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## ANNEX 6

of the Commission Decision on the Specific Action programme on Support expenditure linked to the European development Fund for 2017-2020 in favour of all ACP countries and OCTs to be financed from the 11<sup>th</sup> European Development Fund

### Action Document for a Delegations Services Facility 2017-2020

<b>1. Title/basic act/ CRIS number</b>	Delegations Services Facility CRIS number: FED/2016/039-978 financed under the 11 <sup>th</sup> European Development Fund (EDF)
<b>2. Zone benefiting from the action/location</b>	African, Caribbean and Pacific (ACP) group of states and Overseas Countries and Territories (OCT)
<b>3. Programming document</b>	N/A
<b>4. Sector of concentration/ thematic area</b>	N/A
<b>5. Amounts concerned</b>	Total estimated cost: EUR 4 800 000 EUR Total amount of EDF contribution EUR 4 800 000
<b>6. Aid modality(ies) and implementation modality(ies)</b>	Project Modality Direct management - procurement of services
<b>7. DAC code(s)</b>	91010 – Administrative costs
<b>9. Global Public Goods and Challenges (GPGC) thematic flagships</b>	N/A

## SUMMARY

This programme aims at supporting EU Delegations in ACP countries and the Directorate-General for International Cooperation and Development (DEVCO) headquarters, to improve the quality of EU external aid and the implementation of the 11<sup>th</sup> EDF through studies, coaching, trainings, consultancy services and methodological support.

This action will allow mainly EU delegations in ACP countries to:

- finance country or regional dimensional analysis related to the programming, design, implementation and evaluation of EU aid on issues such as governance, budget support, political economy analysis, anthropological studies, risk assessments, policy coherence for development and civil society organisations, gender profiles, human rights, specific sectors for interest for EU values/ priorities such as radicalisation, where they cannot be financed under other facilities;
- offer the Delegations a methodological support for studies related to Member States' request for enhanced results reporting, assessing the degree of realisation of commitments and disbursements; assessing the results and impact of the aid provided, as requested by the Internal Agreement Article 1.10, preparing the mid-term review of the 11<sup>th</sup> EDF etc.
- organise corresponding trainings addressed to staff of the European Commission as well as to national and regional authorising officers and the ACP secretariat, if this cannot be financed under others funds allocated to ACPs.

The possibility to finance conferences and meetings in delegations on programming, on ACP countries specific crisis situations or on the mobilisation of assistance could also be foreseen. Coaching to EU staff on policy dialogue, negotiations, and on the complementarity of EDF actions with other Common Foreign and Security Policy (CFSP) actions, and on coherence of external action and policy coherence for development could also be developed under this action.

## 1 CONTEXT

Articles 1.2.a.iii and 6 of the Internal Agreement define the possible use of support expenditures. In this framework, the present Action Document covers a new facility to allow the achievement of the EDF objectives, by way of developing policy research activities, studies, coaching, training and publication activities.

Complementary to other projects, financing studies, technical cooperation, accompanying measures and training, the facility will focus on a tailored support to EU Delegations in ACP countries to improve the quality of our external aid and the implementation of the 11<sup>th</sup> EDF, i.e; to allow them to conduct politically sensitive studies on issues that the Delegation considers as important for EU interest / values and this can include corresponding training and seminars, to adapt methodological and political development to their regional/ country context.

The support that will be provided is inserted in the framework of policy developments both at European and international level that aims at improving the quality of external assistance, such as the 2030 Agenda adopted by the United Nations in September 2015 and its Sustainable Development Goals (SDGs).

The 2011 Communication "Increasing the impact of EU Development Policy: an Agenda for Change" specifies that the EU should allocate resources according to country needs, capacities, commitments and performance and potential EU impact. It will also refer to the proposed new European Consensus on Development (Our World, Our Dignity, Our Future) adopted in November 2016, as well as to the Communication establishing a new Partnership Framework with third countries under the European Agenda on Migration. The action support EU staff in achieving these targets.

## **2 RISKS AND ASSUMPTIONS**

The project will involve a number of studies and trainings that will be requested by delegations on the basis of yearly planning, and subsequently contracted. The only risk identified is that of quality assurance. This risk will be mitigated at three levels: coordination of activities and of procurement procedures by D3, verification of terms of reference (ToR) and close follow up of activities by requesting units (see point 5.7).

## **3 LESSONS LEARNT, COMPLEMENTARITY AND CROSS-CUTTING ISSUES**

### **3.1 Lessons learnt**

The amount allocated to administrative expenditures under the 10<sup>th</sup> EDF and the EU budget did not allow for an entire response to delegations' needs, in term of both training, availability of studies or experts.

At the same time under the instruments available under the 10<sup>th</sup> EDF support expenditure delegations encountered difficulties in developing important and possibly sensible studies such as Public Finance Management, political analysis, or some horizontal issues such as gender or human rights, not necessarily eligible for financing under local/national Technical Cooperation Facility or projects.

The present action offers the possibility to fill this gap.

In terms of training needs, the reduction of mission budget further reduced the possibility, especially for contractual and local staff, to attend trainings on operational issues in Brussels, where most of them take place.

Additional training and knowledge sharing needs for EU staff in delegations and for ACP partners arise as a consequence of the changes induced by the Agenda for Change (management of newly prioritised focal sectors such as agriculture or governance which imply complex project design, increased policy dialogue and monitoring of implementation at several levels), by the new budget support guidelines (policy dialogue, risk assessments), by the new financial regulation, and by the reform of the monitoring, reporting and evaluation systems.

Training is also essential for the sound financial management of the EDF. Great needs exist in this area and the change from the 10<sup>th</sup> to the 11<sup>th</sup> EDF and the related financial regulation will require that the complete training material is revised and new training courses are organised for EU staff delegations but also, when needed, for our partner countries.

### **3.2 Complementarity, synergy and donor coordination**

This action supplements other instruments able to provide medium- and short-term expertise support for preparing and implementing Annual Action Programmes, either through the support expenditure, or through EU Delegation's level instruments (such as the Technical cooperation facility).

This instrument does not replace other procurement processes for the implementation of the actions planned in the Action Programmes.

In term of studies, the programme will comply with the instructions provided by the Secretary General in 2012 on studies, aiming at improving efficiency in the management of studies in the Commission and avoiding duplications, by foreseen upstream consultation with other interested services before launching new studies, an annual plan of Commission studies.

Trainings on EDF financial and contractual procedures, policy and thematic issues for DEVCO staff are managed by units E4 and R7.

Methodological support and trainings will also be financed through the 'Methodological and knowledge sharing support to enhance capacities for quality and results in EU external assistance', managed by unit 06. The programme has allowed for the organisation of around 70% of trainings in headquarters, 20% in Delegations and 10% through distance learning. The present action can complement the methodological support developed under that Programme tailoring them on ACP delegations needs.

The action is also complementary to the thematic instruments on gender, food and agriculture, environment etc.

### **3.3 Cross-cutting issues**

The Action will also be used from delegations and headquarter to support the mainstreaming of cross-cutting issues as defined in the "European Consensus on Development", (i.e.: the promotion of human rights, gender equality, democracy, good governance, children's rights and indigenous peoples, environmental sustainability and combating HIV/AIDS) in the design, formulation and implementation of projects and programmes.

## **4 DESCRIPTION OF THE ACTION**

### **4.1 Objectives/results**

The **Objective** is the support to EU Delegations in ACP countries to improve the quality of EU external assistance and the programming and implementation of the 11<sup>th</sup> European Development Fund.

It is expected that the quality of both the programming and implementation of the 11<sup>th</sup> EDF are actions are improved. More specifically, the **expected results** are:

Improvement of EU Delegations in ACP countries and headquarters competences, specific knowledge and performance, contributing to ensure that staff a) is updated on policy development, new methodologies and is able to apply them along the Project Cycle Management and adapt it to the specific region and/ or country b) gets a better understanding of the country and regional context in order to better tailor the projects.

The specific nature, content, objectives and expected results of each assignment will be defined on a country by country level and on a case by case basis. Detailed terms of reference will be prepared and attached to each request for services.

## **4.2 Main activities**

The main activities that are expected to be funded may cover the entire project cycle:

On the basis of a first expression of interest by selected EU Delegations, it is expected that the main requests of services will concern country and regional tailored activities in the following indicative areas:

### ***For Training and Coaching***

- Budget support
- Joint programming
- Political economy analysis (PEA)
- Conflict & fragility & security
- Programme and Project Cycle Management (PPCM)
- Integration of cross-cutting issues in the design of projects
- Training in thematic areas: skills, results, performance
- gender issues, indicators

### ***For Studies***

- Elaboration of customised guidelines or manuals
- Analytical studies related to specific public policies or particular sectors in given countries
- Political Economic Analysis
- Risk assessments
- Ex-ante impact assessments
- Public Finance Management or other macroeconomic studies
- Thematic profiles (environment, governance, migration, CSOs, ...)
- Indicators

### ***For Policy Dialogue***

- Support to sectorial policy dialogue at national or regional levels
- Support to dialogue with CSOs
- Lectures
- Special events

## 5 IMPLEMENTATION

### 5.1 Financing agreement

In order to implement these actions, it is not foreseen to conclude a financing agreement, referred to in EDF Article 17 of Annex IV to the ACP-EU Partnership Agreement and Article 85(2) of Council Decision 2013/755/EU.

### 5.2 Indicative implementation period

The indicative operational implementation period of this action, during which the activities described in section 4.2 will be carried out and the corresponding contracts and agreements implemented, is 72 months from the date of adoption by the Commission of this Action Document.

Year of date of scheduling	2017	2018	2019	2020	2021	2022
Partial Commitments (indicative in EUR million)	1	1.5	1.3	1		
Contracting						
Implementation						
Closure/audits/evaluations						

A multi-annual decision on support expenditure for several years is provided for by Article 27 of the 11<sup>th</sup> EDF Financial Regulation, making reference to Article 85(4) of the Financial Rules (FR) applicable to the general budget of the Union. The multi-annual decision is followed by the corresponding annual financial commitments, each subject to the N + 1 rule (Article 86.4 FR).

Extensions of the implementation period may be agreed by the Commission's authorising officer responsible by amending this decision and the relevant contracts and agreements; such amendments to this decision constitute non-substantial amendment in the sense of Article 9(4) of the Annex to Regulation (EU) No 2015/322.

### 5.3

[N.A.]

## 5.4 Implementation modalities

### 5.4.1 Procurement (direct management).

Subject in generic terms, if possible	Type (works, supplies, services)	Indicative number of contracts	Indicative trimester of launch of the procedure
Consultancy services in terms of analysis, studies, training, methodological support, elaboration of statistics	Services	40	From 1st quarter 2017, procedures launched upon reception of specific requests of the concerned EC services

### 5.5 Scope of geographical eligibility for procurement and grants

The geographical eligibility in terms of place of establishment for participating in procurement and grant award procedures and in terms of origin of supplies purchased as established in the basic act and set out in the relevant contractual documents shall apply.

The Commission's authorising officer responsible may extend the geographical eligibility in accordance with Article 22(1)(b) of Annex IV to the ACP-EU Partnership Agreement, Article 89(2)(f)(ii) and 89(3) of Council Decision 2013/755/EU] on the basis of urgency or of unavailability of products and services in the markets of the countries concerned, or in other duly substantiated cases where the eligibility rules would make the realisation of this action impossible or exceedingly difficult.

## 5.6 Indicative budget

<b>Module</b>	<b>Amount in EUR thousands</b>	<b>Third party contribution (indicative, where known)</b>
Service Contracts (direct management)	4 800 000	
5.9, 5.10. – Evaluation and audit	Will be covered by another decision	
5.11. – Communication and visibility	NA	NA
Contingencies	NA	NA
Totals	4 800 000	0

## 5.7 Organisational set-up and responsibilities

DG DEVCO unit D3 "ACP Coordination" will be responsible for this action document, including the programming of the activities. It will coordinate the requests for activities coming from EU delegations and the Commission (DG DEVCO) and verify eligibility of the actions on the basis of the action document, the policy priorities and the complementarity with other activities and approve the requests.

The requesting delegation will be responsible for the preparation of the Terms of Reference, the contracting, the management of the contracts and the reporting on the results. The requesting unit will ensure quality of the action through a close follow up of the individual studies and conferences financed. Concerning forward planning and coordination meetings:

- i) the pipeline is updated by unit D3, the coordinating unit,
- ii) the services of unit D3 will organise relevant coordination and information meetings.

Progress in the implementation of the activities will be followed by the Commission services by means of inception reports, kick-off and interim meetings, debriefings, draft and final reports, where appropriate.

Some basic indicators will be used to monitor timely implementation of the Services Facility:

- Numbers of planned activities executed on time,
- Numbers of reports/products accepted.

## **5.8 Performance monitoring and reporting**

The day-to-day technical and financial monitoring of the implementation of this action will be a continuous process.

Reports will be laid out in such a way as to allow monitoring of the means envisaged and employed and of the budget details for the action. The final report, narrative and financial, will cover the entire period of the action implementation

## **5.9 Evaluation**

Having regard to the nature of the action, a final evaluation(s) will not be carried out for this action or its components.

The Commission may, during implementation, decide to undertake such an evaluation for duly justified reasons either on its own decision or on the initiative of the partner.

## **5.10 Audit**

Without prejudice to the obligations applicable to contracts concluded for the implementation of this action, the Commission may, on the basis of a risk assessment, contract independent audits or expenditure verification assignments for one or several contracts or agreements.

The financing of the audit shall be covered by another measure constituting a financing decision.

## **5.11 Communication and visibility**

The studies to be carried out are generally intended for internal purposes. However, where a distribution to external readers is intended, the visibility of EU/EDF funding will be ensured by the contractors in line with the visibility guidelines.

Likewise, where conferences are financed, EU visibility will be equally ensured in line with relevant EU guidelines.

Communication and visibility of the EU is a legal obligation for all external actions funded by the EU.