



SINGLE FORM GUIDELINES 2021

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DG ECHO

SINGLE FORM GUIDELINES – UPDATED ON 05.01.2021

(These guidelines apply for actions submitted for HIP 2021 and onwards)

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INTRODUCTION

The Single Form is Annex 1 to the Model Grant Agreement (MGA).

The Single Form allows **partners** to:

- Submit a proposal in response to a crisis or an identified need
- Reflect the reality of the project in the field
- Anticipate assumptions, risks, change in project design, etc.
- Inform DG ECHO of achievements.

Single form to be used for

- Request (RQ)
- Modification (MR)
- Interim report (IR)
- Final report (FR)

The Single Form allows **DG ECHO** to:

- Take a decision to fund or not to fund an Action
- Monitor the Action
- Analyse the modifications introduced in the Action.
- Liquidate the agreement on the basis of the final report
- Report on the Action funded, using the data mentioned in the box “data extraction”

These guidelines follow the structure of the Single Form, section by section, from the proposal stage to the final report stage.

STRUCTURE OF THE SINGLE FORM

The Single Form comprises 18 chapters.

1. General information	10. Implementation
2. Project data overview by country	11. Field coordination
3. Humanitarian organisation in the area	12. Visibility, communication and information activities
4. Needs assessment and risks analysis	13. Financial overview of the action
5. Beneficiaries	14 Request for alternative arrangements
6. Gender and age marker	15. Administrative information
7. Logic of intervention	16 Conclusions and lessons learned
8. Resilience marker	17. Logframe
9 Monitoring and evaluation	18 List of ECHO pre-defined annexes

Each chapter includes information on the **Interim** and **Final reports** requirements.

INT

FIN

When opening a **Modification Request (MR)** (to introduce modification by mutual consent), all the sections of the Single Form will be displayed automatically. The partner will then update the sections relevant to the modifications. The partner is invited to provide a summary of the modifications brought to the Single Form in chapter 1, section 1.6.

TERMINOLOGY

Beware of the difference of terminology between the Model Grant Agreement (corporate template) and the terminology commonly used in DG ECHO:

MGA terminology	DG ECHO terminology
Grant Beneficiary	The (certified) partner organisation to which a grant is awarded
Grant co-beneficiary	A certified partner organisation cooperating with the certified partner organisation signing the grant agreement and acting as coordinator (grant beneficiary)
Third party	An entity or a person which is either final beneficiary or implementing partners.
Continuous reporting	Reporting not linked to payment, e.g. interim reports, quarterly reports for remote management, etc.
Periodic reporting	Reporting linked to payment: e.g. final report
Financing decisions	World Wide Decision/HIPs
Alternative arrangements	Derogations

NOTE: that at the time of issuance of these guidelines, work on the Single Form was still on-going. There may be minor discrepancies between the final format of the Single Form and the content of these guidelines. The present document will be updated regularly. For specific support on the Single Form contact ECHO-IS-SUPPORT@ec.europa.eu

WHERE TO FIND THE SINGLE FORM?

The Single Form is only accessible through APPEL¹.

APPEL is an **electronic exchange system** used by DG ECHO and its partners. In order to be able to connect to APPEL, you will first need to create an ECAS account. If you do not have an ECAS account, please contact your organisation to request an access.

Annex SF-1
Sections of the SF

“more information on how to deal with Appel and how to manage the electronic Single Form is available on the Partners’ Webiste” – documents are available here: <https://www.dgecho-partners-helpdesk.eu/reference-documents-ngo> while narrative info on Appel is here: <https://www.dgecho-partners-helpdesk.eu/ngo/action-proposal/appel-and-submission-of-the-single-form>

ASSESSMENT CRITERIA

During the assessment of proposals, DG ECHO will look at:

- The compliance of the Action with the proposed strategy (HIP) or financing decision and the operational requirements described here below
- The compliance of the Action with the operational requirements which include:
 - Commonly used principles such as: quality of the needs assessment and of the logical framework, respect of DG ECHO policies and standards, relevance of the intervention and coverage, feasibility, applicant's implementation capacity and knowledge of the country/region;
 - in case of actions already being implemented on the ground, where DG ECHO is requested to fund a continuation, a visit of the ongoing actions may be conducted to determine the feasibility and quality of the Action proposed;
 - depending on the characteristics of the crisis, other elements could be taken into account when assessing the proposals, such as: security, coordination, access arrangements, quality of monitoring, sustainability, humanitarian-development nexus, resilience, cost efficiency, comparative advantage of the Action or the partners.

In each chapter of these Guidelines, the partner will find boxes explaining what information will be used by DG ECHO to assess the proposal.

¹ References to **useful websites** and related links are regrouped in the table page 42.

1. GENERAL INFORMATION

The main purpose of this chapter is to provide the main elements of identification of the Action

1.1 Name of the organisation is automatically encoded by the system. It is the name of the organisation submitting the proposal in APPEL.

1.2 Title of the Action is given by the partner. There are no specific restrictions concerning the title. While reflecting the action's purpose, the title should be general enough to avoid future amendment.

1.3 Time frame of the action: This section establishes the starting date of the Action and its duration which will be used to assess the feasibility of the Action within the proposed duration. When the proposal is approved, this information will be encoded in the Data Sheet of the MGA.

The **start date** is the actual starting date of the Action as well as of the period of the eligibility of costs. It can be any day of the month.

The **duration** of the Action corresponds to the period during which the action is implemented. The starting date and the eligibility date is the same date. No cost can be eligible before start date of the action. The costs necessary for setting up office, or launching procurement processes should be included in the implementation period of the action.

The earliest possible eligibility date is indicated in the Technical Annex of the HIP², under section 3.1. At proposal stage, it must be expressed in months. The expected duration of the Action is mentioned in the HIP or in the financing decision: it is in the majority of the cases up to 24 months and can be in some cases higher.

The period for finalising the final report (as a general rule 3 months from the end date of the Action) is not included in the total duration.

Please note that, as stated in article 4 of the Model Grant Agreement (MGA), the duration and the starting date of the action are set out in the Data Sheet of the MGA.

1.4 Executive summary of the action should give a snapshot of the Action. The partner will include here what it would like DG ECHO to say about its Action. The summary might be used by DG ECHO to prepare briefings or reports on its action. Ideally, a good summary will explain the main purpose of the project; the links with the needs identified; the intervention logic, the expected results, and the objectives which the Action is aiming to reach.

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This section is optional at interim stage. The narrative summary can be updated to record the changes in the Action since the submission of the proposal. The partner will not report on progress in this section.

² HIP – Humanitarian Implementation Plan – are available at:
http://ec.europa.eu/echo/funding/index_en.htm#

FIN

The narrative summary will summarise the achievements of the Action.

1.5 HIP / Decision (if known): the partner should select the HIP / Decision under which is submitting the proposal from the displayed drop-down menu. This is a not-mandatory section, but the information is useful to ease the management of the contract.

1.6 [MR] List of the modifications and their justifications: at MR stage the partner details what changes triggered the amendment and provides justification.

2. PROJECT DATA OVERVIEW BY COUNTRY

This chapter presents all numerical data per country and sector of intervention. At proposal / modification stage, these numbers represent the target figures to be achieved by the Action. The encoding of such information is requested in any case at Final reporting stage.

In order to fill in the chapter, at least one country needs to be added by clicking on the “+” appearing in the menu. The partner needs to add as many tabs as the number of countries where the Action is taking place (maximum 10). In case the partner needs to list more than 10 countries, it can create a group of countries (see below in 2.1.1).

2.1 Geographical information: Information provided in this section, might be used to assess whether the geographical areas of intervention are relevant and in line with DG ECHO strategy. The location will also provide indications to DG ECHO for its monitoring visits. The partner will ensure that the countries and regions of intervention correspond to the scope of the DG ECHO financing decision/HIP. When available, it is possible to annex a map of the locations covered by the Action.

2.1.1 Country: This section will display the country of intervention. Countries are pre-encoded: the partner needs to type the first 4 characters and select the preferred option from the displayed drop-down menu. If the partner needs to encode a group of countries, it has to use "Group" as a keyword. Groups of countries should be used if detailed numerical data (allocated amounts, various breakdowns of beneficiaries) are not available at country level and can only be provided for entire area of intervention. When selecting a group it is obligatory to define the list of countries belonging to it (minimum 10) and provide the name of the group. The groups of countries can be used in combination with countries by adding 2 zones of intervention (one dedicated to the group of countries and the other detailing information at specific country level).

If the partner needs to encode global action, it has to use "Global action" as a keyword. Global actions are actions with world-wide outputs and outcomes, for example global response to covid-19. For such actions detailed numerical data (allocated amounts, various breakdowns of beneficiaries) are not encoded at individual country level but globally at project level.

2.2 Locations: the partner needs to add as many locations as needed. For each one of them, it has to detail

- The name of the **place of intervention:** the partners need to give short and meaningful name to the place of intervention. This name will be used later in this chapter to link sectors with places of intervention. If the action has more than 10 countries of implementation use 'N/A';
- The **upper administrative level** (province): is the name of the administrative region per location. Indicate first the "upper administrative level" such as "Province". Use 'N/A' if administrative region cannot be determined or if the action has more than 10 countries of implementation;
- The **lowest administrative level** (district): is equivalent to "district". Use 'N/A' if administrative region cannot be determined or if the action has more than 10 countries of implementation;

- The **type**: urban, rural or both.

2.3 Information on beneficiaries: this section is very important, as it displays the Action targets (number of people directly benefitting from the provided supplies and services) and it is used for data collection.

2.3.1 Number of unique beneficiaries: The partner must provide the number of beneficiaries at country level. Please note that it should be an "individual" beneficiary, **directly** benefitting from at least one sector of the action (not households), within the timeframe of the Action. Avoid double-counting: if the same beneficiary benefits from several sectors, has to be counted only once. The partner needs to encode the totals of female and male beneficiaries for this country, and the system will automatically calculate the final number. In case precise disaggregated data is not available at proposal / modification stage, the partner can use reasonable estimates and explain the calculation in section 2.5.

Actual numbers have to be used in interim and final report.

2.3.2 Number of unique beneficiaries by sex and age: When known, the partner has to provide estimated numbers of female and male beneficiaries in different age groups as this is relevant for identifying the different needs of women and men, be they children, adults or older persons. Recognising that detailed disaggregation is difficult at initial stage, the partner can use global figures and reasonable estimates. The partner may explain the absence of data in section 2.5. Aggregated number of female/male beneficiaries for all age categories needs to be equal respectively to number of female/male beneficiaries in a given country.

2.3.3 Number of unique beneficiaries with disabilities: the partner has to provide the number of beneficiaries who are people with disabilities, disaggregated by sex. (The Use of the [Washington Group Short Set of Questions](#) is strongly encouraged to define the people with disabilities). Avoid double-counting: if the same beneficiary benefits from several sectors, he/she should be counted only once. Reasonable estimates are acceptable in proposals and modification requests; actual numbers have to be used in interim and final report.

The number of female/male beneficiaries with disabilities needs to be lower or equal to respectively number of female/male beneficiaries in a given country.

2.3.4 Number of unique beneficiaries by profile: here the partner needs to indicate the number of beneficiary by type: local population, IDPs, refugees / asylum seekers, other persons on the move (persons having crossed international borders but who have not lodged an asylum claim or been granted refugee status), returnees (applies both to "refugees returnees" and "IDPs returnees"), in camp / camp like. Aggregated number of local population beneficiaries, internally displaced beneficiaries, refugees, and other persons on the move needs to be equal to total number of beneficiaries in a given country.

Reasonable estimates are acceptable in proposals and modification requests; actual numbers have to be used in interim and final report.

2.3.5 Number of organisations directly targeted and benefitting from the action: The term *Organisation* does not necessarily imply that there is a legal entity (for example disaster

management committee in a village).The partner needs to differentiate local and international organisations.

2.4 Sectoral information: in this section the partner has to add as many sectors (1 tab per sector) as needed for the country of intervention. The list of sectors selected in chapter 2 needs to match with sectors used in the result section in chapter 7.3.

2.4.1 Sector: the relevant sector has to be selected from the drop-down menu.

2.4.2 Locations for this sector: each country might have one or more locations (listed in section 2.2). For each sector in a given country, the partner has to indicate one or more of these exact locations.

2.4.3 Total amount for this sector: This amount should refer to the part of the total costs of the action that can be attributed to this sector and should correspond to the information provided in the budget of the action. Aggregated amounts for all sectors within all areas of intervention cannot exceed the amount of total costs defined in chapter 13 for respective action stage.

2.4.4 Number of unique beneficiaries in this sector: The partner must provide the number of individual (not households) directly benefitting from this specific sector, within the timeframe of the Action. The partner needs to encode the totals of female and male beneficiaries for this sector, and the system will automatically calculate the final number. The number of female/male beneficiaries in a specific sector cannot exceed respectively the number of female/male beneficiaries in given area for intervention. In case precise disaggregated data is not available at proposal / modification stage, the partner can use reasonable estimates and explain the calculation in section 2.5. Actual numbers have to be used in interim and final report.

2.4.5 Transfer modalities in this sector: In this section, DG ECHO expects its partners to use the following definitions³ of the three types of transfer modalities:

Cash transfers are defined as the provision of money to individuals, households or communities. The use of the cash is per definition unrestricted, i.e. the beneficiary can use it at its own discretion. Cash can be transferred in different forms (bank notes, bank cards, unrestricted cash-value vouchers etc).

Vouchers are used to provide access to pre-defined commodities or services. That means that opposed to cash, they are restricted for use on a specific commodity or service. If a voucher is not tied to a set of predefined commodities or services, they are considered as "cash" and the partner should select the box "cash".

In-kind transfers are the direct provision of commodities to the beneficiaries.

The selection of modalities should be based on robust analyses.

The Single Form collects the following information on the transfer modalities:

- **Amount:** the partner has to indicate the total net amount in Euro given to all the final beneficiaries / recipients receiving cash or vouchers. For in-kind, the partner has to indicate the cost of the products / good / items purchased AND transferred to all the final

³ Refer to the Policy document n3. On Cash and Voucher and the [Common Principles for Multi-Purpose Cash-Based Assistance adopted in](#) June 2015 in the [Council Conclusions](#) of the European Union.

beneficiaries / recipients in this sector. The partner indicates only the procurement cost excluding the cost of transport, storage, etc. At proposal level the amount is estimated. At final report stage, the partner indicates the total net amount that was transferred.

Note that the total amount transferred to the beneficiaries cannot exceed the total amount for that sector. The system will automatically calculate the “non-allocated amount”.

- **Unique beneficiaries:** Whenever some budget is allocated to specific transfer modality (cash, vouchers, in kind) the number of beneficiaries of that transfer modality cannot be equal to 0. Consequently when there are some beneficiaries of specific transfer modality there needs to be some budget allocated to that transfer modality. Number of beneficiaries for any of the transfer modalities cannot exceed the total number of beneficiaries in given sector.

2.5 Possible comments: the partner can clarify in this box a calculation method used for example to disaggregate households information into individuals.

3. HUMANITARIAN ORGANISATIONS IN THE AREA

The main purpose of this chapter is to give the opportunity to the partner to demonstrate its knowledge of the country and to explain the links between the Action and other projects.

3.1 Presence in the area: This section will provide information to DG ECHO on whether the partner is present in the geographical area and/or is implementing other projects in the sector of intervention or whether it has sufficiently good knowledge of the country and operational capacity to guarantee the success of the Action.

① For certain crises, a confirmed presence in the country of operations might be a prerequisite: please double check the indications in the HIP technical annex to verify whether this is the case.

This section also represents an opportunity for the partner to demonstrate its relevance to the specific context. The partner will indicate for instance the number of years of presence in the country, the type of intervention, and the type of presence (either with an established office or through local partner), the existing infrastructure in place, the regions of intervention and/or the sectors.

3.2 Synergies with other actions: This section is optional and should be filled in when applicable. It gives the possibility to **put the proposed Action into perspective** with other programmes/projects implemented in the **same sectors** or **regions** by the same organisation (including co-Partners and Implementing Partners). In particular, this section can be used to explain:

① It is the responsibility of the partner to avoid overlaps between donors and double funding.

- How the Action fits in a bigger picture, i.e. what are the links with related projects which do not fall within DG ECHO's mandate but which can help to understand the logic of the Action.
- What are the potential synergies with other initiatives and/or other major donors?
- Whether the partner is an implementing partner in a humanitarian project implemented by the UN.

The main purpose of this section is to explain links and complementarities between actions and NOT to list all ongoing projects. The partner is expected to reflect on lessons learned from previous projects, explaining its capacity to build on lessons and to take actions to overcome past problems, if any.

It should be noted that issues relating to transition, nexus, exit strategy and resilience are covered under section 11.4 of the Single Form.

FIN

Report here only when the situation described in the proposal has drastically changed.

4. NEEDS ASSESSMENT AND RISK ANALYSIS

A good needs assessment is vital for the success of the Action. DG ECHO is a needs based donor and funding allocations are based on the evaluation of needs. This chapter will help DG ECHO to understand whether the needs assessment has been done in a timely manner, and whether the information and data are reliable. It will give also the possibility to check whether the partner has identified potential risks.

DG ECHO will also check whether the proposed Action is coherent with DG ECHO's own evaluation of needs and whether the proposed intervention addresses the actual problems of the beneficiaries. Finally, this chapter assesses whether the Action is in line with DG ECHO's intended response, strategy, priorities for the country/crisis (HIP) and whether the Action is compliant with DG ECHO's mandate and coherent with its policy priorities.

4.1. Assessment dates and methodology: The partner must provide details on the assessment dates and the methodology used: by whom, how and in which conditions the most recent assessment(s) was/were carried out; whether it was a joint/coordinated assessment, and whether it was shared with other agencies; whether the assessment used direct or indirect sources of information (primary or secondary data); whether the information was confirmed by a field visit and whether beneficiaries were directly involved.

In addition, in order for DG ECHO to assess whether certain specific sources of information /tools are relevant and frequently used, the partner should indicate which tools/sources were used, for instance **IPC** (Integrated Food Security Phase Classification, www.ipcinfo.org), **MIRA** (Multi-Cluster Initial Rapid Assessment), **UNDAC** (UN Disaster Assessment and Coordination), **ACAPS** (Assessment Capacities Projects).

4.2 Problem, needs and risks analysis: The partner must describe the main problems and needs identified by the needs assessment and risk analysis within the geographical area and sectors concerned by the proposed Action, establishing cause/effect relations. The partner will also pay attention to:

- explain how the problem analysis is in line with DG ECHO analysis and strategy for the country.
- provide a brief **gender and age analysis**, including an assessment of the roles of different gender and age groups and their control over resources, issues of inequality or discrimination, including the level of access to humanitarian assistance, the effects of the crisis on different gender and age groups, their specific needs and their capacities for coping with, responding to, recovering from and preparing for crises. If the context does not permit or if the information is not available, the partner will mention it.
- in addition to natural hazards, diseases and epidemics, violence and conflict, please take into account if relevant considerations about climate change and environmental degradation.

① For more information on gender and age analysis in needs assessment, please consult the Gender-Age Marker Toolkit (page 22)

- explain what are the **underlying risk factors linked to the humanitarian crisis**; what is the likelihood of large increases in humanitarian needs due to a conflict, natural disaster, epidemics, etc.; what are the foreseen trends; what potential negative effects/risks could different gender and age groups be exposed to. Risks relating to the implementation of the Action will be explained in section 4.6.

4.3. Response analysis: The partner must explain how the proposed response addresses the specific needs of the affected persons. The inclusion of anticipatory responses to the risks identified are welcome, if possible and relevant. In this section, highlight how the proposed response is coherent with the priorities defined in the DG ECHO's funding decision/HIP.

NB: In support to the explanation provided in sections 4.1, 4.2 and 4.3, the partner can provide in annex a copy of the assessment report. However, information provided in the sections above has to be sufficiently self-explanatory.

4.4 Have you undertaken a Data Protection Impact Assessment (DPIA)? This is just a yes/no question, where the default answer is “No”.

4.4.1 Further details on DPIA or justification of the lack of such an assessment: The partner has to provide its analysis of the data flow, the risks identified and the mitigation actions put in place. If Data Protection Impact Assessment (DPIA) was not carried out, it needs to demonstrate that the project does not involve the processing of personal data, neither by the partner itself, nor by member of the consortium (co-partners), nor by any 3rd party (implementing partners).

INT

The partner will provide as necessary, an update of section 4. In particular, it will provide information on new assessment(s) carried out since the submission of the proposals.

FIN

The partner will provide as necessary, an update of section 4. In particular, it will provide information on new assessment(s) carried out since the interim report. The partner will also report on major changes and specific difficulties encountered in relation to the initial assessment.

5. BENEFICIARIES

The purpose of these sections is to verify the pertinence of the identification of the beneficiaries and their vulnerability.

5.1 Beneficiaries - identification criteria: This section will allow DG ECHO to assess whether the identification mechanisms and selection criteria of beneficiaries are pertinent, in particular whether they belong to the most vulnerable groups. The partner has to briefly explain how the direct beneficiaries were targeted, identified and selected.

5.2. Involvement of beneficiaries in the design of and in the action: This section is particularly important to assess how the accountability to beneficiaries is concretely implemented. The partner must explain how and by what means the beneficiaries and affected populations have been and will be involved in the design, implementation and monitoring of the Action. Particular attention should be paid to the involvement of diverse groups (gender, age, persons with disabilities, and any other relevant diversity groups). In exceptional cases, when it was not possible to involve certain groups of beneficiaries, the partner has to explain why.

5.3. Does the proposed action provide a specific targeted response for groups or individuals and/or specific vulnerabilities?: This section allows DG ECHO to identify whether the proposed Action as a whole specifically targets certain groups of vulnerabilities and to assess whether this corresponds to the findings of the needs assessment. If the whole action exclusively target one or a few specific groups, the partner will be asked to identify those groups by clicking on the corresponding groups in section 5.3.1. It is possible to select several groups, with a maximum of 4 groups. Note that this concerns specific targeted activities designed according to specific vulnerabilities and not mainstreaming.

INT

Update on beneficiaries: The partner will comment and provide, if needed, an update on the various beneficiary sections. The partner may explain how the beneficiaries are involved in the implementation of the Action. When relevant, the partner will provide information on difficulties encountered with the selection and involvement of beneficiaries or any other issues in relation to the affected population.

FIN

Report on beneficiaries: The partner will report on the beneficiary sections and on the involvement of the beneficiaries in the implementation and evaluation the Action. Partner should not forget to report on major difficulties, challenges with the partners and affected populations.

6. GENDER AND AGE MARKER

The Gender-Age Marker creates a forum for the European Commission's humanitarian staff and partners to constructively discuss gender and age in humanitarian aid. Thereby, it aims to make the assistance more sensitive to the differentiated needs and capacities of women, girls, boys and men and increase its quality.

The Gender-Age Marker also ensures coherence with the Commission Staff Working Document on Gender in Humanitarian Aid. It tracks gender and age sensitive actions and financial allocations and allows DG ECHO to monitor its own performance on integrating gender and age.

DG ECHO's Gender-Age Marker builds on lessons learned from existing markers and represents a new generation of assessment tools. This marker has the following innovative characteristics:

- It considers gender issues and explicitly also takes age into account.
- It assesses proposals and project implementation.
- It focuses on quality criteria.
- It is a collaborative learning tool, engaging both partners and staff.

Further information is available on the Gender-Age Marker Toolkit, (page 54 to 62) http://ec.europa.eu/echo/files/policies/sectoral/gender_age_marker_toolkit.pdf

6.1 Gender and Age: Marker criterion are only met, if ALL sub-criterion are sufficiently met. Information on the Marker should be included throughout different sections of the Single Form. If core information related to four Marker criteria is only included in the below section, but not in other sections of the Single Form, the criterion will not be considered sufficiently met by DG ECHO.

Is the marker applicable? The Marker is NOT applicable ONLY in FEW specific cases i.e. actions that do not deal directly with people in need (e.g. air services for humanitarian workers or goods, emergency telecommunications, or capacity-building projects targeting only humanitarian organisations or workers).

Q1: Does the proposal contain an adequate and brief gender and age analysis? You can answer YES, only if the following has been explained in the Single Form: (1) impact of the crisis on women, girls, boys and men, (2) description of roles and access to/control over resources, (3) their specific needs, (4) identification of discrimination/lack of access to assistance and protection, (5) vulnerabilities and capacities of the different gender and age groups, and (6) any specifically vulnerable groups with specific needs. Information should be included in the sections "problem, needs and risk analysis" and "beneficiaries".

Q2: Is the assistance adapted to the specific needs and capacities of different gender and age groups? You can answer YES only if, based on the gender-age analysis' findings, there is a systematic/coherent adaptation of assistance to different gender and age groups. Concrete examples MUST be provided. If the action targets specific gender and/or age groups, specific needs must be justified. Information should be included in the section "logic of intervention".

Q3: Does the action prevent/mitigate negative effects? You can answer YES only if information on

how negative effects potentially caused by the action (e.g. SEA) will be PREVENTED and how gender or age related risks created by the context (e.g. discrimination) will be MITIGATED. Information should be included in the "risk analysis" and the "logic of intervention".

Q4: Do relevant gender and age groups adequately participate in the design, implementation and evaluation of the action? You can answer YES only if 1) a participatory approach of diverse gender and age groups and 2) Adequate team composition are demonstrated. Information should be provided in the Single Form section “involvement of beneficiaries”.

Based on the answers, each Action will be marked with a score (0-2). The mark will be attributed automatically using the following scale:

The action does not deal directly with affected populations	N/A
The action meets none or only one criteria	0
The action meets 2 or 3 criteria	1
The action meets all 4 criteria	2

6.2 Additional comments and challenges: This section should ONLY be used to provide additional information (e.g. why a criteria cannot be met). If core information related to four Marker criteria is only included in the below section, but not in other sections of the Single Form, the criterion will not be considered sufficiently met by DG ECHO.



The partner will report in case of changes in the markers and comments provided in section 6.1 and 6.2 Information on improvements and setbacks in efforts to integrate gender and age will also be reported.

7. LOGIC OF INTERVENTION

This chapter is the most important part of the Single Form. The information provided will be used to assess the quality of the logic of intervention, in particular the links between the previously identified needs, the principal and specific objectives, the results to be achieved, the activities, the pre-conditions, the risks and the assumptions.

7.1 PRINCIPAL OBJECTIVE

The Principal objective explains the longer-term, indirect change or the impact of the Action. The achievement of the objective depends on a multitude of factors and actions which are in large part outside the control of the Action. The Action only contributes to the Principle Objective. The Principal objective has to be in line with DG ECHO Financing Decision. There must be **only 1** Principal objective.

7.1.2 SPECIFIC OBJECTIVE DESCRIPTION

The Specific objective is what the partner intends to achieve by implementing the Action. It should address the core problems or some of them as identified in the findings of the needs assessment. It should be defined in terms of direct benefits for the target groups (outcome). The Specific objective should not be a simple combination of the results; it should be logically one step beyond the results – the change to the target group’s life thanks to the services/products provided by the results. The partner will identify **only one** Specific objective per Action.

7.2 Indicators: Indicators are necessary to objectively describe the progress and achievement of the specific objective. Partners can choose among the pre-defined Key Outcome Indicators (KOI, full list available in the annex) or, as a last resort, add custom indicators manually. KOI are standard indicators widely recognised and used in the humanitarian community.

Indicators at specific objective level measure the main outcomes of the action, i.e. the benefits drawn by the target group from (or the effects of) the products and services delivered by the project. The delivery of a service or product is an output, not an outcome and can thus not be used as an indicator for the specific objective. **A maximum of two indicators for a Specific Objective** is considered to adequately cover the specific objective, while being reasonable and manageable for both the partner and DG ECHO, especially as it is expected that partners provide reliable data on each indicator in their reporting.

The partner chooses between the pre-defined KOI and a custom indicator through the drop-down menu. If "custom indicator" is selected, the partner has to provide a (short) indicator name.

When a custom indicator (manually entered) is chosen, the partner needs to be specific about what is going to be measured. These are OUTCOME indicators, i.e. measuring the benefits drawn by the target group from - or the changes induced by - the services and products delivered. In the field for the definition of the custom indicator, the partner does NOT have to provide baseline or target values or Source/Method of data collection.

Manually entered indicators should be objectively verifiable and SMART (specific, measurable, available, relevant and time-bound).

In the **source and method of data collection** field, the partner has to identify where the indicator data is coming from and how and by whom it is collected (e.g. administrative records, registers, surveys, etc). While designing and implementing the action, the partner should keep in mind that some methods require a certain amount of planning and resources.

If a partner uses a predefined KOI, the fields for the indicator definition and for the source and method of data collection are automatically prefilled. The "definition" field of a KOI cannot be edited; deviations from the definition should be mentioned in the comments field. The pre-filled text in the field for "source and method of data collection" is a suggestion based on good practice, but has to be modified to match the actual sources and methods of data collection used by the partner. For custom indicators, the partner has to provide a definition and source and method of data collection manually.

In the **baseline** box, the partner provides the indicator value at the beginning of the action before any activities start. Baseline data is needed to assess the progress and achievement of the Action. Baseline data should be available before the Action starts as part of the needs assessment. It must be ensured that the unit of the value matches the indicator (absolute figures, proportions, percentages). In the **target value** box, the partner will indicate the target it intends to reach by the end of the Action. It must be ensured that the unit of the value matches the indicator (absolute figures, proportions, percentages). If the target value equals the baseline, it should be explained.

Comments on the indicator, baseline and target value: If necessary, the partner can provide additional information on the indicator.

INT	Progress value: At interim report stage, the partner will indicate the progress value for each indicator.
FIN	Achieved value: At the final report stage, the partner will provide the achieved value for each indicator.
INT	Progress report on indicators: The partner will provide, an overall update on progress made towards the achievement of the Specific objective.
FIN	Report on Specific objective: The partner will report on the level of achievement of the Specific objective providing additional information and context that the indicators might not have been able to capture.

7.3 RESULTS

The results are the products and services provided by the Action (i.e. the outputs).

Each result is linked to **only one sector**. It is possible however to have several results for the same sector. Actions with activities in several, distinct geographic location can use one or several results for each location as long as each result is linked to one sector only.

In the **Result title** box, the partner will indicate the title of the result, taking into account that changes in results trigger a formal amendment procedure.

In the tab "**Sector / Amount**", the partner will indicate in which **sector** and **sub-sectors** the Result is active. At least one subsector is obligatory; a sub-sector should be selected if a substantial amount of activities and resources are dedicated to it. The selection of subsectors marked "... - KRI" adds the KRI of the subsector to the indicator list. The list of sectors and sub-sectors is provided in annex. The category "Other" should only be used in exceptional cases and must be fully justified in the comment field.

The screenshot shows a web form interface for entering result data. At the top, it says "7.3 Results - Result [02]". Below this is a "Result title" field. There are three tabs: "Sector / Amount" (which is active), "Indicators (max 10)", and "Activities (max 10)". Under the "Sector / Amount" tab, there is a "Sector" field. Below that is a "Subsectors" section with a list of options, each with a checkbox:

- Water supply - KRI
- Excreta disposal - KRI
- Drainage - KRI
- Vector control
- Solid waste management - KRI
- Hygiene promotion - KRI
- Capacity building (WASH)
- Other (WASH)

The partner will also provide the **estimated total amount** necessary to achieve the result (including DG ECHO and partners contributions). The estimated amount can be calculated. This amount does not include indirect costs.



Estimated total amount: At the final report, the partner will provide an estimation of the amount spent to achieve the result.

Indicators

Indicators are necessary to objectively describe the progress and achievement of the results and should focus on the main OUTPUTS, i.e. products and services delivered to the beneficiaries. Several indicators might be needed to adequately describe a result but their number is **limited to 5 per result**.

The Single Form uses both **predefined** indicators (Key Results Indicators – KRI) and **custom** indicators. Partners are obliged to use predefined KRI if their action/result targets subsectors for which KRI exist. Partners should make sure that they can report on the KRIs at interim and final report. The list of KRI's is provided in annex SF3.

Each KRI is linked to a subsector. When Partner selects a subsector in the tab "Sector / Amount", the matching KRI, if any, is automatically inserted "Indicators" tab. The (de-)selection of a subsector is the only way to add (and remove) a KRI. Note that a sub-sector should be selected if a substantial amount of activities and resources are dedicated to it.

Custom indicators are added manually by clicking on “Add new indicator” and removed through the “remove indicator” button.

All indicators on results level including the KRI are output indicators (as opposed to the indicators for the Specific Objective including the KOI which are outcomes).

Manually entered indicators should be objectively verifiable and SMART (specific, measurable, available, relevant and time-bound).

Key Result Indicators (KRIs) have been introduced to simplify project design and increase quality and policy coherence. **KRIs** will enable ECHO to aggregate data on the results of the actions it funded. This aggregated information can be used both for communication purposes and for further refinement of sector policies.

The screenshot shows a web form with the following sections:

- Result title:** A large text input field.
- Navigation tabs:** "Sector / Amount", "Indicators (max 10)", and "Activities (max 10)".
- Indicator tab:**
 - Indicator:** A dropdown menu with a plus icon.
 - Type / Subsector:** A text input field.
 - Indicator:** A text input field.
 - Definition:** A large text area.
 - Source and method of data collection:** A text input field.
 - [FIN] Source and method of data collection:** A text input field.
 - Baseline:** A text input field.
 - Target value:** A text input field.
 - Progress value:** A text input field.
 - Achieved value:** A text input field.
 - Comments on the indicator, baseline and target value:** A text input field.
 - Comments on all indicators for this result:** A text input field.

In the **definition** field, technical terminology used in the indicator is defined if necessary. The partner should also refer to standards as they are defined globally (e.g. SPHERE) or locally (e.g. by the country

cluster). If a KRI is selected, the definition will automatically appear and cannot be edited. If a custom indicator has been manually added, the partner has to define a SMART indicator, making sure NOT to insert target values or sources/methods of data collection.

In the **source and method of data collection** field, the partner has to identify where the indicator data is coming from and how and by whom it is collected or calculated (e.g. administrative records, registers, surveys, etc). While designing and implementing the Action, the partner should keep in mind that some methods require a certain amount of planning and resources.

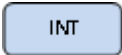


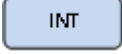
If a partner uses a predefined KRI, the fields for the indicator definition and for the source and method of data collection are automatically prefilled. Such pre-filled text is a suggestion based on good practice, but has to be modified to match the actual sources and methods of data collection used by the partner / available in the country. For custom indicators, the partner has to provide source and method of data collection manually.

In the **baseline** box, the partner provides the indicator value at the beginning of the action before any activities start. Baseline data is needed to assess the progress and achievement of the Action. Baseline data should be available before the Action starts as part of the needs assessment; in exceptional cases, would the baseline not be available at proposal stage, it should be provided as soon as possible. It must be ensured that the unit of the value matches the indicator (absolute figures, proportions, percentages).

In the **target value** box, the partner will indicate the value it intends to reach by the end of the Action. It must be ensured that the unit of the value matches the indicator (absolute figures, proportions, percentages).

In the field "**Comments on the indicator, baseline and target value**", the partner can provide (if necessary) additional details on the indicator (e.g. locally defined standards) including those requested in the definition of some KRI.

In the field "**Comments on all indicators for this result**" the partner can provide additional information on all the indicators for this result as a whole. For example, highlight any relevant issues which could not be covered by the indicators but which are important to understand the achievement of results.

-  **Progress value:** In the interim report, the partner will provide an update on the progress value, using the correct unit and percentages or absolute number as defined by the indicator.
-  **Achieved value:** In the final report, the partner will update the value and provide the value actually achieved, using the correct unit and percentages or absolute number as defined by the indicator.
-  **Source and method of data collection:** In the final report, the partner will update or comment on the Source
-  **Progress report on the indicators:** In this section the partner will provide, when needed, an update on all the indicators.

FIN

Progress report on the indicators: In this section, the partner will provide a comprehensive report on the level of achievement of the result and how this achievement was verified and/or measured by the indicators. When the indicators are no longer verifiable and measurable, explain how the achievement of the result can be measured.

7.3 Results - Result [02] Info Guidelines

Result title

Sector / Amount Indicators (max 10) Activities (max 10)

Activity 01

Short description (for the logframe)

Detailed description (if needed)

[FIN] Report on the activity

[INT] Update on all the activities for this result

[FIN] General conclusions on this result

In the tab "**Activities**", the partner can add maximum 10 activities. Only key activities are to be mentioned. A **short description**/title should be provided together with a **detailed description**. DG ECHO might require specific information on some activities for certain sectors (for instance cash and vouchers), indicated in the relevant policy guidelines.

- ⓘ Details to be provided on cash transfers:**
- criteria for determining the amount;
 - purpose of the financial support;
 - persons receiving financial support;
 - criteria for the financial support; and
 - in case of conditional support, the types of activities or conditionality and reasons;
 - appropriate monitoring and supervision mechanisms.
- For more details, consult the Cash and Voucher Guidelines.

In the Logframe, only the short description will be displayed.

While outputs (and output indicators) describe the services and products delivered to the target group (both in quantity and quality), the activities section allows describing how they were delivered and what had to be done in preparation.

INT

In the interim report, the partner will provide an overall update on the progresses made in the implementation of the activities.

FIN

In the final report stage, the partner will report on the implementation of each activity and will explain what went well, which activities were more challenging and what measures were taken to mitigate these challenges.

FIN

Conclusion on the result: The partner will present its conclusions on the achievement of the result and the main challenges encountered.

7.4 RESULTS CONTEXT AND CONDITIONS

7.4 Preconditions: The partner will provide a brief description of preconditions (bullet points can be used). Preconditions are conditions outside the partner's direct control that have to be met for the implementation of the planned activities. Preconditions **need to be met before** the activities can be initiated and resources committed. The partner will only provide the information as a list as this information will be copied/pasted automatically in the Logframe.

7.5 Assumptions and risks (including risk of fraudulent activities and environmental risk): The partner will provide a brief description of assumptions and risks. **Assumptions** are the expected positive external factors based upon which the Action has been planned, over which the partner has no direct control (e.g. peaceful working environment). The non-occurrence of assumptions may impact the implementation of action.

Risks can be defined as foreseeable potential situations that might affect the implementation of the Action without, however, excluding its further implementation but requiring specific measures aimed at reducing such risks. Risks can also be seen as the probability that an event may adversely affect the achievement of the Action's objectives, results or activities. Particular attention should be given to risks related to fraud, corruption, cash transfer, unintended negative effect of the action and considerations about climate change and environmental degradation. Identifying the risks facilitates the request for modification and/or amendment. At this stage the partner needs to provide the information only as a list, as it will be automatically imported in the Logframe.

❗ If there is a specific risk of fraud in particular corruption and diversion of aid, the partner should include it.

Assumptions and risks have to be monitored during the implementation of the Action. If the Action may be negatively influenced by a risk that will almost certainly materialise, **mitigating measures** to be taken must be explained in **section 7.6**. In certain cases, the Action should be redesigned or interrupted.

7.6 Contingency measures: In case some of the assumptions or risks materialise, the partner will explain the measures taken in order to mitigate their effects on the implementation of the Action. It will describe what other alternatives would be proposed for the achievement of the envisaged results.

INT

In the interim report, the partner will provide an update on the assumptions, preconditions and risks.

FIN

In the final report, the partner will explain whether the preconditions were met, whether any risks materialised and how it reacted to secure the success of the Action.

8. RESILIENCE MARKER

Quality Markers are tools assessing to what extent each funded humanitarian action integrates considerations such as resilience.

Resilience is the ability of an individual, a household, a community, a country or a region to resist, adapt, and quickly recover from a disaster or crisis such as drought, violence, conflict or natural disaster. The resilience marker seeks to enhance the quality of humanitarian actions by:

- Ensuring a systematic consideration and inclusion of resilience considerations in project proposals, implementation and assessment;
- Creating a platform for partners and DG ECHO staff to discuss how resilience can best be included in humanitarian programming;
- Encouraging reflection on what resilience means in practice in different contexts; and
- Allowing DG ECHO to monitor its own performance in supporting resilience.

The mark will not influence the decision to fund or not an Action. However, the marker criteria reflect important quality indicators.

For more information, please consult ECHO website <http://ec.europa.eu/echo/en/what/humanitarian-aid/resilience>

8. Resilience Marker

8.1 Resilience

Q1: Do the proposed project activities adequately reflect an analysis of risks and vulnerabilities (including conflict, environment and climate risks)?

Provide details

Q2: Does the project adopt a "do no harm and conflict sensitivity" approach, include specific measures to ensure that the identified risks and any environmental impacts of the project are addressed to the extent possible, and are not aggravated by the action?

Provide details

Q3: Does the project include measures to strengthen local preparedness capacities (of individuals and national or local institutions or organisations) to respond or adapt to identified risks?

Provide details

Q4: Does the project contribute to long-term strategies to reduce humanitarian needs, underlying vulnerability and risks or identifies modalities to link up with ongoing development interventions (national or international stakeholders)?

Provide details

Initial mark

8.2 [INT] Update on Resilience marker

8.3 [FIN] Resilience

Q1: Do the proposed project activities adequately reflect an analysis of risks and vulnerabilities (including conflict, environment and climate risks)?

Provide details

Q2: Does the project adopt a "do no harm and conflict sensitivity" approach, include specific measures to ensure that the identified risks and any environmental impacts of the project are addressed to the extent possible, and are not aggravated by the action?

Provide details

Q3: Does the project include measures to strengthen local preparedness capacities (of individuals and national or local institutions or organisations) to respond or adapt to identified risks?

Provide details

Q4: Does the project contribute to long-term strategies to reduce humanitarian needs, underlying vulnerability and risks or identifies modalities to link up with ongoing development interventions (national or international stakeholders)?

Provide details

Final mark

8.4 [FIN] Report on Resilience marker

8.1 Resilience: the partner will assess its action by answering the 4 quality criteria and selecting the relevant answer: **Yes, or not sufficiently.**

Q1: Do the proposed project activities adequately reflect an analysis of risks and vulnerabilities (including conflict, environment and climate risks)? The project is risk-informed, as based on analysis of relevant hazards and stresses and its activities can address these hazards and stresses. Prior to the design of the project, an analysis of all relevant risks to which the targeted beneficiaries/geographical area are and could be potentially exposed to must be undertaken. These risks should cover: natural hazards (hydro-meteorological and geological), climate change impacts/risks, diseases and epidemics, violence and conflict (outbreak, intensification or potentiality), environmental degradation, industrial threats. The analysis should also cover the vulnerabilities of the beneficiaries (socio-economic, gender, cultural, religious, ethnic, etc.) and identify their structural causes. Section 4.2 of the Single Form should provide details on the risk and vulnerability analysis. Explain the answer provided in the box **“Provide details”**.

Q2: Does the project adopt a "do no harm and conflict sensitivity" approach, include specific measures to ensure that the identified risks and any environmental impacts of the project are addressed to the extent possible, and are not aggravated by the action? The project puts in place measures to mitigate any negative effects of its own activities so that they do not contribute to climate change (e.g. limiting carbon emissions), or environmental degradation (by adopting environmentally sustainable practices in the delivery of humanitarian assistance) or conflict, and do not intensify existing vulnerabilities or create new ones. Also, the project applies measures to protect its activities from the identified risks. In doing so, the project should have a forward-looking approach by taking into account future climate and environmental-related risks. Explain the answer provided in the box **“Provide details”**.

Q3: Does the project include measures to strengthen local preparedness capacities (of individuals and national or local institutions or organisations) to respond or adapt to identified risks? The project activities reinforce the capacities of local actors (individuals, government, civil society organisations, private sector, etc) to plan and implement preparedness and response measures so that they are able to cope with identified and potential risks (see question 1 - analysis). Explain the answer provided in the box **“Provide details”**.

Q4: Does the project contribute to long-term strategies to reduce humanitarian needs, underlying vulnerability and risks or identifies modalities to link up with ongoing development interventions (national or international stakeholders)? The project links and contributes to ongoing or future development initiatives (from the government, or other national/local stakeholders or the international community) whether in the same field of intervention or in a different one (e.g. environmental protection or sustainable energy). Also, the project activities can or will be taken over or scaled up by development actors.). Explain the answer provided in the box **“Provide details”**.

Based on the answers, each Action will be marked with a score (0-2). The mark will be attributed automatically using the following scale:

The Marker is not applicable	N/A
The action meets none or only one criteria	0
The action meets 2 or 3 criteria	1
The action meets all 4 criteria	2

The partner will report in case of changes in the markers and comments provided in section 8.1.1? Information on improvements and setbacks in efforts to integrate resilience will also be reported.

9. MONITORING AND EVALUATION

The purpose of this chapter is, on the one hand, to demonstrate that monitoring procedures in place are conducive enough to verify the correct implementation of the action. On the other hand, the partner needs to inform ECHO of Action specific evaluation/audits for which funding is requested.

9.1 Complaint mechanism: The partners should describe the complaint mechanism put in place to collect beneficiaries' feedback, including the organisation of the process, the tools used, etc. Access to the beneficiaries should also be ensured.

9.2 Monitoring of the action: Monitoring is crucial for good project management, accountability and, in conjunction with evaluations, learning for ongoing and future actions. This section should describe how the partner is monitoring the action i.e. how it is measured and supervised how activities are conducted and to which degree results and specific objectives are achieved. The perception and satisfaction of the beneficiaries and host populations can also be subject to monitoring. The monitoring mechanism is closely linked to the indicators and sources and methods of data collection. If those include more sophisticated methods like surveys, these should be mentioned here.

Partners are expected to describe the monitoring mechanisms in place to control the progresses and achievements (type of monitoring, frequency, tools, staff profiles) including on the project's environmental dimension. In the exceptional case of remotely managed actions, an explanation on how the monitoring arrangements have been adapted to this specific working environment has to be provided. DG ECHO might require specific information on monitoring: consult the relevant policy guidelines and the HIPs.

① For more information on remote management, the partner should consult the guidance note on remote management

9.3 Is this action remotely managed: This section allows the Partner to indicate whether its action is implemented under remote management. The question shown below is editable only at the proposal and modification request stages.

9.3 Is this action remotely managed?

No

Yes - partially

Yes - fully

When Partner declares the action to run under the remote management (by selecting one of the two “yes” options), DG ECHO expects to receive (in the form of annex) a questionnaire on the remote management (to be found [here](https://www.dgecho-partners-helpdesk.eu/download/referencedocumentfile/82)⁴).

⁴ <https://www.dgecho-partners-helpdesk.eu/download/referencedocumentfile/82>

This document facilitates DG ECHO's assessment of the reasons for requesting the remote management and provides an overview on the monitoring plan to be put into place to ensure the proper management of the action.

Moreover, when proposal or amendment is formally accepted by DG ECHO, the partner is expected to provide (via dedicated interface in APPEL) a quarterly report on the remote management (to be found [here](#)⁵).

For more details, please consult the remote management guidelines site: <https://www.dgecho-partners-helpdesk.eu/ngo/actions-implementation/remote-management>

9.4 Which of the following evaluations will be undertaken and charged to the action? In this section, the partner has to provide information on the **evaluations to be funded by DG ECHO**. Only Action-specific evaluations are eligible for financing. General wide-ranging studies that cover an area larger than foreseen in the Action are not eligible. A copy of the evaluation report must be submitted with the final report if financed by this Action. In order to render studies' costs eligible, **Terms of Reference for external evaluations** financed by the Action have to be submitted to DG ECHO before the external evaluation takes place⁶. The Terms of Reference will be submitted as soon as possible to DG ECHO and at the latest before the launching of the tender procedure.

In exceptional cases, **external audit** relating to the action can be considered as eligible when the partner can prove that a legal obligation in the country of implementation exists to conduct such an audit. Those audits do not replace audits carried out by DG ECHO.

9.4.1. Further details on each evaluation / justification for external audit: This section gives the possibility to add additional

To summarise...	Justification	TOR	Report
Internal evaluation	No	Maybe	Yes
External evaluation	Yes	Yes	Yes
External audit	Yes	No	Yes

information on the evaluation to be carried out. In case of **external evaluation**, the partner has to indicate in this section when the tender procedure will take place and approximately when the TOR will be sent to DG ECHO.

In case of **external audits**, the partner has to briefly explain the circumstances justifying such an audit.

9.5 Studies carried out in relation to the Action (if relevant): This optional section gives the possibility to the partner to provide information about general wide-ranging studies that cover an area larger than the Action but with a link with the Action. In the narrative box **“Explain in few words the content of these studies”**, the partner can succinctly explain the content of these studies and the main objectives and/or recommendations. Information on studies which are part of the results should be presented under section 7.

⁵ <https://www.dgecho-partners-helpdesk.eu/download/referencedocumentfile/83>

⁶

INT

In the interim report, the partner will only provide an update on the monitoring and studies section if necessary.

FIN

In the final report, the partner will explain how the monitoring has been carried out and the main challenges encountered.

It will report also on the evaluations carried out and their conclusions. Remember to annex copies of the evaluations/audits financed by DG ECHO funding.



10. IMPLEMENTATION

This chapter offers the possibility to explain how resources (human resources, supplies and time, etc.) will be mobilised to ensure a successful implementation of the Action.

HUMAN RESOURCES -

10.1 Human Resources and Management Capacities: The partner must explain briefly how human resources (both expatriate and local) will be mobilised to ensure an effective and efficient implementation of the Action. It will explain for instance the organisational and management structure put in place (e.g. at the Action's locations, at capital level, at regional level, or in exceptional cases the structures in place for remote management). When applicable in the context of the Action, the partner will also specify if specific technical qualifications will be required.

INT

Update – Human resources and management capacities: This section is optional at interim stage. The partner should provide an update only in case of changes or in cases where Human Resources aspects of the Action may have a negative effect on the implementation of the Action.

FIN

Report – Human resources and management capacities: The partner will report at the final report stage on the issues mentioned in sections 6.1 and 6.1.1. It will provide explanations in cases where the Management of Human Resources has had a negative effect on the implementation of the Action.

10.2 Do you intend to deploy EU Aid Volunteers in the framework of the Action? The use of volunteers is not referred to in the Model Grant Agreement or in the budget: the default answer to the question is "No".

LOGISTICS

10.3. Logistics:

10.3.1 Are you overseeing your entire supply chain? The partner is expected to answer "No" only if it is relying on other entities (e.g. Humanitarian Procurement Centre, Global Logistics Cluster, through joint procurement initiatives etc.) to oversee the supply chain either fully or partially.


10.3.2 Please briefly describe the approaches you are using. If used, please also provide details on the Humanitarian Procurement Centre. This section emphasizes the importance of the appropriate monitoring of the supply chain. This question aims to assess the level or reliability in terms of timing of the logistics, to understand if the planning to implement the operation is realistic all along the supply chain up to the final delivery, and to foresee any possible obstacles or risks along the entire supply chain, so that DG ECHO and the partner can have a better understanding of these together during implementation of the project.

The partner is expected to provide information, inter alia, on:

- specific procurement arrangements, e.g. use of common or pooled services; if applicable, use of Humanitarian Procurement Centre;
- information related to the procurement of the main/essential equipment and goods, such as where the goods will be procured (internationally, regionally, locally) and by whom, consideration of elements such as cost efficiency and quality of the goods procured, and information relating to the environmental dimension of the procurement and delivery.

The partner will inform DG ECHO about *specific procurement arrangements* and possible constraints linked to this procurement (e.g. lengthy, complex procedure). In those cases, it might be recommended to include the procurement in the activities or in the work plan. Close links should be made with the assumption section.

In those cases where the partner intends to purchase **food or medical supplies**, without the support of one of the Humanitarian Procurement Centres, it will indicate here briefly how it intends to ensure the quality

 Partner is invited to read the guidelines to check the eligibility rules of equipment and goods.

standards of the items purchased. The partner can provide here also information on possible market analysis made in relation to the purchase of food locally. (see guidance: <https://www.dgecho-partners-helpdesk.eu/ngo/become-a-dg-echo-partner/eu-humanitarian-partnership-certificate-2021-2027/the-humanitarian-aid-model-grant-agreement>)

The partner may also provide information about **the necessity of expensive support equipment** in case the partner does not intend to apply depreciation.

INT

Equipment and goods: This section is optional. The partner should provide an update only in case of changes or in case where equipment and goods aspects may have a negative effect on the implementation of the Action.

FIN

Equipment and goods: In the final report, the partner will report in case the purchase of equipment and goods has had a negative effect on the implementation of the Action. In case of remaining items at the end of the Action, the partner will provide annexes explaining the end use of the remaining supplies. The partner will consult the guidelines on final report for more information.

10.4.1 Do you anticipate any implementation challenges in the supply chain? The partner has to select the most appropriate option relevant to its situation in respect to anticipated challenges to supply chain management which could include *inter alia* procurement challenges, customs delays, access issues, difficulties in last mile delivery, or environmental damage caused by the procurement. The by-default answer is “NO”, but if the “YES” option is chosen an additional field will be displayed.

10.4.2 Please describe shortly these challenges and indicate how you foresee to mitigate them: the partner has to provide information on the main foreseen/envisaged challenges linked to the

procurement/supply of essential equipment and goods, along the entire supply chain, including the green/environmental dimension.

WORKPLAN

10.5 Work plan reminds the partner that it has to attach a work plan to the proposal. The work plan is an important tool to assess the feasibility of the Action. A common way to present a work plan is through a Gantt chart. Other possibilities exist and can be used as long as they are clearly presented and commented upon.

INT

This section is optional at interim stage. The partner should upload an updated version of the work plan if needed.

OTHER PARTICIPANTS IN THE ACTION

Partners may entrust tasks forming part of DG ECHO-funded actions to one or several other entities, on a non-profit basis. This can be done provided that the prospect of having recourse to partners is presented, explained and justified in the Single Form, together with the estimated budget share that would be allocated to the partners. The Organisation is responsible for ensuring that the conditions applicable to it under the Agreement, including accountability and effective internal control systems, are also extended to its partners.

Definition of co-partner

A co-partner is another certified entity which will cooperate with the certified partner submitting the proposal: it will be registered as “co-beneficiary” in the grant agreement to be concluded with the Commission.

Definition of Implementing Partner

An IP is any (legal) non certified entity other than the certified partner (i.e. the Partner signing the grant agreement with DG ECHO), to which the Partner entrusts any task under an ECHO-funded action, and transfers the corresponding financing. In this respect, an IP is any of the following entities:

1. entities affiliated to the grant-holder or with which the latter is affiliated (e.g. NGO families, networks, federations, etc.). Such entities may be involved in the implementation of an action, for example with the following functions (not mutually exclusive):
 - Performing administrative and programmatic tasks;
 - Performing operational tasks, e.g. implementing the action as the registered entity in the country of implementation.
2. Local entities: entities established in the country of implementation of the action (e.g. local or grassroots organisations).
3. Non-local entities: entities, which are neither affiliated to the grant-holder nor established in the country of implementation of the action.

Information on Implementing Partners to be provided in Single Form

1. At proposal stage: Partners provide provisional, but comprehensive, list of IPs (including their name, address, type, share of the budget allocated etc.)
2. During the implementation: Partners add or remove IPs from the SF while the action is ongoing through a non-essential change⁷ whenever they decide to collaborate with an IP. If the Partner considers that the change would have significant operational consequences or may raise problems in terms of compliance with the humanitarian principles, it should contact DG ECHO without delay.
3. At final report stage: Partners ensure that exhaustive information on all IPs is included in the SF before submitting the Final report.

10.6. Are there any other participants in the action? The partner has to indicate first whether it intends to work with other entities or not. The default answer is “No”.

- If the answer is “No”, the partner can go directly to section 7. The partner will have the possibility to modify this statement later during the Action implementation. Note that a change in co-partner will be considered as a substantial change to the grant agreement, whereas IPs can be added in the course of implementation.
- If the answer is “Yes”, the sections below will be displayed and the partner will be invited to answer the questions.

10.6.1 Implementing partners / co-partners: the partner has to add as many tab as needed.

Type: the partner has to select the type of participating organisation, making the choice between "certified partner" (co-partner) and "non certified-partner" (implementing partner). A co-partner is a "certified partner" associated with the partner submitting the proposal for implementation of this action.

Name: if the partner selected the option co-partner it will have to select the name of the organisation from the provided drop-down list. If the partner selected the option implementing partner it will have to provide the name of the implementing partner.

Address: this field is only visible in case of implementing partners.

Status: this field is only visible in case of implementing partners. The partner will have to select the status of the implementing partner from a pre-defined list including: national no profit organisations, local authorities, national authorities, regional or international actors, international NGOs, other. In case the option other is chosen, additional clarifications should be provided.

⁷ In case of emergency decisions/urgent actions, Partners are kindly invited to contact ECHO-IS-SUPPORT@ec.europa.eu for assistance before updating IPs sections.

Estimated amount of the budget allocated: the partner has to provide an estimated amount of the budget that will be allocated to implementing partners or co-partners, , including both goods and services directly transferred to beneficiaries AND the associated costs to implement by the participating organisation. This figures should match the budget attached to the Single Form.

In case the amount allocated to an implementing partner is above 60,000 EUR, in application of article 204 of the Financial Regulation, a **justification** will have to be selected from the three mentioned in the guidelines:

- only a limited number of non-profit non-governmental organisations have the capacity, skills or expertise;
- only a limited number of non-profit non-governmental organisations are established in the country of operation or in the region(s) where the action takes place;
- in confederation, family or network context, the partner would rely on other members of the confederation, family or network as this set-up would ensure geographical coverage while minimising costs and avoiding duplications.

Added value, role and main tasks: this field is only visible in case of implementing partners. This section invites the partner to explain how the fact of working with implementing partners will contribute to the achievement of the Action.

Coordination, supervision and controls: this field is only visible in case of implementing partners. In this section, the partner will explain what are the overall mechanisms of coordination, supervision and control put in place in relation to various implementing partners. In particular, the partner will explain how it intends to screen the risks of fraud and what are the measures taken to minimise them.

FIN

In the final report, the partner will explain in general terms how the Implementing partners contributed to the achievement of the objective.

11. FIELD COORDINATION

Coordination is a key element to ensure efficiency, coverage and effectiveness of the action. The purpose of this chapter is to demonstrate whether the coordination efforts are sufficiently developed to contribute to the success and impact of the Action. This is important to guarantee that humanitarian activities are not duplicated, in the same geographical or sectorial areas, and that key information is shared with other important stakeholders.

11.1 Operational coordination with other humanitarian actors: In this section, the partner will provide information on its participation in national and local coordination fora and on the coordination with other humanitarian organisations.

It is important to note that for some operational contexts, the coordination aspects are essential appraisal criteria. If this is the case, it will be clearly mentioned in the HIPs.

In cases where the partner does not participate in coordination mechanisms, it will have to provide some explanation in this section.

DG ECHO is a strong supporter of the Inter Agency Standing Committee's Transformative Agenda (ITA) that aims at improving the effectiveness and cost efficiency of international humanitarian response. Partners should make every effort to ensure they contribute to a coordinated humanitarian response by:

- engaging in meetings/discussions of coordination mechanisms such as the HCT, clusters or other dedicated coordination for a
- engaging fully in the Humanitarian Programme Cycle, including participation in contingency planning, coordination of assessments, and collective analysis,
- contributing to the monitoring and evaluation of the collective action
- ensuring that the funding received from DG ECHO are employed to the maximum extent possible in fostering such coordinated response.

11.2 Action listed: When applicable, the partner will identify **the appeals/process** where the action is listed by selecting the appropriate option among: Humanitarian Response Plan (HRP), UN Flash Appeal, Red Cross / Red Crescent appeal, Other (to be specified, for example indicate if the action contributes to a Regional Response Plans (RRPs), a Regional Refugees and Migrants Response Plan or Country Response Plan).

11.3 Coordination with national and local authorities: In this section, the partner will briefly explain the type of relationship and coordination modalities that will prevail with **national and local authorities** during the implementation, or explain when this is not considered appropriate or relevant. When applicable and in line with the resilience strategy, the partner will explain how the Action informs and influences relevant government plans or strategies.

11.4 Coordination with development actors and programmes: In this section, the partner will address the issues of transition, nexus, exit strategy and resilience. The partner will describe, when relevant, how the Action complements on-going development actions or programmes, how synergies

are enhanced and contradictions avoided. This section will also explain how this coordination with development interventions will increase the sustainability of the results achieved after the end of the DG ECHO funded action and how the phasing out will be done. The partner will also explain what are the concrete coordination mechanisms put in place in order to enhance synergies and complementarities between the Action and relevant development interventions. The partner will further indicate how the current action will contribute to addressing the root causes of vulnerabilities of the target population.

INT

In the interim report, the partner will provide updates on the coordination section, only when necessary. For instance in case of difficulties in coordination aspects of the Action which could have a significant impact on the implementation of the Action.

FIN

In the final report, the partner will report on the relevant and significant changes and/or problems in relation to the coordination sections above.

12. VISIBILITY, COMMUNICATION AND INFORMATION ACTIVITIES

This chapter gives partners the possibility to explain how the partnership with and support of the EU to the action will be made public / be publicised. The partner can opt for standard visibility only (mandatory) or also above-standard (optional).

12.1 Standard visibility: Standard visibility for the EU as a donor is a contractual obligation applying to all partner organisations and all types of EU-funded humanitarian aid projects.

It entails:

- Display of EU humanitarian aid visual identity on project sites.
- Written and verbal acknowledgment of EU funding and partnership.

DG ECHO makes available up to 1% of eligible cost until a maximum of 10,000 Euros to cover related expenses of these obligations.

A. Compulsory display of EU Humanitarian Aid visual identity on (all points required): To comply with visibility requirements, Partner must implement all the five activities described under section A. Evidences of the activities implemented will have to be annexed to the Final Report. Failure to comply may impact negatively the assessment of the project or may result in the application of an administrative sanction at the liquidation stage.

12. Visibility, Communication and Information Activities

12.1 Standard visibility

A. Compulsory display of EU Humanitarian Aid visual identity on (all points required):

A1: Building signage (e.g. partner office buildings, health centers, distribution points)

- Yes
 No

A2: Equipment (for e.g. vehicles, water tanks, containers)

- Yes
 No

A3: Shipments and goods for distribution as part of the humanitarian response (e.g. blankets, sacks, tents, buckets, hygiene kits, debit cards)

- Yes
 No

A4: Branding of the operational materials/outreach materials addressing beneficiaries (e.g. training materials, flyers, notebooks, posters etc.)

- Yes
 No

A5: Clothing items worn by project staff (e.g. T-shirts, field vests, caps)

- Yes
 No

Attention: For all categories mentioned above, the emblem is to be displayed in a way that clearly highlights EU humanitarian aid as a donor.

Provide a justification if any of the above Compulsory Display of EU Humanitarian Aid visual identity items will be not implemented:

In the box section, the partner should provide information to facilitate the monitoring and reporting (for instance, the location of signboards, the type of supplies, where the visual identity will be placed throughout the action, etc.). Quantitative information is not obligatory (number of stickers, etc.) and a justification in case any of the 5 compulsory activities will not be implemented (e.g. no equipment foreseen in the Action).

The five boxes are selected by default. **If they are de-selected**, the partner **must** propose an alternative arrangement under chapter 14. Requests for alternative arrangements may be accepted in contexts where the visibility activities may harm the implementation of the Action, or the safety of the staff of the partner or its co-partners and Implementing partners, or the safety of beneficiaries or the local community. In justified case, DG ECHO may agree to exonerate the partner from 12.1.A visibility obligations.

B. External communication of EU funding and partnership through:

To comply with communication and information requirements, the partner should also acknowledge the partnership with DG ECHO and the EU funding provided, in communication about the project, such as media interviews, press releases, social media, webpages, blogs, articles about the project, etc. Lack of acknowledgment of EU funding may impact negatively on the assessment of the project or may result in the application of a penalty at the liquidation stage.

Boxes B1-B8 are selected by default. The partner is expected to select at least 5 options. In the comment box, the partner must specify the selected options (including B8 where relevant), including details on how the impact of e-Communication campaign will be measured. If all boxes (from B1-B8) are deselected, an alternative arrangement must be proposed under chapter 14.

12. Visibility, Communication and Information Activities

12.1 Standard visibility

A. Compulsory display of EU Humanitarian Aid visual identity on (all points required):

A1: Building signage (e.g. partner office buildings, health centers, distribution points)

- Yes
 No

A2: Equipment (for e.g. vehicles, water tanks, containers)

- Yes
 No

A3: Shipments and goods for distribution as part of the humanitarian response (e.g. blankets, sacks, tents, buckets, hygiene kits, debit cards)

- Yes
 No

A4: Branding of the operational materials/outreach materials addressing beneficiaries (e.g. training materials, flyers, notebooks, posters etc.)

- Yes
 No

A5: Clothing items worn by project staff (e.g. T-shirts, field vests, caps)

- Yes
 No

Attention: For all categories mentioned above, the emblem is to be displayed in a way that clearly highlights EU humanitarian aid as a donor.

Provide a justification if any of the above Compulsory Display of EU Humanitarian Aid visual identity items will be not implemented:

B. External communication of EU funding and partnership through (select at least 5 points):

B1: Press releases, press conference, other media outreach

- Yes
 No

B2: Videos

- Yes
 No

B3: Photos

- Yes
 No

B4: Human interest stories with visuals

- Yes
 No

B5: Social media posts

- Yes
 No

B6: Events

- Yes
 No

B7: Print materials (e.g. brochures, factsheets etc.)

- Yes
 No

B8: Others

- Yes
 No

Please specify for each communication action frequency, scope, timeline, channels to be used and number of people to be reached:

12.2 Do you foresee communication actions that go beyond standard obligations?

- Standard visibility, information and communication activities
 Above-standard, visibility, information and communication activities

12.3 [INT] Update on the progress and on the challenges encountered

12.4 [FIN] Report on the achievements and on the challenges encountered

Standard Visibility

- up to 1% of the direct eligible costs
- Maximum of EUR 10,000.

12.2 Do you foresee communication actions that go beyond standard obligations? The partner can opt for "above-standard visibility". The purpose of such more elaborate communication actions is to raise awareness of humanitarian issues among defined audience in the EU Member States and to showcase the results of the partnership with DG ECHO.

❗ For more information on the requirements, the partner should consult the **Visibility website**: <https://www.dgecho-partners-helpdesk.eu/visibility/main-requirements/above-standard-visibility>

DG ECHO can provide budget exceeding 1% of the direct eligible costs, where a partner wishes to engage in above-standard actions. To this end a separate communication plan must be submitted and approved by DG ECHO prior to the signing of the agreement. The plan must be inserted as an **annex**. A standard [template](#) is available on the visibility website.

INT

The partner must provide here an update on the implementation of **above standard** where applicable.

FIN

For standard visibility, the partner will explain what type of activities have been implemented and where, corresponding to the indications in the proposal. Evidence of those activities (section A and B) needs to be provided (pictures, articles, etc.). The partner can insert a link where such proofs can be found (link to website, web post, etc.). In case the minimum requirements could not be achieved, the partner must provide a good justification.

In case of above standard activities, the partner will have to report according to the separate communication plan that has been described in section 12.2.

13. FINANCIAL OVERVIEW OF THE ACTION

The purpose of this chapter is to present the financial elements of the Action. These data will allow DG ECHO to assess whether costs are necessary, reasonable and coherent with the results to be achieved. In case of partial funding, the feasibility of the Action will be assessed based on information about the sources of the financing of the Action.

13.1 Estimated costs: In this table the partner needs to provide the estimated total direct eligible costs and the percentage of indirect costs, while the rest will be automatically calculated.

All the financial amounts encoded in this section of the Single Form should be retrieved from the budget presented in the annex mentioned further down in the guidelines. The indirect costs cannot be higher than 7% of the direct eligible costs.

13.1 Estimated costs

	Initial budget	Revised budget	Interim report incurred costs	Final report incurred costs	[RCI] Final update
Total direct eligible costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
% of indirect costs (max 7%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount of indirect costs (cut after 2nd decimal)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

13.2 Percentage of direct eligible costs allocated to the support costs: In this section the Partner provides the % value of direct eligible costs allocated to support costs for this action. The % provided in this section should be in line with the figures provided in the budget for each stage of the action. (RQ/MR/IR/FR).

13.2 Percentage of direct eligible costs allocated to the support costs

	Initial budget	Revised budget	Interim report incurred costs	Final report incurred costs
% of support costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The following definitions can help you to easier understand/distinguish the differences between various cost categories:

- **direct costs:** directly incurred to fund the activities described in the SF as necessary to the achievement of the results.
- **direct support costs:** costs under this title are also considered direct costs. They include field office costs, in particular:

- staff costs not delivering directly goods and services to the beneficiaries;
 - running costs;
 - local transportation to carry all necessary goods and material for the operation;
 - distribution, storage and daily labour;
 - security;
 - feasibility, needs assessment and other studies;
 - quality and quantity controls;
 - external evaluation;
 - insurance costs;
 - visibility and communication programmes, etc.
- **indirect costs:** unless otherwise specified in the agreement, eligible indirect costs are declared on the basis of a flat rate of max 7% of the total eligible direct costs.

Financial annex

Insert an annex

INT

From a financial point of view, in the interim report, the partner has to update sections 13.1 of the Single Form (estimated costs), section 13.2 (percentage allocated to support costs) and the budget. In case of changes in the initial budget presented in the proposal, the partner can annex an updated budget to the interim report.

FIN

In the final report, the partners will update the sections 13.1 of the Single Form (estimated costs), section 13.2 (percentage allocated to support costs) and the budget.

13.3 Funding of the Action: This section provides a picture of the various sources of financing. The table will be updated at interim and final stage.

13.3 Funding of action

	Initial budget	Revised budget	Final budget	[RCI] Final update
Direct revenue of the action	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contribution by applicant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contribution by other donors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contribution by beneficiaries	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contribution requested from ECHO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
% of total funding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total funding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Direct revenue of the Action:** This source of funding is quite exceptional and occurs when the Action itself creates income. In such cases, the final amount has to be mentioned here.. At the proposal level, the partner can introduce an estimated amount if known. **Contribution by applicant:** if the partner (and co-partners if any) makes a contribution to the costs of the Action, it will mention here the foreseen amount.
- **Contribution by other donors:** it gives an indication of the approved and/or expected funding by other donors. At the final report stage, this information is based on real contributions.
- **Contribution by final beneficiaries:** These types of contribution are usually linked to cost recovery schemes. These amounts are considered as revenue of the Action.
- **Contribution requested from DG ECHO:** The expected funding from DG ECHO.
- **% of total funding:** it is automatically calculated by the system. In case the percentage is equal to 100%, the partner will have to provide a justification in section 13.4.
- **Total funding:** it is automatically calculated by the system and should be equal to the total costs of the Action mentioned under section 13.1.

13.4 Explanation about the 100% funding: This section has to be filled in only when DG ECHO funding, as a percentage of the total funding, is equal to 100%. The partner has to justify the exception to the principle of co-financing and has to select between "urgent action" or "forgotten crisis", which are in general the main reasons for 100% funding. In case neither of these two options applies, the partner has to select the option "other" and to provide a short explanation that justifies the need for 100% funding.

13.5 You are expected to upload in APPEL the annex with detailed budget: The **budget** is an **annex** to be filled in. For NGO partners, it is a requirement under the MGA, to increase comparability among actions and to better clarify the operational / support costs ratio. For further information on the compilation of this annex, please check the dedicated guidance in the budget template.

❗ The list of forgotten crisis is published on the ECHO website

13.6 When relevant, the partner has to provide here information on major **in-kind contributions**. This allows crosschecking when in-kind contribution comes from other donors and whether the objective/results can be achieved when no expenses are foreseen for goods. In-kind contribution (such as goods, equipment received for free) cannot be considered as contributions by the applicant in case of co-financing. They can be described here to explain how they contribute to the success of the action, but they cannot be included in the total amount of the result nor in the financial statement.

13.7 Financial contributions by other donors: The partner will briefly explain, when applicable, what will be the fall-back position in case of rejection of the funding request submitted to other donors. In particular, additional explanations will be provided on whether this could lead to requesting more funding to DG ECHO or to reducing the volume of activities.

13.8 VAT exemption granted: The default option is set on "**yes**". If the partner already knows that the VAT exemption request has been rejected, the option "**no**" has to be selected. In this case, the

costs provided in the budget will have to include VAT. If the partner has selected the option “no” or “do not know yet”, additional explanations need to be provided in section 13.8.1 on what actions have been or will be taken with the national authorities in order to obtain the VAT exemption.

13.9 on VAT charged: If any VAT costs are declared by partner at the stage of final payment, the exact amount of total VAT claimed has to be provided. This includes the amounts charged through Implementing Partners. Additionally partner should provide the date of the request made to the local tax authority and the date of rejection, if any. If partner has not received any reply from the competent authority in the country of implementation, this has to be stated as well.

13.10 Do you intend to involve and charge HQ staff costs to project? The default option is "No", as such costs are considered as eligible direct costs only in very specific cases. If option selected is "Yes", explanations need to be provided in section 13.1.

13.12: Please refer to the MGA guidelines for more details.



The organisation confirms that the co-financing has not led to a double funding of the Action: the partner will confirm at the final report stage that the various sources of funding do not lead to double-funding.

Report on finance: when necessary, the partner will report here on any of the sections above.

14. REQUESTS FOR ALTERNATIVE ARRANGEMENTS

The purpose of this chapter is to give the possibility to the partner to introduce a proposal for a different implementation modality of agreement specific provision.

When requesting an alternative arrangement, the partner will be as precise as possible about the nature of the request and will briefly explain the reasons for this request.

Examples of possible alternative arrangement:

- External audit: request the authorisation to declare as eligible direct cost the cost of external audit where the latter is a pre-condition to work in the country.
- Remaining supplies at the end of the Action: request of authorisation for donation of remaining supplies or proposal for alternative arrangements, in case transfer and donation are not feasible options.
- Visibility: request implement differently visibility obligations when circumstances in the field require.

Under the MGA it is no longer possible to request and obtain a derogation on the exchange rate rule applicable to partners in non-Euro zone.

15. ADMINISTRATIVE INFORMATION

The purpose of this chapter is for the partner to share with ECHO the names of contact persons and of the person authorised to sign the agreement. This information will be used to draft the agreement and for correspondence purposes.

15.1 By default, the **name of the legal representative** of the person who signs the agreement will be the first name in the list of legal representatives introduced in APPEL by the partner. The partner has the possibility to choose another name from the drop-down list.

ⓘ Do not forget to update your organisation's data in APPEL!

15.2 The partner can add as many **names of contact person** as deemed necessary. Ideally, the partner will provide at least the name of one person at headquarter and one person in the field. Details to be provided include: name, office location, phone number and email address.

#	Name	Office location	Phone	E-mail
01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If contact persons in an Action need to be changed, the partner can replace contact persons or add additional contact persons by clicking the button 'Update contact details'. The pop up screen below will appear, allowing the partner to modify the information. These changes are only possible after the submission of the Final Report (before submitting the Final Report, contact details can be updated by submitting non-essential changes document).

Once the changes are submitted, a non-essential change Modification Request (MR) will be created automatically, in the section "List of the modifications with Partner's justification", indicating the reasons for the modification in the following way: "This non-essential change request document was submitted to introduce minor modifications in the contact person details in paragraph 15.2."

Notification system:

APPEL includes a notification system. When applicable, DG ECHO desk will use the notification system to inform the partner of the need to submit a revised version of the Request (RQ), Modification Request (MR) or interim report (IR). The notification is visible in APPEL (see figure

below). The **contact persons** mentioned under 15.2 will receive an email in their mailbox informing them of the reception of a new notification from DG ECHO.

The name of DG **ECHO contact persons** can be found in the financing decision or in the HIP Technical Annex – section 1.

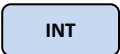
16. CONCLUSIONS AND LESSONS LEARNED


This chapter gives the opportunity to the partners to share additional comments and information with DG ECHO.

16.1 The section "**comments at proposal stage**" is optional. The partner has the possibility to share with DG ECHO further information on the Action, which could not be inserted in other sections of the Single Form and that the partner considers important for the appraisal of the Action proposal.

When applicable, the partner has to inform DG ECHO on the **sensitive and confidential** character of the information contained in the Single Form.

ⓘ When the partner submits a modification request (MR), it must use section 16.1 to summarise the changes made in the various sections of the Single Form and to request changes not directly linked to the Single Form section (e.g. in case of extension of deadline to submit final report).

16.2  **Comments at the interim report stage:** the partner may include any additional comments that are relevant for understanding the state of play of the action and are not covered by the interim report.

16.3  **Conclusions:** the partner may add here information which will help to better understand the achievement of the Action. It can also, if not covered in other sections of the Single Form, explain specific difficulties faced during the implementation and the conclusions drawn from that experience. The partner can also share recommendations.

16.4

Lessons learned: optionally, the partner can share the lessons learned from the implementation of the Action, or its views on future projects.

17. LOGFRAME

This chapter is automatically completed by the system, retrieving information included by the partner in other sections of the Single Form, such as title of the action, sectors of intervention, budgetary information, objectives, results and indicators, activities, risks, assumptions and pre-conditions. Can be used by the partner for a final revision of the information inserted.

18. LIST OF PRE-DEFINED ANNEXES

This chapter lists all DG ECHO pre-defined annexes to be uploaded to APPEL at this action stage. Some of them are mandatory (marked with exclamation sign), some other optional (mandatory depending on choices made in the Single Form or depending on some other external conditions).

If the partner fails to upload mandatory annexes, DG ECHO request to submit them at later stage via the 'new version' functionality.

At proposal stage, default mandatory annexes are the workplan and the budget.

LIST OF USEFUL LINKS

Partner Helpdesk	http://dgecho-partners-helpdesk.eu/
DG ECHO Funding decisions	https://ec.europa.eu/echo/funding-evaluations/funding-decisions-hips_en
Forgotten crisis	http://ec.europa.eu/echo/policies/needs_en.htm
Cash and vouchers	more updated: https://ec.europa.eu/echo/files/policies/sectoral/them_policy_doc_cashandvouchers_en.pdf
Visibility website	https://www.dgecho-partners-helpdesk.eu/visibility
Remote management	http://ec.europa.eu/echo/files/partners/humanitarian_aid/Remote Management instructions.pdf
EU Aid volunteers	http://ec.europa.eu/echo/euaidvolunteers/index_en.htm
Gender-age marker	http://ec.europa.eu/echo/files/policies/sectoral/gender_age_marker_toolkit.pdf
ACAPS	www.acaps.org

More links could be added...

General policy page: https://ec.europa.eu/echo/what/humanitarian-aid_en

APPEL: <https://webgate.ec.europa.eu/appeel/> Etc.

ANNEXES

- SF - 1: list of non-mandatory fields in case of emergency actions
- SF - 2: List of sectors / subsectors
- SF - 2: List of Key Outcome Indicators / Key Result Indicators

ANNEX SF2 - LIST OF SECTORS AND SUBSECTORS

<p>Food security and livelihoods</p> <p>Availability of, access to and consumption of food Short-term livelihood support</p> <p>Food security information and analysis Capacity building (Food) Other (Food)</p>
<p>WASH</p> <p>Water supply Excreta disposal Drainage Vector control Solid waste management Hygiene promotion</p> <p>Capacity building (WASH) Other (WASH)</p>
<p>Health</p> <p>Primary health Secondary health Epidemics Reproductive health Mental and psycho-social support Gender based violence (Medical response) Community outreach (Health sector) Medical supplies Health infrastructure rehabilitation</p> <p>Capacity building (Health) Other (Health)</p>
<p>Nutrition</p> <p>Prevention of under nutrition Treatment of undernutrition Nutrition surveys and surveillance</p> <p>Capacity building (Nutrition) Other (Nutrition)</p>
<p>Shelter and settlements</p> <p>Individual household shelter Camps and collective centres Settlements (Site selection, planning and development) Support to host communities' shelters and settlements</p> <p>Capacity building (Shelter) Other (Shelter)</p>
<p>Disaster Risk Reduction / Disaster Preparedness</p> <p>Community and local level action Information, communication and public awareness Hazard, risk analysis and early warning</p>

<ul style="list-style-type: none"> Contingency planning and preparedness for response Protection of livelihoods, assets and critical facilities Institutional linkages and advocacy Capacity building (DRR / DP) Other (DRR / DP)
<p>Protection</p> <ul style="list-style-type: none"> Prevention of and response to violence Documentation, status and protection of individuals Tracing and reunification Child soldiers / Children Associated with Armed Forces and Armed Groups (CAAC) Support to separated/unaccompanied children Gender based violence (Prevention, response, other) Housing, land and property rights Protection information management and monitoring Protection information dissemination Protection advocacy Capacity building (Protection) Detention Other (Protection)
<p>Coordination</p> <ul style="list-style-type: none"> Country level (sector/intersector) coordination Camp coordination Civil-military coordination Global (sector/intersector) coordination including global clusters Other (Coordination)
<p>Support to operations</p> <ul style="list-style-type: none"> Logistics Emergency infrastructure Emergency telecommunications Security Advocacy for humanitarian access Feasibility studies, needs assessment and other studies Public awareness and advocacy Capacity building (Not sector specific) Other (Support to operations)
<p>Mine action</p> <ul style="list-style-type: none"> Humanitarian demining Assistance to victims Mine education and mine risk reductions Armed violence reduction Other (Mine action)
<p>Education in emergencies</p> <ul style="list-style-type: none"> Formal education Non-formal education Safe and accessible learning environments Quality teaching and learning Protective education services EiE response capacity Other (Education)
<p>Multi-purpose cash transfer</p>

ANNEX SF3 - LIST OF KEY OUTCOME INDICATORS

Key Outcome Indicators (KOI)
% of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable and participatory manner
Crude mortality rate (number of deaths/10.000p/day)
Average Coping Strategies Index (CSI) score for the target population
% of the target population achieves Acceptable Food Consumption Score (FCS)
Severe Acute Malnutrition Recovery rate
Coverage of the nutrition program
% of 6-23 months old children in target population who receive a minimum acceptable diet (MAD)
% of target population with adequate WASH services and hygiene practices
% reduction in the number of affected people (experienced, expected or modelled)
Case fatality rate
% of target population living in safe and dignified shelters in secure settlements
% of target facilities (PHU, schools, markets) with basic WASH services functioning
Average monthly number of CW/IED related accidents/incidents reported in area of operation
% targeted girls and boys who are retained in education at the end of the action
% targeted children who transition (1) into formal from NFE, or (2) into the next level of NFE, or (3) into the next academic year of formal education

ANNEX SF3 - LIST OF KEY RESULTS INDICATORS

Key Result Indicators (KRI)	Sector	Subsector
Number of people provided with resources that enable them to protect and start rebuilding livelihood assets	Food security and livelihoods	Short-term livelihood support
Number of people enabled to meet their basic food needs	Food security and livelihoods	Availability of, access to and consumption of food

Number of people having regular access to soap to meet hygienic needs	WASH	Hygiene promotion
Number of people having access to dignified, safe, clean and functional excreta disposal facilities	WASH	Excreta disposal
Number of people living in settlements with a functional drainage network	WASH	Drainage
Number of people having access to sufficient and safe water for domestic use	WASH	Water supply
Number of people living in settlements with a functional solid waste management system	WASH	Solid waste management
Number of health facilities rehabilitated	Health	Health infrastructure rehabilitation
Number of mental health consultations	Health	Mental and psycho-social support
Number of live births attended by skilled health personnel	Health	Reproductive health
Number of outbreak alerts responded to	Health	Epidemics
Number of primary health care consultations	Health	Primary health
Number of hospitalisations	Health	Secondary health
Number of children who received community based treatment for malaria, diarrhoea and/or acute respiratory infections	Health	Community outreach (Health sector)
Number of SGBV victims receiving assistance in less than 72 hours	Health	Gender based violence (Medical response)
Number of SMART, coverage, NCA or other surveys implemented	Nutrition	Nutrition surveys and surveillance
Number of children under 5 admitted for treatment of Severe or Moderate Acute Malnutrition	Nutrition	Treatment of under nutrition
Number of health facilities where nutrition programs are implemented	Nutrition	Capacity building (Nutrition)
Number of people having access to basic, safe and dignified shelters solutions	Shelter and settlements	Individual household shelter
Number of people hosted in "displacement sites" with functional coordination and management mechanisms	Shelter and settlements	Camps and collective centres
Number of people with unhindered access to and living in secure settlements	Shelter and settlements	Settlements (Site selection, planning and development)
Number of people participating in interventions that enhance their capacity to face shocks and stresses	Disaster Risk Reduction / Disaster Preparedness	Community and local level action

Number of people reached through Information, Education and Communication on DRR	Disaster Risk Reduction / Disaster Preparedness	Information, communication and public awareness
Number of people covered by a functional early warning system	Disaster Risk Reduction / Disaster Preparedness	Hazard, risk analysis and early warning
Number of people covered by early action/ contingency plans	Disaster Risk Reduction / Disaster Preparedness	Contingency planning and preparedness for response
Number of community small-scale infrastructures and facilities built or protected	Disaster Risk Reduction / Disaster Preparedness	Protection of livelihoods, assets and critical facilities
Number of people whose livelihoods and assets are protected from shocks and stresses	Disaster Risk Reduction / Disaster Preparedness	Protection of livelihoods, assets and critical facilities
Number of persons reached by the implementation of specific prevention measures	Protection	Prevention of and response to violence
Number of persons who receive an appropriate response	Protection	Prevention of and response to violence
Number of persons who receive information on relevant rights, legal aid and documentation AND/OR support to alternative housing	Protection	Housing, land and property rights
Number of protection information management (PIM) products enabling evidence-informed action for quality protection outcomes produced	Protection	Protection information management and monitoring
Number of persons with increased/appropriate information on relevant rights and/or entitlements	Protection	Protection information dissemination
Number of participants showing an increased knowledge on the protection subject in focus	Protection	Capacity building (Protection)
Number of concrete strategies to prevent, report and/or respond to child recruitment at individual, community and/or national level	Protection	Child soldiers / Children Associated with Armed Forces and Armed Groups (CAAC)
Number of unaccompanied and/or separated children who are reunited with their caregivers OR in appropriate protective care arrangements based on BIA	Protection	Support to separated/unaccompanied children
Number of persons who have received detention visits by the end of the project	Protection	Detention
Number of advocacy products produced and disseminated AND/OR number of meetings/events held	Protection	Protection advocacy
Number of persons reached by the implementation of specific GBV prevention measures	Protection	Gender based violence (Prevention, response, other)

Number of survivors who receive an appropriate response to GBV	Protection	Gender based violence (Prevention, response, other)
Number of persons who obtain appropriate documentation/legal status	Protection	Documentation, status and protection of individuals
Number of persons separated from their family who have re-established and maintained contacts AND/OR have been reunified with their families	Protection	Tracing and reunification
Square kilometres of land cleared of land mines and/or unexploded ordinances	Mine actions	Humanitarian demining
Number of victims of CW/IED incidents receiving support	Mine actions	Assistance to victims
Number of persons trained on CW/IED risk reduction	Mine actions	Mine education and mine risk reductions
Number of persons trained in conflict management	Mine actions	Armed violence reduction
Number of targeted girls and boys enrolled in formal education services	Education in emergencies	Formal education
Number of targeted girls and boys enrolled in non-formal education services	Education in emergencies	Non-formal education
Number of learning spaces/schools set up or rehabilitated or restored to minimum standards for safe learning	Education in emergencies	Safe and accessible learning environments
Number of teachers provided with teaching aids/materials	Education in emergencies	Quality teaching and Learning
Number of girls and boys provided with learning materials	Education in emergencies	Quality teaching and Learning
Number of teachers/ education personnel showing increased knowledge and teaching skills to address children's learning needs	Education in emergencies	Quality teaching and Learning
supported to improve equity of access and/or learning opportunities for marginalised and vulnerable boys and girls	Education in emergencies	Quality teaching and Learning
Number of students, teachers and other education personnel provided with psycho-social support services	Education in emergencies	Protective education services
Number of teachers and other education personnel showing increased knowledge and skills to address the protection needs of girls and boys	Education in emergencies	Protective education services

Number of girls and boys referred to specialised services (e.g. child protection, health, MHPSS)	Education in emergencies	Protective education services
Number of EiE needs assessments (stand-alone and/or multi-sectoral)	Education in emergencies	EiE response capacity