



## ANNEX C1: Twinning Fiche

**Project title:** Empowerment and Further support to the Parliaments of Bosnia and Herzegovina in EU integration tasks

**Beneficiary administration:** Administrations of the Parliaments of Bosnia and Herzegovina

**Twining Reference:** BA 16 IPA JH 01 18

**Publication notice reference:** EuropeAid/161504/DD/ACT/BA

**EU funded project**

***TWINNING INSTRUMENT***

## **1. Basic Information**

- 1.1 Programme: *Annual Action Programme for Bosnia and Herzegovina for the year 2016 (IPA 2016/039-653.3)*, Direct Management mode.

*"For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article 12.2 of the General Conditions to the grant agreement."*

- 1.2 Twinning Sector: Justice and Home Affairs (Democracy and Governance)

- 1.3 EU funded budget: 2.300.000,00 €

## **2. Objectives**

### **2.1 Overall Objective(s):**

The overall objective is to strengthen the capacities of the Parliamentary Assembly of Bosnia and Herzegovina, the Parliament of the Federation of Bosnia and Herzegovina, the National Assembly of Republika Srpska and the Brčko District Assembly, as well as the Cantonal Assemblies, to exercise their EU-related tasks in the EU accession process and implementation of the requirements of the BiH – EU Stabilisation and Association Agreement (SAA).

### **2.2 Specific objective:**

The specific objective is to strengthen the functioning of the administrative structures for EU integration tasks of the Parliaments of BiH<sup>1</sup> by

- 1) providing assistance for the implementation of the parliamentary EU integration Action Plans,
- 2) deepening the cooperation of the Parliaments of BiH in EU integration matters,
- 3) fostering the involvement of the Cantonal Assemblies in the EU integration matters,
- 4) supporting the technical capacity of the Parliaments for the effective legal approximation process in BiH.

### **2.3 The elements targeted in strategic documents i.e. National Development Plan/Cooperation agreement/Association Agreement/Sector reform strategy and related Action Plans**

*The Project contributes to the following SAA priorities:*

The entering into force of SAA on 1 June 2015 placed even more responsibilities and tasks on the BiH competent authorities, including the BiH Parliaments. Among the BiH commitments in the SAA, the obligation to approximate existing legislation of BiH to the

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<sup>1</sup> For the purpose of this document, the 'Parliaments of BiH' will refer to: the Parliamentary Assembly of Bosnia and Herzegovina, the Parliament of the Federation of Bosnia and Herzegovina, the National Assembly of Republika Srpska, and the Brčko District Assembly.

*Union acquis* is stated in Article 70 of the SAA, Title VI – Approximation of Laws, Law enforcement and Competition Rules: "The Parties recognize the importance of the approximation of the existing legislation of Bosnia and Herzegovina to that of the Community and of its effective implementation. Bosnia and Herzegovina shall endeavour to ensure that its existing laws and future legislation will be gradually made compatible with the Community acquis. Bosnia and Herzegovina shall ensure that existing and future legislation will be properly implemented and enforced. This approximation shall start on the date of signing of this Agreement, and shall gradually extend to all the elements of the Community acquis referred to in this Agreement by the end of the transitional period (...)."

Furthermore, in Article 111 on Public Administration Reform, Title VIII – Cooperation Policies, it is mentioned that 'Cooperation will aim to further the development of an efficient and accountable public administration in Bosnia and Herzegovina and will focus on institutional building and strengthening of the policy making process.'

#### *Link with Country Report 2018 for BiH*

BiH Country Report of 2018 recognised that " The functioning of the Parliament, the adoption of legislation stemming from the Reform Agenda was negatively affected by tensions between ruling coalition parties, leading to a slowdown of the reform pace. The insistence by some delegates from Bosnia and Herzegovina on the inclusion of a voting mechanism provision which would not comply with European standards continued to prevent the Stabilization and Association Parliamentary Committee (SAPC) under the Stabilization and Association Agreement (SAA) from adopting its Rules of Procedure and for its meetings to take place. The Republika Srpska entity National Assembly continued to adopt legislation aimed at implementing the Reform Agenda with a focus on health and social protection sector. The disagreements between Federation ruling coalition parties adversely affected the adoption of Reform Agenda measures at the level of the Federation entity parliament. The work of the Brčko District Assembly committees, including the Committee for European Integration, improved, but the Assembly's expert capacities remain limited."

### **3. Description**

#### **3.1 Background and justification**

##### *Justification*

The tasks related to the process of EU integration fall primarily within the competence of the governments – especially one of the most demanding one, the legislative initiative for the approximation of the national legislation with the *Union acquis*. However, national parliaments also have to fulfil their tasks in the EU accession process, first and foremost, to effectively exercise its core legislative function , including those laws needed for approximation with the *Union acquis*, to oversee, enquire and control the work of the executive and to represent and articulate the concern of the population. In the exercise of those core functions the national parliaments also have the responsibility to inform the

general public about EU integration issues and to raise public awareness about what the EU integration and EU membership entails for the country and for its citizens.

In line with the recommendations formulated during the previous Twinning project (ref. BA 12 IB JH 01), and according to the Action Plans adopted in 2016 by each Parliament in BiH to enhance its role in the EU integration context, new organizational units fully dedicated to deal with EU related tasks, including EU legal approximation, have been established in the Parliamentary Assembly of Bosnia and Herzegovina and in the National Assembly of Republika Srpska. However, none of them are performing this duty due to the lack of available capacities; thus they have to be strengthened in numbers and in EU legal approximation skills. In the Parliament of the Federation of Bosnia and Herzegovina the new organizational unit fully dedicated to deal with EU related tasks is planned to be established. In Brčko District Assembly the position of EU advisor has not been created yet.

The main shortcomings – such as the lack/limitation of available capacity of parliamentary administration, capacity gaps in the area of legal approximation, the need for strategic guidance of the Parliaments in BiH of the EU accession process and the lack of regular oversight of the EU accession process, were already addressed in the framework of the previous Twinning Project, which achieved several results serving as clear baseline for the upcoming phase. The former Twinning project was implemented between February 2014 and February 2016. Its main result was not only that numerous recommendations were drafted focusing on the previously mentioned fields of parliamentary work related to preparation of BiH Parliaments for EU integration, but that those recommendations served as the basis for the adoption of Action Plans, i.e. roadmaps, tailored for each of the Parliaments.

As a result of the previous Twinning, the Parliaments adopted on 26 January 2016 a Concept of cooperation with four main levels of cooperation mechanism: the Conference of Speakers, the Parliamentary Forum for EU Integration, the cooperation of sectoral committees, and the administrative cooperation for regular coordination of the EU activities. The adopted Concept describes the role, the participants, the scope of activities and the regularity of the cooperation in case of each level. As successful parliamentary preparation for EU accession in Bosnia and Herzegovina requires that the Parliaments work together in some areas and coordinate their activities, such cooperation shall be further strengthened and supported as currently there is no regular coordination between the relevant administrative bodies of the Parliaments and of the Governments to coordinate, plan and prepare for the legislative work..

It is also necessary to ensure the engagement of Cantonal Assemblies in the EU integration process by providing assistance to establish the necessary procedures and structures to enable them to fulfil their tasks and duties resulting from the Constitution of BiH.

In addition problem that affecting the possibility to implement legislation as well as the oversight role of the parliament over the executive is that Parliaments do not discuss reports on the implementation of laws.

### ***Background information***

The structure of the legislative power in BiH follows the constitutional structure of the country. According to the Constitution and its amendments, the state of BiH consists of two entities (Republika Srpska - RS and Federation of Bosnia and Herzegovina - FBiH), and a specific self-governance unit – Brcko District (BD).

The institutional set-up of the judicial, legislative and executive authority is defined by the Constitutions of the State, the Entities and the Statute of District, the Constitutions of cantons and Statutes of municipalities.

BiH has not yet adopted the Programme for the Adoption of the Acquis/programme for the EU Integration/SAA implementation programme.

The European Commission officially started the process of preparing an Opinion on Bosnia and Herzegovina application for EU membership. The questionnaire contains 3242 questions grouped in the political and economic criteria, and 33 chapters of the *acquis* of the European Union. Initial assessment of the answers of BiH EU started in March 2018. Second set of questions was delivered to BiH authorities. Process is ongoing.

### **3.2 Ongoing reforms:**

The previous Twinning project contributed significantly to the ongoing and continuous reforms of the BiH parliaments, especially as to EU integration tasks:

- Implementations of the EU integration Action Plans: the project recommendations which were elaborated in the course of the Project were adopted in the frame of Action Plans customized for each Beneficiary Parliaments and are being implemented;
- the Parliamentary cooperation framework and the cooperation mechanism of the Parliaments of BiH in the EU integration process was adopted and is now put into action;
- the establishment of the EU Units within the Parliaments is ongoing as per recommendations and provisions of the Action Plans.

Building on the results, recommendations and achievements of the previous twinning project, the future project will focus on further strengthening the capacities of Cantonal Assemblies regarding EU integration issues. The support shall be provided in a way that contributes to the development of the necessary skills of the staffs of the relevant units to fulfil their tasks – in particular, through on-the job training and guidance. Capacity building / training activities shall be conducted in a manner, which will ensure long lasting results and increase of skills and capacities of the staffs of the Units.

### 3.3 Linked activities:

#### Projects directly linked with the planned Twinning:

- *Completed:* Under **IPA 2012 the Twinning Project BA 12 IB JH 01 “Enhancing the role of parliaments in Bosnia and Herzegovina in the EU integration context”** was implemented between February 2014 and February 2016. (See description in part 3.1). The planned Twinning project is largely based on the results and recommendations of this previous Twinning project. Please see the Final Report of the previous Twinning project in Annex IV.
- *Completed:* Twinning Light Project – **BA 13 IPA JH 0116 TWL “Support to the administrative structures for EU integration related tasks of the parliaments of Bosnia and Herzegovina”**. This project represents an intermediate activity in the period between the previous Twinning and the upcoming Twinning. Implementation started in April 2017 and ended in December 2017.
  - The project purpose was to strengthen the functioning of the administrative structures for EU integration tasks of the Parliaments of BiH by providing assistance to ensure that the tasks of the preparation for European integration and the cooperation of the Parliaments of BiH in EU integration matters is practiced on a regular basis. Additionally, in order that in the near future also the Cantonal Assemblies’ engagement in the European integration process could be facilitated, their current capacities and needs related to the EU accession will be assessed in a comprehensive way. The project has provided strategic guidance and parliamentary cooperation activities of the EU units, On-the-job training practical exercises to improve legal approximation activities, has provided support to strengthen the EU information activities; On the job training Support in the EU related inter-parliamentary and international activities. The project has also conducted a Needs Assessment for the Cantonal Assemblies of FBiH related to capacities for EU integration activities. Results of this project, namely related to the Cantonal Assemblies, shall be taken into account for the new Twinning project. Twinning Light Activity Report 1.1 “Concluding Report of the FBiH Cantonal Assemblies related to capacities for European integration activities” and Twinning Light Activity Report 2.1 “Needs assessment of the FBiH Cantonal Assemblies related to capacities for European integration activities” is attached as Annex V to this Twinning Fiche.

- **Ongoing: IPA 2016 Supply of equipment for the support to the Parliaments of Bosnia and Herzegovina in the EU Integration Tasks** This support will contribute to more efficient and transparent service oriented public administration capable of leading BiH through the EU integration processes. The purpose of this project is to provide adequate equipment including servers, technical and logistical equipment to support the legislative alignment and the oversight role, which, inter alia, includes the support of information and communication technologies (ICT) for the all the Parliaments in BiH.

Other projects, related to capacity building of the BiH Parliaments, but not directly linked to the scope of the planned Twinning project are as follows:

Since 2001, the OSCE Mission in BiH has been supporting the modernization and development of the Parliaments of BiH with initial focus on Parliamentary Assembly of Bosnia and Herzegovina, that is, since 2012, extended to legislative institutions at the entity level and Brčko District Assembly. Besides supporting strategic planning processes and realisation, development of IT infrastructure and politics, internal communication and management, improving the functions of the parliamentary bodies, the OSCE Mission is undertaking activities that promote inter-parliamentary cooperation in BiH and in the whole region.

In the frame of IPA 2010 and IPA 2012, the Project ‘ICT based solutions for IDDEEA and the Parliamentary Assembly of Bosnia and Herzegovina’ resulted with the final delivery of the application for e-Session in PABiH as well as partial functional training of EDRMS application.

The Konrad Adenauer Foundation cooperates with the Parliaments of BiH through organizing seminars, roundtables, conferences, consultations, political dialogue programs, professional and political discussions, as well as visiting countries in the region, Germany and European institutions. This foundation focuses on supporting BiH in the EU integration process, overcoming the past and reconciliation.

The Westminster Foundation for Democracy undertakes in the Parliaments of BiH activities for strengthening their cooperation with other parliaments in the region, and regional cooperation of parliaments in general. The Westminster Foundation for Democracy organizes roundtables, business meetings, seminars and conferences mainly focused on cooperation of regional parliamentary commissions for economic reforms, European integrations, and finance and budget. The scope of the programme has recently been changed and broadened.

The USAID project Strengthening Governing Institutions and Processes (SGIP) in Bosnia and Herzegovina is being implemented in the PABiH and PFBiH. This project is aimed at improving policy development in the law-making process and budget preparation, review, adoption and implementation. Additional goals of the project are also strengthening systems of public accountability and transparency and enhancing the role and capacity of women in governing institutions, processes and systems.

The European Parliament support programme for parliaments of the enlargement countries. The Programme aims to support democracy in the Western Balkans and Turkey by strengthening parliamentary capacity and fostering parliamentary dialogue. It also seeks to facilitate the EU enlargement process by helping these countries to comply with the EU accession criteria through increased parliamentary participation and oversight.

UNDP provided assistance for strengthening parliamentary capacities and key institutions charged with fighting corruption in BiH.

The Council of Europe is organizing inter-parliamentary seminars for the MPs in cooperation with the CoE PACE, study visits, ad hoc parliamentary clubs.

The National Democratic institute provides technical and financial support for the Ad hoc Committees.

### **3.4 List of applicable *Union acquis*/standards/norms:**

*NOT APPLICABLE*

### **3.5 Results per component**

#### **Result 1** (Component 1): Enhance the capacities of the EU Units

The EU units are enabled to provide administrative support to the strategic guidance (to the oversight and scrutiny functions of the Parliaments) and prepare parliamentary positions and information activities and events related to EU accession issues:

Sub-result 1.1: Support to the staff of the EU Units to intensify their activities (organizing events, preparing background documents and analyses, interactions with EU partners, professional background available to support any kind of EU related activities of the Parliaments);

Sub-result 1.2: Support to the implementation and regular update of the European integration Action Plans of the Parliaments;

Sub-result 1.3: Contribution to the preparation and implementation of parliamentary EU communication action plans.

**Indicator 1.1:** Degree of implementation of the EU Integration Action Plans of the Parliaments (in %).

#### **Result 2** (Component 2): Strengthening cooperation between the BiH parliaments on EU related issues



Contribution to setting up a cooperation mechanism on EU integration tasks ensuring its regular organisation by the EU units;

Sub-result 2.1: Support to the functioning of the European integration cooperation mechanism;

Sub-result 2.2: Support the strengthening of the role of the Committees responsible for European integration;

Sub-result 2.3: Support the strengthening of the involvement of standing committees in performing European integration related tasks.

Indicator 2.1: Minimum 4 cooperation events between Parliaments organized.

**Result 3** (Component 3): Enhancing capacity of the administrative structures to provide support to compatibility checking and amendment drafting in a standard legal approximation procedure

The capacity of the responsible administrative structures – acting in cooperation with respective executive offices – to provide the professional support to compatibility checking and amendment drafting in a standard legal approximation procedure is improved:

Sub-result 3.1: Coaching and on-the-job training to improve legal approximation activities;

Sub-result 3.2: Support to improve the legislative preparation and legal drafting activities of the Parliaments.

Indicator 3.1: % of legislation compatibility check procedures implemented;

**Result 4** (Component 4): Developing the capacities of the Cantonal Assemblies

Common Action Plan for the cantonal assemblies to enhance their role in the European integration process and to ensure their required engagement is elaborated and implemented.

Sub-result 4.1: Elaboration and introduction of a Common Action Plan for the cantonal assemblies that is aligned with FBiH Action Plan to enhance their role in the European integration process and to ensure their required engagement;

Sub-result 4.2: Implementation of the training programme for the cantonal assemblies to enhance their role in the European integration process.

Indicator 4.1: % of MPs and parliamentary staff in cantons knowledgeable of general issues of EU functioning and accession;

There is one Component corresponding to each of the mandatory result. Indicative directions for the activities per component are included in the Logframe (Annex 1).

The activities shall also include:

- expert mission for the assessments and recommendations and guidelines;
- trainings, including on-the job training and mentoring, workshops, round tables;
- study visits and, when appropriate, traineeships, internships for the Beneficiary officials.

In total up to maximum 6 (six) **study visits** or, where more appropriate, **traineeships/internships**, shall be foreseen for the better achievement of the mandatory results/outputs, as follows:

**Component 1:**

- 1 (one) study visit for staff of the EU Units of the parliaments of the BiH in order to learn best EU experiences regarding tasks of similar units responsible for EU affairs coordination in MS;
- 1 (one) study visit for BiH Parliamentary staff to EU MS(s) on increasing the role and the capacity of the parliamentary press offices in the area of EU information and awareness.

**Component 3:**

- 1 (one) study visit for staff of the Legal Departments/Services and, if appropriate, staff of the sectoral Committees of the BiH Parliaments to learn the best EU experience regarding transposition of EU legislation into the national legislation and the role of legal services in this process;
- 1 (one) study visit for staff of BiH parliaments and staff of the EU Integration Committees of the BiH parliaments to the EU MS in order to learn best experiences regarding the role of the EU committees in the EU accession.

**Component 4:**

- up to 2 (two) study visits for representatives of the Cantonal Assemblies and PFBiH to MS(s), with a similar Constitutional system as the one in BiH to learn the role of entities.

The MS(s) shall include a description of indicative study visits and traineeships/internships in the proposed activities of the Twinning proposal, including provisional indication on the preferred MS(s) to visit, organisation, approach, target audience, etc.

MS(s) can propose traineeships/internships for the Officials of the BiH parliaments, when justified in view of the achievement of the mandatory results/outputs. Such traineeships/internships could be organised for selected Officials of the BiH parliaments

in order to learn experiences of the MS Parliaments and acquire specific skills which could not be otherwise provided by the MS experts in the Beneficiary Country.

It shall be noted, that in order to achieve better results of the study visits, the MS(s) to which the study visit(s) will be organised shall not be necessarily the MS(s) implementing the Twinning Project, and the following shall be taken into account for the proposed MS(s) for a study visits/traineeships/internships:

- the subjects of the study visits;
- the Constitutional system of BiH, where appropriate, but especially for Component 4.

### **3.6 Means/input from the EU Member State Partner Administration(s):**

The project will be implemented in the form of a Twinning Contract between the EUD representing the Beneficiary Country and EU Member State(s).

The implementation of the project requires an MS Twinning Project Leader (MS PL), Resident Twinning Advisor (RTA), Component Leaders (CLs), and short-term experts (STEs).

The interested Member State(s) institution shall include in its proposal the CVs of the designated Project Leader, Resident Twinning Advisor and all Component Leaders.

The PL, RTA and Component Leaders must meet the minimum criteria as specified in the Twinning Fiche.

#### **3.6.1 Profile and tasks of the Project Leader:**

##### *The tasks and responsibilities of the MS PL:*

The MS PL will have the responsibility for the overall supervision and coordination of the project. He/she will be responsible for the mobilization of the necessary expertise to implement the project activities and MS PL is expected to ensure that all the support from the management and staff on the MS side is available for the project. The MS PL is fully responsible for co-ordination of the work of the experts. He/she will lead project activities, and ensure attainment of the projected output.

The MS PL is obliged to attend the selection meeting and the quarterly meetings of the Project Steering Committee.

The MS PL will participate in the preparation of the contract, including the responsibility for availability and timely submission of the required information for the contract. He/she shall be involved in preparation of the initial and other work plans.

He/she will act as the counterpart of the BC Project Leader. MS PL will ensure in close co-operation with BC PL the overall steering and co-ordination of the project - the Project Steering Committee.

The PL could participate as short-term expert in some activities of the project.

Requirements:

The proposed MS Project Leader must be a high-ranking civil servant or equivalent staff from the respective MS parliament.

*Qualifications and skills*

- University degree in law, political science, economy or a similar field relevant to the project or equivalent experience in a related field of at least 5 years,
- Fluent written and spoken English.

*General professional experience*

- At least 8 years of general professional experience in EU integration-related areas relevant to the scope of the project,
- At least 5 years of experience in working as a staff member of an EU MS Parliament in a high ranking/managerial position(s), would be considered an asset.

*Specific professional experience*

- Experience in managing of EU or other donor-funded projects related to the Parliamentary capacity development, would be considered an asset,
- Experience with EU enlargement process and requirements,
- Experience in Parliamentary EU Projects is an advantage,

**3.6.2 Profile and tasks of the RTA:**

**The Resident Twinning Advisor (RTA)** should have adequate experience and knowledge in the field of EU integration and Parliamentary development, as well as in project management and EU enlargement, which will enable him/her to organize an interdisciplinary team for successful implementation of the project.

Duration of the RTA secondment will be 24 consecutive months.

Tasks of the RTA:

- Drafting of the initial 6 months rolling work plan in close cooperation with main stakeholders, within maximum 3 months after arrival,

- Provide technical advice to the beneficiary administration regarding the project implementation and procedures,
- Project management, organization and day-to-day coordination of the team members' activities in line with the agreed work plan to enable timely completion of project results,
- Communication with the RTA counterpart and Beneficiary project Leader on project activities,
- Regular updates of the work plan,
- Monitoring project implementation, ensuring proper quality of outputs and suggesting corrective measures, if required,
- Mobilisation and briefing of the short term experts, in close cooperation with the MS PL,
- Supervision and close cooperation with the Component Leaders,
- Maintains regular contacts and exchanges information with all beneficiaries (BiH Parliaments),
- Liaising with the BC Project Leader and reporting to the MS Project Leader,
- Regular communication with the Programme Manager of the EU Office,
- Participation in Regular donor coordination in the area of the EU integration,
- Together with the MS PL organizes and participates in the Project Steering Committee,
- Organization of the visibility events, including kick-off and final event.

### **Requirements:**

The Resident Twinning must be an official or assimilated officer with a thorough knowledge of the problems of parliamentary administration (control of the institutional system and the executive-legislative-judicial triangle and its interactions), confirmed by a practitioner's experience in a Parliamentary Assembly.

#### *Qualifications and skills*

- University degree in law, political science, economy or similar field relevant to the project or equivalent experience in a related field for at least 5 years,
- Fluent written and spoken English.

#### *General professional experience*

- At least 8 years of general professional experience in working in (as civil servant)/or with (as an expert) Public Administration Institutions/mandated body in the areas related to EU Integration,
- At least 5 years of experience in working as a staff or expert in or for an EU Member State Parliament/assimilated body in the field of institutional capacity building,
- Experience in project management,

### *Specific professional experience*

- Experience of management of experts
- Experience in administrative capacity building
- Experience or demonstrated practical knowledge of parliaments operating in federal structures, including through the implementation of a project, would be considered an asset,
- Previous experience in Projects implemented in Member States, candidate or potential candidate countries (IPA countries), countries of the European Neighbourhood (ENI countries), would be considered an asset,
- Experience in Western Balkans will be an advantage,
- Experience in EU enlargement and Stabilization and Association process, would be considered an asset.

### **3.6.3 Profile and tasks of Component Leaders:**

The Component Leaders will have a significant role in coordination of the activities of the components, and shall take part as experts in their respective components. The Member State shall designate for each component an expert, who, besides contributing directly to individual activities, acts as **Component Leader**. The Component Leader will coordinate, in close cooperation with the RTA and MS PL, the intervention of all other Member State experts mobilised for the same component.

There shall be the following Component Leaders:

- **Component Leader 1/2** – will be responsible and act as component leader for Component 1 (EU Units) and Component 2 (Coordination).
- **Component Leader 3** - will be responsible and act as component leader for Component 3 (capacity of the responsible administrative structures).
- **Component Leader 4** – will be responsible and act as component leader for Component 4 (Cantonal Assemblies).

### ***General Tasks of the Component Leaders:***

- Take the coordinative role in order to ensure proper implementation of the Component, including coordination of the Short term experts involved in the activities of the component,
- Liaise and report to the RTA and MS PL,
- Undertake the activities in order to achieve the mandatory results,
- Conduct their tasks and provide the deliverables according to the activity plan,

- Prepare assessments, recommendations for trainings and on-the job trainings in accordance to the Twinning Contract, work plan and their assignments,
- Ensure timely delivery of the relevant components.

### ***Specific tasks of the Component Leaders***

- undertake the leading role for respective Components
- If necessary, together with the RTA and MS PL to prepare the initial work plan for respective Components and update the work plan if needed
- Ensure daily coordination and information exchange with the beneficiaries
- Professional contribution to the implementation of respective Components and regular support to BC personnel

Component Leaders are officials or assimilated agents of a Member State public administration, or mandated body. Other officials or assimilated agents of a Member State not contractually associated with the project may be involved in some activities in agreement with the Beneficiary administration.

### ***Requirements***

#### ***General Requirements applied to the Component Leaders:***

- University degree in law, political science, economy or similar discipline relevant to the project or equivalent professional experience in a related field of at least 5 years;
- Minimum 5 years of experience in Parliamentary work relevant to the scope of the relevant components;
- Experience in the EU enlargement would be considered an asset;
- Experience in development and monitoring programmes/projects/activities related to parliamentary development in the context of EU integration would be an asset;
- Fluency in written and spoken English;
- Computer literacy.

#### ***Requirements applied to the Component Leader 1/2 (Components 1 and 2):***

- Practical experience in EU communication activities of Parliaments;
- Experience in planning and managing EU awareness-raising parliamentary activities.

#### ***Requirements applied to the Component Leader 3 (Component 3):***

- Practical experience in legal drafting and in harmonisation of the national legislation to the EU law,
- Practical experience in using databases of the EU legislation,

- Experience in providing trainings related to EU legal approximation,
- Experience in planning and delivery of EU related training

*Requirements applied to the Component Leader 4 (Component 4):*

- Relevant experience in countries with multilevel governance,

### **3.6.4 Profile and tasks of other short-term experts:**

Short-term experts will be engaged for specific activities. It is essential that the team have sufficiently broad expertise to cover all the areas included in the project description, which also requires thorough understanding of the functioning of the Beneficiary Institutions. Short-term experts shall deliver their expertise under the overall responsibility of the Member State PL and the coordination and supervision of the RTA.

Short-term experts deliver the bulk of support to the Beneficiary administration through specific activities in the Beneficiary country, including workshops, seminars, training sessions, meetings with officials of the Beneficiary administration, joint drafting sessions, etc. Short-term experts should have strong analytical and team working skills as well as solid experience in fiscal and regulatory impact assessments, public consultations and inter-institutional coordination. Before and after their missions to the Beneficiary country they are expected to dedicate the necessary time to preparation and reporting work.

Main areas of expertise required by the team of short-term experts should cover the following fields:

- Parliamentary capacity building for EU integration,
- Legal drafting and legal approximation/ harmonization of the national legislation with the EU legislation/transposition of the EU Law into the national legislation,
- EU information and communication, organisation of awareness events, expertise in media and communications,
- Design and implementation of training and capacity building programmes,
- Development and implementation of parliamentary reform plans and strategies,
- Analyses of national and EU policies, etc.

Short-term experts are officials or assimilated agents of a Member State public administration, or mandated body. Other officials or assimilated agents of a Member State not contractually associated with the project may be involved in some activities in agreement with the Beneficiary administration.

#### ***Requirements:***

- University degree in law, political science, economy or similar discipline relevant to the project or equivalent experience in a related field for at least 5 years;
- Minimum of 3 years of experience in the parliamentary work relevant to the scope of the project;
- Fluency in written and spoken English;



- Computer literacy.

#### **4. Budget**

Maximum Budget available for the Grant is 2.300.000,00 €; co-financing is not envisaged.

#### **5. Implementation Arrangements**

##### **5.1 Implementing Agency responsible for tendering, contracting and accounting**

The EU Delegation in Bosnia and Herzegovina is the implementing agency responsible for all procedural aspects of the tendering, contracting, payments, accounting and overall supervision of the implementation of the project.

##### **Contact point:**

##### **Ms. Dzenita Polic, Programme Manager**

Delegation of the European Union to Bosnia and Herzegovina

Skenderija 3a, Sarajevo, Bosnia and Herzegovina

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##### **5.2 Institutional framework**

The beneficiaries of the project will be the BiH Parliaments - the Parliamentary Assembly of Bosnia and Herzegovina, the Parliament of Federation of Bosnia and Herzegovina, the National Assembly of Republika Srpska, the Brčko District Assembly and the BiH Cantonal Assemblies.

The coordination of the project on behalf of the beneficiary will be carried out by the Department for European Affairs, Coordination and EU Support Programmes of the EU Sector of the Parliamentary Assembly of Bosnia and Herzegovina. Main coordinators within the PFBiH, NAR and BDA will also be appointed.

##### **5.3 Counterparts in the Beneficiary administration:**

The PL and RTA counterparts will be staff of the Beneficiary administration and will be actively involved in the management and coordination of the project.

##### **5.3.1 Contact person**

*The Contact person on behalf of the Beneficiary, will be:*

##### **Mr. Omar Filipović,**

Head of Department for European Affairs, Coordination and EU Support Programmes,  
EU Sector

Parliamentary Assembly of Bosnia and Herzegovina

Trg BiH 1, 71000 Sarajevo, Bosnia and Herzegovina

e-mail: Omar.Filipovic@parlament.ba

### **5.3.2 BC Project Leader - PL counterpart**

#### **Mr. Omar Filipović, BC Project Leader**

Head of Department for European Affairs, Coordination and EU Support Programmes,  
EU Sector

Parliamentary Assembly of Bosnia and Herzegovina  
Trg BiH 1, 71000 Sarajevo, Bosnia and Herzegovina

The Beneficiary PL is expected to operate at the appropriate political level to administer the project, and entrusted with the power and responsibility to guarantee ideal conditions for the implementation of the activities and full ownership of the results achieved. The Beneficiary PL acts as the main interlocutor of the Member State PL. The Beneficiary and Member State PLs work in close cooperation and ensure the overall steering and coordination of the project. (4.2.3)

### **5.3.3 RTA counterpart**

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The RTA counterpart will facilitate communication and exchange of information between the implementing partners; for each Twinning project the Beneficiary should designate a member of its staff as the counterpart of RTA. (4.2.4)

### **5.3.4 Other representatives of the BC**

- **Component Leader counterparts:** The Beneficiary administration shall select, for each component of the Twinning project, a Component Leader counterpart. The names and functions of Component Leader counterparts shall be communicated to the Contracting Authority at the latest by the date of the meeting of the selection committee. (4.2.6)
- The Beneficiary administration shall also make available a member of its staff to provisionally support the RTA until the procedure for the selection and hiring of the RTA assistant(s) is/are concluded (see section 4.1.6.10).

## **6. Duration of the project**

Implementation period of 24 months plus 3 months.

## 7. Sustainability

The Project has been initiated and elaborated by the highest political level in the parliaments of BiH, which demonstrates a high level of commitment to project objectives. It is important to note that this project is largely based on the recommendations of the previous Twinning project and Action Plans and other continuous commitments of the BiH parliaments towards an increased role in the fulfilment of the EU related tasks.

The project results, detailed activities and precisely set indicators shall benefit the BiH parliaments.

Most of the resources needed for this Twinning Project are already available, as the beneficiary has launched and largely succeeded in implementation of the structures and procedure necessary for the successful implementation of the project, as well as to guarantee the implementation of the achieved results in a medium and long term.

The working methods and deliverables are designed in a way to have a long lasting effect, which includes also provisions to develop manuals and guidelines for long-term use. The project will support the key units and key staffs responsible for EU integration issues, in a way that their professional skills are increased and working tools are in place. Parliamentary staff will work to ensure that all knowledge gained through the project will be systematically transferred to all new employees by on the job training delivered through everyday work and manuals developed

Furthermore, it is foreseen to embed project results in the Strategies and updated EU integration Action Plans of the Parliaments, and the results and activities related to the FBiH Cantonal Assemblies will provide a basis for successful involvement of the Cantonal Assemblies in the BiH EU integration efforts.

## 8. Crosscutting issues (*equal opportunity, environment, climate etc...*)

**Equal opportunities and non-discrimination:** Equal opportunity principles and practices in ensuring equitable gender participation and non-discrimination within the project will be guaranteed. No discrimination will be made on the basis of gender. Activities such as training needs analysis, trainings, workshops, study visits, as well as public awareness events (campaigns, conferences), will be organised in a way which makes them accessible for both men and women.

The Action will promote an environment that is conducive and enabling to gender equality ensuring equal participation of women and men in all project activities, as well as taking into account promotion and participation of people with disabilities. The Action will address problems and practical needs specific to men and women in order to ensure capacities to deliver services in a gender-sensitive manner. Gender sensitive language will be maintained throughout the project cycle. The number of men and women

participating in training events will be monitored during the project and this information will be used to identify any potential discrimination.

**Minorities:** The project will be implemented in a way that guarantees that no discrimination is made against any individual, on the basis of equal access regardless of racial or ethnic origin, religion or belief, disability, sex or sexual orientation. Training needs analysis, trainings, workshops, study visits, as well as public awareness events (campaigns, conferences) will be organised in a way that makes events accessible for all potential participants. Information on the individuals receiving support under the project will be monitored during the project and this information will be used to identify any potential discrimination. The project will result in procedures and measures that will implement the principle of equal treatment and will by no means endanger it, throughout the project implementation and upon its completion.

**Environmental considerations:** The projects will not lead to any negative environmental effects.

**Civil society development and dialogue:** Within the project, activities are planned to assist increased involvement of civil society in activities of the Parliaments in the context of the EU accession process. In the case of the information activities and events, CSOs will be specifically involved as stakeholders.

**Good governance, with particular attention to fight against corruption:** All relevant requirements to insure a sound financial management of the Twinning Project will be fulfilled in accordance with the principle of good governance. All necessary provisions will be taken to fight against corruption in accordance with the IPA Implementing Regulation.

## **9. Conditionality and sequencing**

### *General issues*

The Department for European Affairs, Coordination and EU Support Programmes, of the EU Sector of PABiH is meant to be responsible for overall donor coordination in the PABiH and to be informed about the donor projects, programmes and activities in Entities' Parliaments. The Department is also responsible for coordination of TAIEX at BiH parliamentary level. The Twinning project will provide support to the Department in the donor coordination related issues, thus their capacities in this respect will be strengthened, as well as overall coordination between the parliaments related to donors will be enhanced. The donor support/activities related to EU integration shall fit in the framework of the EU Integration action Plans of the BiH Parliaments. The Department shall ensure that there is no overlapping with other projects and programmes of the EU and of other donors and that there is no overlap between the Twinning and TAIEX.

TAIEX assistance will focus on the areas or activities, which cannot be supported by the Twinning Project. Complementary or follow-up activities ensuring synergy between the Twinning and TAIEX can be and should be supported, in order to achieve better and sustainable results/outputs. 1 male 1 female

The EU Units of the Entities' Parliaments shall ensure that there is no overlap or duplications with EU and other donor support activities in the area of EU Integration in their respective Parliaments.

The Twinning project shall be recognised similarly, like the previous Twinning was, as the main and major EU support activity for the BiH parliaments in the area of EU integration / SAA implementation. The BiH parliaments shall consult and coordinate with the Twinning project (EU MS and BS representatives) as well as with the EUD Programme manager their requests for donor support related to the EU integration matters.

*Conditionality:*

- Endorsement by all key stakeholders of the Twinning Project Fiche;
- Appointment of personnel by the Beneficiary;
- Making the staff that will be involved in Twinning implementation available;
- Participation by the beneficiary in the selection of the twinning partner;
- Allocation of working space and facilities, as well as technical means before the Twinning Assistant (s) is selected;
- Good coordination between the participating Parliaments;
- Maintaining political support for the project and towards implementation of results.

## **10. Indicators for performance measurement**

No specific indicators shall apply. Key output indicators per each of the result are listed in the section 3.5 and in the Logframe.

Overall emphasis for the performance measurement shall be focused on the degree of the implementation of the EU Integration Action Plans of the BiH Parliaments, the degree of implementation of the recommendations of the Twinning project, the level of EU cooperation and coordination between the BiH parliaments, and gradually increased number of laws approximated with the *acquis*.

## **11. Facilities available**

**The Beneficiary will provide** the MS twinning partner free of charge with adequate office space for the RTA, RTA assistant (s) and experts, as well as the meeting rooms and adequate equipment (computers, telephones, printers etc.) necessary for carrying out relevant everyday activities / professional use, as well as will provide space (meeting rooms, conference rooms etc) for trainings, events and conferences foreseen under the Twinning Fiche and Twinning Grant Contract.

In particular:

- the PABiH will provide permanently office space and adequate equipment for the RTA, RTA assistant (s), Component Leaders and short-term experts for their

- daily activities / professional use. Also will provide necessary rooms for organizing the trainings and events;
- PFBiH, NARS and BDA will provide office space and office equipment to the MS experts based on during their missions to the respective Parliament, as well as will provide facilities and equipment for organization of trainings and events.

## **LIST OF ANNEXES**

- Annex I      Logframe
- Annex II      List of relevant laws and regulations
- Annex III     Final Report Twinning Project BA 12 IB JH 01 “Enhanced role of the parliaments in Bosnia and Herzegovina in the EU integration context”
- Annex IV     Concept of the Cooperation mechanisms for the Parliaments of Bosnia and Herzegovina in the tasks of the EU integration process
- Annex V
- Twinning Light Activity Report 1.1 “Concluding Report of the FBiH Cantonal Assemblies related to capacities for European integration activities”
  - Twinning Light Activity Report 2.1 “Needs assessment of the FBiH Cantonal Assemblies related to capacities for European integration activities”
- Annex VI     Coordination system in the process of the European Integration in BiH
- Annex VII    List of Abbreviations

## ANNEX I: Logical framework matrix

<b>Project title:</b> Empowerment and support to the Parliaments of Bosnia and Herzegovina in EU integration tasks		<b>Programme name and number:</b> Annual Action Programme for BiH for the year 2016 (IPA 2016/039-653)	Twining Reference: <b>BA 16 IPA JH 01 18</b>
<b>Overall objective</b>	<b>Objectively Verifiable Indicators (OVI)</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
<p><b>The overall objective is to strengthen the capacities of the parliaments in BiH* to exercise their EU-related tasks in the process of EU accession process and implementation of the requirements of the BiH – EU Stabilisation and Association Agreement (SAA).</b></p> <p>* the Parliamentary Assembly of Bosnia and Herzegovina, the Parliament of the Federation of Bosnia and Herzegovina, the National Assembly of Republika Srpska and the Brčko District Assembly, as well as the Cantonal Assemblies.</p>	<ul style="list-style-type: none"> <li>• BiH parliaments exercising their EU related tasks with the view of the SAA implementation and EU accession;</li> <li>• Cantonal Assemblies involved in the EU issues and their capacities to perform EU tasks increased</li> </ul>	<ul style="list-style-type: none"> <li>• EC Country Report;</li> <li>• Reports of Parliaments of BiH;</li> <li>• Twining reports (Final report, quarterly report etc)</li> </ul>	
<b>Specific objectives (outcomes)</b>	<b>OVI</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
<p>1) To strengthen the capacity of the administrative structures of the Parliaments of BiH for the implementation of the parliamentary EU integration Action Plans</p> <p>2) Enhance the cooperation of the Parliaments of BiH in EU integration matters</p> <p>3) Foster the involvement of the Cantonal Assemblies in the EU</p>	<ul style="list-style-type: none"> <li>• Regular, all level cooperation on EU matters between the BiH Parliaments in place</li> <li>• Functional administrative structures responsible for the EU tasks</li> <li>• Improved capacities of the Cantonal Assemblies in EU issues and an increased number</li> </ul>	<ul style="list-style-type: none"> <li>• EC Country Report;</li> <li>• Reports of Parliaments of BiH;</li> <li>• Implementation of the BiH Programs/Plans for EU integration and legal approximation (when adopted)</li> <li>• Reports of the</li> </ul>	<ul style="list-style-type: none"> <li>• Political support and full commitment in all beneficiary institutions is maintained;</li> <li>• Political support by the executive branch is ensured;</li> <li>• Good coordination of beneficiary institutions is in place.</li> </ul>



<p>integration matters</p> <p>4) Improve the knowledge and technical capacity of the Parliaments for the effective legal approximation process in BiH</p>	<p>of EU related laws adopted</p> <ul style="list-style-type: none"> <li>• Public awareness of EU integration/SAA obligations increased</li> <li>• Improved processes for legal approximation and increased number of legislative acts adopted by the BiH parliaments in approximation with the <i>acquis</i></li> </ul>	<p>implementation of the EU Action Plans</p> <ul style="list-style-type: none"> <li>• CSO and other independent organizations' reports.</li> <li>• Twinning reports (Final report, quarterly report etc)</li> <li>• Evaluation/monitoring reports</li> </ul>	
<b>Results (outputs)</b>	<b>Objectively Verifiable Indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
<p><b>Result 1. –The technical and administrative capacity of the EU units to provide support to the oversight monitoring and scrutiny functions of the Parliaments and to prepare parliamentary positions and information activities and events related to EU accession issues is strengthened</b></p> <p><b>Sub-result 1.1</b> - EU Units intensify their activities (events, background documents and analyses, interactions with EU partners) in support of any EU related actions of the Parliaments</p> <p><b>Sub-result 1.2</b> – EU units support the implementation and regular update of the European integration Action Plans of the Parliaments</p> <p><b>Sub-result 1.3</b> – Parliamentary EU communication action plans are drafted and implemented</p>	<ul style="list-style-type: none"> <li>• Degree of implementation of the EU Integration Action Plans of the Parliaments (in %).</li> </ul>	<ul style="list-style-type: none"> <li>• EC Country Report;</li> <li>• Reports of Parliaments of BiH;</li> <li>• Official gazette</li> <li>• Plenary session minutes</li> <li>• Implementation of the BiH Programs/Plans for EU Integration and legal approximation (when adopted)</li> <li>• Reports of the Implementation of the EU Action Plans</li> <li>• CSOs' and other independent organizations' reports.</li> <li>• Twinning reports</li> </ul>	<ul style="list-style-type: none"> <li>• Political support and full commitment in all beneficiary institutions is maintained;</li> <li>• Political support by the executive branch is ensured;</li> <li>• Good coordination of beneficiary institutions is in place</li> <li>• EU Coordination mechanism of the CoM in place and functional at all levels</li> <li>• Adoption of the BiH Programme for the EU integration/<i>acquis</i> adoption</li> <li>• Timely implementation of the project recommendations by the beneficiaries</li> <li>• Timely planning and appropriation of resources</li> <li>• Implementation of the</li> </ul>

		<p>(Final report, quarterly report etc.)</p> <ul style="list-style-type: none"> <li>• Evaluation/monitoring reports of the Twinning</li> <li>• Training reports and evaluations</li> <li>• Reports of the meetings related to coordination of the EU matters at the Parliamentary level</li> </ul>	<p>recommendations of the previous Twinning and Twinning Light project</p>
<p><b>Result 2. – The Cooperation mechanism on EU integration matters is set up and functions with the support of the EU units</b></p> <p><b>Sub-result 2.1:</b> The European integration cooperation mechanism supported by the EU units is up and running</p> <p><b>Sub-result 2.2:</b> The role of the Committees responsible for European integration is strengthened</p> <p><b>Sub-result 2.3:</b> The involvement of standing committees in performing European integration related tasks is enhanced</p>	<ul style="list-style-type: none"> <li>• Minimum 4 cooperation events between Parliaments organized.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports of Parliaments of BiH;</li> <li>• Plenary session minutes</li> <li>• Reports of the Implementation of the EU Action Plans</li> <li>• Twinning reports (Final report, quarterly report etc.)</li> <li>• Evaluation/monitoring reports of the Twinning</li> <li>• Reports of the meetings related to cooperation mechanism on EU integration tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Political support and full commitment in all beneficiary institutions is maintained;</li> <li>• Political support by the executive branch is ensured;</li> <li>• Good coordination of beneficiary institutions is in place</li> </ul>
<p><b>Result 3. – The capacity of the responsible administrative structures – acting in cooperation with respective executive offices – to provide the technical support to compatibility checking and amendment drafting in a standard legal approximation procedure</b></p>	<ul style="list-style-type: none"> <li>• % of legislation compatibility check procedures implemented;</li> </ul>	<ul style="list-style-type: none"> <li>• Reports of Parliaments of BiH;</li> <li>• Plenary session minutes</li> <li>• Reports of the Implementation of the EU</li> </ul>	<ul style="list-style-type: none"> <li>• Political support and full commitment in all beneficiary institutions is maintained;</li> <li>• Political support by the executive branch is ensured;</li> </ul>

<p><b>is improved</b></p> <p><b>Sub-result 3.1:</b> a system for coaching and on-the-job training to improve legal approximation activities is set up and start functioning</p> <p><b>Sub-result 3.2:</b> technical support to the legislative preparation and legal drafting activities of the Parliaments is strengthened</p>		<p>Action Plans</p> <ul style="list-style-type: none"> <li>• Twinning reports (Final report, quarterly report etc.)</li> <li>• Evaluation/monitoring reports of the Twinning</li> <li>• Reports of the meetings related to cooperation mechanism on EU integration tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Good coordination of beneficiary institutions is in place</li> </ul>
<p><b>Result 4. – A Common Action Plan for the cantonal assemblies to enhance their role in the European integration process and to ensure their required engagement is elaborated and implemented.</b></p> <p><b>Sub-result 4.1:</b> elaboration and introduction of a Common Action Plan for the cantonal assemblies to enhance their role in the European integration process and to ensure their required engagement;</p> <p><b>Sub-result 4.2:</b> implementation of the training programme for the cantonal assemblies to enhance their role in the European integration process.</p>	<p>% of MPs and parliamentary staff in cantons knowledgeable of general issues of EU functioning and accession;</p>	<ul style="list-style-type: none"> <li>• Cantonal assemblies Reports;</li> <li>• Session minutes</li> <li>• Reports of the Implementation of the EU Action Plans</li> <li>• Twinning reports (Final report, quarterly report etc.)</li> <li>• Evaluation/monitoring reports of the Twinning</li> </ul>	<ul style="list-style-type: none"> <li>• Political support and full commitment in all beneficiary institutions is maintained;</li> <li>• Political support by the executive branch is ensured;</li> <li>• Good coordination of beneficiary institutions is in place</li> </ul>
<p><b>Activities</b></p>	<p><b>Means</b></p>	<p><b>Specification of costs</b></p>	<p><b>Assumptions</b></p>
<p>Member State(s) is/are kindly requested to develop activities in the submitted proposal which are needed in order to achieve the results (above outputs and outcomes) stipulated in the Fiche</p>			