1. Basic Information

1.1 CRIS Number: 2004/016-926.05.01

1.2 Title: Interim evaluation of EU funded projects

1.3 Sector: Monitoring and Evaluation

1.4 Location: Nicosia, Cyprus

2. Objectives

2.1 Overall Objective(s):

The overall objective is to contribute to the achievement of objectives and results of the Pre-accession and Transition Facility programmes, and to support the implementing authorities in efficiently implementing the Interim Evaluation process.

2.2 Project purpose:

- To provide programme management with clear information and assessment of on-going programmes, which will allow for greater transparency of the implementation phase, lead to efficient management.
- To ensure that members of the JMC base their recommendations on professional and independent expertise.
- To strengthen the evaluation culture in Cyprus.

2.3 Justification

- According to Article 34 of the Accession Treaty Financial Control is included in the priority sectors for assistance under the Transition Facility.
- In the Comprehensive Monitoring Report (November 2003), in the context of Chapter 28: Financial Control, it is stated that: “Further work needs to be done in order to enhance the capacity of the Cypriot administration in the field of monitoring and evaluation.”

3. Description

3.1 Background and justification:

Until accession, the Commission has been in charge of running a system of Monitoring and Assessment for candidate countries. Cyprus has been following Phare rules for its pre-accession funds programmes, and Monitoring and Evaluation procedures were established as part of the programme cycle. Monitoring structures have been established, such as the Joint Monitoring Committee (JMC) and the Sectoral Monitoring Sub-committee (SMSC). The SMSC discusses monitoring reports at least twice a year on all programmes. The JMC has the possibility to put forward recommendations to the Commission concerning the development of on-going programmes.

Monitoring Reports are presented in a standardised format, provided by the Commission. All Implementing Agencies are required to fill in the reports twice a year. These reports form the basis for
independent external assessment of the activities that have taken place in the monitored period. Up until mid-2005, the evaluators contracted under the 2001 pre-accession programme shall carry out the assessment activities. Recommendations are put forward for improving management and delivery as well as the design of similar future programmes. The reports are also used when an ex-post evaluation is carried out.

The continuous, on-going assessment of EU funded pre-accession and Transition Facility programmes remain an important task after the expiry of the current contract. To this end, the present project is being promoted. It should be noted that the present system provides a good basis for continuing operations, where Implementing Agencies monitor their own progress, which is then assessed externally, by independent expertise. The element of independence ensures that both managers and responsible authorities are aware of the achievements and the problems faced, and can take corrective actions (including eventual reallocation) on the basis of substantiated information.

The National Aid Co-ordinator (NAC) (Permanent Secretary of the Planning Bureau) has the responsibility to monitor and evaluate the implementation by Implementing Agencies of the Commission Financing Decision for National Programmes. In order to perform this function the NAC is in the process of establishing and independent Evaluation Cell within the Planning Bureau.

3.2 Linked activities:

The Pre-accession program 2001 “Administrative Co-operation: Monitoring and Assessment Scheme” finances the implementation of current assessment activities until mid 2005.

3.3 Results:

1. Regular evaluation reports produced as follows:
   (i) Two Interim Evaluations
   (ii) One Country Evaluation Summary

The above documents will provide management with:
• facts on the implementation of on-going programmes
• an assessment of the progress and the likelihood of the programme’s success in achieving the objectives set

2. National capacity in monitoring and evaluation strengthened (know how in terms of monitoring and evaluation delivered by the contractor to the beneficiary and other interested parties).

3.4 Activities:

Within the framework of this project, 2 Interim Evaluations and one Country Evaluation Summary shall be carried out and submitted according to the relevant EDIS procedures and to the annual Interim Evaluation Work Plan proposed, as agreed, by the Joint Monitoring Committee (JMC).

One month before the JMC meeting, the external evaluator will issue the Country Evaluation Summary Report. This shall incorporate the findings of the sectoral monitoring and interim evaluation reports that are presented to the SMSC, and also the outcome of the discussions of these reports at the SMSC.

Activities under the project will be delivered through one service contract as follows:

1. **Elaboration of two Interim Evaluations**
   For the preparation of two interim evaluations (output 1(i) above) the assessor will:
   • Carry out interviews and field visits to assess the information contained in the Monitoring reports and other sources;
   • Prepare assessment reports;
• Present their findings to the JMC (SMSC).

2. Elaboration of one Country Evaluation Summary
For the Country Evaluation Summary (output 1(ii) above) the contractor will:
• Use the two Interim Evaluation Reports as well as interviews with the stakeholders to prepare
the Country Evaluation Summary
• Present the Country Evaluation Summary to the JMC.

3. Delivery of 10 man-days of training on evaluation and monitoring of public funds
The training will be mainly extended to the beneficiary of the project (Planning Bureau) and to
Government Departments involved with project management, as well as to interested bodies of the
private sector. The expected number of participants is about 30.

3.5 Lessons learned

Only one Interim Evaluation has been carried out so far for Cyprus for pre-accession funds, the
report of which was issued in June 2004. This Interim Evaluation contract was carried out in a
centralised manner through the appropriate Commission Services and, therefore, it is too early to
reach conclusions on the evaluation function which, after mid 2005, will have to be carried out in a
decentralised manner by the Cypriot Authorities.

4. Institutional Framework

The Planning Bureau, the Permanent Secretary of which has been appointed as National Aid Co-
ordinator, shall have the overall responsibility for the project. An independent Evaluation Cell is in the
process of being established within the Planning Bureau. The evaluation activities shall be carried out
according to a work plan to be determined by the JMC, on an annual basis. The work plan will fix a
timetable for the assessment so as to ensure that all on going pre-accession and transition facility
programmes are evaluated each year.

5. Detailed Budget

<table>
<thead>
<tr>
<th>EU Support</th>
<th>(MEUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU</td>
<td></td>
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<tr>
<td>Interim Evaluation Support</td>
<td>0.25</td>
</tr>
<tr>
<td>Institution Building</td>
<td>0.25</td>
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<tr>
<td>Total EU (=I+IB)</td>
<td>0.25</td>
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<tr>
<td>National Cofinancing*</td>
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<tr>
<td>IFI*</td>
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<tr>
<td>TOTAL</td>
<td>0.25</td>
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</table>

6. Implementation Arrangements

6.1 Implementing Agency:
The Implementing Agency of the project is the Planning Bureau

6.2 Twinning
Not applicable

6.3 Non-standard aspects
Not applicable

6.4 Contracts
One service contract, covering the full amount shall be signed.
7. Implementation Schedule

7.1 Start of tendering/call for proposals: January 2005
7.2 Start of project activity: October 2005
7.3 Project Completion: February 2007

8. Sustainability

Expenditure to maintain administrative function of the Evaluation Cell in the Planning Bureau will be covered through the annual National Budget.

9. Conditionality and sequencing

The most important milestone of the project is the submission of the Interim Evaluation Reports to the Evaluation Cell.
ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format (compulsory)
2. Detailed implementation chart (compulsory)
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period) (compulsory)
**ANNEX I**

<table>
<thead>
<tr>
<th>LOGFRAME PLANNING MATRIX</th>
<th>CRIS number: 2004/016-926.05.01</th>
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</thead>
<tbody>
<tr>
<td>Interim evaluation of EU funded projects</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contracting period expires: 15 December 2006</th>
<th>Disbursement period expires: 15 December 2007</th>
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<table>
<thead>
<tr>
<th>Project Number</th>
<th>Total Budget: 0.25 MEUR</th>
<th>EU contribution: 0.25MEUR</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Wider Objective(s)</th>
<th>Indicators of Achievement*</th>
<th>How (H), When (W) and By Whom (BW) Indicators Will Be Measured</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>The overall objective is to contribute to the achievement of objectives and results of the Pre-accession and Transition Facility programmes, and to support the implementing authorities in efficiently implementing the Interim Evaluation process.</td>
<td>Increased effectiveness and efficiency of Pre-Accession and Transition Facility Programmes</td>
<td>- EC Reports monitoring the further progress as to the implementation and enforcement of the acquis by the Republic of Cyprus - EC Reports monitoring the evaluation of EU funds by the new Member States</td>
<td>The other prerequisites of the effective implementation are in place, good practices and findings are wide-spread in the implementation system.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Immediate Objective (Purpose)</th>
<th>Indicators of Achievement*</th>
<th>How (H), When (W) and By Whom (BW) Indicators Will Be Measured</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>- To provide programme management with clear information and assessment of on-going programmes, which will allow for greater transparency of the implementation phase, lead to efficient management. - To ensure that members of the JMC base their recommendations on professional and independent expertise. - To strengthen the evaluation culture in Cyprus.</td>
<td>- JMC able to make corrective actions including reallocations if necessary at its meetings twice a year (March, and October). - Number of recommendations given to Cyprus in the IE Reports of Transition Facility is proportionally lower than the average number of recommendations given in the IE Reports for Pre-aceesion aid</td>
<td>- SMSC and JMC minutes - Commission Reports - Monitoring and evaluation reports</td>
<td>The programming framework allows comparisons over years and over sectors All involved sectors are assessed Positive perception of the Monitoring and Evaluation procedure</td>
</tr>
</tbody>
</table>
recommendations included therein.
- Cypriot officials familiar with monitoring and evaluation procedures and goals as evidenced by good management of the evaluation exercise and the integration of evaluation recommendations in the programmes.

### Results (Outputs)

<table>
<thead>
<tr>
<th>Indicators of Achievement*</th>
<th>How (H), When (W) and By Whom (BW) Indicators Will Be Measured</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>How (H), When (W) and By Whom (BW) Indicators Will Be Measured</td>
<td>Assumptions and Risks</td>
</tr>
<tr>
<td>1. Regular evaluation reports produced as follows: (i) Two Interim Evaluations (ii) One Country Evaluation</td>
<td>- All programmes evaluated twice a year in the programme period according to the provided template and to the agreed Work plan; - Evaluation Reports are prepared/endorsed in time for the JMC (one month prior to its meeting); - All recommendations adopted and implemented according to the deadlines set in the follow-up tables; - Approximately 20 people trained give positive answers to the questionnaires on the quality and usefulness of training</td>
<td>Clear guideline for the Evaluation Process</td>
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<tr>
<td>2. National capacity in monitoring and evaluation strengthened (know how in terms of monitoring and evaluation delivered by the contractor to the beneficiary and other interested parties).</td>
<td>- Evaluation Reports endorsed by Report by the Evaluation Cell - Assessment by the Evaluation Cell of the documents produced vis-à-vis the agreed work plan. - IE Reports - Follow-up tables - Questionnaires on the quality and usefulness of trainings</td>
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### Activities

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<th>Means</th>
<th>Assumptions and Risks</th>
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<tr>
<td>One Service contract for the amount of EUR 0.25 mln through the restricted tender procedure - about 20-month contract - total about 500 man-days</td>
<td>Monitoring data available Cooperation of the Implementing Agencies with the assessors Independence of the Evaluators</td>
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</tbody>
</table>
2. **Elaboration of one Country Evaluation Summary**
   For the Country Evaluation Summary (output 1(ii) above) the contractor will:
   - Use the two Interim Evaluation Reports as well as interviews with the stakeholders to prepare the Country Evaluation Summary
   - Present the Country Evaluation Summary to the JMC.

3. **Delivery of 10 man-days of training on evaluation and monitoring of public funds**
   The training will be mainly extended to the beneficiary of the project (Planning Bureau) and to Government Departments involved with project management, as well as to interested bodies of the private sector. The expected number of participants is about 30.

- an international team of 2 experts experienced in evaluation of EU and/or national funds, fluent in English
- a pool of short-term experts in specialised fields
* Must be **quantified** and **measurable**
**DETAILED TIME IMPLEMENTATION CHART FOR THE PROJECT**

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
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<tbody>
<tr>
<td></td>
<td>ON</td>
<td>D</td>
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<td>Programme assessment</td>
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D = Design  
C = Contracting  
I = Implementation  
X = Closure
## CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE

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<tbody>
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<td>CONTRACTED</td>
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<td>0.25</td>
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<tr>
<td>DISBURSEMENT</td>
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<td>0.075</td>
<td>0.10</td>
<td>0.15</td>
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*All figures in million EURO*

NB: 1. All contracting should normally be completed within 6-12 months and **must** be completed within 24 months of signature of the FM.

2. All disbursements **must** be completed within 36 months of signature of the FM.