STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1. Désirée Number 2002/000-579.08.02

1.2. Title: Special Programme for Strengthening the Civil Society and preparing for Accession of Estonia (ACCESS 2002 Estonia)

1.3. Sector: Economic and Social Cohesion

1.4. Location: Estonia

2. Objectives

2.1. Overall objectives:
Strengthened civil society in implementation of policy areas in which the third sector plays an important advice giving role and in encouraging the inclusion and participation of individuals and groups whose risk is economically, socially or politically marginalized in the transformation process.

2.2 Project purpose:
- Strengthen the operational capacity of Estonian NGOs/NPOs in the field of socio-economic development and social inclusion of risk groups.
- Stimulate initiatives from NGOs/NPOs to enable them to participate in the activities of the European wide NGO/NPO platform and networks.

2.3 Accession Partnership and NPAA priority

National Development Plan elaborated in 2001 included among others the role of the third sector in solving the problems in social policy issues.

Draft Single Programming Document (22.02.2002) The chapter 1.6.2 reflects to the local municipalities and non-profit organisation situation, activities and shortcomings. Draft SPD chapter 2.1. (SWOT) states that one of the development opportunities is growing capacity of NGOs/NPOs sector, which should be integrated into socio-economic regional development by promoting initiatives taken by III sector. Also, the need for inclusion of risk groups into society is included in Draft SPD under chapter 1.4.4 Labour force and 1.4.5 Social problems.

2.4. Other strategic documents:
Cooperation Memorandum of Estonian Political Parties and Third Sector Umbrella Organizations sets the basic principles for development and support to the 3rd sector in Estonia.

Strategy and Framework Action Plan of Decreasing Poverty and Social Exclusion
Framework action plan of the alleviation of poverty and social exclusion will be drawn up in III quarter 2002. The purpose of drafting the framework action plan is to coordinate the measures taken to prevent and decrease poverty and social exclusion in different policy fields. Instead of single problems major key spheres will be concentrated on (employment, education and information society, regional development, health care, social protection).

The objectives of the strategy of social cohesion of the European Union approved by the European Union Summit in Nice form the basis for the action plan of decreasing poverty and social exclusion:

- to increase employment, ensure all people exercising of the rights, access to the resources, goods and services
  - eg. enhancement of social protection: everyone must have resources for the life worth living; working must pay off financially;
  - dwelling policy: ensure proper accommodation;
  - health care: access to medical care according to the need and situation etc;
- to prevent risks of social exclusion;
- to help the most vulnerable people in the society;
- to concentrate all relevant interest groups.

2.5. Cross Border Impact

N/A

3. Description

3.1. Background and justification:

In order to meet the Copenhagen political criterion according to which 1 candidate countries are expected not only to formally subscribe to the principles of the rule of law, human rights and the respect for and the protection of ethnic minorities but also to put them into daily practice and establish the necessary institutional framework that supports their sustainability, the development of a democratic society is intrinsically linked to the development of an open civil society, the so-called third sector which complements the activities of the state and market economy. Functioning non-governmental and non-profit organisations (NGO/NPO) have a key role in articulating the demands of citizens through active participation, advocacy and consciousness raising. Typically many elements of the acquis communautaire are based on the existence of thriving and active NGOs/NPOs (such as consumer movements, environmental initiatives, social and health associations, etc.). Without the activities of these NGOs/NPOs, the acquis could not find popular acceptance or be implemented fully.

The current programme (ACCESS 2002 Estonia) has been developed on the basis of experience gained from previous multi-country programmes on civil society development that have been operating since 1993, notably the LIEN, Partnership and Democracy programmes; ACCESS 1999 and ACCESS 2000. Also, evaluation reports for Lien and Partnership and Democracy programmes recommend continuing support for the third sector.

The current project is a follow-up of the former Access programmes. The additional reason for using the name ACCESS is that it is already familiar to NGOs and the managing scheme will be the same, so it does not need much additional advertising in media.

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1 “Safeguarding and developing the democratic process in the candidate countries is critical to satisfying the Copenhagen criteria”
There are 14,247 registered non-profit organisations in Estonia. Most of them have been established over the last ten years, since Estonia re-gained independence. NGOs are actively involved for example in social welfare, health care, education, culture, human rights and environmental protection.

The foresen fields of intervention of this project are as following:

- promotion of social dialogue;
- sustainable partnership relations between NGO and private organisations as well as with local authorities on matters of local development;
- promotion of entrepreneurship on local and regional level;
- strengthening the working efficiency and initiative of unemployed or disadvantaged population groups for (re)integration to the labour market;
- equal treatment of women and men;
- implementation and transition of the EU initiatives in public health sector.

In order to ensure the most appropriate use of the project funds the analysis will be carried out by MoSA with the aim to identify specific sectoral needs and regional coverage.

The analysis will be carried out based on the applications of Access 1999, Access 2000, and applications presented by NGOs to the following Estonian national funds: Privatisation Fund (Programme for promotion of less competitive persons in the labour market); Gambling Tax Fund and 2002 MoSA programme for supporting women cooperation in the field of social, labour and public health issues.

Based on this analysis the Project Steering Committee in consultation with EC Delegation will approve the precise fields of intervention and financial contributions between the priorities, also MoSA will integrate the results in the Guidelines for Applicants.

3.2. Linked activities:

Two currently running ACCESS programmes are targeted towards the same aim:

- ES 0002 ACCESS 2000 – Special Programme for Strengthening the Civil Society and Preparing for Accession of the Ten Candidate Countries in Central and Eastern Europe, which is managed by the CFCU. The Technical Assistance Office (TAO) for ACCESS 2000 has been selected and nominated.

  - ACCESS 1999, which is managed by EC Delegation. The Technical Assistance Office (TAO) is the Open Estonian Foundation. The Open Estonia Foundation is a charitable foundation which goal is the creation of conditions in Estonia conducive to the development of an open society, encompassing democracy, a civil society, social responsibility, and equal opportunities for people to participate in the democratic decision making process.

In ACCESS 1999 more than 130 applications classified in the technical evaluation and around 40 (1/3) projects got financing This project has demonstrated the capacity of NGOs to provide good quality applications and the relevance of the issues NGOs addressed in their applications.
Support the activation of NGOs has considered as one of the cornerstones of development of open society widely in EU and in Estonia as well.

Ministry of Social Affairs sees the third sector as one of the service providers in the field of integration of marginalized individuals and groups.

Previous Access programmes had a component of environmental protection, as now this field is covered with other national and international programmes they are not included in the planned project.

3.3 Results:

**Contract 1 (grants)**

3.3.1 Increased number of active officially registered NGOs / NPOs participating in the Access programme;

3.3.2 Increased co-operation of NGOs/NPOs with local authorities and developed partnership between NGOs / NPOs gained through Access programme – (the baseline will be Access 1999 and year 2002);

3.3.3 Increased participation of targeted groups in society;

3.3.4 NGOs acting in the field of socio-economic development and providing respective services (see p. 3.4.1.1 (1) Concrete activities for the benefit of the sector or target group);

3.3.5 Projects implemented in the field of socio-economic development and social inclusion of risk groups (see p. 3.4.1.1 (1) Concrete activities for the benefit of the sector or target group).

Objectively verifiable indicators for foreseen results:

The number of NGOs participating in the Access programmes (compared to Access 1999 and 2000) shows the increase in active NGOs. NGOs are free to take the initiatives by themselves, Access is one mean to encourage and support them. Therefore the influence of Access can be measured by number of NGOs participating in it. The evaluation reports of Access 1999 and 2000 are not available yet.

As one indicator what can be mentioned immediately is that 43 projects have been financed from Access 1999 and 66 macro-projects applications were submitted to Access 2000 by the deadline of applications submission (19.04.02).

As the projects (and NGOs) financed in the frames of the program can, in principle, vary from 10-40 projects, following assumptions on the project results level should be met on the activities level at the preliminary phase of the project in order to ensure the fulfilment of the foreseen results:

- Balance between projects supported in eligible sectors and initiatives/interventions should be guaranteed;
- Criteria for national co-financing should be worked out and included to the Guidelines for Applicants;
- Information about projects implementation should be quarterly reported to the Steering Committee;
- The foreseen results should be reflected in the Guidelines for Applicants.

In order to measure the achievement the of foreseen results an independent ex-post evaluation of the results of the project has been included (Contract 3).

**Contract 2 (implementation TA)**

3.3.6 ACCESS 2002 programme is efficiently implemented.
Contract 3
3.3.7 Ex-post evaluation of the Contract 1 results

3.4. Activities:

3.4.1. Contract 1
3.4.1.1. In the frame of this programme, NGOs can apply for grants (Contract 1: Grants 655 000 EUR) for implementation of projects that should be directly relevant to conditions set out above.

Eligible activities
Concrete activities for the benefit of the sector or target group will be updated according to analysis carried out by MoSA identifying specific sectoral needs and regional coverage. (see also p. 3.1. Justification and background) and approved by Project Steering Committee in consultation with EC Delegation.

a) Activities in the socio-economic development: promotion of social dialogue; sustainable partnership relations between NGO and private institutions, local authorities on matters of local development; promoting entrepreneurship on local and regional level, strengthening the working efficiency and initiative of unemployed or disadvantaged population groups for (re)integration to the labour market, equal treatment of women and men.

b) Activities in the social sector: which aim at contributing to the social reintegration and/or to promote sustainable health and social support for marginalised groups of the population (such as members of minority groups, handicapped, elderly, homeless, street or abused children, illiterate, unemployed, victims of addictions, of HIV-positive persons, victims of cruelty, etc.) as well as social development of smaller regional entities.

c) Capacity related component: training activities, which are targeted at the beneficiary NGO’s staff (e.g. management, accounting, human resources, marketing, fund-raising etc.). Applicants should clearly demonstrate the positive organisational impact of the projects and their sustainability.

d) Networking Facility will be made available to provide support for NGOs/NPOs who wish to participate in activities organised at EU level. This facility will mainly cover travel and living expenses for attendance at events organised by bodies such as the EU-wide NGO platform. Up to 10% of the Phare funds foreseen for Grants for NGOs (655 000 EUR) can be used for the Networking Facility.

Eligible organisations who can apply:

a) NGOs or NPOs that are officially registered and run in Estonia
b) non exclusive organisations (organisations which do not condition their support or actions to ideological, doctrinal or religious adherence).
c) The Access programme support cannot exceed 50% of the NGOs or NPOs annual budget.
d) Commerce’s, business associations and other similar organisations are excluded from the scope of the project.

a) Eligible Partners: established and run in one of the candidate countries eligible for the Phare programme or an EU member state;
b) formally constituted;

c) demonstrate clearly that they have a non-governmental or non-profit status;

d) be non-exclusive organisations.

Organisations that do not meet all above-mentioned conditions may not act as partners in projects.

Special eligibility conditions apply to the following types of organisations:

a) Local and regional authorities and local and regional development agencies may be involved as partners and/or co-financiers in projects, but may not apply as lead applicants. Private sector companies and central governmental bodies are not eligible as project partners.

b) Trans-national organisations may apply provided that they have at least two candidate country and/or EU members, at least one of these members acts as a partner in the project and more than half of the members are NGOs/NPOs. International organisations created by States and inter-governmental organisations are not eligible.

Types of the projects:

a) Local Microprojects can be carried out by a single organisation based in Estonia. The projects should be implemented within a year (12 months). For micro-projects EC financial contribution for a project will be up to 50 000 EUR. Minimum grant size will be 5000 EUR. Phare contribution may cover up to 90% of total project cost.

b) Transnational Macroprojects are to be carried out in partnership with organisation(s) from at least one EU accession or EU country(ies). The lead organisation must be based in Estonia. The participation of local and regional authorities as co-partners is strongly encouraged. The project duration may not exceed 18 months. For macro-projects EC financial contribution can be from 50 000 EUR to 200 000 EUR. Phare contribution may cover up to 90% of total project cost in case the partner is from partner EU accession country and up to 80% if the partner is from EU country.

Projects co-financing

The project co-financing could consist of national co-financing foreseen for Access 2002 and from co-financing provided by applicant. The same eligibility rules will apply for the national co-financing as for the EC Phare financing.

The MoSAs Internal Audit department will audit 10% of the projects during the projects life-time.

Networking Facility will be made available to provide support for NGOs/NPOs who wish to participate in activities organised at EU level. This facility will mainly cover travel and living expenses for attendance at events organised by bodies such as the EU-wide NGO platform. (maximum size 4,000 €). Up to 10% of the Phare funds foreseen for Grants for NGOs (655000 EUR) can be used for the Networking Facility.

3.4.2. Contract 2
Technical Assistance for implementation of the programme. (Contract 2, Supply of Services 45 000 EUR). The Technical Assistance Office (TAO), reserved only to the management structure, will be selected according to DIS rules as a service provider with the responsibility for the day-to-day implementation and monitoring of grant projects. The contractor is also the contact point for technical questions and issues related to the programme. The details of its tasks will be further clarified in the contract. The tasks for the TAO are stated in the Annex 4.

**Required Inputs**

**Key Staff**

For current activities:

- **Programme Co-ordinator**
  - Thorough understanding about NGOs and experience in the field at least 3 years
  - Knowledge about third sector in Estonia and neighbouring countries
  - Excellent command of English and Estonian
  - Project management experience

**Support staff**

- **The project assistant**
  - General understanding about NGOs
  - Good command of English and Estonian
  - Knowledge about EU Phare reporting
  - Book keeping skills

External expert(s) with strong experience of NGOs sector and understanding of regional and sectoral dimensions should be recruited for a short period during evaluation of the project proposals. The request of using external experts will have to be approved by the CFCU.

**Requirements**

The Contractor has to be able to meet with the following requirements:

- Basic understanding of the NGO sector in Estonia.
- Should demonstrate strong knowledge of policy issues and understanding of regional and sectoral dimensions as well as cross-border focus
- Key personnel employed full-time, with relevant experience.
- Knowledge about finance and reporting, good fiscal standing approvable by submitting the financial reports for 2 previous years.
- Project Management experience.

The Contractor is required to be able to process documents and communicate with applicants and grant recipients in Estonian and English.

**Office Capacity**

The Contractor will have to have adequate office space, computing capacity and memory available. The contract will cover staff fees and fees for the independent experts for the evaluation committee, and reimbursable costs related to the management of the programme, including office running costs and supplies, printing and copying, postage, telephone and communication costs, targeted training for those involved in project, costs related to the organisation of the selection rounds. The equipment procured and materials produced during the project time (financed from project budget) will remain in the ownership of the MoSA after the project completion.

The Contractor should operate in an office in Tallinn. The office will be available for the whole duration of the contract and shall operate every business day during 09.00 – 18.00 hours.

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3 it is foreseen that contractor will provide office space in 2 reasons: (1) it is complicated for the MoSAs internal administrative rules to keep such office (open from the 9.00-18.00) for wider public and (2) due to number of running international projects MoSA is currently practically out of spare office space.
The contract will be concluded for a period of 12 months with the possibility to be renewed twice: for a period up to 12 months and second time for a period up to the end of project implementation period (foreseen deadline December 2004).

3.4.3 Contract 3
Ex-post evaluation of the Contract 1 results. In order to measure the achievements of the foreseen results an independent ex-post evaluation of the results of the project will be performed (Contract 3).

3.5 Lessons Learned
No OMAS assessments have been conducted in the field. The results from previous Access programmes are not available yet.

From the experience of on-going Access programmes it has to be outlined that the preliminary steps for preparing the grants implementation is extremely important in terms of time limits for the project.

As application rounds of previous Access projects as well as of other national programmes have shown: in order to improve the quality of project applications there is a need for organising information meetings in order to inform the potential applicants about programme content, management and financial issues. MoSA will organise such meetings covering Estonian regions and targeted to the potential applicants for the current project.

4. Institutional Framework
The ACCESS programme will be managed by the MoSA, which is responsible for the employment, social and health sector development in Estonia.

5. Detailed Budget (EUR)

<table>
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<tr>
<th></th>
<th>Phare Support</th>
<th>Total Phare (=I+IB)</th>
<th>National Cofinancing *</th>
<th>IFI*</th>
<th>TOTAL</th>
</tr>
</thead>
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<td></td>
<td>Investment</td>
<td>Institution Building</td>
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<td></td>
<td>Support</td>
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<tr>
<td>Contract 1</td>
<td>655 000</td>
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<td></td>
<td>873 500</td>
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<td>Grants for NGOs</td>
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<tr>
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<td></td>
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<td>5 000</td>
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<td>Supply for services (TAO) for the whole duration of the project</td>
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<td>Supply for services Ex-post evaluation</td>
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<tr>
<td>Total</td>
<td>655 000</td>
<td>45 000</td>
<td>700 000</td>
<td>228 500</td>
<td>928 500</td>
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</table>

Co-financing for projects under contract 1 will be provided by MoSA in the amount of 218 500 € (Estonian state budget for 2003 and 2004). In addition the Estonian co-financing will comprise co-financing provided by NGOs who apply for projects, it is not possible to state the exact numbers for it. As the Access programme contribution may
cover up to 90% of total project cost in case the partner is from EU accession country and up to 80% if the partner is from EU country, the minimal estimated co-financing is 87 500 €. The exact amount of co-financing will be stated in the monitoring report after the projects have been approved.

National co-financing for contract 2 will come from the Estonian state budget for 2003, and the funds will be foreseen under the budget line of the Ministry of Social Affairs. Parallel national co-financing is foreseen for starting up the TAO activities (launching the TAO tender in the newspapers and for the public awareness activities such as for information seminars for the potential NGOs/applicants (contract 1)). Financing for the contract 3 will come from the Estonian State budget for 2004, and the funds will be foreseen under the budget line of the Ministry of Social Affairs.

6. Implementation Arrangements

6.1. Implementing Agency:

CFCU will be the implementing agency responsible for tendering and contracting the TAO and contracting the grants according to DIS rules.

Programm Authorising Officer:
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Programme Officer
Mr. Riho Rahuoja,
Deputy Secretary General of the Ministry of Social Affairs,
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e-mail: riho.rahuoja@sm.ee

Programme management will be out contracted by CFCU (Contract 2 of the programme), the contractor will be responsible for technical management of the programme.

Task Manager in the ECD
Mrs. Anu Roomere
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Fax: +372 626 4439
e-mail: Anu.roomere@delest.cec.eu.int

In order to ensure the most appropriate use of the project funds, a sectoral analysis will be carried out by MoSA prior to the start of the project with the aim to identify specific sectoral needs and regional coverage.
The analysis will be carried out based on the applications of Access 1999, Access 2000, and applications presented by NGOs to the following Estonian national funds:
Privatisation Fund (Programme for promotion of less competitive persons in the labour market); Gambling Tax Fund and 2002 MoSA programme for supporting women cooperation in the field of social, labour and public health issues.

The results of the analysis (carried out by MoSA) will be approved by MoSA and the EC Delegation in order to the precise fields of intervention and financial contributions between the priorities before any project is funded (see. P. 3.4.1.1. Contract 1).

The MoSA will be responsible for preparing the “Guidelines for Applicants”4 according to the Phare DIS rules. The guidelines will be drafted by MoSA not later the 1 month after signing the FM of the programme and presented to the Steering Committee, to the CFCU and to the EC Delegation for approval.

MoSA will form a Steering Committee, which will consist of representatives of the Ministry of Social Affairs, Ministry of Finance, Ministry of Internal Affairs, EC Delegation and NGOs framework organisations.

The steering committee will be instituted in order:

a) to take the key strategic decisions concerning the project;

b) to approve the precise fields of intervention and financial contributions between the priorities (see. P. 3.4.1.1. Contract 1);

c) to oversee the implementation and to analyse the effectiveness of the project.

In order to ensure balance between projects supported in eligible sectors and initiatives/interventions, balanced regional coverage as well as visibility of selection and implementation procedures the SC will approve following documents:

a) Guidelines for applicants including:
   • selection criteria,
   • evaluation grid,
   • principles for national co-financing.

b) ToR for selection of TAO (contract 2);

c) Quarterly work plans and reports of TAO;

d) ToR for ex-post evaluation (contract 3).

Please indicate here that an evaluation committee will be set up and precise its members.

The selection mechanism of applications will be in two stages:

1. Initial screening provided by Technical Assistance Office (TAO) of all individual applications;

2. Evaluation and selection undertaken by the evaluation committee that will be established for assessment of the project applications (incl. technical aspects of the proposals).

The selection among eligible grant recipients will be based on the following criteria:

1. The relevance of the activity in relation to the programme priorities and objectives;

2. How the participation of the applicant to the activity promotes the programme objectives or strengthens the NGO/NPO capacity;

3. How the NGO/NPO intends to disseminate/apply the knowledge gained.

To co-ordinate the daily work of the programme, suitable TAO will be selected following Phare rules. The Draft ToR will be available before the Phare management Committee meeting in July 2002. The contractor is also the contact point for technical questions and issues related to the programme.

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4 See annex 5: Summary of Guidelines for Applicants
Suitable TAO will be selected, following a CFCU tender, to co-ordinate the daily work of the programme.

Approval of the project applications according to Practical Guide to Phare, Ispa, and Sapard contract procedures will be the following:
1) the TAO will conduct preliminary evaluations for the project proposals and provide Steering Committee with a short-list of the projects qualifying for the final evaluation;
2) the technical and financial evaluation will be done by evaluation committee (consisting of experts and observed by the representatives of CFCU and EC Delegation) with the TAO assistance;
3) the CFCU will send the evaluation report of the projects applications to the EC Delegation for approval;
4) after approval the CFCU will conclude the contracts with selected project applicants.

The selection mechanism of applications is comprised of two stages:
3. Initial screening provided by Technical Assistance Office (TAO) Evaluation and selection undertaken by the evaluation committee that will be established for assessment of the project applications (incl. technical aspects of the proposals).

The selection among eligible grant recipients will be based on the following criteria:
4. The relevance of the activity in relation to the programme priorities and objectives;
5. How the participation of the applicant to the activity promotes the programme objectives or strengthens the NGO/NPO capacity;
6. How the NGO/NPO intends to disseminate/apply the knowledge gained.

The grants will be paid out as following:
80% of the grant at starting of the project;
20% after approval of the final project report.

The overlapping with CBC will be avoided through the information exchange with the Ministry of Internal Affairs. The representative from the Ministry of Internal Affairs will be included in Access 2002 steering committee. In the Ministry of Social Affairs, the Committee on Foreign Assistance has been set up and rules for co-ordination of the international co-operation projects have been developed.

Overlap with other national programmes and bi-lateral co-operation projects will be avoided by informing the CFCU about the projects and information exchange with MoF and European Integration Bureau.

Also in the application format of the grant applications the applicant statements about following will be included:
1. Grants, contracts or loans obtained during the last three years from European Institutions, the EDF (European Development Fund) or EU Member States.
2. Grant applications submitted (or due to be submitted) to European Institutions, the EDF or EU Member States in the current year.

6.2. Twinning
The twinning procedure is not used

6.3. Non-standard aspects:
None

6.4. Contracts
1) Contract Grants for NGOs 873 500 € (EC 655 000 € + EST 218 000)
2) Contract Supply for Services (TAO) 50 000 (EC 45 000 €+ EST 5 000)
3) Contract Supply for Services (ex-post evaluation) 5 000 € (EST)

7. Implementation Schedule

7.1. Start of tendering/call for proposals
• January 2003

7.2. Start of project activity
• April 2003
• Call for proposals for NGOs: May 2003

7.3. Project Completion
• December 2004

8. Equal Opportunity
The equal possibility to apply will be guaranteed to all eligible NGOs, the rate of NGOs representing women or their interests can be measured by number of applications provided by them.

The criteria of Equal Opportunities will be included to the NGOs standard application forms.

9. Environment
N/A

10. Rates of return
N/A

11. Investment criteria:

This project is a learning experience for future participation in the EU structural funds, particularly in the field of human resources development (ESF type activities). The added value from that project MoSA gains is the information about NGOs capacity to apply for and implement the projects, the capacity of the local authorities to provide co-financing and to act as partners in this type of projects. It also indicates the MoSA’s readiness to act as a intermediate body of the ESF.

12. Conditionality and sequencing

Conditionality:
The budgetary allocation for the Ministry of Social Affairs to co-finance this project’s Contract 2 (Euros 5,000) must be available to enable start of operations.

Sequencing:
ToR for the selection of a technical assistance office (TAO) are being drafted, in order to be ready for the call for tenders in January 2003. The draft terms of reference for TAO will be available before the Phare management committee meeting in June 2002. Otherwise, sequencing follows the Implementation Schedule (point 7).

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format
2. Detailed implementation chart Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)
3. Reference to relevant Government Strategic plans and studies (may include Institution Development Plan, Business plans, Sector studies, etc.)
4. General Activities and tasks of the TAO
5. Summary of the Guidelines for applicants
ANNEX 1

LOGFRAME PLANNING MATRIX FOR
Project: Special Programme for Strengthening the Civil Society and preparing for Accession of Estonia (ACCESS 2002 Estonia)

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
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</table>
| Strengthened civil society in implementation of policy areas in which the third sector plays an important advice giving role and in encouraging the inclusion and participation of individuals and groups whose risk is economically, socially or politically marginalized in the transformation process. | - number of active NGOs (both absolute and increase) participating in Access (the baseline is Access ’99 with 43 supported NGO projects)  
- number of projects implemented by NGOs  
- number of representatives of marginalised groups getting needed help through Access  
- ex-ante/ex-post surveys and comparisons | - National and international reports  
- Analyses by an independent expert  
- Statistics from the Ministry of Social affairs |

<table>
<thead>
<tr>
<th>Project purpose</th>
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<th>Sources of Verification</th>
<th>Assumptions</th>
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</table>
| - Strengthen the operational capacity of Estonian NGOs/NPOs in the field of socio-economic development and social inclusion of risk groups.  
- Stimulate initiatives from NGOs/NPOs to enable them | - Number of NGOs participating through Access in European wide NGO/NPO platforms and | - NGOs project reports, Programme report  
- reports and surveys from the NGOs framework | - Governmental sector will involve NGOs also in other ways (out-contracting the social services, involving them in legislative) |

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5 The results of the current project will be analysed and estimated by an independent expert. The expertise will be carried out by MoSA after the completion of a project (project (No of projects, range of services provided, No of final beneficiaries involved etc))
to participate in the activities of the European wide NGO/NPO platform and networks.

- The number of NGOs acting in the field of socio-economic development and providing respective services increased.
- NGOs self-assessment about their capacity to apply for projects (will be carried out by MoSA).
- Project reports about areas where and to what extent the activities were carried out, reports of the MoSA, statistical overviews.
- Self-assessment analysis made by MoSA after completion of the project.

### Results

<table>
<thead>
<tr>
<th>Contract 1</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td>3.3.1. Increased number of active NGOs / NPOs participating in the Access programme; 3.3.2. Increased co-operation of NGOs/NPOs with local authorities and developed partnership between NGOs / NPOs gained through Access programme – (the baseline will be Access 1999 and year 2002);</td>
<td>3.3.1. number of active NGOs / NPOs raised by 10% and in number of NGOs participating in European wide NGO/NPO platforms and networks of 5% (Baseline Access 99 and Access 2000) 3.3.2. increased co-operation reports of Estonian NGOs framework organizations; reports of international organizations; Project reports; National statistics about living conditions and employment; NGOs database;</td>
<td>reports of Estonian NGOs framework organizations; reports of international organizations; Project reports; National statistics about living conditions and employment; NGOs database;</td>
<td>Sufficient public information about project; clear and comprehensive “Guidelines for applicants”</td>
</tr>
</tbody>
</table>

---

6 The number of projects depends on the division between micrprojects, macroprojects and network facility and cannot therefore be exactly indicated.

7 as a base line the report from ACCESS 1999 will be used.

8 The results of the current project will be analysed and estimated by an independent expert. The expertise will be carried out by MoSA after the completion of a project (project (No of projects, range of services provided, No of final beneficiaries involved etc)
3.3.3. Increased participation of targeted groups in society; 3.3.4. NGOs acting in the field of socio-economic development and providing respective services (see p. 3.4.1.1 (1) Concrete activities for the benefit of the sector or target group); 3.3.5. Projects implemented in the field of socio-economic development and social inclusion of risk groups (see p. 3.4.1.1 (1) Concrete activities for the benefit of the sector or target group).

**Contract 2**
3.3.6. ACCESS 2002 programme effectively implemented

3.3.7. Contract 3
Ex-post evaluation

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Cost (EUR)</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. In the frame of this programme, NGOs can apply for grants for implementation of projects that should be directly relevant to the results set out above. (Each project should include at least the two following components) (1) Concrete activities for the benefit of the sector or target group (eligible sectors are: ) –</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4.1. Grants for NGOs</td>
<td>Phare</td>
<td>Estonia</td>
<td></td>
</tr>
<tr>
<td>655 000</td>
<td>218 500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Balance between projects supported in eligible sectors and initiatives/interventions should be guaranteed;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Criteria for national co-financing should be worked out and included to the Guidelines for Applicants;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Information about projects implementation should be quarterly reported to the Steering Committee;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• The foreseen results should be</td>
</tr>
</tbody>
</table>
market, equal treatment of women and men.

- **Activities in the social sector:** which aim at contributing to the social reintegration and/or to promote sustainable health and social support for marginalised groups of the population (such as members of minority groups, handicapped, elderly, homeless, street or abused children, illiterate, unemployed, victims of addictions, of HIV-positive persons, victims of cruelty, etc.) as well as social development of smaller regional entities.

(2) Capacity related component: training activities, which are targeted at the beneficiary NGO’s staff (e.g. management, accounting, human resources, marketing, fund-raising etc.). Applicants should clearly demonstrate the positive organisational impact of the projects and their sustainability.

**Contract 2**

3.4.3. Technical Assistance for implementation of the programme. Technical Assistance Office (TAO), reserved only to the management structure, will be selected according to DIS rules as a service provider with the responsibility for the day-to-day implementation and monitoring of grant projects. The contractor is also the contact point for technical questions and issues related to the programme. The details of its tasks will be further clarified in the contract.

3.4.4. Contract 3

| 3.4.1. Service Contract for TAO | 45 000 | 5000 |

reflected in the Guidelines for Applicants.
<table>
<thead>
<tr>
<th>Ex-post evaluation</th>
<th>Service Contract for Ex-post evaluation</th>
<th>5 000</th>
</tr>
</thead>
</table>

### Preconditions

The budgetary allocation for the Ministry of Social Affairs to co-finance this project’s Contract 2 (Euros 5,000) must be available to enable start of operations.

The draft terms of reference for TAO will be available before the Phare management committee meeting in June 2002.
### TIME IMPLEMENTATION CHART

**ANNEX 2**

**Project No:** ES  
**Project Title:** Special Programme for Strengthening the Civil Society and preparing for Accession of Estonia (ACCESS 2002 Estonia)

<table>
<thead>
<tr>
<th>Sub-programme</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution Building</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Project Activity 1  
  Grants (Contract 1) | | T | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I |
| Project Activity 2  
  TAO (Contract 2) | | T | T | C | I | I | I | I | I | I | I | I | I | I | I | I | I | I |
| Project activity 3  
  (contract 3) | | | | | | | | | | | | | | | | T | T | C |
## CUMULATIVE CONTRACTING SCHEDULE (by quarters)  
**ANNEX 3a**

<table>
<thead>
<tr>
<th>Institution Building</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I</td>
<td>II</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>Contract 2</td>
<td>0.045</td>
<td>0.045</td>
<td>0.045</td>
<td>0.045</td>
</tr>
<tr>
<td>Investment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract 1</td>
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<td></td>
<td>0.655</td>
<td>0.655</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td>0.045</td>
<td>0.7</td>
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</tbody>
</table>

## CUMULATIVE DISBURSEMENT SCHEDULE (by quarters)  
**ANNEX 3b**

<table>
<thead>
<tr>
<th>Institution Building</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I</td>
<td>II</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>Contract 2</td>
<td>0.014</td>
<td>0.019</td>
<td>0.024</td>
<td>0.0029</td>
</tr>
<tr>
<td>Investment</td>
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<td></td>
</tr>
<tr>
<td>Contract 1</td>
<td>0.52</td>
<td>0.52</td>
<td>0.52</td>
<td>0.52</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0.014</td>
<td>0.539</td>
<td>0.544</td>
<td>0.549</td>
</tr>
</tbody>
</table>
LIST OF GOVERNMENT STRATEGIC PLANS AND STUDIES

National Employment Action Plan 2002
National Policy of Fight against Drugs and Alcohol 1997-2007

Different national programmes in the field of social protection and social inclusion:
- Implementation of Open Care
- Preventative Work in Social Sector
- Reorganisation of State Welfare Institutions
- National Policy Action Plan for Disabled Persons (part I and part II)

Different national programmes in the field of health protection:
- National Programme for the prevention of tuberculosis for the years 1998-2003
- National Programme for the prevention of HIV/AIDS until the year 2003
- National Health Programme of children and adolescents until the year 2005
- Programme for preventing high blood pressure until the year 2009
- Programme for preventing cancer until the year 2009
- National Programme of research and development in public health for the years 1999-2009
- Reproductive health programme until the year 2009
- National Programme for the prevention of infectious diseases for the years 2001-2005

Government strategic plans and studies are e.g. Institution Development Plan, Business plans, Sector studies etc.
ANNEX 4

General Activities and tasks of the TAO

Scope of the Work

General

A service contract will be signed for an outside technical support for management of ACCESS - a programme aimed at strengthening the operational capacity and support the initiatives of non-governmental and non-profit organisations through co-financing GRANTS.

Specific Activities

The Contractor will have the responsibility over the following activities:

- Execute the detailed Quarterly Action Plans which is enacted by the Steering Committee;
- Assure the overall organisation of all activities within the Quarterly Action Plan and assume entire responsibility for correct delivery according to the agreed and quality standards;
- Arrange for the timely, and economical procurement of the services and equipment necessary following Decentralised Implementation System procurement rules;
- Supervise and control the timely delivery and the respect of agreed quality standards for all subcontracted activities in cooperation with the Steering Committee.
- Assume and carry out any additional activities on the request of the Steering Committee within the scope of this contract.
- Manage and maintain an information system for the Programme;
- Support the call for proposals, information and publication activities regarding the Programme;
- Organise the technical aspects related to selection and evaluation process for the project proposals;
- Prepare the draft contracts and the payments for the beneficiary organisations;
- Assist implementation of ad-hoc tasks related to the implementation of the Programme;
- Assist the beneficiary organisations during the projects;
- Monitor and evaluate the financed projects;
- Monitor and evaluate the performances in executing the Contract, and report to the CFCU.
- Maintain transparent and professional audit trails in all financial transactions.

Information about the Programme

The Contractor will ensure the regular update of a database containing information on the applicant and beneficiary organisations and their projects.

The Contractor shall be in the position to provide the CFCU and the Steering Committee with comprehensive and selective information whenever requested.

Call for Project Proposals, Information and Publicity

The Contractor will provide information on the Programme for potential NGO applicants throughout the country, via:

- Organising information sessions, press conferences and press releases;
- Advertising in national, regional and sectorial newspapers and magazines;
• CFCU page at http://phare.fin.ee/, announcements about the Programme with monthly updates;
• Direct mailing (mailing list will have to be endorsed by the CFCU).
• Other media, which has been agreed by the Steering Committee.

The contractor has to follow the principles laid out in the DIS Rules of equality and transparency with regard to providing information. Any act against this principle gives the CFCU right to immediately terminate the contract.

The Contractor will answer to enquiries raised by the potential applicants and will provide advice and assistance to them also by arranging training and information workshops for the project applicants. The Contractor will encourage, where possible, the co-operation between NGO’s, as well as multiplication of successful experiences, by providing basic information to the interested NGO’s, as regards previous projects of other NGO’s, contact persons etc. The Contractor may not reveal any information that could harm the image or interests of the NGO’s nor the CFCU.

Receipt of Project Proposals
• The Contractor will collect and will register each project proposal submitted.
• The Contractor will check the basic eligibility criteria for the received proposals.
• The Contractor will introduce each project proposal and applicant’s information in the database.
• The Contractor will mail a letter to confirm the receipt of project proposal to the applicants; the letter will include the registration number for each project proposal.
• The Contractor will ensure the translation of the project summary and the budget proposal (for micro-projects) into English. The Macro-projects will be submitted in English.

Organisation of Technical Aspects Related to Selection and Evaluation Process
• The Contractor will conduct preliminary evaluations for the project proposals and provide Steering Committee with a short-list of the projects qualifying for the final evaluation.
• The Contractor will support the organisation of the evaluation process in the respect of the selection procedures and criteria provided by the CFCU, such as distribution of evaluation documents to the members of the evaluation committee, arrange the timetable for meetings etc.
• The Contractor will assist the technical evaluation committee in elaborating the evaluation report according to the model provided by the CFCU.
• The Contractor will transmit the complete evaluation report of the technical evaluation committee together with the projects’ summary in English to the CFCU.
• The CFCU will then organise the final evaluation of the proposals and will communicate to the Contractor the final list of selected proposals.

Notification of applicants

Following final approval of the selection of projects by the CFCU, the Contractor will:
• Prepare correspondence to be signed by the CFCU to applicants (including rejection letters, letters to successful applicants);
• Mail out letters to the NGOs concerned.

Preparation of the Contracts for the Beneficiary Organisations
After the list of the project proposals has been approved by the CFCU, the Contractor will prepare a press release and arrange a press conference on the accepted proposals;
the press release and press conference will be realised in close co-operation with the CFCU.

On the basis of the accepted projects’ list, the Contractor will prepare the draft Grant Contracts and their annexes with the beneficiary organisations, according to the evaluation recommendations. Model Grant Contracts in English and Estonian will be provided by the CFCU.

The Contractor will submit the final grants contracts and their annexes to the CFCU, for review, approval and signature.

**Monitoring of the Financed Projects**
Throughout the duration of the grant projects, the Contractor will regularly check if the project activities are carried out in accordance with the grants contract and their annexes.

The Contractor will provide assistance to all beneficiary organisations, in order to ensure a successful implementation of the project and the visibility of the Programme by the beneficiary NGO’s, via close contact with the project co-ordinators.

The Contractor will regularly inform the CFCU and the PO on the current status of each granted project and will immediately report of any detected failure or major irregularity, related either to technical or financial aspects of the projects, which would jeopardise the successful implementation of the project.

The Contractor will follow all necessary procedures in order to ensure the delivery of the interim and final reports by the beneficiary organisations, within the contractual deadlines and respecting the reporting format provided by the CFCU.

The Contractor will ensure the verification and the evaluation of the narrative and financial reports submitted by the beneficiary organisations within 15 days from the date of receipt. When necessary, the Contractor will communicate to the organisation how to improve / correct / complete the report, so that it could be approved by the PO and the CFCU. The Contractor shall recommend a solution to the CFCU on any interim report in term of 15 days from the date of the reception of the report. The Contractor shall recommend a solution to the CFCU on any final report in term of 15 days from the date of the reception of the report.

The Contractor will prepare assessment reports for the interim / final reports received from the beneficiary organisations (also considering the eventual supplementary documents submitted at the Contractor’s request).

The Contractor, will ensure the registration in the database of all relevant information from reports and direct contacts with the beneficiary organisations (invitations to seminars, meetings etc.).

The Contractor, if possible together with the CFCU, will conduct on-spot visits in order to assess progress in the project implementation, to ensure good communication with grantees, to increase the grantees’ understanding of financing and reporting requirements and to provide advice (if requested by grantees). The Contractor will
ensure that each project will be visited at least once before the interim report and once before the final report; the Contractor shall pay additional visits when it deems it necessary. The Contractor will complete a monitoring visit report after each visit, by following the model provided by the CFCU.

The Contractor will provide advice to grantees on how to submit requests for amendments, will assess requested amendments and advice the CFCU accordingly; will prepare, when required, the schedule to the Grant Contract and related correspondence for signature by the CFCU.

The Contractor shall prepare the necessary documents and shall ask for the decision of the CFCU in the following situations:

- Any addenda for the Grant Contracts with the beneficiary organisations (for the extension of the Grant Contracts’ duration, for budget modifications etc.);
- Approval of major modifications regarding the activities schedule of the financed projects (changes with a difference bigger than 2 weeks between the initial plan and the proposed one; changes regarding the place where the project is ran; changes in the beneficiaries / target group of the financed projects etc.);
- Any other specific situations provided in the Grant Contracts.

For the networking facilities, the Contractor will follow the specific rules provided by the CFCU.

**Preparation of the Payments for the Beneficiary Organisations**

The Contractor will prepare the documents necessary for the payments to the beneficiary organisations, as indicated by the CFCU. The Contractor will submit the documents to the PO for review, approval and signature. The approved documents will be forwarded to the CFCU who will make the payments to the beneficiary. The CFCU will keep the Contractor fully informed about progress in relation to payment instalments to grantees.

Project Management and contractor’s tasks and responsibilities

Contractor’s responsibilities for Contract performance, finances, expenditures and reports are laid down in the Contract.

For the whole duration of the contract, the Contractor nor its employees will not be authorized to apply for grants nor be involved as partners in new projects funded out of this programme.

The Contractor is responsible for the fulfilment of all tasks in a timely and professional manner. The Contractor will be mainly responsible for the implementation of the above tasks and for liaison with the CFCU. Regular meetings will be organised between the CFCU and the Contractor, represented either by the team leader or by the team leader together with the team of consultants. The aim of these meetings is to ensure the regular information of the CFCU as regards the Contract performance.

The CFCU will keep the Contractor informed on developments relating to the Programme and other relevant Phare programmes, especially those targeting NGOs. When necessary, the Contractor may be asked to provide information regarding applications, questions of eligibility and possible duplication with other programmes.
The Contractor will be advised by the CFCU for other granting schemes and may be asked to liaise and/or share experience on certain activities when appropriate.

The CFCU will provide the Contractor with copies of all signed Grant Contracts and related correspondence. The payment of grants is the responsibility of the CFCU. The CFCU will keep the Contractor fully informed about progress in relation to payment instalments to grantees.

In general the Contractor will co-ordinate all its actions with the CFCU on including the following matters:
- Unforeseen difficulties / serious delays in preparation of financing contracts;
- If serious problems are being experienced or where the CFCU should be aware of any unforeseen circumstances or any matter which affects the good name and / reputation of the CFCU / Programme;
- Contacts with the Estonian authorities and other interested bodies, the media and other donors regarding the micro-projects scheme;
- Problems being encountered in arranging a monitoring visit, delayed submission of project reports and / or obtaining relevant information from a beneficiary on the implementation of a project;

The scheduling of the presentation of the Contractor’s assessments or reports to the CFCU for approval.
ANNEX 5

Summary of the Guidelines for applicants

1.1 Historical Background
1.2 Objectives of the Programme and Priority Issues for <year(s)>
1.3 Amount available for financial support by the Contracting Authority

II. Rules concerning the present call for proposals
2.1 Criteria for eligibility
2.1.1 Eligibility of Applicants: who may apply
2.1.2 Partnership and Eligibility of Partners
2.1.3 Eligibility of projects: projects for which an application may be made
2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant
2.2 How should an application be made and the procedures followed
2.2.1 Application form and supporting documents
2.2.2 Where and how to send the applications
2.2.3 Deadline
2.2.4 Further Information
2.2.5 Acknowledgement of receipt
2.3 Evaluation and Selection of Applications
2.4 Information concerning the Contracting Authority’s decision on the award of grants
2.5 Conditions applicable to project implementation following the Contracting Authority’s decision to award a grant

III. LIST OF annexes
Annex A: Grant Application Form
Annex B: Budget (Excel format)
Annex C: Logical Framework (Excel format)
Annex D: Daily Allowance Rates (per diems) as of 1 January 2***
Annex E: Standard Contract