1. Basic Information
1.1. Désirée Number: PL01.03.08
1.2. Title: Technical Assistance for JHA
1.3. Sector: Justice and Home Affairs
1.4. Location: Poland

2. Objectives

2.1. Wider objective
Upgrading the general project management capabilities and capacities for institutions implementing the Phare programmes on eastern border management, fight against crime, and migration and visa policy.

2.2. Immediate objectives
The immediate objectives of the project include: to facilitate the process of preparation and assessment of tender procedures for the investment and infrastructure programmes; to facilitate the scope of implemented monitoring activities.

2.3. Accession Partnership and NPAA priority
The project responds to the medium term priorities identified in the Accession Partnership in the area of justice and home affaires. It corresponds also with the NPAA priority “Justice and Home Affairs”.

3. Description

3.1. Background and justification
Technical assistance will support related beneficiaries and Implementing Authority in the following: monitoring of current and past investment projects, support in drafting technical specifications for investment, tendering and evaluations. Training will be delivered on project management cycle. EU experts will provide supportive assistance according to the European Commission requirements connected to the tender procedures. Expertise will also be provided in implementation of strategies connected to improvement of infrastructure of the related beneficiary Polish institutions.

3.2. Linked activities
The project has been developed based on previous experience in providing required support for projects management, as implemented within the previous Phare programmes. The previous Phare programmes addressed to the eastern border and fight against crime has benefited from support in management, supervision and monitoring of projects, with a strong emphasis on engineering support, development of monitoring and assessment systems for future use, and weaving in of training actions for the project implementation institutions.

3.3. Results
Project through related beneficiaries and Implementing Authority will provide the necessary support in managing Phare investment programmes: adjustment of the state border protection system to the EU requirements, fight against crime, and visa and migration policy, especially for infrastructure projects, including introduction of appropriate supervisory and monitoring regimes at the various project implementation levels. Development of methodologies for appraisal of tender procedures and monitoring of projects. All projects undertaken under successive Phare programmes, during project period, implemented efficiently and effectively, with supervisory and monitoring data available on-call to ensure full public accountability for results.

3.4. Activities
Technical assistance will be provided to the related beneficiaries and Implementing Authority in preparation of tender documentation, appraisal of tenders, monitoring of projects and management of the infrastructure component of the Phare programmes on home affairs, including translations, expertise, travel expenses connected with: expertise in carrying out of overall programme monitoring functions with respect to the infrastructure component; technical assistance in final verification of project readiness for implementation in all significant aspects related to financing, availability of human resources, formal requirements (permissions, land acquisition, other); technical assistance in monitoring of the development of tender documentation under standards and procedures applicable to the various projects, including development and introduction of manuals and check-lists for use by the institutions involved in tender procedure verification and monitoring; technical assistance during the tender procedure in organising process and ensuring proper technical and financial analysis during tender proceedings, including drafting of recommendations for the appropriate authorities; monitoring and
current assistance in implementation of investment projects in beneficiaries institutions; training for management project cycle for beneficiaries. These activities will be organised under a classical technical assistance contract, with framework provisions for on-call access to specific expertise on a project by project basis, utilising the following means: short-term experts selected on-call from pool of consultants representing appropriate fields of knowledge and with proven project management, supervision and monitoring experience.

4. Institutional Framework
The beneficiaries of the project will be the Implementing Authority for Phare Cross-Border Co-operation Programme responsible for the implementation of the Phare Programmes. Furthermore the beneficiaries will include Ministry of Interior and Administration, Ministry of Transportation and Maritime Economy, Border Guard, Police and regional authorities (Lubelskie Voivodeship, Podlaskie Voivodeship, Podkarpackie Voivodeship and Warminsko-Mazurskie Voivodeship).

5. Detailed budget

<table>
<thead>
<tr>
<th>Contract 1 TA facility</th>
<th>Investment</th>
<th>Institution Building</th>
<th>Total Phare</th>
<th>Poland *</th>
<th>IFI</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>2.0</td>
<td></td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

* Polish co-financing includes operational costs of beneficiaries and IA over project period directly related to staff involved in project.

6. Implementation Arrangements

6.1. Implementing Agency
The project will be supervised by the Ministry of the Interior and Administration.
PAO: Mr. Piotr Stachanczyk, Under-Secretary of State, Ministry of the Interior and Administration, ul. Batorego 5, 02-591 Warsaw, phone: +48(022) 621 03 91, fax: +48 (022)849 52 13.
Major institutions involved in the project: Ministry of Interior and Administration, Ministry of Transportation and Maritime Economy, Border Guard Headquarters, Police Headquarters, regional authorities (Lubelskie Voivodeship, Podlaskie Voivodeship, Podkarpackie Voivodeship and Warminsko-Mazurskie Voivodeship).

6.2. Twinning: n.a.

6.3. Non-standard aspects: Phare DIS will be followed.


7. Implementation Schedule

<table>
<thead>
<tr>
<th>TORs/project specs ready</th>
<th>Start of tendering</th>
<th>Start of project activity</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical assistance</td>
<td>I quarter 2001</td>
<td>IV quarter 2001</td>
<td>I quarter 2002</td>
</tr>
</tbody>
</table>

8. Equal Opportunity
The project will involve in all phases of its implementation specific provisions for guaranteeing equal opportunity of access to activities and benefits resulting from its implementation. Gender related indicators will be gathered and monitored throughout the projects implementation to ensure that corrective steps can be taken at an appropriate moment in the project’s life cycle.

11. Investment criteria: n.a.

12. Conditionality and sequencing
The projects financed by the Phare 2001 Programme will not start until the contractor, financed by this project is in place.
### Annex 1: LOGFRAME PLANNING MATRIX FOR PROJECT

**Date**: 11.01.2001  
**End Contracting**: 15/12/2003 - **End Disbursement**: 15/12/2004  
**Project Number**: PL01.03.08  
**Project Title**: Technical Assistance JHA  
**Period**: 2001-2003  
**Total Budget Phare**: 2 mln EURO  

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgrading the general project management capabilities and capacities for institutions implementing the Phare Programme</td>
<td>Adjusting the systems of state border protection, fight against crime and visa and migration policy to the EU requirements implemented on schedule; In evaluation reports beneficiaries confirm value of input.</td>
<td>Central and regional government documents; Studies and analyses; Project reports and documentation; Independent evaluation.</td>
<td>Related organisations institutionally stable and developing. Central and local institutions effectively involved in actions. Financing for infrastructure projects available. Infrastructure works proceed on schedule. Regional development activities with respect to the various sectors (environment, roads, business) consulted and co-ordinated.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project purpose</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>To facilitate the process of preparation of tender procedures for the investment programmes. To facilitate the scope of implemented monitoring activities.</td>
<td>Infrastructure projects oriented procedures in related institutions routinely implemented by in-house staff. Central and local level project coverage through facility made available under project. Coverage of regional project by trained staff and professionals. Rates of practical utilisation of knowledge from advice and training.</td>
<td>Project level monitoring data and information. Studies and analyses. Evaluation reports. Reports of relevant central and local institutions.</td>
<td>Related organisations institutionally stable and developing. Central and local institutions effectively involved in actions. Financing for infrastructure projects available. Infrastructure works proceed on schedule. Regional development activities with respect to the various sectors (environment, roads, business) consulted and co-ordinated.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numbers of projects supported, supervised and monitored. Availability of monitoring and control data during project life cycle. Attained implementation rates. Attained investment criteria and ratios.</td>
<td>Project/training level monitoring data and information. Documents and reports of central and local authorities and institutions. Sector specific comparative data.</td>
<td>Relevant organisations institutionalise developed functions. Quality of TA services provided stimulates expected results. Supports accessed by beneficiaries capable of meeting targets foreseen in project design able to utilise knowledge gained from TA and training in practical actions.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-term experts selected on-call from pool of consultants representing appropriate fields and with proven project management, supervision and monitoring experience.</td>
<td>Technical assistance contract</td>
<td>Technical assistance contract will be signed. Experts will be selected.</td>
</tr>
</tbody>
</table>
### Annex 2: Cumulative implementation, contracting and disbursement schedule

**Date of drafting**: 11.01.2001  
**Technical Assistance for Home Affairs Phare Programmes**  
**Planning period**: 01.2001-09.2003

<table>
<thead>
<tr>
<th>Subprojects</th>
<th>PLANNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation</td>
<td></td>
</tr>
<tr>
<td>Contracting</td>
<td></td>
</tr>
<tr>
<td>Disbursement</td>
<td></td>
</tr>
</tbody>
</table>

Budget allocation  
Cost Estimate  
Phare