STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1. CRIS Number: 2003/004-938-19
1.2. Twinning Number: SI03/IB/SPP/01/TL
1.3. Title: DEVELOPMENT OF STRUCTURAL ASSISTANCE MONITORING CAPACITIES
1.4. Sector: Economic and Social Cohesion
1.5. Location: Slovenia

The project forms a part of a package for institutional building for the future implementation of the EU Structural Funds (SF), in particular the European Social Fund in Slovenia, which consists of three parallel twinning assistance projects: to the Ministry of Labour, Family and Social Affairs, the National Employment Office and the Ministry of Education, Science and Sport, as bodies responsible for implementing structural assistance measures.

Activities under the project will be implemented in close co-operation and co-ordination with national and other twinning partners, in particular the PPA at the lead ESF Ministry of Labour, Family and Social Affairs.

The project Steering Committee will join all the relevant ministries, institutions and organisations on national and regional levels.

2. Objectives:

2.1. Overall objective(s):

To assure correctness, effectiveness and quality of the implementation of the priorities and measures set in the Slovene Single Programming Document, and thus to enhance a balanced and sustainable economic and social development of Slovenia with additional support from the European Structural Funds.

2.2. Project Purpose:

To assure correctness, efficiency and quality of implementation of structural assistance measures/sub-measures in the area of education and training as elements of lifelong learning policy, in particular by supporting the Ministry of Education, Science and Sport in setting up an appropriate Monitoring Information System.

2.3. Accession partnership and NPAA priority, Action Plan:

The project is in line with the AP, NPAA and Action Plan.

The priorities and intermediate objectives for regional policy and co-ordination of structural instruments as defined in the AP are:

1. Establish a territorial organisation in line with and allowing for effective implementation of the Structural Funds Regulations;
2. Establish a clear division of responsibilities for the management of the Structural Funds and the Cohesion Fund, improve the administrative capacity of the institutions involved and the implementation of the funds in particular the Managing and Paying Authorities, especially in terms of recruitment and training;

3. Prepare a coherent development plan as required by the Structural Funds Regulations and define the implementation structures of the final plan;

4. Set up the coherent monitoring and evaluation system for Structural Funds, in particular for ex-ante evaluation and for the collection and processing of the relevant statistical information and indicators;

5. Align with the specific financial management and control provisions for future Structural and Cohesion Fund(s) under the relevant EC regulations;

6. Develop the technical preparation of projects eligible to the Structural and Cohesion Funds assistance (project pipeline).

In the area of education, training and youth “Slovenia continues with the activities that are included as priorities in the NPAA: human resources development, raising educational quality, measures promoting the European dimension in all fields, and life-long learning.

In the next decade, Slovenia will give priority to those objectives that were adopted by the European Commission in its guidelines and action programme in compliance with the Lisbon Summit conclusions. Slovenia is already actively participating in joint European activities targeting an increase in quality and efficiency, openness and cooperation in the field of education and the recognition of the importance of life-long learning.”

Reference to the Action Plan
Chapter 13. Social policy and Employment
Chapter 21. Regional Policy and co-ordination of structural instruments

(NDP-RS 2001-2006, December 2001)

The project will contribute to the NDP-RS 2001-2006, in particular to the implementation of measures in the area of education and training as elements of lifelong learning enabling people to function at work and in society.

NDP Development priority 2: Knowledge, Human Resource Development and Employment,

Program 1: Employability and Life-Long Learning
Measure: (d) Developing and introducing systems for promoting life-long learning
Activity: construction of institutions for the purpose of implementing the strategy for human resource development and life-long learning (institution building for implementation of HRD and LLL).
Measure: (e) Promoting access and participation in lifelong learning activities

Programme 4: Ensuring equal opportunities and social inclusion
Measure (a) – Prevention of social exclusion promoting, equal opportunities for all

NDP Development priority 5: Balanced Regional Development

Programme 2: Development of culture and preservation of natural and cultural heritage as a factor of development employment at the regional level
Measure (a): Development of regional multi-purpose centres

2.5 Cross Border Impact:

Not applicable.

3. Description

3.1. Background and justification


Slovenia would have one Managing Authority within the Ministry of Economy and one Paying Authority within the Ministry of Finance. The Ministry of the Economy (MoE) will be responsible for efficiency and correctness of the management and the implementation of the SPD and for the co-ordination, monitoring and reporting on the Cohesion Fund activities.

For the individual Structural Funds following ministries would be responsible:

- for the European Social Fund the Ministry of Labour, Family and Social Affairs;
- for the European Agriculture Guarantee and Guidance Fund the Ministry of Agriculture, Forestry and Food;
- for the Financial Instrument for Fisheries Guidance the Ministry of Agriculture, Forestry and Food;
- for the European Regional Development Fund the Ministry of the Economy;

In accordance with the European Commission comments to institutional arrangements as described in the NDP, Slovenia has still to designate intermediate bodies and final beneficiaries.

This will be done with the assistance of the Phare 2002 institutional building support, which includes a proposal for a support to Development of capacities for the implementation of structural assistance under the responsibility of the Ministry of Education, Science and Sport (under approval).

For the background of the measures/sub-measures developed by the MoESS in the area of education and training as elements of lifelong learning, it has to be noted that they have been designed to support the implementation of strategies in the area education and training that have been developed since 1995. The EU accession process has underlined those aspects of national education and training reform policies that represent important elements of the EU structural policies, in particular of that related to the labour market development. With the debate on a new concept of lifelong learning, needed for the transition of Europe to a Society of Knowledge (announced at the European Council in Lisbon, 2000), the development of education and training systems has become one of the core policy themes in the context of the “European employment strategy” and “European social inclusion strategy” (joint employment policies reviews have become a part of the Acquis with the inclusion of the Employment Chapter in the Treaty on European Union, 1997).
Further studies have been made with the support of national and Phare funds, which assisted the Ministry of Education, Science and Sport in designing of structural type of measures/sub-measures in the field of education and training as elements of lifelong learning to be co-financed from the structural instruments, the most important being the European Social Fund.

Two main programmes were prepared for the introduction in the National Development Plan: Life-long Learning, Creativity and Culture of living and Improvement of Flexibility, Transparency and International Competitiveness of Education and Training in Slovenia. They were redesigned into structural type of measures/sub-measures under the priorities of Knowledge, Human Resources Development and Employment and Balanced Regional Development.

The above mentioned Phare 2002 Twinning assistance to the MoESS (under approval) will propose appropriate administrative structures (including roles and tasks of its operating institutions, the main being the Board of Education of RS, the Centre of RS for Vocational Education, the Centre for Adult Education of Slovenia), organisation, capacities (people and infrastructure) for an efficient and quality implementation of structural assistance under its competency, including the functions of reporting, monitoring, control and evaluation of measures and projects.

The monitoring and evaluation functions represent particularly difficult issue, since there is little relevant experience from the management of the pre-accession instruments.

Projects will have to ensure regular reporting on the their inputs and outputs, i.e. financial and physical data on ESF and ERDF operations implementation for identified monitoring indicators; the Ministry will have to keep full records of activities, beneficiaries, expenditures and outputs in a form agreed by the Programme Monitoring Committee.

Yet, the analysis prepared for the National Development Plan regarding Monitoring indicators, managing development measures and evaluating in education underlined the following:

“In Slovenia there is a dispersed, poorly connected monitoring of physical and financial indicators in education and training. The data are fragmented, difficult to combine and compare in a way that would allow timely determination of trends, needed for acting in real time.

On the level of compulsory primary, secondary (mostly professional), college and university education it has to be stressed that there is a problem of absence of analytical monitoring of losses (dropping out and repeating), and in the transition from education to work, the main problem is the underdeveloped system of monitoring the success of graduates in getting employment, which represents one of the most successful indicators of work quality of individual institutions.

Qualification of population is now measured only by the reached level of population and not by the level of reached professional qualifications (acknowledged in the certificate system based on the Law on Acknowledgement of Professional Qualifications).

The system of monitoring the implementation of life-long learning is also not yet developed.

The quality and efficiency of planning the measures and their implementation depends also to a great extent on the qualification and awareness of the people, on working conditions and suitability of the organisational framework for management and evaluation of the measures and
managing national and international resources intended for the development. The present situation is warning of the lack of specialised and efficient work in the field of project management, no linkages and too great a disparity.”

In view of this and in accordance with Article 22(2) of Regulation (EC) No 1260/1999, the Ministry will need professional support in preparation, monitoring, evaluation and checking processes, in order to assure effectiveness of structural assistance from the beginning of the participation in the structural funds business. Further support will be needed also because of the possible parallel implementation of the Phare structural assistance oriented schemes and the structural assistance programmes.

3.2. Linked activities:

- Phare 98 Special Preparatory Programme, including the Pilot action in Savinjska region (SL 9804.02.01) and the National Training Institute established with the support from the horizontal part of the Phare SPP Programme destined to the preparation of candidate countries to the European Social Fund.
  
  In Slovenia, the NTI project was located to the Centre for Vocational Education and Training (CPI).

- SL98/1B/SPP-01; Twinning between Ireland and Slovenia in co-operation with Germany and the U.K.ESF component of the twinning was implemented by a twinning partner from the UK Ministry of Education and Employment.

- Phare 2001 Economic and Social Cohesion, to support projects aiming at strengthening Slovenia on the local level through a Phare grant scheme and thus to prepare staff for future management of structural type of measures and projects (strengthen national and local absorption capacity).

- SI0205.01/02/03 - A Package for Institution Building for the future implementation of the EU Structural Funds (SF) and the Cohesion Fund (CF) in Slovenia, in particular the SI 0205.02 Development of programming and management capacities for European Social Fund (ESF) implementation

- Phare Twinning Institution Building project proposal: Development of capacities for the implementation of structural assistance (under approval)

- Phare 2002 Economic and Social Cohesion project proposal: Lifelong Learning (in programming phase) aiming at

- Finalisation and negotiation on the Single Programming Document as required by the European Structural Funds regulations (3 phase)


- SI 00002.02: Phare 2000, Building up the Labour Market Indicators system for following up the National Employment Strategy and the National Employment Action Plan
3.3. Results:

Based on the Slovenia’s SPD measures and bodies designated as responsible for their implementation, it is expected that at the end of the project there will be trained staff, prepared internal procedures and assured an appropriate Monitoring Information System for quality and efficient management and implementation of structural funds’ measures and operations under the responsibility of the Ministry of Education, Science and Sport.

The capacity building results will be complementary to the Phare Twinning SI0208.02.04 and relate to the following areas of competency necessary to carry out an efficient and financially sound management of the Structural Funds assistance programmes, based on the European Structural Funds Regulations 1260/1999 (21 June 1999), in particular the Chapter I Monitoring:

**Monitoring:** Setting up a system to gather reliable financial and statistical information on implementation, for the agreed monitoring indicators, for evaluation and for forwarding the data in accordance with arrangements on information flow between the MA, the PA, lead Ministries, Final Beneficiaries and Recipients, using where possible computer systems permitting an electronic exchange of data

- A monitoring strategy prepared, guidelines and internal procedures developed for measures under the responsibility of the MoESS, in co-ordination with the MA and the lead Ministries.

- An appropriate monitoring information system (MIS) designed and elements defined for necessary up-grade of ICT infrastructure and training of staff, based on an expert analysis of the current state.

- Developed technical capacity (systems and staff), related to the monitoring of operations financed by the Funds.

**Evaluation:** Measurement of the effectiveness of the operations of the Funds

- Assured system for evaluation (valorisation) of structural assistance operations (in close co-ordination with the related Phare SI0208.02.04 Twinning activities and based on the overall evaluation work programme developed within the Phare 2002 Twinning projects SI0205.01/02/03).

- Developed technical capacity (systems and staff), related to the evaluation of operations financed by the Funds.

The project will result in operating systems and staff trained for monitoring and evaluation of the operations of the Funds.

3.4. Activities

In close co-ordination with the Phare SI0208.02.04 PAA, the MA and the lead Ministries, the present project will focus on activities related to the following areas of competency necessary to carry out an efficient and financially sound management of the Structural Funds assistance programmes:
Monitoring:

- Design of an appropriate monitoring information system (MIS).
- Preparation of guidelines and internal procedures, as well as advising on relations and procedures regarding the MA, the PA and lead Ministries.
- Assistance in defining technical elements for the necessary up-grade of ICT support infrastructure and training of users (based on an expert analysis of the current state), to assure the gathering and reporting on reliable financial and statistical information.
- Training of staff, connected with the monitoring of operations financed by the Fund.

Evaluation:

- Further assistance (complementary to the Phare SI0208.02.04 Twinning) in the preparation of an evaluation plan, in accordance with the MA and lead Ministries’ evaluation work programmes and requirements.
- Training of staff, connected with the evaluation of operations financed by the Fund.

And as an additional support to the preceding areas of activities:

- Textual analysis and supply of documentation;
- Organisation of workshops, seminars and shadowing visits;
- Interpretation and translation.

The Twinning Light project activities will be closely co-ordinated with the Phare SI0208.02.04 Twinning PAA (under approval), as they are complementary to its capacity building activities in the areas of monitoring and evaluation, as well as to the Phare ESC 2003 Lifelong Learning grant scheme (under approval), in order to assure transfer of knowledge and experience from the accession instruments.

A complementary team of civil servant experts from MS Ministries and/or their structural assistance implementation structures, led and co-ordinated by a Project Leader in co-operation with his/her counterpart(s) in the beneficiary country, will assist the MoESS in further (if the Phare Twinning 2002 and Lifelong Learning projects are approved) development of its monitoring and evaluation capacities.

The project leader and civil servant experts for shorter missions have to have operational experience in issues covered by the contract, in particular the monitoring (MIS) and evaluation, related to structural assistance from the European social fund, as well as from the European regional development fund (if the MoESS implements also an ERDF measure). It is required that they have sufficient knowledge regarding latest (June 1999) EU regulations related to Structural Funds Implementation.
Profile of the experts: experience with EU Structural Funds (EU Regulations from June 1999) management and fluent in English. She/he will co-ordinate actions necessary for the achievement of the project results and serve as daily adviser to the MoESS responsible divisions and the nominated SF counterparts in the Ministry’s departments and network of operating institutions (the main being the Board of Education of RS, the Centre of RS for Vocational Education, the Centre for Adult Education of Slovenia).

Training: at least two shadowing visits to the Member State(s) structural assistance implementation support structure(s), training seminars for target beneficiaries, training through the professional accompaniment and shadowing in the working tasks related to the monitoring (MIS) and evaluation of assistance.

The twinning institution back-up support will be particularly important for assuring quality short-term missions and training visits in the MS, related to specific monitoring and evaluation issues.

Short-term missions and training visits in the MS, related to specific implementation issues, will be planned in detail with the twinning project leader and institution(s) (depending on the availability of civil servant experts).

3.5 Lessons learned

The Ministry of Education, Science and Sport hasn’t had previous twinning projects in the field.

Nevertheless, it has been gaining experience with the EU funds since 1994: by the management of the Phare VET Reform Programme SL 94-05 and the Phare MOCCA SL 97-05), and since 1999 by participating in the Community Programmes in the area of education, training and youth. The present project will allow the Ministry in further up-grade its EU funds management knowledge, also that gained through the currently implemented Phare grant schemes, by the requirements set in the relevant EU Regulations (Council Regulation 1260/1999, the Council Regulation (EC) 438/2000 laying down detailed rules for the implementation of Council Regulation (EC) No 1260/1999 as regards the management and control systems for assistance granted under the Structural Funds; the CR No 1261, on the European Regional Development Funds and the CR No 1262, on the European Social Fund).

The present project will assure a smooth transition from the implementation of accession instruments to the structural assistance. It will complement the Phare 2002 IB SI0208.02.04 Twinning project and the Phare 2003 Lifelong Learning Grant Scheme (both under approval) both aiming at establishing and testing mechanisms for the structural assistance implementation.

4. Institutional Framework

The main beneficiary of this project will be the Ministry of Education, Science and Sports, responsible for the implementation of measures/sub-measures in the area of education and training as elements of lifelong learning, in close co-operation with its network of institutions operating in the area of education, training, counselling, research and management of national and EU programmes.

The project will be co-ordinated by the MoESS EU Affairs Unit in close co-operation with relevant departments and operating bodies of the Ministry (the main being the Board of
Education of RS, the Centre of RS for Vocational Education, the Centre for Adults of Slovenia).

The MoESS structural funds preparatory activities (study visits and trainings are being organised from 2002 with the national and MS support) might lead to a change in the institutional arrangement described, taking into consideration also the recommendations of the forthcoming Phare 2002 Twinning projects SI0205.01/02/03 and the project proposal Phare 2002 Development of capacities for the implementation of structural assistance (if approved), such the creation of a separate Structural Funds Unit. In this case, the new Unit will take over the responsibility for the implementation of the present Phare 2003 Twinning project.

In all the cases, the MoESS will ensure that the knowledge gained through the Twinning will be embedded in the right people.

The project Steering Committee will be chaired by the Ministry of Education, Science and Sport and composed of the same representatives as the SI0208.02.04 Twinning Project (Development of capacities for the implementation of structural assistance), i.e. of the representatives from the Managing Authority (the Ministry for Structural Policy and Regional Development), the Paying Authority (the Ministry of Finance), the Ministry of Labour, Family and Social Affairs, the National Agency for Regional Development and the Ministry of Education, Science and Sport. The EU Delegation will participate as observer.

5. Detailed budget (in €)

<table>
<thead>
<tr>
<th>Contract 1 (twinning)</th>
<th>Investment</th>
<th>IB</th>
<th>Total Phare (I+IB)</th>
<th>National Co-financing</th>
<th>IFI</th>
<th>TOTAL</th>
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<td>150,000</td>
<td>150,000</td>
<td>10,000</td>
<td>160,000</td>
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<tr>
<td>Total:</td>
<td>150,000</td>
<td>150,000</td>
<td>10,000</td>
<td>160,000</td>
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<td></td>
<td>93.75 %</td>
<td>93.75 %</td>
<td>6.25 %</td>
<td>100 %</td>
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The Slovenian co-financing in the amount of 6.25% of the overall budget will cover costs of plane tickets of the Slovene participants in the EU Member States shadowing visits, the Slovene counterparts support and office provisions for PAA and short-term experts.

6. Implementation Arrangement

6.1. Implementing Agency:

Ministry of Finance  CFCU,
Mr Peter Škofic, PAO
Beethovenova 11, 1000 Ljubljana
Tel: +386 1 478 69 94, Fax: +386 1 478 62 04

6.1.1. Implementing Authority:

Ministry of Education, Science and Sport
Mr Slavko Gaber, PhD, Minister
Kotnikova 5, 1000 Ljubljana  
Tel: +386 1 478 3357, Fax: +386 1 478 3350  

6.2. Twinning:  
Activities will be implemented in the framework of a twinning light. Twinning will consist of a team of a Project Leader, an Intermediate Assistant, short term experts, training and study (shadowing) visits.  

Beneficiary institution:  
Ministry of Education, Science and Sport, Trg OF 13, Ljubljana  
Contact person: Mrs Darinka Vrecko, Head of the EU Affairs Department  

6.3. Non-standard aspects: N. A.  

6.4. Contracts:  
Expected number of contracts: 1 Twinning Light Contract  
Estimated value (Phare component only)  
Twinning light 150,000 €  

7. Implementation Schedule  
7.1 Start of tendering/call for proposals: July 2003  
7.2 Start of project activity: January 2004  
7.3 Project Completion: July 2004  

8. Equal Opportunity  
The proposed project will support the implementation of measures in the area of education and training as elements of lifelong learning, promoting equal quality access to learning opportunities for all.  

9. Environment: NA  

10. Rates of Return: NA  

11. Investment Criteria: NA
12. Conditionality and sequencing:

The most important condition and milestone for the project implementation is a finalised Single Programming Document as a framework for Community structural support and a clear administrative arrangements for the implementation of the assistance.

Nomination of the Twinning Project Steering Committee.

Creation of the Phare 2003 MoESS Twinning Project Implementation Team (counterparts)

Selection of Twinning Partners

Participation in the preparation of the Twinning Contract, including the activity plan for short terms missions and the time schedule

Approval of the plan by the Steering Committee

Implementation of activities in co-operation and co-ordination with national and other twinning partners, in particular the PPA at the lead ESF Ministry of Labour, Family and Social Affairs

Approval of the documents produced, including the project implementation reports and plan for effective implementation of the guidelines and recommendations
LIST OF ANNEXES

Annex I: Log-frame planning Matrix
Annex II: Detailed Implementation Chart
Annex III: Contracting and Disbursement schedule
Annex IV: List of relevant laws and regulations
Annex V: Reference to relevant government strategic plans and studies
Annex VI: Terms of Reference
Annex 1: LOGFRAME PLANNING MATRIX FOR PROGRAMME
End Contracting: 30/06/2005 - End Disbursement: 30/06/2006

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<tbody>
<tr>
<td></td>
<td>Development of capacities for monitoring and evaluation of structural assistance</td>
<td></td>
<td>Total budget: 160,000 €</td>
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<table>
<thead>
<tr>
<th>Overall Objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
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<tr>
<td>Assure correctness, efficiency and quality implementation of the priorities and measures set in the Slovene Single Programming Document, and thus to enhance a balanced and sustainable economic and social development of Slovenia with additional support from the European Structural Funds.</td>
<td>Structural funds administrative structures and project delivery system fully developed and reliable</td>
<td>Quality of the absorption of structural funds, as reported by the monitoring reports (SF Monitoring Committee).</td>
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<tr>
<th>Project purpose</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions and Risks</th>
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<tbody>
<tr>
<td>To assure correctness, efficiency and quality of implementation of structural assistance measures/sub-measures in the area of education and training as elements of lifelong learning policy, in particular by supporting the Ministry of Education, Science and Sport in setting up an appropriate Monitoring Information System.</td>
<td>Monitoring and evaluation functions at the MoESS and its operating institutions, operational following the agreed business plans. All the relevant staff able to perform tasks related to monitoring (MIS) and evaluation of operations of Funds, in accordance with the EC Regulations.</td>
<td>Project Implementation Reports. Monitoring and evaluation internal procedures.</td>
<td>Availability of sufficient human and financial resources. Effective Political Commitment.</td>
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</table>
### Results of project

The capacity building results will relate to the following areas of competency necessary to carry out an efficient and financially sound management of the Structural Funds assistance, based on the European Structural Funds Regulations 1260/1999 (21 June 1999), in particular the Chapter I Monitoring:

#### Monitoring

Setting up a system to gather reliable financial and statistical information on implementation, for the agreed monitoring indicators, for evaluation and for forwarding the data in accordance with arrangements on information flow between the MA, lead Ministries, Final Beneficiaries and Recipients, using where possible computer systems permitting an electronic exchange of data

- A monitoring strategy prepared, guidelines and internal procedures developed for measures under the responsibility of the MoESS, in co-ordination with the MA and the lead Ministries.
- An appropriate monitoring information system (MIS) designed and elements defined for necessary up-grade of ICT infrastructure and training of staff, based on an expert analysis of the current state.
- Developed technical capacity (systems and staff), related to the monitoring of operations financed by the Funds.

#### Evaluation

Measurement of the effectiveness of the operations of the Funds

- Assured system for evaluation (valorisation) of structural assistance operations (in close co-ordination with the related Phare SI0208.02.04 Twinning activities and based on the overall evaluation work programme developed within the Phare 2002 Twinning projects SI0205.01/02/03).
- Developed technical capacity (systems and staff), related to the evaluation of operations financed by the Funds.

### Objectively verifiable indicators

- Monitoring and evaluation strategy prepared.
- Operational system and trained staff for monitoring and evaluation, by the start of structural assistance implementation.
- MIS established and operational.
- Relevant staff trained to perform tasks related to monitoring and evaluation of the operations of the Funds.

### Sources of Verification

- Project Implementation Reports.
- Organisational charts, structures and their mandates, internal procedures.
- MIS.

### Assumptions and Risks

- The Phare 2002 Twinning projects successfully implemented and results available.
<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Sources of verification</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td>In close co-ordination with the Phare SI0208.02.04 PAA, the MA and the</td>
<td>Phare Twinning Light Contract (project leader, short-term experts,</td>
<td>Project implementation reports, including regular reports of individual experts,</td>
<td>Successful call for twinning.</td>
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<td>lead Ministries, the present project will focus on activities related to</td>
<td>counterparts, shadowing visits, trainings)</td>
<td>ICT Needs Analysis, including technical elements for its necessary up-grade and training</td>
<td>Necessary hardware for a computerised MIS assured.</td>
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<td>the following areas of competency necessary to carry out an efficient and</td>
<td>National support (counterparts, office, IT, travels…)</td>
<td>of staff.</td>
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<td>financially sound management of the Structural Funds assistance:</td>
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<td>Training programmes, evaluations and reports from the training activities and shadowing</td>
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<td>Monitoring:</td>
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<td>visits in MS.</td>
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<td>o的设计一个适当的监控信息系统 (MIS).</td>
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<td>Regular Phare monitoring reports.</td>
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<td>o 准备和内部程序的指南，以及建议 MoESS 关于与 MA 和 lead Ministries</td>
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<td>确立关系和程序。</td>
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<td>o 协助定义技术要素，以实现 ICT 支持基础设施的升级和用户培训（基于一个</td>
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<td>专家对当前状态的分析），以保证收集和报告可靠的财务和统计信息。</td>
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<td>o 软件开发。</td>
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<td>o 协助安装、运行和连接计算机系统进行监控和评估。</td>
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<td>o 培训工作人员，与由基金资助的操作监测。</td>
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<td>Evaluation:</td>
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<td>o 进一步协助（补充 Phare SI0208.02.04 Twinning）与评估计划。</td>
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<td>o 培训工作人员，与由基金资助的评估。</td>
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<td>And as an additional support to the preceding areas of activities:</td>
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<td>o 文本分析和文档的供应；</td>
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<tr>
<td>o 工作坊、研讨会和参观的组织；</td>
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<td>o 会议口译。</td>
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Preconditions:

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<tr>
<td>Single Programming Document finalised and negotiated as a framework for community structural support</td>
</tr>
<tr>
<td>SF Counterpart Staff nominated</td>
</tr>
<tr>
<td>National contribution to the Light Twinning Project assured</td>
</tr>
</tbody>
</table>
Annex II: DETAILED IMPLEMENTATION CHART

Programme nr: 2003/004-938-19
Phare funds: 150,000 €
National co financing: 10,000 €
TOTAL: 160,000 €

<table>
<thead>
<tr>
<th>Activity</th>
<th>Month/Year</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01</td>
<td>02</td>
</tr>
<tr>
<td>Project Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short 1*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short 2</td>
<td></td>
<td></td>
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<tr>
<td>Short 3</td>
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<tr>
<td>Short 4</td>
<td></td>
<td></td>
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<tr>
<td>…</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study visits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Short-term missions and training visits in the MS, related to specific implementation issues, will be planned in detail with the twinning project leader and institution(s) (depending on the availability of civil servant experts).
Annex III: CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE (for full duration of the programme)

Programme nr: 2003/004-938-19  
Phare funds: 150,000 €  
National co financing: 10,000 €  
TOTAL: 160,000 €

<table>
<thead>
<tr>
<th>Cumulative Contracting schedule</th>
<th>01/01/04</th>
<th>03/31/04</th>
<th>6/30/03</th>
<th>9/31/04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract 1 (twinning)</td>
<td>150,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cumulative Disbursement schedule</th>
<th>01/01/04</th>
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<th>6/30/03</th>
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</thead>
<tbody>
<tr>
<td>Contract 1 (twinning)</td>
<td>100,000</td>
<td>125,000</td>
<td>150,000</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Cumulative Contracting and Disbursement Schedule</th>
<th>01/1/04</th>
<th>03/31/04</th>
<th>6/30/04</th>
<th>9/31/04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted (total)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursed (total)</td>
<td>100,000</td>
<td>125,000</td>
<td>150,000</td>
<td></td>
</tr>
</tbody>
</table>
Annex IV: List of relevant Laws and Regulations:

Law defining the Mandate of the Ministries

Public Finance Act

Education Organisation and Financing Act OJ RS 12/96 (Amended in 2001)

Laws and Regulations for different sub-systems of education and training in RS (kindergartens, primary schools, secondary general, gymnasias, VET, higher education and education of adults).

Act on the orientation of children with special needs” OJ RS 54/2000

National Vocational Qualifications Act (Official Journal of the Republic of Slovenia, No 81/00)

The Act on Regulating the Procedures for Recognition of Qualifications of Citizens of EU Member States and concerning access to Regulated Professions in the Republic of Slovenia (2002-01-0909)

Law on the protection of the competition (Official Journal of the Republic of Slovenia, 18/93)

The Employment and Unemployment Act (Official Journal of the Republic of Slovenia, 5/91 with changes)

Regulation for the Implementation of Measures of the Active Employment Policy (Official Journal of the Republic of Slovenia, 64/01)

Balanced Regional Development Act (Official Journal of the Republic of Slovenia, 60/99)


COUNCIL REGULATION (EC) No 1257/1999 of 17 May 1999 on support for rural development from the European Agricultural Guidance and Guarantee Fund (EAGGF) and amending and repealing certain Regulations


COMMISSION REGULATION (EC) No 1159/2000 of 30 May 2000 on information and publicity measures to be carried out by the Member States concerning assistance from the Structural Funds

COUNCIL REGULATION (EC) No 1260/1999 of 21 June 1999 laying down general provisions on the Structural Funds

Annex V: Reference to relevant Government Strategic plans and studies:

The key development orientations in the field of education and training are defined in the White Book on Education and Training in RS¹ (1995). The paper gave conceptual foundations for the structural reform of the education and training system, which was accompanied by a review of the educational programmes and learning contents. The basis for the latter was defined in the Guidelines for curriculum reform, which stresses the importance of responding to global development changes in the field of culture, science, technology and economy, as well as in the social and political life.

The development trends of the White Book were operationally upgraded in the second half of the nineties, mainly in the two national strategic documents: Professional Starting Points for the National Programme for the Education of Adults and National Programme for Higher Education in the Republic of Slovenia (adopted by the Parliament in February 2002). A proposal of the National Youth Programme in the field of youth policy was prepared in 1999 and was later developed into the Resolution on the Strategy for the Youth Policy Development until 2001.

Beside the mentioned documents, a series of important strategic documents have been prepared within the Phare ’97 Modernisation of Curricula, Certification and Assessment in Vocational Education of for Youth and Adults project, in particular the Accession Strategy for the Republic of Slovenia in the Field of Human Resource Development and the Memorandum on further development of occupational and vocational education in the Republic of Slovenia (2000).

Among the latest reference documents, a National report on Lifelong Learning (2001) has to be mentioned, in the framework of a Europe wide consultation on the Memorandum on Lifelong Learning launched at the EU Council in Lisbon (2000).

The different government strategic documents and studies in this field, with the Strategy for Economic Development of Slovenia at the forefront, represented the basis for the preparation of the respective chapters in the National Development Plan of the Republic of Slovenia 2000-2006. The NDP-RS 2001-2006, together with its ex-ante evaluation by the Slovene Institute for Economic Research, is the main background document of the projects.

Other related studies and strategies:


Regional Development Strategy for Slovenia 26 July 2001


¹ Promoting life-long education, providing the possibility to acquire general education for the whole population and highest possible education to as many people as possible, while keeping the already reached level of expertise, and also providing the possibility of reaching highest possible level of creativity, equal opportunities and preventing social exclusion
Annex VI:

TERMS OF REFERENCE - TWINNING LIGHT

Program Title: DEVELOPMENT OF STRUCTURAL ASSISTANCE MONITORING CAPACITIES
Project Number: 2003/004-938-19
Twinning Number: SI03/IB/SPP/01/TL

1. BACKGROUND:

1.1. Relevant Country Background

By signing the Accession Treaty, Slovenia has entered the last preparatory phase before the accession on 1st May 2004. After the major part of Slovenia’s harmonisation with the European Union has been accomplished, the country is presently strengthening activities aiming at assuring an efficient functioning within the European Union.

One of the priorities in this last period before accession is the institutional preparation for the implementation of the European structural policies and a sound use of funds from the EU structural instruments.

Slovenia is presently preparing a Single Programming Document 2004-2006, to be negotiated with the competent services of the European Commission by the end of 2003.

The first programming period (2004-2006) will be very short for Slovenia, since it will cover three instead of seven years. On the basis of experience acquired during implementation of pre-accession instruments, Slovenia decided to maintain centralised institutional arrangements for the management of Structural and Cohesion funds. This means that there will be one single Managing Authority for both Structural and Cohesion Fund management, and one single Paying Authority for Structural and Cohesion Fund management.

The Managing Authority of the Objective 1 Single Programming Document for 2004-2006 is the Government Office for Structural Policy and Regional Development (the responsible person is the Minister without Portfolio for Structural Policy and Regional Development, directly responsible to the Prime Minister) and the Paying Authority is within the Ministry of Finance.

In addition to the requirements of the acquis, some basic national legal arrangements have to be taken into consideration in allocating tasks and responsibilities to selected institutions. Among the most important are the Public Finance Act (OJ RS 79/99, 124/00, 79/01, 30/02, 56/02), Execution of the State Budget for 2003 and 2004 Act (OJ RS 118/02) and Organisation and Competence of Ministries Act (OJ RS, 71-2546/94, 47/97, 60/99, 119/00, 30/01).

In line with the aforesaid, certain tasks of the Managing Authority and, if applicable, of the Paying Authority, will be delegated to the following intermediate bodies (“lead Ministries”):

(a) Ministry of Economy in respect of ERDF co-financed activities;
(b) Ministry of Labour, Family and Social Affairs in respect of ESF co-financed activities;
(c) Ministry of Agriculture, Forestry and Food in respect of EAGGF guidance co-financed activities.

Owing to the fact that there is no FIFG related measure in this programming period, there will be no FIFG intermediate body.
Final beneficiaries in respect of Structural Funds management will remain within central administration and will also be direct budgetary users.

1.2. Current State of Affairs Sector

MoESS has been assigned a role of a Final Beneficiary for the implementation of Structural Fund programmes in the policy field of Life-Long Learning. The Ministry has been actively involved in the preparatory activities for the European structural funds since the very beginning in 1998. It has prepared the SPD contents related to its areas of competency (mainly the SPD ESF measure and ERDF activities in the policy field of Life-long Learning), developed and launched a special human resources plan for the preparation of its structures for an efficient and quality implementation of structural assistance programmes.

The HRD plan is being implemented with the assistance of national and EU (mainly Phare and bi-lateral) assistance. The present Phare Twinning Light project - Development of structural assistance monitoring capacities – represents an up-grade of the Twinning support granted within the National Programme Phare 2002 - Development of capacities for the implementation of structural assistance - and focuses on assuring an appropriate Monitoring Information System.

The monitoring and evaluation functions represent particularly difficult issue, since there is little relevant experience from the management of the pre-accession instruments. The analysis prepared for the National Development Plan 2001-2006 regarding Monitoring indicators, managing development measures and evaluating in education underlined that there is a dispersed and poorly connected monitoring of physical and financial indicators in education and training, the data are fragmented, difficult to combine and compare in a way that would allow timely determination of trends, needed for acting in real time. There is a problem of analytical monitoring of losses (dropping out and repeating), and in the transition from education to work. The system of monitoring the implementation of life-long learning is also not yet developed.

In view of this and in accordance with Article 22(2) of Regulation (EC) No 1260/1999, the MoESS will need strong professional support in monitoring, evaluation and checking processes, in order to assure effectiveness of structural assistance from the beginning of the participation in the structural funds business.

1.3. Related projects

- Phare 2001 Economic and Social Cohesion, to support projects aiming at strengthening Slovenia on the local level through a Phare grant scheme and thus to prepare staff for future management of structural type of measures and projects (strengthen national and local absorption capacity).

- SI0205.01/02/03 - A Package for Institution Building for the future implementation of the EU Structural Funds (SF) and the Cohesion Fund (CF) in Slovenia, in particular the SI 0205.02 Development of programming and management capacities for European Social Fund (ESF) implementation

- Phare Twinning Institution Building project proposal: Development of capacities for the implementation of structural assistance (SI0209.04)

- Phare 2003 Economic and Social Cohesion project proposal: Lifelong Learning (in programming phase) aiming at raising the level of lifelong learning culture in Slovenia by assuring quality, relevancy and accessibility of education, training and counselling as key elements of life-long learning policy.
o Finalisation and negotiation on the Single Programming Document as required by the European Structural Funds regulations (3 phase)


o SI 00002.02: Phare 2000, Building up the Labour Market Indicators system for following up the National Employment Strategy and the National Employment Action Plan

2. DESCRIPTION OF THE ASSIGNMENT:

Beneficiary:

Ministry of Education, Science and Sport of RS
Trg OF 13
1000 Ljubljana
Tel: +386 1 478 3357, Fax: +386 1 478 3350

Project Manager of the Project:
Mrs. Jelka Arh, Sector for international cooperation in the field of education, EU Affairs Department
Trg OF 13, SI-1000 Ljubljana, Slovenia
Tel.: +386 1 478 47 39, Fax: +386 1 478 47 24
E-mail: jelka.arh@gov.si

Project assistant:
Mr. Damir Devcic, Sector for international cooperation in the field of education, EU Affairs Department
Trg OF 13, SI-1000 Ljubljana, Slovenia
Tel.: +386 1 478 47 18, Fax: +386 1 478 47 24
E-mail: damir.devcic@gov.si

The Implementing Agency:
CFCU, Ministry of Finance
Beethovenova 11, 1000 Ljubljana, Slovenia
Responsible person: Mr. Peter Škofic, PAO
Tel.: +386 1 478 6203, fax: +386 1 478 6204
E-mail: peter.skofic@mf-rs.si

The Implementing Authority
Ministry of Education, Science and Sport of RS
Contact person:
Mrs. Jelka Arh, Sector for international cooperation in the field of education, EU Affairs Department
Trg OF 13, SI-1000 Ljubljana, Slovenia
Tel.: +386 1 478 47 39, Fax: +386 1 478 47 24
E-mail: jelka.arh@gov.si
Global objective:

To assure correctness, effectiveness and quality of the implementation of the priorities and measures set in the Slovene Single Programming Document, and thus to enhance a balanced and sustainable economic and social development of Slovenia with additional support from the European Structural Funds.

Specific Objective:

To assure correctness, efficiency and quality of implementation of structural assistance measures/activities in the area of education and training as elements of lifelong learning policy, in particular by supporting the Ministry of Education, Science and Sport in setting up an appropriate Monitoring Information System.

Requested Services

Monitoring:

1 – Setting up a system to gather reliable financial and statistical information on implementation

- Assistance in the design of an appropriate monitoring information system.
- Advise on the establishment of communication flow with associated institutions in charge of monitoring activities.
- Preparation of guidelines and internal procedures, as well as advising on relation and procedures regarding the MA, the PA and lead Ministries.
- Assistance in defining technical elements for the necessary up-grade of ICT support infrastructure and training of users (based on an expert analysis of the current state), to assure the gathering and reporting on reliable financial and statistical information.
- Assistance in the development of software.
- Assistance in installation, operation and interconnection of computerised systems for monitoring and evaluation.
- Training of staff, connected with the monitoring of operations financed by the Fund.

Evaluation:

2 – Measurement of the effectiveness of the operation of the Funds

- Further assistance (complementary to the Phare SI0208.02.04 Twinning) in the preparation of an evaluation plan, in accordance with the MA and lead Ministries’ evaluation work programmes and requirements.
- Training of staff, connected with the evaluation of operations financed by the Fund.

Additional support to the preceding areas of activities:

- Textual analysis and supply of documentation.
- Organisation of workshops, seminars and shadowing visits.
- Interpretation and translation.
The Twinning Light project activities will be closely co-ordinated with the Phare SI0208.02.04 Twinning PAA, as they are complementary to its capacity building activities in the areas of monitoring and evaluation, as well as to the Phare ESC 2003 Lifelong Learning grant scheme (under approval), in order to assure transfer of knowledge and experience from the accession instruments.

- **Beneficiary will provide:**
  - Slovene counterparts’ support.
  - Office provisions for twinning experts.
  - Cover of study visits travel costs.

- **Expected results:**

Based on the Slovenia’s SPD measures and bodies designated as responsible for their implementation, it is expected that at the end of the project there will be trained staff, prepared internal procedures and assured an appropriate Monitoring Information System for quality and efficient management and implementation of structural funds’ measures and operations under the responsibility of the Ministry of Education, Science and Sport.

The capacity building results will be complementary to the Phare Twinning SI0208.02.04 and relate to the following areas of competency necessary to carry out an efficient and financially sound management of the Structural Funds assistance programmes, based on the European Structural Funds Regulations 1260/1999 (21 June 1999), in particular the Chapter I **Monitoring:**

- **Monitoring:** Setting up a system to gather reliable financial and statistical information on implementation, for the agreed monitoring indicators, for evaluation and for forwarding the data in accordance with arrangements on information flow between the MA, the PA, lead Ministries, Final Beneficiaries and Recipients, using where possible computer systems permitting an electronic exchange of data
  - A monitoring strategy prepared, guidelines and internal procedures developed for measures under the responsibility of the MoESS, in co-ordination with the MA and the lead Ministries.
  - An appropriate monitoring information system (MIS) designed and elements defined for necessary up-grade of ICT infrastructure and training of staff, based on an expert analysis of the current state.
  - Developed technical capacity (systems and staff), related to the monitoring of operations financed by the Funds.

- **Evaluation:** Measurement of the effectiveness of the operations of the Funds
  - Assured system for evaluation (valorisation) of structural assistance operations (in close co-ordination with the related Phare SI0208.02.04 Twinning activities and based on the overall evaluation work programme developed within the Phare 2002 Twinning projects SI0205.01/02/03).
  - Developed technical capacity (systems and staff), related to the evaluation of operations financed by the Funds.
The project will result in operating systems and staff trained for monitoring and evaluation of the operations of the Funds.

- **Verifiable indicators for above mentioned outputs:**
  - Monitoring and evaluation strategy prepared.
  - MIS established and operational.
  - Relevant staff trained to perform tasks related to monitoring and evaluation of the operations of the Funds.

- **Sources of verification:**
  - Analysis of the current state.
  - Monitoring and evaluation strategy, guidelines and internal procedures.
  - MIS and elements for necessary up-grade of ICT infrastructure and training of staff.
  - Project implementation reports.
  - Sectoral Monitoring Sub-Committee (SMSC) Reports.

3. **EXPERTS PROFILE:**

The project leader and experts for shorter missions have to have operational experience in issues covered by the project, in particular the management, monitoring (MIS) and evaluation related to structural assistance from the European social fund, as well as from the European regional development fund (if the MoESS implements also an ERDF measure/activities). It is required that they have sufficient knowledge regarding latest (June 1999) EU regulations related to Structural Funds Implementation.

Profile of the experts: experience with EU Structural Funds (EU Regulations No. 1260/1999) management and fluent in English.

The twinning institution(s) back-up support will be particularly important for assuring quality short-term missions and training visits in the MS, related to specific monitoring and evaluation issues.

Short-term missions and training visits in the MS, related to specific implementation issues, will be planned in detail with the twinning project leader and institution(s), taking into consideration the availability of experts.

**Provisional areas of expertise, time and experts profiles are as follows:**

<table>
<thead>
<tr>
<th>Area of Expertise</th>
<th>Time provision *</th>
<th>Experts Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) SF Management Expert (Project Leader).</td>
<td>(90) working days</td>
<td>University degree. Experience regarding latest (June 1999) EU regulations related to Structural Funds Implementation. Working experience (at least 5 years) in the implementation of SF assistance programmes in the area of education and training. Excellent knowledge of English language. ICT literacy. Organisational and communication skills.</td>
</tr>
<tr>
<td>2) IT Expert(s) for MIS.</td>
<td>(80) working days</td>
<td>University degree (ICT). Experience regarding latest (June 1999) EU regulations related to Structural Funds Implementation. Working experience (at least 5 years) in the implementation of SF assistance programmes in the area of education and training. Excellent knowledge of English language. ICT literacy. Organisational and communication skills.</td>
</tr>
</tbody>
</table>
3) Expert(s) for SF Monitoring indicators. (70 working days)

- University degree.
- Experience regarding latest (June 1999) EU regulations related to Structural Funds implementation.
- Working experience in the field of monitoring and evaluation of structural funds assistance programmes in the area of education and training.
- Excellent knowledge of English language.

* Working days/weeks not include weekends and public holidays.

- **Requirements for all experts:**
  - University degree
  - Excellent communication skills, both written and oral (in English)
  - Computer literacy

A coordinator from the MS will be needed and can be selected from the above experts or an additional person can be proposed for the coordination activities in the Member state. The work of coordinator will include preparation of Monthly reports and the Final report.

- **Working languages:**
  - Good working knowledge of English language: written and oral.

4. LOCATION AND DURATION:

- **Start of project activity:** January 2004.
- **Project Completion:** July 2004.

4.1. Schedule and Number of Days for the Assignment

- **Time provision for Short-term experts**

Short-term missions and training visits in the MS will be planned in detail with the twinning Project Leader and the involved institution(s). The contractor is invited to give a provisional time schedule as part of the tender dossier considering the frame of the ToR.

- **Location of assignment:**

The activities shall be performed in Slovenia and the Member State.
5. REPORTING:

5.1 Content, language, format and number of reports

The contractor shall submit the following reports to the Implementing Authority, the Ministry of Education, Science and Sport, Trg OF 13, 1000 Ljubljana (contact person: Jelka Arh, Sector for international co-operation in the field of education, EU Affairs Department, Jelka Arh, tel.: +386 1 478 4739, fax.: +386 1 478 4724), the CFCU (Head of Unit, Mr. Peter Škofic, tel. +386 1 478 62 03; fax.: +386 1 478 62 04) and EC Delegation (Head of PHARE/ISPA Section, Ms. Bettina Kotzinger, tel. +386 1 452 88 30; fax.: +386 1 425 20 85):

- An Inception Report after one month of the signing of the contract. This report will cover the capacities and the methodology of work of all counterparts with recommendations for improvements, including the exact areas of expertise, time and experts; prepared separately by each area of expertise.
- Final Report shall be submitted no later that two weeks after the end of the project and prepared in co-ordination with all experts (only 1 report).

All the Reports must include the description of all activities that have been performed as well as the problems encountered and solutions proposed. The Final Report should include the Executive Summary. Reports will be presented for endorsement to the Ministry of Education, Science and Sport.

The reports shall be written in English language and follow the template included as Annex C in the twinning manual. The Contractor shall produce 3 copies of each report for the submission to the above Authorities in Slovenia.

5.2 Date of submission

- An Inception Report one month after the start of the project;
- Final Report shall be submitted no later than two weeks after the end of the project.