

OPERATION IDENTIFICATION SHEET

EMPOWERING RELEVANT ACTORS FOR SOCIAL INCLUSION AT LOCAL LEVEL (phase 2)

1. Operating Structure:

Operating Structure for Human Resources Development Component of IPA (OS), as per Article 16 of the Governmental Decree on DIS, shall comprise of CFCD and the respective structures for IPA implementation established within the Ministry of Education and Science (MES) and the Ministry of Labour and Social Policy (MLSP). The Operating Structure shall be responsible for managing and implementing the Operational Programme Human Resources Development (OPHRD) 2007-2013 in accordance with the principle of sound financial management, as per Article 9 of the Governmental Decree on DIS, point 6 of Annex A of the Framework Agreement and Article 28 of IPA IR.

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2. Title of the Operation:

Empowering relevant actors for social inclusion at local level (phase 2)

3. Measure

Measure 3.3: Empowering relevant actors

4. Description of the Operation

4.1. Synthetic description

The overall objective of the operation is to enhance capacities of the relevant actors in the country, including NGOs and social partners in the implementation of social inclusion policies at local level.

More specifically, the operation foresees activities which will strengthen the capacity of the relevant civil society actors in the country, including municipalities to develop and implement social inclusion projects.

The operation will build up and extend the project "Empowering relevant actors for social inclusion at local level" implemented under the Measure 3.3 of the OPHRD, which provided trainings for 60 NGOs representative and 120 from municipalities for preparation and implementation of social inclusion projects. The Training Needs Assessment undertaken by this project identified the training needs of the local stakeholders in fields, as following:

- PCM (Project Cycle Management) Project Planning and Proposal writing;
- Partnership Building and Networking;
- Methods for engagement of all stakeholders with emphasis on:
 - the private sector (to enhance employment) and
 - involvement of disadvantage people since there is a lack of common practices;
- Methods of staff development at organizational level;
- Social and economic development at local level with focus on positive activation methods for the disadvantage people;
- Indicators and data recording methods at local level.

Since the current project could cover limited number of participants and training subjects within its life span, the new operation extending the scope and coverage of the final beneficiaries is suggested.

This Operation will be implemented through following activities:

- Capacity building of NGOs and local self-government units in relation to project management in the area of social inclusion;
- Building cooperation and networking among relevant stakeholders on central and local level concerning planning, implementation and monitoring of social inclusion;
- Support the implementation of partnerships based programmes and

projects related to enhancing social inclusion, fight against poverty and discrimination at local level through provision of trainings for writing project proposals on practical cases;

- Development and introduction of teaching materials and methodologies tailored to specific target groups.

4.2 End recipient (s):

Ministry of Labour and Social Policy, Department for Social Protection

4.3 Duration:

The Operation shall cover one service contract procured under a Framework Contract procedure. The duration of the Operation is expected to be 12 months.

4.4 Target group(s):

Professionals from governmental and non-government sector working in the field of social inclusion of the most vulnerable groups, i.e. professionals from the following organizations:

- Non-governmental organisations;
- Social partners;
- Units of local self-government;
- Relevant ministries and governmental institutions (e.g. social work centres, local employment centres, etc.);
- Other relevant organizations.

4.5 Expected outputs, results and impact and indicators

	Baseline	Targets for 2007-2009 period	Revised targets under OPHRD 2007-2011 ¹	Definitions and Assumptions	Source of data
<i>Outputs</i>					
No of people trained in NGOs	0	60	200		Database, Project promoters
No of trained people from local self governments	0	120	200	Persons from municipalities administration will be trained	Database, Project promoters

¹ This column reflects the revised targets and accumulates the targets that have been determined under OPHRD 2007-2009 adjusted with the targets for the period of revision (2010-2011).

	Baseline	Targets for 2007-2009 period	Revised targets under OPHRD 2007-2011 ¹	Definitions and Assumptions	Source of data
				to adequately assist citizens in their local self governments	
<i>Result</i>					
Number of persons benefiting from the local social inclusion actions	0	/	300		Database, Project promoters

4.6 Links with other IPA component measures

This Operation is linked with the overall implementation of Priority axis3 of the OP HRD.

This Operation is continuation of the Operation 'Empowering relevant actors for social inclusion at local level" of Priority Axis 3 - Measure 3.3. The present operation will complement the previous ones by increasing the number of trained persons, and training areas related to social inclusion.

5. Implementation arrangements

5.1. Institutional framework: operation coordination unit/steering committee/regional and/or provincial authorities/technical assistance team/other

The Central Financing and Contracting Department shall act as a Contracting Authority and shall be responsible for launching tenders, organising evaluations, preparing/signing contracts, payments, accounting, and shall have overall responsibility and supervision of contracts' implementation.

The Delegation of the European Union in Skopje shall execute ex-ante control over the whole tendering procedure and shall be kept fully informed on the progress by means of regular briefings during the course of Operation.

The IPA Structure in MLSP will be responsible for programming and technical implementation of Priority Axis 3 of OP HRD.

A Steering Committee (SC) will be established by the IPA Coordinator of the Ministry of Labour and Social Policy. The role of the SC shall entail provision of strategic, political and technical guidance to the project, monitoring progress and assistance where possible in overcoming any obstacles to progress in any aspect of the contract.

The Steering Committee members will involve relevant stakeholders (as deemed appropriate), such as:

- The Ministry of Labour and Social Policy;
- Other relevant ministries and institutions;
- Association of local self-government units (ZELS);
- Non-governmental sector;
- Social Partners; etc.

The Central Financing and Contracting Department within the Ministry of Finance and the EU Delegation will participate to the Steering Committee as observer. The final membership of the Steering Committee will be approved by the Contracting Authority.

5.2 (Procedures for the implementation of the operation: call for proposals/direct implementation by national institutions without prior call for proposals/call for tenders)

The operation shall be implemented through 1 framework contract.

Project title	Type of Contract	Award Procedure	Completion of Tender Documentation and submission to EUD	Inviting tenders to submit offers	Submitting the proposals	Evaluation period	Contract signature	Contract start	Contract end
Empowering relevant actors for social inclusion at local level (phase 2)	Service	Framework Contract	10/2012	11/2012	11/2012	01/2013	02/2013	02/2013	02/2014

5.3 Risks and assumptions

Risks:

- Lack of understanding among NGOs, local self-government units and other stakeholders of their role in the implementation of social inclusion policies;

- Lack of interest on the side of NGOs and/or local self-government units and/or and other stakeholders to participate in the project activities;
- Lack of partnership among NGOs, local self-governments units and other stakeholders in the implementation of social inclusion policies/activities.

Assumptions:

- All beneficiaries appoint and make available relevant staff to participate in project activities;
- NGOs, local self-government units and/or other stakeholders actively participate in the project activities;
- Sufficient planning and delivery of social inclusion activities and social services by NGOs, local self-government units and remaining relevant stakeholders.