

IPA 2009 National Programme for Albania
Project Fiche N°7
Project Preparation Facility

1. Basic information

- 1.1 CRIS Number:** 2009/021-642
1.2 Title: Project Preparation Facility
1.3 ELARG Statistical code: 07.40
1.4 Location: Albania

Implementing arrangements:

- 1.5 Contracting Authority:** Delegation of the European Commission to Albania.
1.6 Implementing Agency: Delegation of the European Commission to Albania.
1.7 Beneficiary:

Albanian Ministry of European Integration

The Project manager for the project is:

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Financing:

- 1.8 Overall cost (VAT excluded)¹:** EUR 1.0 Million
1.9 EC contribution EUR 1.0 Million

1.10 Final date for contracting:

Two years following the date of the conclusion of the Financing Agreement.

1.11 Final date for execution of contracts:

Two years following the end date of the contracting.

1.12 Final date for disbursements:

Disbursements will continue for up to one year after the end date for the execution of contracts.

¹ 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 (see Section 7.6)

2. Overall Objective and Project Purpose

2.1 Overall Objective

The general objective of this project is to strengthen the overall capacity and accountability of the Ministry of European Integration and to guarantee quality of services and a sustainable role of the Ministry in the implementation of the IPA national programme

2.2 Project purpose

The purpose of the Project Preparation Facility is to allow sound project identification and preparation of IPA programmes/projects in order to assure an effective implementation.

The Project Preparation facility (PPF) for a total maximum amount of EUR 1.0 million will support preliminary studies, feasibility studies and activities supporting on going programmes allowing an effective preparation, implementation and follow up of EC assistance under IPA programmes. Preparatory activities may cover also, training, seminars, supervisory services and related technical assistance. Follow-up will consist of activities extending or supplementing other actions already defined under IPA assistance and which have become necessary in order to achieve the intended results, without prejudice to Articles 242, 244 and 246 of the Implementing Rules to the Financial Regulation.

For the implementation of the present project support facility, an indicative number of 10 service contracts will be launched.

Actions to be supported are likely to include inter alia:

- Recruitment of short-term technical assistance (local and international) for preparatory activities as preparation of feasibility studies, of terms of reference and for technical specifications for supply and works contracts which will ensure appropriate tender procedure

In this regard, full respect will be given to the rules regarding the procurement and calls for proposals in the Financial Regulation.

2.3 Link with AP/NPAA / EP/ SAA

Not applicable

2.4 Link with MIPD

This project is in line with MIPD 2009-2011 provisions. In the MIPD, among other objectives, it is quoted under chapter 2.3.1 the "*Support to the implementation of the current reform of the public administration; strengthen capacities of local governments; strengthening of European Integration structures*"

2.5 Link with National Development Plan

Not applicable

2.6 Link with national/ sectoral investment plans

Not applicable

3. Description of project

3.1 Background and justification:

The overall capacity of the Ministry of European Integration still needs strengthening. The PPF arises from a need to support the technical capacity of the Ministry of European Integration in the preparation and follow-up of implementation of activities defined in the IPA programmes and the attainment of their objectives.

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

The foreseen impact of the project is better programming and enhanced ownership and sustainability of IPA projects. The present support could also be used for follow up, monitoring and evaluations (technical and financial) of projects in order to ensure efficiency, effectiveness and impact in line with the identified objectives and in line with EC financial regulations.

3.3 Results and measurable indicators:

A number of Technical Assistance teams will be established in support to the Ministry of European Integration with a focus on enhancing its capacities in project preparation and implementation of actions foreseen under the national programmes. It is expected that the PPF will assist the Ministry in the preparation, implementation and coordination of activities while enhancing the capacities of the Ministry of European Integration in its knowledge of project cycle management and EC financial procedures.

The main indicators related to the project will be the following:

- dates of next programming exercises compliant with schedule
- reduced number of comments from HQ on project fiches
- reduced number of deviations from programming and contracting planning

3.4 Activities:

In general terms, Technical Assistance will be provided to the Albanian administration in order to strengthening their capacities in project identification, design preparation (preliminary and feasibility studies) and in monitoring and follow up (e.g. technical and financial evaluations). The assistance can also include training activities and direct support to the services of the Albanian Administration.

The activities of the project include some or all of the following activities, but should not be strictly limited to the following list:

- Drafting or assessment of sector strategies or multi-sector strategies for the harmonisation of national legislation with the SAA, and its implementation, or for the future use of EU pre-accession funds.
- Drafting of (pre-)feasibility and impact studies in relation to Albania's compliance with the SAA and carrying out (pre-) investment studies (environmental impact assessments, business plans, market studies, economic and cost-benefit analysis, investment appraisals etc) for the upcoming investments;
- Carrying out or facilitating workshops for the stakeholder consultations for project preparation;
- Preparation of project fiches, logical frameworks and all relevant annexes to programming documents;
- Baseline studies for impact indicators of projects;
- Preparation of procurement documents (terms of reference, technical specifications, bills of quantities, guidelines for grant schemes and other supporting documents for tender dossiers);
- Providing training relevant to any of the above-mentioned activities;
- Drawing up analyses, conducting needs assessment and providing recommendations for further enhancement of capacities, systems and co-ordination mechanisms for establishment of DIS and for implementation of EP and SAA priorities;
- Drafting manuals, working procedures, job descriptions, rulebooks and other procedural documentation for necessary systems and co-ordination mechanisms for establishment of DIS and implementation of EP and SAA priorities.

3.5 Conditionality and sequencing:

No conditionalities beyond the contractual obligations relating to service contracts will be applied.

3.6 Linked activities

Under IPA 2008 programme it has launched a technical assistance support to the Department of Public administration in order to strengthen the reform of the public administration and a second technical assistance provided directly to the Ministry of European Integration.

3.7 Lessons learned

In the programming exercises carried out for IPA annual programmes 2007-2009 it appeared that the identification process was affected by difficulties linked to the lack of technical capacity and specialised expertise of the Beneficiary institutions of IPA support. To avoid in future similar situation the availability of specialised expertise will facilitate the programming identification.

4. Indicative Budget (amounts in EUR)

			TOTAL EXP.RE	SOURCES OF FUNDING								
				IPA COMMUNITY CONTRIBUTION		NATIONAL CONTRIBUTION					PRIVATE CONTRIBUTION	
ACTIVITIES	IB (1)	INV (1)	EUR (a)=(b)+(c)+(d)	EUR (b)	%(*)	Total EUR (c)=(x)+(y)+(z)	% (2)	Central EUR (x)	Regional/ Local EUR (y)	IFIs EUR (z)	EUR (d)	% (2)
TA & PPE	X		1.000.000	1.000.000	100							
TOTAL IB			1.000.000	1.000.000	100							
TOTAL INV												
TOTAL PROJECT			1.000.000	1.000.000	100							

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

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

Contracts	Start of Tendering	Signature of contract	Project Completion
Multiple contracts over the lifetime of the project (about 10 Framework Contracts or Twinning lights in an average value of €100,000)	1 st Q after signing of Financing Agreement and ongoing thereafter	Ongoing from 1 st Q after signing of Financing Agreement	Q4 2012

6. Cross cutting issues

6.1 Equal Opportunity

The principle of equal opportunities between women and men will be taken into account in mobilising Technical Assistance teams under the Project Preparation Facility. Attention will be paid to the gender dimension when determining the benefit of any foreseen training activities.

6.2 Environment

Information given under other sector fiches applies.

6.3 Minorities

Information given under other sector fiches applies.

ANNEXES

- 1- Logframe
- 2- Amounts contracted and Disbursed per Quarter over the full duration of Programme
- 3- Description of Institutional Framework
- 4- Details per EU funded contracts

ANNEX 1: Logical framework matrix

LOGFRAME PLANNING MATRIX		Programme name and number Project Preparation Facility	
		Contracting period expires Two years following the date of the conclusion of the Financing Agreement	Disbursement period expires one year after the end date for the execution of contracts
		Total budget : EUR 500.000	IPA budget: EUR 70.900.000
Overall objective	Objectively verifiable indicators	Sources of Verification	
Ministry of European Integration's capacities strengthened and quality of its services and a sustainability of its role assured in the implementation of the IPA national programmes			
Project purpose	Objectively verifiable indicators	Sources of Verification	Assumptions
sound project identification and preparation of IPA programmes/projects assured in order to guarantee an effective and on time implementation.	-reduced number of comments from HQ on project fiches -dates of next programming exercises compliant with schedule -contracting on time	-exchanges of correspondence between Delegation and Headquarters -programming calendar -contracting forecasts	-active participation of MEI and beneficiary institutions in the programming exercise -good quality of TA put in place supporting MEI -timely provision of TA
Results	Objectively verifiable indicators	Sources of Verification	Assumptions
-reduced number of deviations from programming, contracting and disbursement planning	-dates of finalisation of programming -dates of contracts signature -dates of payments	-programming calendar -contracting forecasts -disbursement forecasts	-timely identification of required TA expertise
Activities	Means	Costs	Assumptions
-services of Technical assistance mobilised supporting MEI activities	-financial resources available for provision of services	Indicatively 10 service contracts are foreseen for a total amount of EUR 1.0 million	-appropriate TA expertise is mobilised in accordance with needs identified

Pre conditions

– no preconditions applicable

ANNEX 2 : amounts (in EUR) Contracted and disbursed by quarter for the project

Contracted	Q1 2010	Q2 2010	Q3 2010	Q4 2010	Q1 2011	Q2 2011	Q3 2011	Q4 2011	Q1 2012	Q2 2012	Q3 2012
Contracted	200 000	100 000	100 000	100 000	100 000	100 000	100 000	100 000	100 000		
Cumulated	200.000	300 000	400 000	500 000	600 000	700 000	800 000	900 000	1 000 000		
	Q1 2010	Q2 2010	Q3 2010	Q4 2010	Q1 2011	Q2 2011	Q3 2011	Q4 2011	Q1 2012	Q2 2012	Q3 2012
Disbursed	80 000	160 000	100 000	100 000	100 000	100 000	100 000	100 000	100 000	60 000	
Cumulated	80 000	240 000	340 000	440 000	540 000	640 000	740 000	840 000	940 000	1 000 000	

NB. Due to demand-based nature of the TA&PPF it is not possible to accurately predict precise timing of the implementation schedule.

ANNEX 3: Description of Institutional Framework

The EC Delegation will be the responsible body for contracting of the individual Technical Assistance contracts which will operate from within the Ministry of European Integration. Reporting will be to both the Ministry of European Integration and the EC Delegation

ANNEX 4: Details per EU-funded contracts

TA contracts:

TA teams will be mobilised under Service or the Framework Contract Beneficiaries procedures and will be required to deliver supporting services to the Ministry over the period covered under other sector fiches.