Ministry of Regional Development and Public works

PHARE Programme – Economic and Social Cohesion

“Development of Ecotourism in Bulgaria”

Guidelines for grant applicants responding to the call for proposals for year 2004

Budget line BG0202.02
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1. THE DEVELOPMENT OF BULGARIAN ECOTOURISM

1.1 BACKGROUND

The project for the Development of Bulgarian Ecotourism is financed by the PHARE Programme 2002 to provide technical and financial support for improvement of quality and competitiveness of the ecotourism in Bulgaria. Ecotourism is a priority tourism sector of the Bulgarian economy.

During the transition from a centrally planned to a market economy in Bulgaria, the privatization in tourism was launched. The process was speeded up after 1997 and at the end of 2001 tourism in Bulgaria was practically a private industry. Today over 96% of the tourism assets are in private hands. Before 1990, more than 80% of the tourism facilities were concentrated on the Black Sea Coast and in the big winter ski resorts – Borovets and Pamporovo. About 20% only were the accommodation facilities in the other parts of the country.

The emphasis now is placed on diversification of the tourism products in accordance with the world tendencies in this industry – smaller scale tourism, individual and “last minute” travels. That would help to avoid the strong seasonal and territorial concentration and the mono-structural development of the Bulgarian tourism in the past.

Built on Bulgaria’s rich natural and cultural heritage, the development of ecotourism is considered to be an integral component in the development of the national tourism product, a cornerstone of rural development and an important tool for decreasing the regional economic disproportion.

The development of ecotourism in Bulgaria is enshrined in a number of strategic and legislative measures, the 1990s saw the development of the National Strategy for Conservation of Biological Diversity and the National Biodiversity Conservation Plan adopted by the Government. An underlying theme of both these documents is the requirement to develop partnership arrangements with local communities and provide opportunities for socio and economic growth in areas of high nature value as a means to support conservation both within and outside the country’s protected areas network. The development of ecotourism has recently been further supported by the National Development Plan and endorsed within the Protected Areas Act 1998 and Tourism Act 2002. A National Ecotourism Strategy and Action Plan had been developed in the last three years and was introduced to the Government in February 2004 for consideration and adoption by the Council of Ministers. This will further guide the future ecotourism development.

Bulgaria’s natural resources, on which ecotourism is founded, are largely in pristine condition, and varied, extending over a number of bio-geographic zones. The protected area network is developed and consists of three National Parks, nine Natural Parks and ninety Reserves (55 Reserves and 35 Maintained Reserves). Added to this are over two thousand ‘protected natural landmarks’. Many opportunities for the development of ecological-based tourism exist both within and outside of the protected area network for which support under this project may be given.
For the purposes of this grant scheme eco-tourism is defined as:

“...environmentally responsible travel and visitation to relatively undisturbed natural areas, in order to enjoy and appreciate nature (and any accompanying cultural features - both past and present) that promotes conservation, has low negative visitor impact, and provides for beneficially active socio-economic involvement of local populations.””

There is no single classification of the term eco-tourism. Numerous definitions have been published over recent years as the concept has grown in popularity. There is however an international set of normative elements which are included in the definitions that have been published and recognised by the tourism industry.

Eco-tourism for Bulgaria is a brand of tourism that:

- Contributes to local economic growth and social development;
- Becomes an important tool in local government planning and development;
- Serves as the basis for strong regional, sustainable tourism associations and networks;
- Attracts international tourists at higher expenditure levels, and for longer periods of time throughout the year;
- Contributes to the domestic tourism market throughout the year;
- Expands trips and tours involving regional cooperation and linkages;
- Develops positive attitudes and knowledge in Bulgarian communities towards biodiversity conservation and cultural preservation and interpretation;
- Perpetuates and develops environmental friendly livelihoods;
- Expands the number of tools and financial mechanisms for preserving natural and cultural resources;
- Drives infrastructure development in appropriate, environment-friendly ways.

The institutional project framework is:

- **The Ministry of Regional Development and Public Works** is the Contracting Authority under this Project through its “PHARE Implementing Agency – Economic and Social Cohesion Department”.

- **The Ministry of Economy (MoE)** is the institution responsible for the technical implementation of the project. It has formed a joint Project Implementation Unit (PIU) with the participation of representatives from The Ministry of Agriculture and Forestry (MAF) and Ministry of Environment and Waters (MoEW).

- **The Ministry of Agriculture and Forestry** and the **Ministry of Environment and Waters** are the key partners institutions with representatives in the PIU.

- **Delegation of the European Commission in Sofia** implements the ex-ante control on the decisions concerning the procurement and award of contracts taken by the Contracting Authority.
1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES FOR 2004 / 2006

The wider objective is to ensure sustainable growth of the tourism sector through improvement of the international market positions of the Bulgarian tourist industry.

The closer objectives are:

- sensitive and responsible use of the Bulgarian natural environment through investment into ecotourism products, sites of particular interest and environmental significance, related promotional activities and support infrastructure;
- Creation of integrated and sustainable tourist products which to stimulate demand throughout the sector and which respect and promote the conservation of the Bulgarian natural environment;
- Enabling the extension of the tourist season through more effective marketing, promotion, interpretation and enhance product knowledge and management within the operating organizations;
- Catalysis of the development of the regions and increased employment.

The Project purpose is to improve the quality and variety of tourism services in order to prolong the tourist season, entering new market segments and increasing the total revenues from the sector.

Project Priorities:
The Project addresses directly the following priorities laid down in the National Program for the Adoption of the Acquis (NPAA) and National Development Plan (NDP), namely:

NPAA:
- Creation of sustainable business conditions and improvement of infrastructure (Chapter 21)
- Development of sustainable tourism by improvement or creation of a new tourist infrastructure (Chapter 16)
- Development of sustainable tourism by upgrading the tourism product (Chapter 16)

NDP:
- Diversification of tourist products and improvement of their quality;
- Marketing and advertising to improve the tourism information on tourism potential and products;
- Upgrading the potential of the tourist products
- Development of new skills and upgrading the qualifications of the labour force in tourism
- Enhancement of new tourist destinations.
Proposal Objectives

The Grant scheme programme will support project proposals concerning the rehabilitation and improvement of the local environmental tourist infrastructure, so as to improve the tourism and business attractiveness of these areas, combined with marketing and advertising of the respective sights.

Applicants’ proposals should be relevant to the following objectives:

♦ **Ecological Significance** – provides opportunities to experience nature in ways that lead to greater understanding, appreciation and enjoyment; represents the best practice for environmental sustainable tourism; positively contributes to conservation of natural areas; ensure avoidance of any negative influence on nature and social and cultural environment;

♦ **Tourist Added Value** – ensure intensive interaction of tourists with nature; consistently meets customer expectations; provide constructive ongoing contribution to local communities;

♦ **General Social and Economic Impact** – creation of jobs and new tourism-related businesses; generation of supplementary income source for local society; sustainability and local commitment to the preservation of public assets and infrastructure.

### 1.3 Financial Allocation Provided by the Contracting Authority

The overall indicative amount made available under this call for proposals is **4.9 MEURO** (3.8 MEURO from PHARE + 1.1 MEURO from National Budget).

The contracting authority reserves the right not to award all available funds.

**Size of grants**

Any grant awarded under this programme must fall between the following minimum and maximum amounts:

- minimum amount of grant\(^1\) requested: **EUR 50,000.00**
- maximum amount of grant requested: **EUR 250,000.00**

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\(^1\) Grant requested – means the amount requested from the Phare Programme under this project. In this case, not less than 50,000 euro and up to 250,000 euro.
The total cost of the project may exceed the grant requested. If the total cost of the project exceeds the foreseen size of the grant requested (250,000.00 euro), the balance must be financed from the applicant’s or partners’ own resources, or from sources other than the European Community budget.

The applicant must have a clear budget breakdown, justifying the amount of the requested grant.

In case of small projects with a similar theme or location, it is recommended that they are combined in order to ensure that the Phare minimum of 50,000 euro is attained.

2. RULES OF THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under the programme, in conformity with the provisions of the Practical Guide to Contract Procedures Financed by the General Budget of the European Communities in the Context of External Actions, as well as all regulations referred to in 2.1.5 below.

**IMPORTANT:**

The grant may not have the purpose or effect of producing a profit for the beneficiary out of the project activities during their implementation.

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- organisations which may request a grant,
- actions for which a grant may be awarded,
- types of cost which may be taken into account in setting the amount of the grant.

2.1.1 Eligibility of applicants: who may apply

(1) In order to be eligible for a grant, applicants must:

- Be a Bulgarian Municipality
- Be directly responsible for the preparation and management of the project, not acting as an intermediary, according to PRAG rules and procedures and grant contract provisions

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2 Total cost of the project – means total grant requested + applicants’ own financial contribution, if such.

3 Available on the Internet at this address: [http://europa.eu.int/comm/europeaid/tender/gestion/index_en.htm](http://europa.eu.int/comm/europeaid/tender/gestion/index_en.htm)
• Have stable and sufficient sources of finance to ensure the continuity of their actions throughout the project, and especially till receipt of the first pre-financing installment;

• Be experienced and able to demonstrate their capacity to manage similar activities.

IMPORTANT:

Civil servants or other officials of the central, municipal and District Governor’s administrations, regardless of their administrative situation, must not be engaged as experts in the project proposals by the Applicants.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata (i.e., against which no appeal is possible);

(c) they are guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established;

(e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities’ financial interests;

(f) they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the Community budget.

Applicants are also excluded from participation in calls for proposals or the award of grants if, at the time of the call for proposals, they:

(g) are subject to a conflict of interests;

(h) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the call for proposals or fail to supply this information;
(i) have attempted to obtain confidential information or influence the evaluation committee or the contracting authority during the evaluation process of current or previous calls for proposals.

In the cases referred to in points (a), (c), (d), (f), (h) and (i) above, the exclusion applies for a period of two years from the time when the infringement is established. In the cases referred to in points (b) and (e), the exclusion applies for a period of four years from the date of notification of the judgment.

**Applicants must supply with their applications a sworn statement that they do not fall into any of the above categories (a) to (f).**

### 2.1.2 Partnerships and eligibility of partners

Applicants may act individually or be in consortium with partner organisations. If the applicant does not meet the criteria as referred to in 2.1.1 and/or any of the partner(s) does not meet the criteria as referred to in 2.1.2., the project proposal will be considered not eligible and will be eliminated.

Applicants’ partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary. They must therefore satisfy the same eligibility criteria as applicants.

In addition to the categories referred to in section 2.1.1.(1), non-profit organizations registered under the Bulgarian Law on Non-profit Legal Entities and related to tourism (according to their court registration), such as: associations, branch organizations, foundations, etc. are also eligible. These organizations can participate as partners in project proposals, **in case they have been registered at least 12 months before the launching of this** Call for Proposals.

Other organisations may be involved in the action as so-called associates. Associates play a real role in the action but may not receive funding from the grant. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Therefore any public institution, non-profit organization or commercial entity may be involved in project proposals as an associate, including but not limited to:

- administrations at National Parks (Directorates) or Natural Parks specialised administration (Directorates);
- District Governor’s administrations;
- Other public institutions;
- Non-profit organisations;
- Commercial organisations, etc.

Subcontractors are neither partners nor associates, and are subject to the rules set out in Annex IV to the standard grant contract.
1.1.3 Eligible actions: actions for which an application may be made

Project size

There are no restrictions on the total cost of the Action. However, the Community grant applied for must fall within the minimum and maximum amounts set out in Section 1.3 above. Should the total cost of the project exceed the amounts set out in 1.3 above the grant beneficiary must provide the necessary additional co-financing.

Duration:

The activities under the project proposals should be planned and implemented maximum until September 30, 2006 (including the submission of the final reports), irrespectively of their starting date. Within the duration of the action the construction itself cannot exceed 15 months.

The applicant should take into consideration the duration of all the necessary procedures for the implementation of its project, such as: design, approval of design, issue of permissions, sub-tendering of services, supplies and works, and - if applicable - approvals following the completion of the construction, etc.

Location

Actions must take place on the territory of Republic of Bulgaria.

Type of actions

IMPORTANT:

In order to be eligible for financing, the proposed actions must be a part of or should fit in the framework of the respective Regional Development Plan (municipal and/or district one). The Applicants must submit together with their proposal an excerpt from the relevant plan, certified by the relevant authority.

The activities within this project must aim to create and/or upgrade an eco-tourism infrastructure, so as to improve the tourism and business attractiveness of the respective areas.

Therefore projects must include as their core part investment activities intended to improve the quality of the environmental tourism infrastructure and to increase the potential of such tourist facilities through re/construction, refurbishment, rehabilitation, preservation and upgrading of associated buildings and/or infrastructure, protected areas, public property buildings and any complementary tourism sights.

In case of non-investment activities, as described bellow in IMPORTANT, the latter can only be complementary to the main project activities.
The actions that may be financed under the project will include:

- Re/Construction/refurbishment of buildings, ‘nature based’ interpretation / education / visitor centres (these are centres which perform activities aiming at attracting the tourists closer to nature), combined/or not with vocational training of guides, animators, mountain guides, rescue teams etc;

- Procurement of equipment and materials - for interpretation, education, visitor or other centres; creation of information systems in tourism information centres, equipment for cultural events, monitoring systems for monitoring of dampness and temperature, security systems, etc;

- Re/Construction of a modern tourism infrastructure within project areas - camping grounds and associated facilities located adjacent to areas of high natural value; systems of walks and treks; creation of zones for sport activities and sport facilities – rock climbing, water sports; creation and equipment of rest places, fire safe picnic places,

- Better infrastructure for tourist visits, including for disabled (improvement of access and utilities) to natural phenomenon, cultural sightseeing, etc: e.g. stairs, lighting, water supply and sewerage, electricity, heating and ventilation; installation of signs, slopes, etc.

- Creation and equipment of animal-watching places; bird watchers’ and photo-hunters’ platforms, wild birds’/animals’ feeding places made of aesthetically/environmentally appropriate materials; “Green’ and ‘theme’ eco-paths (ornithological, botanical); educational/scientific itineraries;

- Creation of marks - boards, pointers, map schemes etc; construction and renovation of hiking trails, eco-paths, trail marking, interpretation / directional boards, according to the established nomenclature, maps and written guides;

- Construction of cycling trails in suitable locations (due to the environmental problems created by off road biking activities, areas and routes liable to erosion should not be developed for this purpose);

- Works to improve road access to sights and objects for eco-tourism - car-parks, re/ construction of roads (with limited length of up to 3 km), recreation zones, etc.

IMPORTANT:

1. Projects should always include:

1.1. Works activities related to improvement of environmental tourist infrastructure with a budget at least 50% of total eligible costs. The works activities should be entered in p.6.1 of the budget as a lump sum and should correspond to the enclosed indicative priced Bill of Quantities.

1.2. Activities related to marketing and advertising of the respective eco-tourist sights, such as publishing of brochures and leaflets, promotion of eco tourist products in the particular area; organization of exhibitions or seminars, preparation of software designs and/or creation of data-bases,
web pages and multimedia products, identification of the existing needs and trends of the market and development of proper marketing strategy for the product, etc.

2. The construction/reconstruction activity should always be implemented on a municipal or state-owned real-estate property (land and/or buildings).

3. Municipalities (if not acting as applicant/partner) and/or other public institutions, such as National/Natural Park administrations (Directorates), District Governor’s administrations, etc., must be involved as associates in the project proposals which include investment activities to be implemented on real-estate property owned/managed by that public institution.

4. The ownership of any long-term assets created/purchased and/or reconstructed/refurbished under the project shall be vested in the public institutions which own/manage the public property involved in the project’s implementation, latest by the end of the implementation of the project, pursuant to art.7. of the General Conditions of Grant Contracts.

Any proposal that does not respect those requirements will not be eligible for funding under BG 0202.02.

The following types of actions are ineligible:

- Projects that generate profit for the grant applicant or his partner from the implementation of project activities;
- Individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Individual scholarships for studies or training courses;
- Projects which fall within the general activities of competent state institutions or state administration services, including local government;
- Projects with provisions for financing the usual (routine) activities of the local organizations, especially covering their current costs.
- Projects aimed at privately owned tourist objects and sights.
- Projects started before the candidates have signed a contract for awarding grants.
- Projects linked to political parties
- Study tours abroad, including participation in exhibitions and seminars abroad;
- Charitable donations
- Activities covered by other community programmes
Number of proposals and grants per applicant

An eligible organization (as referred to in 2.1.1.) can participate in only one project proposal, acting as applicant and in only one project proposal, acting as partner.

Number of proposals and grants per partner

An eligible partner organization (as referred to in 2.1.2.) can participate in only one project proposal as partner.

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only “eligible costs” can be taken into account for a grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs”. Note that the eligible costs must be based on real costs, not lump sums (except for budget allocations subject to subcontracting, and indirect costs).

Recommendations to award a grant are always subject to the condition that the checking process, which precedes the signing of the contract, does not reveal problems requiring changes to the budget. The checks may give rise to requests for clarification and may lead the contracting authority to impose reductions.

It is therefore in the applicant's interest to provide a realistic and cost-effective budget.

Eligible direct costs of the grant requested

To be eligible under the call for proposals, costs must:

- be necessary for carrying out the action, be provided for in the contract annexed to these Guidelines and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- have actually been incurred by the beneficiaries or their partners during the implementing period for the action as defined in Article 2 of the Specific Conditions, whatever the time of actual disbursement by the Beneficiary or a partner; this does not affect the eligibility of final audit costs;
- be recorded in the Beneficiary’s or the Beneficiary’s partners’ accounts or tax documents (if applicable), be identifiable and verifiable, and be backed by originals of supporting documents.
Subject to those conditions and where relevant to the contract-award procedures being respected, eligible direct costs of the grant requested include:

- the cost of staff assigned to the action, corresponding to actual salaries plus social security contributions and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or its partners, as the case may be;
- travel and subsistence costs for staff taking part in the action, provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be; any flat-rate reimbursement must not exceed the scales laid down in the Bulgarian Regulation on Business trips in the country (State Gazette No.11 /1987, last amended SG No.40/1999);
- the cost of purchasing equipment (new or old) and services, provided they correspond to market rates
- the cost of consumables and supplies
- cost of construction/renovation works in accordance with the preliminary design attached to the Application form.
- the cost of state, municipal and other charges connected with issuing of approvals and permissions
- procurement expenditures;
- costs arising directly from the requirements of the contract (dissemination of information, audit, translation, printing, etc.)
- audit of the accounts of the action by an external certified auditor.

IMPORTANT

1. The subcontracting of works, supply and service where applicable under the project are to be subject of procedures of Annex IV to the contract.

2. The Contracting Authority will be responsible for contracting a Works Supervisor for all projects related to construction. Therefore the Applicants should not foresee an amount for Works Supervision.

3. Local market rates should not be exceeded. Any attempt to inflate the costs will lead to a reduction of the respective amounts during the evaluation process.
4. Each applicant is obliged to foresee in its budget breakdown costs (up to 1% of the grant amount) for external certified audit.

**Ineligible costs**

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings;
- currency exchange losses;
- taxes, including VAT;
- contribution in kind
- Costs of preparatory studies or other preparatory activities.

**Eligible indirect costs (overheads)**

A lump sum not exceeding 7% of the direct eligible costs of the Action may be claimed as indirect costs to cover the administrative overheads incurred by the Beneficiary for the Action.

Indirect costs are eligible provided that they do not include costs assigned to another heading of the contract budget.

Indirect costs are ineligible if the Beneficiary receives in other respects an operating grant from the European Commission.

**Contributions in kind**

Any contributions in kind made by the Beneficiary or the Beneficiary’s partners, which must be listed separately at Annex B, do not represent actual expenditure and are not eligible costs. They are not treated as co-financing by the Beneficiary.

However, the Beneficiary must undertake to make such contributions as stated on the application form if the grant is awarded.

**2.1.5 Other technical requirements related to this Call for Proposals**

**Project readiness**

*In case of construction/reconstruction activities* it is an obligation of the Applicant to identify whether a detailed design is required for the foreseen activities. In the case of actions where the applicable relevant Bulgarian regulations require such a design, at least a preliminary one (drawings, priced Bill of Quantities) has to be provided together with the application. The
amount of grant requested for these activities is justified based on this preliminary design together with the priced Bill of Quantities. In the case of actions where the applicable relevant Bulgarian regulations do not require such a design, the Applicant should provide together with his application only priced Bill of Quantities plus explanatory note

**IMPORTANT:**
The preparation of the above documents is a responsibility of the Applicant during the Call for Proposal phase and will not be financed under the project. These documents are to be provided as indicative for the purposes of the project proposal’s evaluation, insofar later at the stage of project implementation they will be subject to an *ex-ante* approval by the Contracting Authority within the Tender Dossier for the respective sub-contracting procedure.

Subsequently, in case of sub-contracting, the Grant Beneficiary will be responsible for the development of the respective Tender Dossiers and launching the Tender procedures.

**Environmental Impact Assessment (EIA) and Feasibility Study**
For the purposes of identifying that the proposals are not harmful to the environment and of assessing the effect (economic, social and environmental) of their implementation, it is an obligation of the Applicants to identify whether an EIA is mandatory or not for their projects. In the case of actions where the applicable relevant Bulgarian regulations require a formal Environmental Impact Assessment, a positive EIA decision by the MOEW shall be attached to the application. In the case of actions where the applicable relevant Bulgarian regulations do not require a formal Environmental Impact Assessment, the Applicant shall attach a statement from the respective public environmental authorities (Ministry of Environment and Waters or Regional Environmental Inspectorate) that such an EIA is not required.

In addition, the Applicants shall provide a feasibility study elaborated in accordance with the attached template (Annex D – to be filled in).

**Regulations Concerning the Planned Activities**
Attention is drawn to the following Bulgarian legal acts and regulations that must be complied with when preparing the applications and subsequent implementation of awarded grant contracts.

It is an obligation of the Applicant to be acquainted with all the acts concerning his project before submitting his applications. The regulations are, but not limited to:
The Law on Municipal Ownership (SG 44/96, last amendment SG 120/2002) and the Law on State Ownership (SG 44/96, last amendment SG 24/2004);

All activities concerning National Parks, Natural Reserves, Natural Parks, Natural Monuments, Managed Reserves and Protected sites must be conformed to the Protected Areas Act (SG 133/1998, last amendment SG 91/2002), the relevant Order of the Minister of Environment and Waters for the acknowledgement of the protected area and the Management Plan (if existing)

All activities concerning sights not included in the above mentioned territories must be conformed to: Bulgarian Territorial Structural Act (SG 1/2001, last amendment SG 36/2004), the Hunting and Game Protection Act (SG 78/2000, last amendment SG 79/2002); the Forestry Act (SG 125/1997, last amendment SG 107/2003); the Biodiversity Act (SG 77/2002); the Environment Protection Act (SG 91/2002, last amendment SG 86/2003)

All actions concerning marking of paths must be according to the Regulation for Marking of Tourist Routes in the Republic of Bulgaria (adopted by virtue of Council of Ministers Decision N.163/1967 by Order N.231/2002 of the Head of the State Agency for Youth and Sports, in effect since 01.01.2004)

Access for disabled:

Facilities for increased disabled visitor access and enjoyment, for persons with wide ranging difficulties such as mobility, auditory and visual impairment must be considered in the applications where possible.

Actions that could be incorporated in the overall design include:

- Access to buildings and facilities adjusted for disabled within them – toilets, doors, etc.
- Type of surface, slope and cross slope of recreational trails
- Placement of seats and benches
- Clear signage and interpretation for visual impaired persons

Whilst it is recognised that certain sights and nature based activities will unfortunately preclude some disabled people from access, in many cases facilities can be adapted by simple measures to allow enjoyment by all.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1 Application form and supporting documents

Applications must be submitted on the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application and fill in the pages in order.

The full set of documents in English language is available on the following Internet addresses.

Internet sites of MRDPW - www.mrrb.government.bg
Applicants must apply in English language. Exception is allowed for the supporting documents only (see below) which shall be provided in Bulgarian language. An Executive Summary of the Action also must be provided in Bulgarian language. The correspondence and the Grant contract will be in English language.

Please complete the application form carefully and as clearly as possible so that we can assess it properly. Be precise and provide enough detail to ensure the application is clear, particularly as to how the aims of the action will be achieved, the benefits that will flow from it and the way in which it is relevant to the programme’s objectives.

Hand-written applications will not be accepted!

**Supporting documents (must be provided in Bulgarian language)**

Applications must be accompanied by the following supporting documents supplied by the Applicant and in case of partnership - by the partners/associates (where applicable):

**For Municipalities (acting as applicants or partners):**

Attachment 1 - Copy of Tax registration (notary certified);
Attachment 2 - Copy of BULSTAT registration (notary certified);
Attachment 3 - Annual balance sheet and Profit and Loss accounts for year 2003 (copies certified by applicant/partner);
Attachment 4 - Statements from National Social Security Institute and Tax administration for lack of overdue obligations (issued not earlier than 6 months prior the deadline for application) or plan for rescheduling of the debts in case of existing tax obligations – (original or notary certified copies);
Attachment 5 - Order for Delegation of Powers issued by the mayor in cases where the application form/partnership statement is signed by another person (original or notary certified copy);

**For NGOs (acting as partners):**

Attachment 1 - Statute or Articles of Association (copy certified by partner);
Attachment 2 - Court registration (notary certified copy);
Attachment 3 - Legal standing certificate (original or notary certified copy issued by the relevant court not earlier than 6 months prior the deadline for application);
Attachment 4 - Tax registration and VAT registration (if existing)-notary certified copies;
Attachment 5 - BULSTAT registration (notary certified copy);
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Attachment 6 - Annual balance sheet and Profit and Loss accounts for year 2003 (copies certified by partner);
Attachment 7 - Statements from National Social Security Institute and Tax administration for lack of overdue obligations (issued not earlier than 6 months prior the deadline for application) or plan for rescheduling of the debts in case of existing -(original or notary certified copies).

In addition to the above listed documents, the applicant must provide the following where relevant:

For project proposals aimed at municipal property:
- Decision of the Municipal Council providing for the exploitation of the public asset involved in the project proposal (notary certified copy)

For project proposals aimed at protected areas (National Parks, Natural parks, etc):
- Order for acknowledgement of the protected area, issued by the MoEW (notary certified copy) together with a copy of the State Gazette where the order is published;
- Order for establishment of the National/Natural Park Directorate (notary certified copy)
- Letter of support signed by the Head of the National/Natural Park Directorate or the regional authorities of the MoEW (for the other categories of the protected areas)
- Signed contract between the applicant and the National/Natural Park Directorate or the regional authorities of the MoEW (for the other categories of the protected areas) laying down the rights and obligations of both parties with regard to the exploitation of the protected area involved in the project proposal (notary certified copy)

For project proposals aimed at state-owned assets -
- Letter of support signed by the District Governor.
- Signed contract between the applicant and the District Governor laying down the rights and obligations of both parties with regard to the exploitation of the public assets involved in the project proposal (notary certified copy)

For Non-profit or commercial entities (acting as associates):
- Legal standing certificate (original or notary certified copy, issued by the relevant court not earlier than 6 months prior the deadline for application);

- Letter of support signed by the official representative of the organization.

For other persons/organizations (acting as associates) – letter of support, signed by the official representative

**Note:** The Letters of support issued by the associates must contain evidence that the associate has been acquainted with the project proposal and is aware of his role as a participant in the proposed action, including his ineligibility as part of the budget and as subsequent sub-contractor.

Other Supporting Documents (for the applicants):

Attachment A - CVs of the Project Manager and the other key staff. *(Please note that civil servants or other officials of the public administration can not participate)*

Attachment B - Ownership act of the fixed assets (land and/or buildings) involved in the Works activities envisaged under the project (notary certified copy)

(1) not applicable in case of assets within the National Parks;

(2) in case of land within natural parks the ownership act is replaced by Scheme/Map from the Land Commission/Ministry of Agriculture and Forestry;

(3) in case of tourist routes passing through private territories the consent of the owners must be obtained and presented in the due legal form

Attachment C - Preliminary Works Design and/or indicative priced Bill of Quantities, and explanatory note in case of construction/reconstruction envisaged;

Attachment D - Positive Decision on Environment Impact Assessment or statement from the relevant public authority that the latter is not needed for the specific project activities (original or notary certified copy);

Attachment E - Sworn statement that the Applicant is not applying or receiving other funds in the form of grant for the same project activities (in a free format).

Attachment F - Excerpt from the Municipal and/or District development plan, showing that the proposed eco-tourism action is a part or fits in the framework of
2.2 Where and how to send the applications

Applications must be received in a sealed envelope by registered mail, courier or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address for hand delivery, courier or registered mail:

Ministry of Economy
Directorate Pre-accession Programmes and Projects
8, Slavjanska Str., Sofia 1000

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications (application form, budget, logical framework and feasibility study) must be submitted in one original (English language) and 2 copies (in English language). An Executive Summary of the Action (from 1.1 “Title” to 2.4.”Short-and-long term impact” from Application form) must be provided in Bulgarian language. The supporting documents must be in Bulgarian and have to be attached to the original and to the copies (as copies) in the form indicated above.

The application form, budget and logical framework must also be supplied in electronic format.

Please note that

The outer envelope must bear:

- The reference number of the call for proposals, i.e BG0202.02/ESC/G/DBET,
- The wording: Project proposal for BG 0202.02 – Development of Bulgarian Eco-tourism
- The words "NOT TO BE OPENED BEFORE THE OPENING SESSION" and “ДА НЕ СЕ ОТВАРЯ ПРЕДИ НАЧАЛОТО НА СЕСИЯТА ПО ОТВАРЯНЕ НА ПРЕДЛОЖЕНИЯТА.
- The title of the application
- The full name and address of the applicant,
Applicants should verify that their application is complete by comparing it with the checklist included with the application form.

### 2.2.3 Deadline for receipt of applications

The deadline for the receipt of applications is **September 13, 2004 at 16.00 o’clock**. Any application received after the deadline will be automatically rejected even if the postmark indicates a date preceding the deadline or if the delay is due to the private courier service.

### 2.2.4 Further information

Questions may be sent by e-mail or by fax no later than 21 days before the deadline for the receipt of proposals to the addresses listed below, indicating clearly the reference of the call for proposals:

- E-mail address: eco-ppp@mi.government.bg
- Fax: 02/ 981 1719

They will receive a reply no later than 11 days before the deadline for the receipt of proposals.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at – [www.mrrb.government.bg](http://www.mrrb.government.bg) and [www.mi.government.bg](http://www.mi.government.bg)

### 2.2.5 Acknowledgement of receipt

Following the proposal opening session, the contracting authority will send an acknowledgement of receipt to all applicants, indicating whether or not their application was received prior to the deadline and informing them of the reference number they have been allocated.

### 2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by an Evaluation Committee assigned by the Contracting authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following criteria:

1. **Administrative compliance**
   - verification that the application is complete in accordance with the checklist included in the Application form.
(2) Eligibility criteria

Verification that the applicant, the partners, and the action are eligible according to the criteria set out in section 2.1.1, 2.1.2 and 2.1.3, 2.1.4 and 2.1.5, namely:

- organisations which may participate as applicants
- organisations which may participate as partners,
- actions for which a grant may be awarded,
- types of cost which may be taken into account in setting the amount of the grant.
- other technical requirements

Note: A proposal must conform to all administrative requirements and eligibility criteria in order to proceed to the next stage of evaluation

(3) Evaluation of the quality of the proposals and financial evaluation

An evaluation of the quality of proposals, including the proposed budget, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid shown on page 18.

There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out;
- have the professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the proposals submitted to be evaluated in relation to the objectives and priorities of the programme, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.
Please note the following important information:

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection must be given a score between 1 and 5 in accordance with the following guidelines:

<table>
<thead>
<tr>
<th>Score</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Very poor</td>
</tr>
<tr>
<td>2</td>
<td>Poor</td>
</tr>
<tr>
<td>3</td>
<td>Adequate</td>
</tr>
<tr>
<td>4</td>
<td>Good</td>
</tr>
<tr>
<td>5</td>
<td>Very good</td>
</tr>
</tbody>
</table>

The applications with the highest scores will be given priority when grants are awarded.

Note on Section 1. Financial and operational capacity

If a total score lower than “adequate” (12 points) is obtained for section 1, the proposal will not be evaluated further.

Note on Section 2. Relevance

If a total score lower than "good" (20 points) is obtained for section 2, the proposal will not be evaluated further.
FLOWCHART OF THE EVALUATION AND SELECTION PROCESS

<table>
<thead>
<tr>
<th>Stages in the evaluation/selection process</th>
<th>Result at Each Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE I - Registration of Applications</td>
<td>Hand delivery Receipts</td>
</tr>
<tr>
<td>PHASE II - Opening Session</td>
<td>Acknowledgment of receipt sent to all with respective reference number</td>
</tr>
<tr>
<td>PHASE III – Administrative Compliance and Eligibility Check</td>
<td>List of administratively compliant and eligible proposals submitted for the Technical and financial evaluation.</td>
</tr>
<tr>
<td>PHASE V – Submission of evaluation report to ECD for approval</td>
<td>Contracting Authority submits the evaluation report + global endorsement list to ECD for approval</td>
</tr>
<tr>
<td>PHASE VI – Endorsement of Grant Awards by ECD and contracting</td>
<td>Global Endorsement by ECD and Contract Signature. Letters to unsuccessful applicants.</td>
</tr>
</tbody>
</table>
### Evaluation Grid

<table>
<thead>
<tr>
<th>Section</th>
<th>Maximum Score</th>
<th>Application form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Financial and operational capacity</strong></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>1.1 Do the applicant and partners have sufficient experience in project management?</td>
<td>5</td>
<td>II.4.1 and III.1 + CVs</td>
</tr>
<tr>
<td>1.2 Do the applicant and partners have sufficient technical expertise related to the project? (notably knowledge of the issues to be addressed.)</td>
<td>5</td>
<td>II.4.1 and III.1 + CVs</td>
</tr>
<tr>
<td>1.3 Do the applicant and partners have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?</td>
<td>5</td>
<td>II.4.2 and III.1 + CVs</td>
</tr>
<tr>
<td>1.4 Does the applicant have stable and sufficient sources of finance?</td>
<td>5</td>
<td>II.4.2 and other supporting documents if applicable</td>
</tr>
<tr>
<td><strong>2. Relevance</strong></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>2.1 How relevant is the proposal to one or more of the priorities of this call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than one of the priorities.</td>
<td>5</td>
<td>I.1.6(a)(b)</td>
</tr>
<tr>
<td>2.2 How relevant is the proposal to the objectives of the programme? Note: A score of 5 (very good) will only be allocated if the proposal is relevant to all the objectives and they are clearly defined</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2.3 Does the project proposal conform to the grant scheme definition of eco-tourism and the eligible actions?</td>
<td>5</td>
<td>I.1.6(b) (c)</td>
</tr>
<tr>
<td>2.4 Does the proposal conform to the legal regulations and strategic plans for development at national, regional and/or local level</td>
<td>5</td>
<td>I.1.6(e)</td>
</tr>
<tr>
<td>2.5 Have the needs of the final beneficiaries been clearly defined and does the proposal address them appropriately?</td>
<td>5</td>
<td>I.1.6 (c)(f)</td>
</tr>
<tr>
<td>2.6 Does the proposal contain specific elements of tourism added value, such as innovative approaches, models for good practice, environmental protection, ecological significance, synergy effects?</td>
<td>5</td>
<td>Passim Annex E – Feasibility study</td>
</tr>
<tr>
<td><strong>3. Methodology</strong></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?</td>
<td>5</td>
<td>I.1.7</td>
</tr>
<tr>
<td>3.2 How well prepared and comprehensive is the overall design of the action?</td>
<td>5</td>
<td>I.1.8</td>
</tr>
</tbody>
</table>
### 3.3 Is the level of involvement and participation in the action of the partners and/or associates satisfactory, if applicable?

<table>
<thead>
<tr>
<th></th>
<th>5</th>
<th>I.1.8(e)</th>
</tr>
</thead>
</table>

### 3.4 Is the action plan clear and feasible?

<table>
<thead>
<tr>
<th></th>
<th>5</th>
<th>I.1.9</th>
</tr>
</thead>
</table>

### 3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?

<table>
<thead>
<tr>
<th></th>
<th>5</th>
<th>Logframe</th>
</tr>
</thead>
</table>

### 4. Sustainability

#### 4.1 Is the action likely to have a tangible impact (social, economic) on the region?

<table>
<thead>
<tr>
<th></th>
<th>5</th>
<th>I.2.1 Annex E-Feasibility study</th>
</tr>
</thead>
</table>

#### 4.2 Is the proposal likely to have multiplier effects? (including scope for replication and extension of the outcome of the action and dissemination of information.)

<table>
<thead>
<tr>
<th></th>
<th>5</th>
<th>I.2.2 &amp; I.2.3</th>
</tr>
</thead>
</table>

#### 4.3 Are the expected results of the proposed action sustainable:
- financially *(how will the activities be financed after the EC funding ends?)*
- institutionally *(will structures allowing the activities to continue be in place at the end of the action? Will there be local “ownership” of the results of the action?)*
- at tourism level *(what will be the structural impact of the action)*

<table>
<thead>
<tr>
<th></th>
<th>5</th>
<th>I.2.4</th>
</tr>
</thead>
</table>

### 5. Budget and cost-effectiveness

#### 5.1 Is the ratio between the estimated costs and the expected results satisfactory?

<table>
<thead>
<tr>
<th></th>
<th>5</th>
<th>I.3</th>
</tr>
</thead>
</table>

#### 5.2 Is the proposed expenditure necessary for the implementation of the action?

<table>
<thead>
<tr>
<th></th>
<th>5</th>
<th>I.3</th>
</tr>
</thead>
</table>

### Maximum total score

<table>
<thead>
<tr>
<th></th>
<th>100</th>
<th></th>
</tr>
</thead>
</table>
2.4 Notification of the Contracting Authority’s Decision

Applicants will be informed in writing of the contracting authority’s decision concerning their application. A decision to reject an application or not to award a grant will be based on the following grounds:

- the application was received after the closing date;
- the application was incomplete or otherwise non-compliant with the stated administrative conditions;
- the applicant or one or more of its partners was not eligible;
- the action was ineligible (e.g. the action proposed is not covered by the programme, the proposal exceeds the maximum duration allowed, the requested contribution is higher than the maximum allowed, etc);
- the proposal was not relevant enough or the applicant’s financial and operational capacity was not sufficient, or the proposals selected were considered superior in these respects;
- the proposal was considered technically and financially inferior to the proposals selected.

The contracting authority’s decision to reject an application or not to award a grant is final.

The period in which the contracting authority plans to announce the decision following the completion of the award procedure is 60 days after deadline for submission of project proposals — this date is indicative only.

2.5 Conditions Applicable to Implementation of the Action Following the Contracting Authority’s Decision to Award a Grant

Following the decision to award a grant, the Beneficiary will be offered a contract based on the contracting authority’s standard contract annexed to these Guidelines (Annex E).

The month planned for the start of actions, following the signing of the contract by the parties, is December — this month is indicative only. The actions should all be finished by September 30, year 2006, including submission of their final reports, irrespectively of the starting date.

The contract will, in particular, establish the following rights and obligations:

Final amount of the grant

The maximum amount of the grant will be stipulated in the contract. As explained in point 2.1.4, this amount is based on the budget, which is itself only an estimate. As a result, it will be final only once the action has ended and the final accounts have been presented (see Articles 17.1 and 17.2 of the General Conditions).

Failure to meet the objectives

If the Beneficiary fails to implement the action as undertaken and agreed in the contract, the contracting authority reserves the right to suspend payments, and/or to terminate the contract
(see Article 11 of the General Conditions). The contracting authority’s contribution may be reduced, and/or the contracting authority may demand full or partial repayment of the sums already paid, if the Beneficiary does not fulfil the terms of the contract (see Articles 11.4 and 17.4 of the General Conditions).

In particular, not obtaining of due final approvals (use permits) for the construction sites from the respective authorities before the expiry of the grant contract will be always considered a failure to meet the objectives.

Amendments to the contract and variations within the budget

Any amendment to the contract must be set out in a written addendum to the original contract (Article 9.1 of the General Conditions). However, some amendments (addresses, bank account, etc.) may simply be notified to the contracting authority (see Article 9.2 of the General Conditions).

Variations within the budget

Budget items may vary from the original figures provided that the following conditions are met:

1. they do not affect the basic purpose of the action; and
2. the financial impact is limited to a transfer within a single budget heading or to a transfer between budget headings involving a variation of less than 15% of the original amount of each relevant budget heading.

In such instances, the Beneficiary may make alterations to the budget, and inform the contracting authority.

This method may not be used to amend the heading for overhead costs.

In all other cases, a written request must be made in advance to the contracting authority and an addendum is required.

Reports

Reports (See 2.6 below) must be drafted in the language provided for in the contract. Technical and financial reports are to be supplied together with payment requests (other than the first instalment of pre-financing). A work plan and budget for the next period of implementation must accompany reports submitted for further payments of pre-financing.

Additional information

In accordance with Article 2.1 of the General Conditions, the contracting authority may request additional information.

Payments

The Beneficiary will receive pre-financing to the amount of:

- If the overall duration of the action does not exceed 12 months or if the grant does not exceed EURO 100 000, the pre-financing will be 80% of the grant.
• If the overall duration of the action exceeds 12 months and if the grant exceeds EUR 100,000, the first pre-financing instalment will be 80% of the forecast budget for the first 12 months of the action (see Article 15.1 of the General Conditions). In that case, subsequent pre-financing payments may be made upon submission by the Beneficiary, and approval by the contracting authority, of an interim report and a work plan and budget for the following period (see Article 15.1 of the General Conditions).

The final balance will be paid upon submission by the Beneficiary and approval by the Contracting Authority of the final report (see Article 15.1 of the General Conditions).

Accounts of the action

The Beneficiary must keep accurate and regular records and dedicated, transparent accounts of the implementation of the action (see Article 16.1 of the General Conditions). It must keep these records for seven years after payment of the balance.

Audit

An external audit of the accounts of the action, produced by a certified auditor must be attached to each request for payment of the balance.

In an audit certificate conforming to the model attached at Annex VI to the contract, the auditor will certify that the submitted accounts (income and expenditure) are accurate, reliable and justified by adequate supporting documents, and will identify the eligible expenditure incurred in accordance with the Contract.

The contract will permit the Commission, the European Anti-Fraud Office and the European Court of Auditors to carry out both record-based and on-the-spot inspections of the action (see Article 16.2 of the General Conditions).

Publicity

Grant Beneficiaries (see Article 6 of the General Conditions) must take the necessary measures to ensure the visibility of the EU financing. Such measures must be in accordance with the applicable rules on the visibility of external action laid down and published by the Commission. These rules are set out in the EU guidelines on visibility available from the following Internet address: http://europa.eu.int/comm/europeaid/tender/gestion/index_en.htm

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tender offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the contract and the Practical Guide to Contract Procedures Financed by the general Budget of the European Communities in the context of External Action. The language of the procedures is English.

The Implementing Agency will carry out ex-ante control over the procurement procedures, i.e. approval of all documents and decisions (invitations to tender, tender dossiers, evaluation
reports, etc.) taken by the applicant before the latter is able to proceed with the next step of the tender procedure.

Note: In the event of failure to comply with the rules referred to above, expenditure relating to the operations in question will not be treated as eligible costs for Community funding.

2.6 Monitoring of Project Implementation – to be carried out by the Implementing Agency, the PIU and the EC Delegation

The purpose of monitoring and evaluation is to assess the progress of a project against the stated objectives, using indicators identified in the proposal. The sources of information for these indicators, i.e. the place to look for them, should be specified in the project proposals, including the appropriate column of the logical framework matrix (Annex C). It is important for the Project Managers on behalf of the grant beneficiaries to ensure that these indicators are reliable, relevant and easily accessible.

Monitoring and evaluation will be carried out to assist the process of project management and to help Project Managers identify potential barriers to implementation and agree strategies to overcome these.

Types of monitoring and evaluation

There will be three main types of monitoring and evaluation instruments used by the Contracting Authority to assess the progress of the projects against the stated objectives:

- Monitoring visits – to be carried out by representatives of the MRDPW-IA and MoE - PIU.
- Project reports – prepared on a regular basis by the Project Manager and detailing the progress of the project to date and the achievement of the indicators.
- Spot checks – to be carried out by representatives of the MRDPW-IA and MoE - PIU and specifically designed to ensure appropriate use of equipment and works procured under the contract. Note that the EC Delegation is also entitled to carry out spot checks.

2.6.1 Monitoring visits

Each project will receive monitoring and evaluation visits during the duration of the contract. These will include a number of different tasks and may include:

- on-site checks on the work done and on the expenditure;
- check of technical and financial documentation;
- interviews with key project management personnel;
- interviews with beneficiaries; and
- checking appropriate use of equipment or materials.

These visits will involve as many of the personnel involved in the implementation as is possible in order to assess the capacity within the grant beneficiary’s organization. They will also involve as many of the final beneficiaries as possible in order to assess the final impact of the project. The format of these monitoring visit reports will be issued by the IA/PIU to the Project Manager for information during the contracting period.

### 2.6.2 Project Reports

The Project Manager will be responsible for completing these reports though all members of the project team may contribute to their production.

*Short quarterly reports* should provide an accurate self-assessment of the progress of the project against the expected objectives - detailing the progress of the project to date and the achievement of the social and financial indicators.

*Final Technical and Financial Report* should provide a self-assessment of the overall performance of the project and also include a section on lessons learned for the future; likelihood of sustainability and how the project could be implemented effectively elsewhere.

Both reports should also highlight any barriers to implementation, which have been encountered and how/if these have been overcome.

### 2.6.3 Spot Checks

These will be carried out at random and will cover a sample of the projects only. They will pay particular attention to the financial management of the projects; the use of equipment or materials procured under the project.
3. LIST OF ANNEXES

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT) - to be filled in
ANNEX B: BUDGET (EXCEL FORMAT) - to be filled in
ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT) - to be filled in
ANNEX D: FEASIBILITY STUDY (Word Format) - to be filled in
ANNEX E: STANDARD CONTRACT (WORD FORMAT)- for information only