

## **Project Fiche: No. 16**

### **Project Preparation Facility**

#### **1. Basic information**

- 1.1 CRIS Number:** 2010/xxx-xxx
- 1.2 Title:** Project Preparation Facility
- 1.3 ELARG Statistical code:** 04 – 40 Supporting Programmes
- 1.4 Location:** Western Balkans: Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia as well as Kosovo under UNSCR 1244/99  
Turkey

#### **Implementing arrangements:**

- 1.5 Contracting Authority (EC):** European Community represented by the Commission of the European Communities on behalf of the Beneficiaries.
- 1.6 Implementing Agency:** Not applicable
- 1.7 Beneficiary:** Western Balkans: Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia as well as Kosovo under UNSCR 1244/99  
Turkey

#### **Financing:**

- 1.8 Overall cost (VAT excluded)<sup>1</sup>:** EUR 1 000 000
- 1.9 EC contribution:** EUR 1 000 000
- 1.10 Final date for contracting:** 30 November 2011
- 1.11 Final date for execution of contracts:** 30 November 2013
- 1.12 Final date for disbursements:** 30 November 2014

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<sup>1</sup> The total cost of the project should be net of VAT and/or other taxes. Should this not be the case, the amount of VAT and the reasons why it should be considered eligible should be clearly indicated.

## **2. Overall Objective and Project Purpose**

### **2.1 Overall Objective**

To ensure effective programming and project development as well as implementation of the Multi-beneficiary Programme under the IPA.

### **2.2 Project purpose**

To support the programming phase, the planning process of future programmes and the implementation of the Multi-beneficiary Programme in order to allow project preparation and implementation to proceed in a quick and effective manner.

### **2.3 Link with AP/NPAA / EP/ SAA<sup>2</sup>**

Not applicable

### **2.4 Link with MIPD**

The Project Preparation Facility supports all priority areas of the IPA Multi-beneficiary MIPDs and will facilitate the preparation of various types of projects to be financed under the IPA Multi-beneficiary Programme.

## **3. Description of project**

### **3.1 Background and justification**

The main objective of the IPA is to help the beneficiaries face the challenges of European integration, implement the reforms needed to fulfil EU requirements and make progress in the Stabilisation and Association Process. The Multi-beneficiary programme is designed to respond to Multi-beneficiary priority needs as indicated in the IPA Multi-beneficiary MIPDs, taking into account activities implemented under the National Programmes, the guidance provided in EU strategic documents, the lessons learned from the programming and implementation of previous EU assistance and the findings from consultations with, inter alia, the Beneficiaries, International Financial Institutions, the Regional Cooperation Council, EU Member States, civil society organisations and European Commission services.

The European Commission is responsible for the programming, contracting and implementation of the Multi-beneficiary Programme under IPA on behalf of the Beneficiaries, but involves the beneficiaries and other stakeholders at an early stage in the programming to ensure ownership of and involvement in the projects.

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<sup>2</sup> AP = Accession Partnership; NPAA = National Programme for the Adoption of the Acquis (for Candidate Countries), National Action Plan (for Potential Candidates); EP= European Partnership; SAA = Stabilisation and Association Agreement

In order to improve the quality and speed up the programming and implementation of the Multi-beneficiary Programme it has been decided to create a Project Preparation Facility.

This facility will provide assistance which can be granted under the framework of a Project Preparation Facility in line with the IPA Programming Guide.

### **3.2 Assessment of project impact, catalytic effect, sustainability and cross border impact**

The impact of the Project Preparation Facility is significant. Effective delivery of the facility results in:

- More effective implementation of the relevant programmes and projects – better designed projects produce better results and are also less likely to require subsequent addenda and contractual revision;
- Faster completion of tendering procedures – properly prepared documentation can be approved faster and will require less corrigenda once launched;
- Higher quality responses from organisations and companies submitting bids – tender documentation which is clear, logical and learns from experience elsewhere in the EU will ensure that submitted offers provide what is required by the Contracting Authority;
- Increased disbursement of available funds;
- Improved effectiveness of projects.

Sustainability is ensured through demonstrating how good project design leads to good project implementation. This will encourage all stakeholders to attach greater priority to the programming and project design phases and should improve the ownership.

### **3.3 Results and measurable indicators**

#### ***Results***

1. Strategic plans are designed in different sector areas;
2. Stakeholder consultations organised, project fiches are drafted well;
3. Tender documents, terms of reference and technical specifications drafted;
4. Project preparatory and start-up actions implemented.

#### ***Measurable Indicators***

1. Quality and quantity of strategic plans;
2. Quality of project fiches and quality and quantity of stakeholder consultations;
3. Quality and quantity of tender documents, terms of reference and technical specifications;
4. Number of preparatory and start-up actions implemented.

### **3.4 Activities:**

1. Support in designing effective strategic plans in different sector areas.
2. Support in planning and programming the IPA-funded projects by for example assisting in stakeholder consultations, advice on drafting Project Fiches and their annexes.
3. Provide expert assistance in drafting the tender documents and/or terms of reference and technical specifications for the implementation of IPA funded projects.
4. Project preparatory and start-up actions.

### **3.5 Conditionality and sequencing:**

Not applicable.

### **3.6 Linked activities**

The Project Preparation Facility is linked to the IPA Monitoring Programme which is designed to enhance the relevance, effectiveness, efficiency, impact and sustainability of the assistance to the Western Balkans and Turkey and to provide the Commission with regular analytical assessments on implementation of projects and programmes which is used during the implementation phase of projects as well as in the design of new projects.

It is also linked to the IPA Audit and Evaluation Programme where *audits* provide the Commission with assurance as to the legality and regularity of the assistance and *evaluation* provides the Commission with judgement of interventions according to their results, impacts and needs they aim to satisfy and contributes to the design of interventions, improve the quality and report on the achievements of the interventions, both of which the results are used in future programming.

### **3.7 Lessons learned**

This is the first time a Project Preparation Facility is programmed for the Multi-beneficiary Programme so there are no lessons learned from previous similar facilities. However, National programmes have both under the CARDS and IPA programmes included Project Preparation Facilities which has proved to be an excellent tool for supporting the programming process and the implementation of projects.

#### 4. Indicative Budget (amounts in EUR)

			SOURCES OF FUNDING									
			TOTAL EXP.RE	IPA COMMUNITY CONTRIBUTION		NATIONAL CONTRIBUTION					PRIVATE CONTRIBUTION GRANT BENEFIICIARY	
ACTIVITIES	IB	INV	EUR (a)=(b)+(c)+(d)	EUR (b)	%(1)	Total EUR (c)=(x)+(y)+(z)	% (1)	Central EUR (x)	Regional/ Local EUR (y)	IFIs EUR (z)	EUR (d)	% (1)
Project Preparation Facility	x		1 000 000	1 000 000	100	/	/	/	/	/	/	/
TOTAL IB			1 000 000	1 000 000	100	/	/	/	/	/	/	/
TOTAL INV			/	/	/	/	/	/	/	/	/	/
<b>TOTAL PROJECT</b>			<b>1 000 000</b>	<b>1 000 000</b>	<b>100</b>							

Amounts net of VAT

(1) Expressed in % of the **Total** Expenditure (column (a))

## 5. Indicative Implementation Schedule (periods broken down per quarter)

Contracts	Request for services and/or restricted tenders	Signature of contracts	Project Completion
5-12 Service contracts	Q2 2010-Q3 2011	Q2 2010-Q4 2011	Q4 2012

Due to the nature of this project, for the time being it is not possible to foresee the precise timing of requests for services, tendering and contracting.

## 6. Cross cutting issues

### 6.1 Equal Opportunity

Equal opportunities and non-discrimination principles will be respected as regarding gender as well as minorities at the programming and implementation stage. Based on the fundamental principles of promoting equality and combating discrimination, participation in the project will be guaranteed on the basis of equal access regardless of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

## **ANNEXES**

- I- Logical framework matrix in standard format
- II- Amounts (in EUR) contracted and disbursed per quarter over the full duration of project
- III- Details per EC funded contract

## ANNEX I: Logical framework matrix in standard format

LOGFRAME PLANNING MATRIX FOR Project Fiche	Programme name and number: Project Preparation Facility	2010/xxx-xxx
	Contracting period expires: 30 November 2011	Disbursement period expires: 30 November 2014
	Total budget:  EUR 1 000 000	IPA budget  EUR 1 000 000

Overall objective	Objectively verifiable indicators	Sources of Verification	
To ensure effective programming and project development as well as implementation of the Multi-beneficiary Programme under the IPA			
Project purpose	Objectively verifiable indicators	Sources of Verification	Assumptions
To support the programming phase, the planning process of future programmes and the implementation of the Multi-beneficiary Programme in order to allow project preparation and implementation to proceed in a quick and effective manner			

Results	Objectively verifiable indicators	Sources of Verification	Assumptions
1. Strategic plans are designed in different sector areas; 2. Stakeholder consultations organised, project fiches are drafted well; 3. Tender documents, terms of reference and technical specifications drafted; 4. Project preparatory and start-up actions implemented.	1. Quality and quantity of strategic plans; 2. Quality of project fiches and quality and quantity of stakeholder consultations; 3. Quality and quantity of tender documents, terms of reference and technical	1. Strategic plans 2. Project fiches, minutes from stakeholder consultations 3. Tender documents, terms of reference and technical specifications; 4. Results from preparatory and start up actions	



	specifications; 4. Number of preparatory and start-up actions implemented.		
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<b>Activities</b>	<b>Means</b>	<b>Costs</b>	<b>Assumptions</b>
<ol style="list-style-type: none"> <li>1. Support in designing effective strategic plans in different sector areas.</li> <li>2. Support in planning and programming the IPA-funded projects by for example assisting in stakeholder consultations, advise on drafting Project Fiches and their annexes.</li> <li>3. Provide expert assistance in drafting the tender documents and/or terms of reference and technical specifications for the implementation of IPA funded projects.</li> <li>4. Project preparatory and start-up actions.</li> </ol>	Specific contracts under Framework contracts and/or service contracts	EUR 1 000 000	

**ANNEX II: Amounts (in EUR) contracted and disbursed per quarter over the full duration of project**

<b>Contracted</b>	<b>Q2 2010</b>	<b>Q3 2010</b>	<b>Q4 2010</b>	<b>Q1 2011</b>	<b>Q2 2011</b>	<b>Q3 2011</b>	<b>Q4 2011</b>	<b>Q1 2012</b>	<b>Q2 2012</b>	<b>Q3 2012</b>	<b>Q4 2012</b>
Contracts		100 000	200 000	300 000	200 000	200 000					
<b>Cumulated</b>		<b>100 000</b>	<b>300 000</b>	<b>600 000</b>	<b>800 000</b>	<b>1 000 000</b>	<b>1 000 000</b>	<b>1 000 000</b>	<b>1 000 000</b>	<b>1 000 000</b>	<b>1 000 000</b>
<b>Disbursed</b>	<b>Q2 2010</b>	<b>Q3 2010</b>	<b>Q4 2010</b>	<b>Q1 2011</b>	<b>Q2 2011</b>	<b>Q3 2011</b>	<b>Q4 2011</b>	<b>Q1 2012</b>	<b>Q2 2012</b>	<b>Q3 2012</b>	<b>Q4 2012</b>
Contracts		50 000	150 000	200 000	200 000	200 000	200 000				
<b>Cumulated</b>		<b>50 000</b>	<b>200 000</b>	<b>400 000</b>	<b>600 000</b>	<b>800 000</b>	<b>1 000 000</b>	<b>1 000 000</b>	<b>1 000 000</b>	<b>1 000 000</b>	<b>1 000 000</b>

Due to the nature of the Facility for Project Preparation and Reinforcement of Administrative Capacity for the time being it is not possible to foresee the precise timing of contracting and disbursements, and the number and value of contracts.

### **ANNEX III: Details per EC funded contract**

All contracts will be service contracts either coming from a restricted tender procedure or through framework contracts depending on the amount.