



**SWIM and HORIZON 2020  
“EXPERT FACILITY”  
for tailored and targeted  
technical assistance at national level**

**MANUAL**



# 1 THE SWIM-HORIZON 2020 SM EXPERT FACILITY

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## 1.1 INTRODUCTION

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This document constitutes the Manual of Operation of the SWIM-H2020 SM Expert Facility in the framework of SWIM-H2020 SM. The Expert Facility is one of the channels through which SWIM-H2020 SM will provide tailored and targeted technical assistance (TA) to Partner Countries (PCs) for achieving on-the-ground results in sustainable water management and reduced marine pollution. Through the Expert Facility, eligible stakeholders from Partner Countries are able to request, through the SWIM and Horizon 2020 Focal Points, specific short term technical assistance.

## 1.2 A DEMAND DRIVEN MECHANISM TO RESPOND QUICKLY AND EFFICIENTLY TO PCS' NEEDS

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### 1.2.1 PRIORITISATION CRITERIA

Some of the criteria or considerations taken into account in the process of prioritisation of proposed requests by the PCs are:

- To achieve economies of scale, joint applications from two or more beneficiary organisations of a country or clustering similar activities from two or more partner countries (sub-regional clustering) will be given preference, while proposals for a single country addressing a national priority will also be eligible for consideration. Preference will be also given to activities which show good linkages with EU bilateral cooperation, either in terms of complementarity with on-going or planned bilateral cooperation projects, or to initiate work that the EU bilateral cooperation could build on, for instance in the form of twinnings.
- The proposed request is consistent and relevant to the project's objective and aims.
- The outputs of the proposed activity might be utilised and incorporated in national processes.
- The request has the potential to be replicated in an appropriate manner in other PCs.
- The proposed activity will have an added value and will contribute to sustainability to other EC interventions and/or partner country's interventions and as such, will ensure long term benefits after its completion.
- Each or every set of services provided by the Expert Facility must be linked to concrete results defined against one or more of the six project result areas, and as far as possible tracked against a baseline, using indicators to allow measurement of the impact of the particular Expert Facility Service and, in a wider context, of the project. The formulation of each activity will include provisions to transmit results and outputs of the activity at political level.



Prioritisation criteria at a glance:

- Requests addressing similar needs expressed by several partner countries or requests from more than two beneficiary organizations within the same country, to generate economies of scale and regional perspective.
- Requests having good linkages with on going EU bilateral cooperation projects or where EU bilateral cooperation projects could be built on (i.e. twinings).
- Requests relevant to SWIM-H2020 project's aims and objectives.
- Requests that demonstrate justifiable chance of having an impact on and feed-in to national interventions
- Requests have the potential of replicability in other partner countries.
- Requests with added value and sustainability ensuring long term benefits after its completion.
- Requests linked to concrete results, defined against one or more of the expected project result areas and tracked against a baseline using indicators to allow measurement of the impact.

### 1.2.2 What requests can the Expert Facility support?

The objective and aims of the SWIM-H2020 project define and limit the types of technical assistance support to be provided under the Expert Facility.

Already from the project's fact finding missions during the Inception Phase, country stakeholders were given the opportunity to inform the SWIM-H2020 SM project team about the identified country needs that could be addressed by the project's Expert Facility. These have been recorded and consequently further processed by the SWIM-H2020 SM Team.

The SWIM-H2020 SM together with the EU Delegations and the SWIM and Horizon 2020 National Focal Points develop a list of priority country needs.

Annual country stock-taking meetings have been built into the design and programming of SWIM-H2020 SM so that progress can be assessed (for the eventually approved requests) and new urgent emerging needs can be considered by the Expert Facility.

Indicatively, requests by the PCs can fall under the following themes:

- Regulatory and legal frameworks
- Decentralized water management & growth
- Assessment of water resources' vulnerability and related risks
- Sustainable options & interventions
- Water valuation
- Flood risk and drought management
- Groundwater management
- Ecosystem services
- Urban Wastewater
- Municipal Solid Waste



- Industrial Pollution
- Environmental Mainstreaming
- Marine Litter
- Hazardous Waste
- ICZM/IWRM
- Water-Energy-Food Nexus

*Note: The Expert Facility is not intended to finance any cost of equipment or material on behalf of the PCs.*

### 1.2.3 Eligible applicants

The eligible countries to request assistance from the Expert Facility are the Mediterranean countries which are covered by the European Neighbourhood Policy, i.e. Morocco, Algeria, Tunisia, Libya, Egypt, Palestine, Israel, Lebanon, Jordan and [Syria<sup>1</sup>].

The organisations eligible for TA under the Expert facility are:

- Ministries/agencies/departments responsible for environment and water management and, as need be, agriculture, tourism, industry, international affairs and finance;
- Local authorities, preferably their regional networks or national associations of local authorities;
- Civil society organisations (CSOs): in priority networks of CSOs active in the fields covered by the project;
- Private sector (among which water utilities), private sector networks / associations, media;
- Academia and research institutes

The above organisations from one PC or many PCs may collaborate between them so as to achieve regionality and wide participation of stakeholders (e.g. collaboration of lead ministries responsible for environment and water management with CSOs or the private sector).

## 1.3 THE OPERATIONAL PROCEDURE OF THE EXPERT FACILITY

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A ten-step procedure is followed:

**Step 1:** Collection of requests/proposals from the country stakeholders during the SWIM-H2020 SM fact finding missions (April-May 2016) and formulation of a longlist of proposed activities.

**Step 2:** Formulation of a shortlist of proposed activities by the SWIM-H2020 SM Team grouped as:

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<sup>1</sup> The EU has suspended direct cooperation with the Syrian authorities since 2011, until further notice.



- (a) Potentially suitable for the Expert Facility (national activities) (Work Package 1 of the project)
- (b) Peer-to-peer experience sharing, On-site Training Activities and Study Tours (regional activities) (Work Packages 2 & 3)

**Step 3:** The shortlist is sent to EU Delegations and SWIM and Horizon 2020 National Focal Points. After exchanges, a finalised list is agreed.

**Step 4:** The Project's 1<sup>st</sup> Steering Group Meeting (Sept 2016) formally endorses the list as part of the project's Work Programme.

**Step 5:** Applicants through the FPs are informed to prepare and submit their applications (please see SWIM-H2020 SM Project Identity Form - PIF) for their listed activity(ies).

**Step 6:** For filled applications (PIFs) a fast consultation is held between the SWIM-H2020 SM, Focal Points and EUDs. Within 15 calendar days from receipt of the application, FPs and EU Delegations will submit a 'no objection' or 'objection with justification' note to the SWIM-H2020 project team.

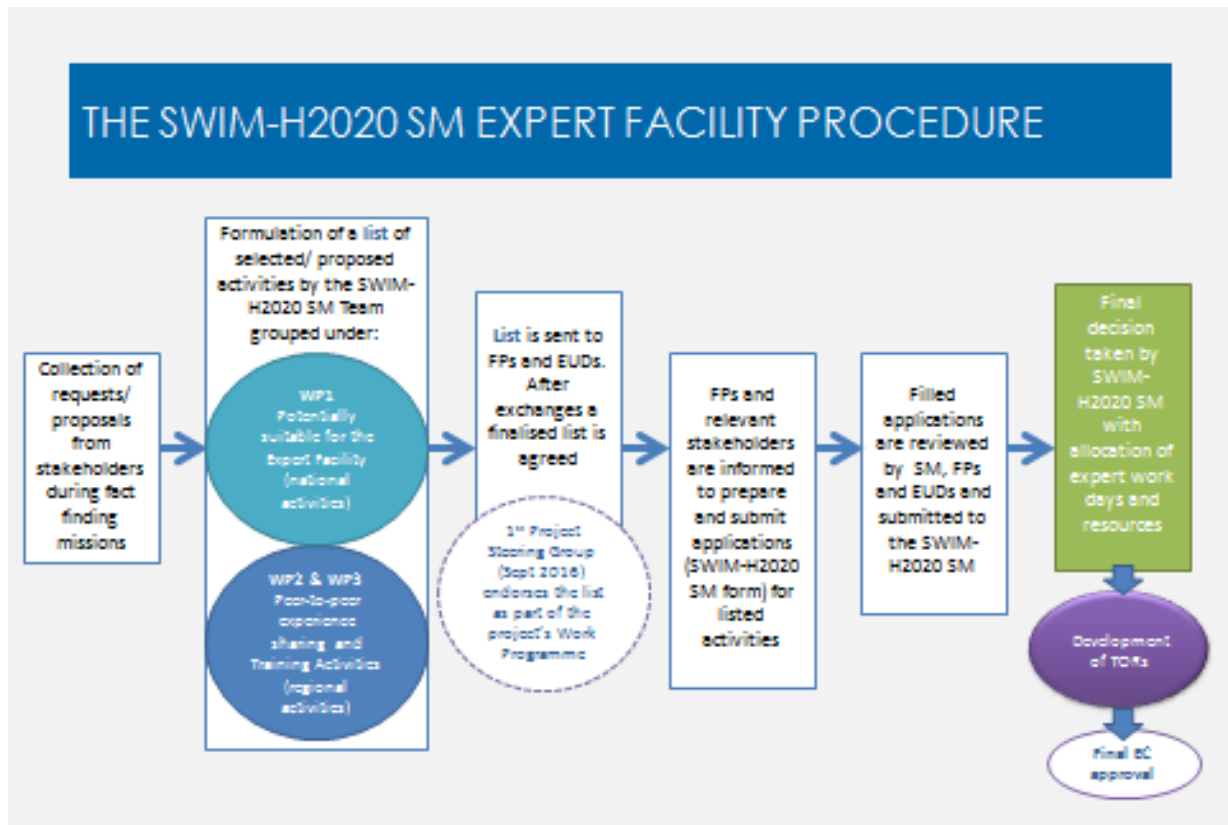
**Step 7:** The final decision on the PIFs is taken by the SWIM-H2020 SM project team, who will further elaborate the ToR in collaboration with national FPs of SWIM or H2020 or both and/or applicant(s) from PCs and will do the final allocation of expert work days and resources.

**Step 8:** In some cases "umbrella TOR" for more than one activities are developed on the basis of the approved PIF(s) in collaboration with national FPs of SWIM or H2020 or both.

**Step 9:** ToR are sent to DG NEAR (EC project management) for final approval.

**Step 10:** Activity is launched

The procedure, as described above is also schematically presented below:



The procedure may run once, as during the inception phase of the project, for the full set of activities



for the three-year duration of the project (full country quota) **or** a certain percentage of expert work days and resources are kept aside to be decided through the same procedure later in the project. As already mentioned, the annual stakeholder meetings at the end of year 1 and 2 of the project will serve to assess progress made in running activities and also mobilise the decision for the remaining ones in the case where the country quota has not been used up.

## 2 THE PROJECT IDENTITY FORM

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The main elements that are required for the completion of a Project Identity Form and its consequent submission to the SWIM-Horizon 2020 Expert Facility are the following:

- Information about the applicant(s) organisation(s)
- Title and main objective of proposed activity
- Location and duration
- Stakeholders involved
- Short description of technical assistance and proposed method of delivery
- How the proposed activity addresses the SWIM-H2020 SM objectives and expected results
- The expected results and deliverables
- The phases, tasks and deliverables of the activity with an estimated allocation of the level of effort of experts
- Proposed indicators for monitoring progress and results.
- Potential contribution of the country/stakeholder.

Once the PIF for an activity is completed, it should be sent by the SWIM or Horizon 2020 Focal Point of the country to the SWIM-H2020 SM ([info@swim-h2020.eu](mailto:info@swim-h2020.eu)). Once reviewed and assessed by the SWIM-H2020 project team, and after a short consultation with the FP and/or applicant(s) (if required to clarify issues), the agreed upon elements of the application are transcribed into Terms of Reference (Activity Fiches) for this activity or a set of activities (when applicable).