

OPERATION IDENTIFICATION SHEET

EU Support on the preparation of the country to manage the European Social Fund through implementation of the Human Resources Development Component of the IPA instrument

(Measure 4.1.)

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 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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Head of Operating Structure

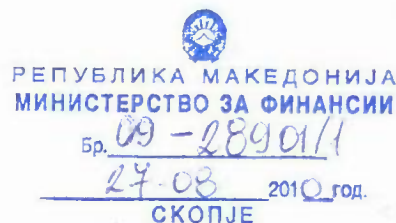
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2. Title of the Operation:

EU support on the preparation of the country to manage the European Social Fund through implementation of the Human Resource Development component of the IPA instrument.

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 the achievement of efficient implementation, monitoring, evaluation, administration and communication of the Multi-annual Operational Programme "Human Resources Development" 2007-2013 also with a view of the future management of the European Structural Fund (ESF).

Furthermore, the purpose of this Operation is to build up the administrative capacity of the OS for the effective and efficient implementation of the OP Human Resource Development within the whole project management cycle, incl. programming, tendering and contracting, monitoring at project and Programme level, evaluation at Programme level, information and communication, etc.

This Operation shall provide technical assistance and support to the Operating Structure for the Human Resource Development Component, for activities related to the:

- Preparation of Programmes for training on the management of IPA Component IV;
- Preparation, organisation and carrying out trainings and study tours for strengthening the capacity of the Operating Structure for the Human Resource Development Component;
- Support to projects preparation;
- Preparing application guidelines and informing potential beneficiaries;
- Developing Procedures for analysing and selecting proposals.
- Assessment of submitted proposals
- Developing an implementation reporting and monitoring system
- etc

Through the support of the project the Operational Structure will gain the capacity to:

- draw up the sectoral annual and final implementation reports;
- ensure that operations are selected for funding and approved in accordance with the criteria and mechanisms applicable to the programme, and that they comply with the relevant Community and national rules;
- set up procedures to ensure the retention of all documents required to ensure an adequate audit trail;
- participate in tendering and grant award procedures, as well as providing necessary information concerning technical aspects of the project during the preparation of the tenders and/or tendering procedure;
- ensure that the Contractor/Grant Beneficiary perform tasks in accordance with predefined deadlines in the Contract;
- approve the Reports and timesheets of the Contractor/Grant Beneficiary;
- carry out verifications to ensure that the expenditure declared has actually been incurred in accordance with applicable rules, the products or services have been delivered in accordance with the approval decision, and the payment requests by the final beneficiary are correct. These verifications shall cover administrative, financial, technical and physical aspects of operations, as appropriate;
- effectively use the information system to manage, monitor and evaluate the programme on a project and/or contract level;
- ensure irregularity reporting;
- ensure compliance with the information and publicity requirements.

4.2 End recipient (s):

Operating Structure for Human Resource Development.

4.3 Duration:

The duration of the Operation shall cover one Twinning Contract with the duration of 12 (twelve) months, starting in June 2010 and ending in June 2011.

4.4 Target group(s):

- a) Ministry of Labour and Social Policy
- b) Ministry of Education and Science

c) CFCD

4.5 Expected output, result, impact and indicators

Indicators	Baseline	Target	Definitions and presumptions	Source of data
Outputs				
No of people trained by institutions	0	60		Project Reports
Result				
% of funding consumption	0	70 %		National Fund Database

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

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

5. Implementation arrangements, risk and assumptions

5.1 Institutional framework:

The 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.

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

A Steering Committee (SC) comprising representatives of the bodies of Operational Structure, the Beneficiary Country Project Leader, the Member State Project Leader, the Resident Twinning Adviser and the RTA counterparts and other stakeholders (civil society included as well) shall be established to monitor the implementation of the project. The Delegation of the European Commission will be invited as observer. The SC will take the necessary decisions related to project facilitation and progress and will be the forum to discuss any unforeseen difficulties.

5.2 Procedures for the implementation of the operation:

In terms of organising this Operation, 1 (one) Twinning Contract shall be procured, the estimated cost of it being EUR 700.000. The procurement procedure for this operation will be done in accordance with the procedure following the Twinning Manual.

Project title	Type of Contract	Award Procedure	Completion of Tender documentation and submission to ECD	Inviting the tenderers to submit an offer	Submission of the proposals	Evaluation period	Contract signature	Contract Start	Contract End
EU support on the preparation of the country to manage the European Social Fund through implementation of the Human Resource Development component of the IPA	Twinning			09/2009	10/2009			06/2010	06/2011

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5.3 Risk and assumptions (if any)

Risks

- Lack of continuous partnership between the Operating Structure and the RTA in the implementation of project activities;
- Lack of available staff involved in the implementation of project activities;

Assumptions:

- The Twinning Project will be launched with a Suspension Clause.
- Receipt of conferral of management powers of IPA Human Resource Development Component in September 2009.
- Full coordination and transparency in the work of all key players involved.