

Pursuant to paragraph 15 and 23 of the CMSR Statute with the agreement of the Centre Council the director adopts the:

**THE CENTRE FOR INTERNATIONAL COOPERATION AND
DEVELOPMENT
MANUAL
FOR IMPLEMENTATION OF THE
OFFICIAL DEVELOPMENT ASSISTANCE**

Ljubljana, January 15, 2008



Article 1 Recipients of donation

Public entities in the recipient countries are as a rule recipients of the Official Development Assistance (ODA) of the Republic of Slovenia (RS).

ODA recipient countries are countries listed on the DAC list of ODA Recipients, published by the Organisation for Economic Cooperation and Development (OECD).

Public entities are direct budget users (e.g. government, ministries, agencies and offices, municipalities and regions) and conditionally bearers of the public authority and public service contractors in full of ownership by the state.

Priority countries, recipients of ODA are specified in the Resolution on International Development Cooperation of the RS adopted by the National Assembly of the RS.

I. PREPARATORY PHASE

Article 2 Identification of development project

ODA project is a project with the promotion of economic development and welfare of the recipient country as an objective. Official Development Assistance funds are not allocated to public or private projects that normally should be commercially viable if financed on market or arrangement terms.

Development project objectives are specified in the *Resolution on International Developmental Cooperation of the RS* and are in accordance with the *International Development Co-operation of the Republic of Slovenia Act* and the international development goals.

ODA project are identified on the basis of:

- Bilateral contacts between Slovenia and the ODA recipient country,
- Contacts between line ministries of the RS and the ODA recipient country,
- Contacts between CMSR and development countries, Slovenian and foreign companies and international organisations.



Article 3 **Financial instruments**

CMSR offers the following financial instruments as development aid for the ODA recipients:

- Donations (dedicated grants),
- Interest rate subsidies.

Article 4 **Proposal for donation**

Public entities in the recipient country prepare “Proposal for donation” in accordance with the needs for co-financing of the development projects in ODA recipient countries. Public entities present the “Proposal for donation” with supportive documentation to the CMSR.

Article 5 **Appraisal of the project**

On the basis of “Proposal for donation” CMSR carries out the analysis of the proposed project and reviews the possibilities for co-financing in accordance with the following international development cooperation goals, acts and implementing rules:

- International Development Co-operation of the Republic of Slovenia Act
- Resolution on International Developmental Cooperation of the RS,
- OECD standards on Official Development Assistance,
- CMSR Manuals,
- Financing Agreement between RS and CMSR.

Analysis of proposed project takes in the account also:

- Content related and financial feasibility of the project,
- Reality and sustainability of the project.

CMSR reviews the possibility the project is carried out by the competent Slovenian company or Consortium lead by the Slovenian company.



Article 6

Decision to grant ODA

Based on studies and analyses and considering the availability of the RS ODA budget CMSR approves or rejects the project proposal.

Approved project proposal is listed in the Programme of financing (Investment Programme or Programme of Technical Assistance) agreed by the Centre Council.

Potentially feasible and suitable project proposals but deficient could be reversed upon CMSR invitation to do so. CMSR analyses the reversed proposal and reviews the possibility to approve the proposal.

The amount of donation depends on the total value of the project and the priority of the project for Slovenian Development Cooperation in accordance with International Development Co-operation of the Republic of Slovenia Act and Resolution on International Development Cooperation of the RS.

Article 7

Selection of the project provider/operator

As a rule the recipient country Public entity selects the provider of the project in accordance with local legislation on public finance and public procurement.

In special cases CMSR as donator selects the provider in accordance with the Slovenian legislation and in agreement with the recipient.

CMSR always selects the provider in accordance with Slovenian legislation on public finances and public procurements in case RS is the main financier.

Article 8

Agreement/Contract phase

CMSR prepares the draft contract of donation determining obligations and responsibilities of donator and recipient of donation. Control and monitoring of the project are defined in the contract.

CMSR may any time demand additional information regarding the project, needed for analyses, reporting or evaluation.

CMSR as donator has the discretionary right not to give effect to the financial transfer or to demand repayment of donation in case of any violation of the contract or in case the implementing project is significantly different from the project description in the "Proposal for donation".



II. FOLLOW-UP PHASE

Article 9 Reporting

CMSR monitors and supervises the project from the Contract phase to the final realisation of the project in accordance with the contract of donation.

The recipient obligations are project realisation and progress and result reporting.

Recipient is bound by the contract to semi-annual, annual and final reporting and to field visits facilitation at least once a year.

Continuous monitoring includes checking of contractual determined goals, costs and realisation. If need be, the analyses of impact on development, environment, society etc. should be done.

Article 10 Interim report

Semi-annual and annual reports prepared by the recipient of donation should include:

- a description of actual outputs compared to planned outputs,
- efficiency of the project,
- an explanation of major deviations from the plan,
- an assessment of threats and risks that may affect the success of the project,
- presentation of disbursements (received / used funds).

Article 11 Disbursements

Disbursements are effected under written requests from the recipients of donation.

Arrangement and period of financial transfer to the recipient are in accordance with the terms of payment defined in the contract between investor and provider (when the recipient of ODA is an investor) and in the contract of donation between CMSR and recipient.

Advance disbursement is possible in accordance with the plan of the project in case of:

- Specificities of the provider (it can't undertake costs until the first tranche of the payment),
- High initial costs,
- Long-term project.



Article 12 **Field Visit**

The purpose of the field visit is to observe and determine whether the project develops according to the plans and reports

A Field visit is a mean to verify the results have been achieved. Focus is on results. For each field visit the report should be done.

Article 13 **Review of the project**

A review is normally based on existing documents and field visits. CMSR prepares final reports of each project and if necessary interim reports that include review of activities and results, financial review and appraisal of effectiveness of the project. After completion of the project CMSR prepares final report of the implemented project. In accordance with international accepted standards the basic criteria for review are:

- sustainability
- relevance
- impact
- effectiveness
- efficiency

Article 14 **Evaluation of the project**

For individual chosen projects the evaluation of the project is prepared. Evaluation is systematic and objective assessment of ongoing or completed project (its design, implementation and results).

Evaluation of the project is prepared on request of donator, CMSR founder or by decision of CMSR.

In accordance with international accepted standards evaluation criteria are comparable with project review criteria.



III. COMPLETION PHASE

Article 15 **Final Report**

Final report which is prepared after completion of the project by recipient of donation should include the same topics as in the interim report from Article 10 of this manual but should also give information on:

- Assessment of the effectiveness of the programme – achieved outcomes
- Assessment of impact, i.e. effects positive or negative
- Assessment of sustainability of the project, i.e. an assessment of the extent to which the positive effects of the project will still continue after the external assistance has been concluded .