

## OPERATION IDENTIFICATION SHEET

### Support in projects preparation and monitoring

#### 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 Implementing Regulation<sup>1</sup>.

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#### 2. Title of the Operation:

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<sup>1</sup> Commission Regulation (EC) No 718/2007

Support to the Operating Structure for Human Resources Development Component of IPA in projects preparation and monitoring

### 3. Measure

Measure 4.1 Support to the Implementation of the OPHRD 2007-2013

### 4. Description of the Operation

#### 4.1 Synthetic description:

The **overall objective** of this Operation is to achieve efficient and sound management and implementation of the OPHRD (Multi-annual Operational Programme “Human Resources Development” 2007-2013) in the framework of decentralized management, in accordance with the IPA Implementing Regulation and the Financing Agreement concerning the OPHRD.

The **specific objective** of this Operation is to support the Operating Structure in preparation of tender documentations, in the grants award process as well as in the management, monitoring and control of the operations financed in the frame of the OPHRD thus ensuring efficient and smooth implementation of the Programme in compliance with the relevant community and national rules.

The operation will be implemented through five contracts:

- I. Framework contract for preparation of tender documents for the supply contracts foreseen in the following operations:
  - “Modernization and adaptation of the social work centers” - Operational Identification Sheet (OIS) under the Measure 3.1.;
  - “Support to Employment Service Agency for implementation of active labour market measures and services” - OIS under the Measure 1.1. and
  - “Support to the fight against undeclared work”- OIS under the Measure 1.4
- II. Framework contract for preparation of tender documents for the following works contracts:
  - “Modernization and adaptation of the social work centers” - OIS under the Measure 3.1. and
  - “Support to Employment Service Agency for implementation of active labour market measures and services” - OIS under the Measure 1.1.
- III. Framework contract for supervision services for the supply and works contracts of the following operations:
  - Supply and works contracts under OIS 3.1.”Modernization and adaptation of the social work centers”;

- Supply and works contracts under OIS 1.1. “Support to Employment Service Agency for implementation of active labour market measures and services” and
  - Supply contract under OIS 1.4 “Support to the fight against undeclared work.
- IV. Framework contract - Technical Assistance for the Evaluation Committee of the Call for proposals “Fostering social inclusion” (EuropeAid/135012/M/ACT/MK)
- V. Twinning light contract for support to the monitoring and control of the OPHRD funded operations.

#### **I. Framework contract for preparation of tender documents for three supply contracts**

The objective of the framework contract is to support preparation of three separate tender dossiers according to latest PRAG procurement rules and contracting conditions including detailed technical specifications. The end recipients of the supplies will be:

- a. *Social work centres* - the operation “Modernization and adaptation of the social work centres” under the Measure 3.1: “Fostering social inclusion of people and areas at disadvantage” of the priority axis 3 “Social inclusion – Promoting an inclusive labour market” foresees purchase of supplies and installation of equipment (including IT equipment), vehicles, furniture and other assets in the social work centres as well as purchase of special tools and equipment needed for people with disabilities;
- b. *Employment Service Agency and its employment centers* - In order to support the delivery of quality services and measures to the customers (employers and/or jobseekers, etc.), the operation “Support to Employment Service Agency for implementation of active labour market measures and services” under Measure 1.1 “Further development of the Employment Service Agency and enhancement of the employment conditions” financed under the priority axis 1 “Attracting and Retaining More People in Employment” encompasses purchase/update and installation of equipment (IT equipment and other office equipment, training equipment), furniture and other assets (vehicles);
- c. *State Labour Inspectorate* as stipulated in operation “Support to the fight against undeclared work” under the Measure 1.4 “From Informal to Formal” of the priority axis 1 “Attracting and Retaining More People in Employment”.

The needs for new equipment and assets of social work centres are based on the preliminary assessment and prioritization of the Ministry of Labour and Social Policy in line with the criteria defined in the operation “Modernization and adaptation of the social work centres”. Assessment of the ESA’s needs for IT and other physical capacities will be conducted within the ongoing project “Further Modernisation of the Employment Service Agency”.

More specifically, the project will:

- perform analysis of the current situation of the social work centers, employment centers and State Labour Inspectorate central and local offices;
- conduct market analysis and prepare estimated budget breakdown;
- prepare detailed technical specifications and other documents for selected institutions;
- prepare full Tender Dossiers for Supply Contract, according to the latest PRAG procurement rules for implementing supply contracts;
- provide technical assistance during tendering phase.

## **II. Framework contract for preparation of tender documents for two works contracts**

The objective of this framework contract is to support preparation of two tender dossiers according to latest PRAG procurement rules and contracting conditions including drawings, Bill of Quantities (BoQ) and technical specifications for works contracts for modernization of the selected social work centers and employment centers and in line with the available budget.

As stipulated in OIS 1.1 “Support to Employment Service Agency for implementation of active labour market measures and services” and in OIS 3.1. “Modernization and adaptation of the social work centers”, one of the activities aiming at increasing the quality and efficiency of the social services in the country are the works activities for adaptation and modernization of existing infrastructures of social work centers and employment centers.

The works activities in social works centres should correspond to the needs established during the preliminary assessment and prioritization of the Ministry of Labour and Social Policy, which was conducted to collect information on all the needed activities and costs. The works activities in ESA should correspond to the assessment of ESA’s capacities that is performed within the ongoing project “Further Modernisation of the Employment Service Agency”.

Based on the results of the assessments, this FWC will support the following activities:

- Analysis of the current situation of the prioritized social work centers and employment centers;
- Preparation of drawings, specifications and other documents for selected social work centers and employment centers;
- Preparation of full Tender Dossiers for Works Contract, including Drawings and Bill of Quantities (BoQ), according to the latest PRAG procurement rules and contracting conditions;
- Provision of technical assistance during tendering phase.

**III. Supervision services of operation "Modernisation and adaptation of the social work centres" financed under the measure 3.1 "Fostering social inclusion of people and areas at disadvantage" of the priority axis 3 "Social Inclusion – Promoting an inclusive labour market" and operations "Support to Employment Service Agency for implementation of active labour market measures and services" financed under the measure 1.1 and "Support to the fight against undeclared work", OPHRD measure 1.4 "From Informal to Formal" of the priority axis 1**

The Framework contractor will perform the supervision of the works and supply contracts, acting as its representative. The objective of this FWC is to verify that the Contractors have completed their obligations under the corresponding contracts to the beneficiary's satisfaction.

Supervision will consist of activities aimed at overall supervision of the works and supplies, such as:

- Proper and timely execution of the work;
- Verifying the quality of the materials used and the quality of the workmanship;
- Controlling time and progress of the work on site for verifying the Progress of Works;
- Supervision of the works, in general (including checking and approving the contractor's work programme, issuance of site instructions, compliance testing and approvals, reporting);
- Supervision of the delivery of the supplies according to the contract conditions;
- Support to the end beneficiaries in the process of final acceptance.

**IV. Technical Assistance for the Evaluation Committee of the Call for proposals "Fostering social inclusion" (EuropeAid/135012/M/ACT/MK)**

In August 2013, the Contracting Authority launched a restricted Call for Proposals "Fostering Social Inclusion" (EuropeAid/135012/M/ACT/MK) under the Priority Axis 3 of the OPHRD. The overall indicative amount made available under this Call for Proposals is 3 600 000 EUR, while grants requested under this Call for Proposals must fall between 61 000 EUR and 200 000 EUR.

In line with the point 6.5.7.2 of the "Practical Guide to Contract Procedures for EU External Actions", where the proposals received are particularly numerous ...[]... all or part of the detailed examination may be carried out by assessors so that the Evaluation Committee may conduct its deliberations on the basis of their assessments.

The objective is to render independent technical expertise (as assessors) to the Contracting Authority in the selection of the best proposals received under the Restricted Call for Proposals „Fostering Social Inclusion“, according to the rules of the Practical Guide to Contract procedures for EU external actions – PRAG.

More specifically, the project will cover both concept note evaluation and evaluation of full application, i.e. it will encompass two main activities:

- Assess and select best quality concept notes for the above mentioned Call for Proposals for passing on to the second stage of evaluation, i.e. evaluation of full application;
- Assess and propose for funding the best quality full application forms (technical and financial assessment) for the above mentioned Call for proposals.

## **V. Twinning light as a support to the monitoring and control of the OPHRD funded operations**

The project shall further strengthen the human capacities within the Operating Structure on monitoring and control of operations/projects, in order to ensure efficient and effective management and implementation of the OPHRD in compliance with the relevant community and national rules.

The following activities shall be conducted under this project:

- Providing assistance to management and monitoring activities related to the implementation of the operations (transferring practical experience, training delivery, on-the-job support, etc.);
- Improving the monitoring and control procedures in relation to implementation of all the foreseen types of contracts under OPHRD (secondary procurements, monitoring on operation/project level, on-the-spot visits/checks, expenditure verifications, irregularities, risks management, financial management on project level, visibility and publicity rules, etc.).

### **4.2 End recipient (s):**

End recipient of the operation is the Ministry of Labour and Social Policy.

For the twinning contract, CFCD and Ministry of Education and Science as part of the Operating Structure for Human Resources Development Component of IPA will also benefit.

### **4.3 Duration:**

<p>I. Framework contract for preparation of tenders documents for the supply contracts of the following operations:</p> <ul style="list-style-type: none"> <li>• "Modernization and adaptation of the social work centers" - Operational Identification Sheet (OIS) under Measure 3.1;</li> <li>• "Support to Employment Service Agency for implementation of active labour market measures and</li> </ul>	12 months
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<p>services” - OIS under Measure 1.1. and</p> <ul style="list-style-type: none"> <li>• “Support to the fight against undeclared work” - OIS under Measure 1.4</li> </ul>	
<p>II. Framework contract for preparation of tenders documents for the following works contracts:</p> <ul style="list-style-type: none"> <li>• ”Modernization and adaptation of the social work centers” – OIS under Measure 3.1. and</li> <li>• “Support to Employment Service Agency for implementation of active labour market measures and services” - OIS under Measure 1.1.</li> </ul>	17 months
<p>III. Framework contract for supervision services for the following supply and works contracts:</p> <ul style="list-style-type: none"> <li>• ”Modernization and adaptation of the social work centers” - OIS under Measure 3.1.</li> <li>• “Support to Employment Service Agency for implementation of active labour market measures and services” - OIS under Measure 1.1. and</li> <li>• “Support to the fight against undeclared work– OIS 1.4</li> </ul>	24 months
<p>IV. <b>Framework contract - Technical Assistance for the Evaluation Committee of the Call for proposals “Fostering social inclusion” (EuropeAid/135012/M/ACT/MK)</b></p>	12 months
<p>V. Twinning light contract for support to the monitoring and control of the OPHRD funded operations</p>	6 months

#### 4.4 Target group(s):

- IPA Units' staff in the Ministry of Labor and Social policy;
- CFCD staff and IPA Units' staff in the Ministry of Education and Science, where applicable.

#### 4.5 Expected output, result, impact and indicators:

Indicators	Baseline	Target	Definitions and presumptions	Source of data
<i>Outputs</i>				

Number of tender dossiers approved		5		Tender Documentation
Number of selections/ evaluations of project proposals organised		200		Evaluation Reports and Evaluation Grids
Number of contracts signed		9		Contracts
Number of people trained		15		Project reports Attendance sheets
Number of monitored operations (projects)		15		Annual Monitoring plans Monitoring reports
<b>Result</b>				
% of Procurement plan implementation in time and accurate manner		80 %		Annual Progress reports
% of funding consumption	/	80 %		National Fund Database

#### 4.6 Links with other measures or IPA Programmes (if any):

This Operation is linked with the overall implementation of OPHRD and in particular with the operations under Measures 1.1, 1.4 and 3.1 as explained in the point 4.1.

## 5 Implementation arrangements, risk and assumptions

### 5.1 Institutional framework:

The **Central Financing and Contracting Department (CFCD)** 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.

**IPA Structures in MLSP and MES** are responsible for programming and technical implementation of the OPHRD, where MLSP is responsible for Priority Axis 1 (Employment) and Priority Axis 3 (Social Inclusion), and MES is responsible for Priority Axis 2 (Education). In addition, OPHRD Priority Axis 4 (Technical Assistance) will be implemented through joint cooperation of all bodies of the Operating Structure for the Human Resource Development (CFCD and the IPA structures in MLSP and MES).

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

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

The operation shall be implemented through 4 framework contracts and 1 twinning light contract:

Contract Type	Deadline for Submitting Draft ToR/TS/ GfA to CFCD	Deadline for Completing TD/and Submission to EUD	Deadline for Publication of PN	Short List Phase	Deadline for Tender/ Call for Proposals Launch	Deadline for Tenders/ Applications Submission	Evaluation Date	Contract Approval Date	Deadline for Contract Signature	Date of Contract Start	Date of Contract End
Framework contract for preparation of tenders documents for the three supply contracts	Sep 2012	Sep 2012	/	/	/	Oct 2012	Oct. 2012	Nov. 2012	Nov. 2012	Dec. 2012	Nov. 2013
Framework contract for preparation of tenders documents for the two works contracts	Sep 2012	Sep 2012	/	/	/	Oct 2012	Oct. 2012	Nov. 2012	Nov 2012	Dec. 2012	Apr. 2014
Framework contract for supervision services for the supplies and works contracts	May 2013	June 2013	/	/	/	July 2013	July 2013	Aug 2013	Sep 2013	Oct 2013	Sep 2015
Framework contract - Technical Assistance for the Evaluation Committee of the Call for proposals "Fostering social inclusion" (EuropeAid/135012/M/ACT/MK)	Nov 2013	Nov 2013	/	/	/	Dec 2013	Dec 2013	Jan 2014	Jan 2014	Jan 2014	Jan 2015

The selection procedure for the Twinning Light contract will be done in accordance with Twinning Manual.

Project title	Award Procedure	Completion of Tender documentation and submission to ECD	Call for proposals	Submission of the proposals	Evaluation period	Contract signature	Contract Start	Contract End
Twinning light contract for support to the monitoring and control of the OPHRD funded operations	/	Nov 2012	Jan 2013	Mar 2013	Apr 2013	Jul 2013	Sep 2013	May 2014 (including 3 months for inception and reporting)

## 5.3 Risk and assumptions (if any)

Risks:

- Delay in preparation of necessary documentation with the contractor;
- Lack of information and delays in ensuring documents necessary for implementation of the operation;
- Not enough interest by the providers.

Assumptions:

- Active participation in project activities from all beneficiaries;
- Swift and efficient contracts' implementation;
- Timely provision of necessary documentation.