.

The team will also develop the documents needed, such as tender dossiers, etc., and will organise the selection of companies to develop the full projects through implementation of the small-scale support scheme. The TA pool is expected to oversee the work of the selected companies to guarantee full compliance with the SF requirements.

**Component 2. PPF – Preparation of pipeline of ready-to-go projects**

The support scheme for project pipeline preparation to be launched in 2006 will guarantee the development of at least 17 mature projects ready for financing under SF.

It will be implemented in two stages:

1st stage: Potential beneficiaries apply with project ideas following the launch of a call for project ideas;
2nd stage: Full preparation of selected projects. The selection of awarded contractors will be carried out under a service contract.

The support scheme is applicable for the following cross-border regions: Bourgas, Yambol and Haskovo.

The Phare contribution for the preparation of eligible project will be € 10 000 – 20 000.

The maximum duration of the projects’ preparation is 6 months with the ending date of at least three months before the expiry date of the Financing Memorandum. The same project proposal must not receive more than one EC-funded grant.

Final beneficiaries may be: local authorities, research, training and education institutions, non-profit companies registered in the cross border region.

**Component 3. Operational costs**

The Operational costs represent an available budget line amounting to maximum 10% of the total PHARE allocation. They may be used to cover operational expenses directly related to the responsibilities of the programme managing bodies that include all expenses for the business trips in Bulgaria and abroad, the costs to cover the official events, advertising materials, publications, audit, etc. (related to the Phare programme’s implementation and eventually for the future CBC programme till funding from ERDF is available, but not for remuneration).
**Component 4. Supply**

Operational costs for purchase of equipment (IT and other equipment, office furniture, car(s), appropriate adapting of offices, including security related office adapting, etc…) for the local joint structures, including JTS.

3.5 Linked Activities

2003/005.632.03 – Technical Assistance for Multi Annual Programming and Implementation of future cross border neighbourhood programmes with Serbia & Montenegro, FYROM and Turkey;
2004/016.715.02 – Joint Small Project Fund
2005/017-453-053.01 – Technical Assistance and Project Preparation Facility (PPF) to the Bulgaria-Turkey Cross-border Co-operation Programme

3.6. Lessons learned

The project is a direct product of lessons learned from previous Phare programmes, that is to say the necessity to develop sufficient and adequate planning and preparatory activities to anticipate and minimise problems in the implementation phase.

In the Interim Evaluation Report No. R/BG/REG/0506 of 01.08.2005 it was stated that:

“The project preparation facility is used to develop or update projects that are planned to be proposed for financing under future financing memoranda. Poor quality designs for works contracts have been a major cause of delay and expense throughout the history of the Phare programme in Bulgaria. Therefore all project preparation facility assistance is generally relevant.”

“Although the detailed designs planned under the PPF are expected to be completed, the assistance will not be effective as planned in its objectives of staff training or preparing projects for future investment.”

In light of the above mentioned discrepancies between the real situation in MRDPW and the activities needed to assimilate the experience for working with pre-accession Phare instrument, submitting for financing of PPF is prompted by the need of capacity building and know-how transfer.

4 Institutional Framework

**Beneficiary Institution** – CBC Programming Department, DG Programming of Regional Development at the Ministry of Regional Development and Public Works, Bulgaria

**Contracting Authority** – CBC IA Department, DG Phare IA at the Ministry of Regional Development and Public Works, Bulgaria
5 Detailed Budget

<table>
<thead>
<tr>
<th></th>
<th>Phare support</th>
<th>Co-financing</th>
<th>Total Cost</th>
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<tr>
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<tr>
<td>Supply</td>
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<td>0.020</td>
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<tr>
<td>Investment support - total</td>
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<td>0.020</td>
<td>0.020</td>
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<tr>
<td>% of total public funds</td>
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<td>25 %</td>
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<td>Total project 2006</td>
<td>0.600</td>
<td>0.020</td>
<td>0.020</td>
</tr>
</tbody>
</table>

(1) Contribution from national, regional, local, municipal authorities, FIs loans to public entities, funds from public enterprises.
(2) Private funds, FIs loans to private entities.

* The Operational costs represent an available budget line amounting to maximum 10% of the total PHARE allocation. They may be used to cover operational expenses directly related to the responsibilities of the programme managing bodies that include all expenses for the business trips in Bulgaria and abroad, the costs to cover the official events, advertising materials, publications, audit, etc. related to the programme, but not for remuneration.

6 Implementation Arrangements

6.1 Implementing Agency

The Implementing Agency will be the Ministry of Regional Development and Public Works, through its Cross Border Co-operation Directorate, which will retain overall responsibility for the implementation of the programme, including: approval of tender documents, evaluation criteria, evaluation of offers, signature of contracts, authorisation of invoices. The Payments Directorate within the same ministry will make the payments of invoices.
6.2 Twinning

N / A

6.3 Non-standard aspects

There are no non-standard contracts or tender procedures envisaged within this project. The “Practical Guide to contract procedures for EC external actions”, valid as from the 1/02/2006 will be strictly followed.

6.4 Contracts

One framework contract assignment amounting to 0.150 MEUR for TA/PPF.
One service contract of 0.340 MEUR.
One budget line amounting of 0.050 MEUR for operational costs.
One supply contract amounting to 0.080 MEUR.

7 Implementation Schedule

<table>
<thead>
<tr>
<th></th>
<th>Component 1</th>
<th>Component 2 tweening</th>
<th>Component 3</th>
<th>Component 4</th>
</tr>
</thead>
</table>

8 Equal Opportunity

The project will stimulate the process building the partnership between the national, regional and local partners in terms of responsibilities taken, decision making and priorities setting and will be in no way discriminatory in terms of gender, life-style, religion or politics. It will contribute to the equal opportunities referring to gender.

9 Environment

N/A

10 Rates of return
11 Investment criteria (applicable to all investments)

11.1 Catalytic effect

N/A

11.2 Co-financing

The necessary minimum 25 % co-financing of the supply will be provided from the Bulgarian national budget.

11.3 Additionality

N/A

11.4 Project readiness and size

N/A

11.5 Sustainability

N/A

11.6 Compliance with state aids provisions

N/A

11.7 Contribution to National Development Plan

N/A

12 Conditionality and sequencing

N/A

ANNEXES TO PROJECT FICHE

1. Logframe in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule
### Overall objective

The project will strengthen the cross-border co-operation between Bulgaria and Turkey by supporting programming process and thus increasing potentialities for absorption of the EU financial support.

<table>
<thead>
<tr>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulgaria prepared to effectively use EU support.</td>
<td>Annual Report; Mid-term Reports</td>
</tr>
</tbody>
</table>

### Project purpose

The project purpose is to provide technical assistance for strengthening the capacity in generating, preparing and implementation of adequate projects for the next CBC Programme between Bulgaria and Turkey and in supporting the relevant central, regional and local authorities in their efforts to establish future joint technical bodies and manage future projects after EU accession.

<table>
<thead>
<tr>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improved management of CBC programmes prepared under the PPF; Project readiness for effective absorption of EU SF funding</td>
<td>Monitoring and assessment reports; Reports of the Phare IA (BG); CBC programme evaluation.</td>
<td>Efficient programme management (implementation, monitoring, assessment); Continued commitment of the Government towards the priorities of the programme and regional development; Sustained interest of the</td>
</tr>
<tr>
<td>Results</td>
<td>Objectively verifiable indicators</td>
<td>Sources of Verification</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| • Project Preparation Facility that will provide technical assistance in order to support the Programming and Implementing structures within the Ministry of Regional Development and Public Works for the CBC Bulgaria - Turkey programme established; | • Drat Programming document for CBC BG-TR available;  
• Minimum 17 mature projects ready for financing;  
• 20 trainers and consultants trained;  
• 8 public awareness events organised;                                                      | • Project completion reports;  
• Monitoring and assessment reports.                                                           | Availability of adequate funds through the next CBC programme to finance the prepared projects with SF support |
| • The Bulgarian central/regional/local authorities involved supported with expertise in order to programme establishment of joint technical bodies; |                                                                                                  |                                                             |                                                                            |
| • Improved administrative capacity for programming and implementation of BG-TR CBC programme at central and regional/local level; |                                                                                                  |                                                             |                                                                            |
| • Sufficient number of projects for preparation approved (minimum 17);                  |                                                                                                  |                                                             |                                                                            |
| • Increased awareness and information among the local beneficiaries on purposes, significance and benefits of cross border cooperation and programmes, as well as suitably promoting programme’s results achieved, good practices, etc. |                                                                                                  |                                                             |                                                                            |
| • Programme’s Joint Bodies technically                                      |                                                                                                  |                                                             |                                                                            |
equipped;
- Tools (manuals, handbooks, guidelines, etc.) for responsible bodies prepared.
CBC project fiche BG-TR 2006 Technical Assistance

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The technical assistance will include the following activities:</td>
<td>- One framework contract – M€ 0.15 for TA;</td>
<td>- Availability of qualified consultancy staff.</td>
</tr>
<tr>
<td><strong>Component 1. TA for strengthening the institutional capacity of the managing structures of the Bulgarian-Turkish cross-border co-operation programme at central/regional/local level, and for project preparation facility</strong></td>
<td>- One service contract of M€ 0.34;</td>
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<tr>
<td></td>
<td>- Available budget line of M€ 0.05;</td>
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<tr>
<td></td>
<td>- One supply contract of M€ 0.08 (M€ 0.06 Phare allocation and M€ 0.02 national co-financing).</td>
<td></td>
</tr>
<tr>
<td>This project component will contribute to improving the capacity of Bulgarian and Turkish central and local managing/ coordinating/ supporting structures to deal with strategic and operational planning including training.</td>
<td>Reports from consultants;</td>
<td></td>
</tr>
<tr>
<td>Rising awareness, knowledge and building up partnerships insuring the successful implementation of the future BG-RO cross-border programme in the selected border sites/areas is a key activity, which should be largely stressed on during project implementation.</td>
<td>MRDPW bank statements.</td>
<td></td>
</tr>
<tr>
<td>Under this TA, a team of EU and local experts will also examine the availability of mature projects and help in assessing their readiness in terms of quality and design, and will deliver key expertise in finalising the necessary documentation.</td>
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</table>
Ministries based on the criteria for projects selection in accordance with SF rules. A Guideline for Applicants will be prepared by the TA team.

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**Component 4. Supply**

Operational costs for purchase of equipment (IT and other equipment, office furniture, car(s), appropriate adapting of offices, including security related office adapting, etc...) for the local joint structures, including JTS as well as for covering other expenses such as renting, telephones, visits, organisational costs for the meetings, travel expenditures, etc.
Annex 2 – Detailed implementation chart

*Project title: 2006/018-385.01.04 Technical Assistance and Project Preparation Facility (PPF) to the Bulgaria-Turkey Cross-border Co-operation Programme*

<table>
<thead>
<tr>
<th>Contracting</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component 1</td>
<td>T</td>
<td>T</td>
<td>C</td>
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<tr>
<td>Component 2</td>
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<tr>
<td>Component 3</td>
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<tr>
<td>Component 4</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td>C</td>
</tr>
</tbody>
</table>

T: Tender Procedures  C: Contracting  I: Implementation  T: Tender Procedures
### Annex 3 – Contracting and disbursement schedule by quarter

**Project title:** 2006/018-385.01.04 - Technical Assistance and Project Preparation Facility (PPF) to the Bulgaria-Turkey Cross-border Co-operation Programme

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

<table>
<thead>
<tr>
<th>Components</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>Total (MEUR)</th>
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</thead>
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<td>I II</td>
<td>III IV</td>
<td>I II</td>
<td>III IV</td>
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<tr>
<td>BG co-financing</td>
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<td><strong>Total contracting:</strong></td>
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#### Cumulative disbursement schedule by quarter in MEUR (planned)

<table>
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<tr>
<th>Components</th>
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<th>2008</th>
<th>2009</th>
<th>Total (MEUR)</th>
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<tr>
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